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**A-14        MOVE-UP POLICY**

**PURPOSE:**

Move-ups of engine companies are performed to provide adequate Zone coverage.

It is the responsibility of HCFA Staff to monitor the status of coverage within Central Zone. Move-ups performed by the dispatch center are limited to the guidelines given herein. The Zone Duty Chief or in his absence the Zone Coordinator shall determine move-ups under all other circumstances.

**PROCEDURE:**

Move-ups shall be initiated by dispatch after they have confirmed commitment of the companies creating the need for a move-up, or when additional alarms are requested.

All move-ups are Code 2, unless otherwise requested.

The following stations have been identified as cover stations. These stations should be kept filled whenever that unit and the immediately surrounding units are committed for an extended period.

STATION TO COVER	UNITS COMMITTED	PRIMARY	SECONDARY	THIRD	FOURTH	FIFTH
2	1, 2, 3 or 27	10	21	38	13	Metro
3	3, 8, 26	21	38	13	7	Metro
4	4, 2, 5, 9	13	21	38	10	Metro
6	6, 8, 9, 19	10	38	13	21	Metro
8	8, 6, 19, 23	10	13	205	38	Metro
10	10, 14, 210	19	26	7	38	Metro
11	11, 12, 13	19	26	38	205	Metro
17	17, 25, 26	19	7	205	10	Metro
16	16, 10, 14, 210	19	205	7	38	Metro
18	18, 8, 23	19	10	21	7	Metro
22	22, 8, 15, 23	19	38	7	205	Metro

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**NOTES:**

HCFA will check with IC to determine resource commitment before move-ups are initiated or when initial units are committed (i.e. second alarms).

Move-ups should be started when on scene units will be committed more than thirty (30) minutes.

HCFA shall notify the Duty Chief of both agencies AND the ZDC when a move-up occurs **and** is released.

Move-ups of specialized equipment shall be done at the direction of the Zone Duty Chief or in his absence the Zone Coordinator, with the approval of the sending agency.

HCFA shall notify the Duty Chief, Agency Fire Chief and ZDC when specialized equipment is moved and released.

**STATION COVERAGE**

This plan has been established to recommend dispatching of Central Zone resources to backfill Central Zone stations during times when emergency responses leave stations uncovered. These move-ups are meant to be for short durations during events which last four (4) hours or less unless approved by the Zone Duty Chief and affected agencies. During long term events, each individual agency will backfill their respective stations. Knox boxes will be provided in all stations for move-up units to utilize.

Metro Zone units have been established in the CAD rotation to provide resources to move to cover Central Zone Stations.

Central Zone agencies *may* provide resources to move to cover East Zone, Metro Zone and North Zone stations if requested.

The following Central Zone units may be used and **WILL BE DETERMINED BY THE Zone Duty Chief: E7, E210, E13, E19, E26, AND E38.**

**Note:** This matrix is for normal day to day activity, during major incidents or significant events. The matrix may be superseded and move-ups made at the direction of the ZC or his designee.

**Central Zone requests move-up from Metro Zone:**

- Central Zone creates an incident using "Move-Up" problem nature; Incident ships to the Metro Zone via RCIP who assigns a unit to the incident. Metro Zone will not make any status changes to this unit while committed to the move-up in Central Zone. Central Zone will keep the Metro Zone unit on move-up incident until the unit arrives in the area.
- Metro Zone unit to monitor HCFA Zone 1B channel while enroute and switch to Dispatch channel once available in Central Zone's District.
- Units participating in RCIP will remain available while enroute on move-ups.

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- Central Zone will dispatch and monitor status of Metro Zone units while in Central Zone's district.
- Central Zone will provide Thomas Bros. Map pages during verbal dispatch for Metro Zone unit responses.
- Metro Zone units may not be used for out-of-zone strike team assignments while in Central Zone. Central Zone will fill the unit need in place of the Metro Zone unit.
- Metro Zone unit Captain will be responsible for filling out paperwork for NFIRS reports for any incidents they respond to while in Central Zone.

**East or Metro Zone requests move-up unit from Central Zone:**

- Metro Zone creates in incident using "Move-Up" problem nature; incident ships to Central Zone via RCIP who assigns a unit to the incident (see above for selection of available units). Central Zone will not make any status changes to this unit while committed to the move-up in Metro Zone.
- Central Zone unit to monitor MVU Local or Metro Admin while enroute and switch to Dispatch channel once available in Metro Zone's District.
- Units participating in RCIP will remain available while enroute on move-ups.
- Metro Zone will dispatch and monitor status of Central Zone units while in their Zone's District.
- Metro Zone will provide Thomas Bros. Map pages during verbal dispatch for the Central Zone unit responses.
- Central Zone units may not be used for out-of-zone strike team assignments while in Metro Zone. Metro Zone will fill the unit need in place of Central Zone unit.
- Central Zone unit Captain will be responsible for filling out paperwork for NFIRS reports for any incidents they respond to while in Metro Zone.

**Move up box and supplies**

- The "Access" Knox key will be utilized for access to all Move-up Stations.
- A "Security" Knox key may also be placed in the Knox Box for full district coverage (discretionary).
- If a code is required for Move-up Station access, the code information is to be available in the CAD system.
- A Move-up Box is to be utilized by each Move-up station with MOVE UP BOX labeling. The Box will consist of the appropriate run maps, apparatus door opener, special access keys with labeling, and necessary pre-fire plans (pre-fire plans discretionary), and paper based incident report forms.
- A standard location for the Move-up Box placement will be in the immediate area of the entry point (captain's office) or by the run printer. If these locations are not utilized, specific directions to its placement are to be placed in the Knox Box.

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- Each agency needs to reinforce the need for the Move-up Box to be maintained (placement and contents).
- It will be the responsibility of each agency to ensure that their prospective station(s) meet these requirements.

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