

DISTRICT COORDINATOR INTRODUCTION



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10/14/2015

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Mobilization Contact Information

Name: _____

Rank: _____

Fire District or Organization Name: _____

Fire Mobilization Position: _____

Office Phone: _____

Cell Phone: _____

Other Phone: _____

Pager: _____

Department 24 Hours Answering Point Phone: _____

Email: _____

Mailing Address: _____

General Information

Where do I find a copy of the Fire Mobilization Plan, inventories, and Run Cards?

These documents can be found on the MEMA Web Page www.mass.gov/mema

Look down the left side of the MEMA Home Page to **Mutual Aid**

Follow the wording to **Fire Mobilization Plan**: click on **Fire Mobilization** for the Plan.

Inventory, Running Cards, Contacts, and Maps are below the Plan link.

Where and when does the Mobilization Committee meet?

The Committee normally meets on the 4th Wednesday of each Month. The Chair will usually poll members if a change is necessary and advise all if there is a change.

There are no meetings in the summer unless there is an urgent need.

The Committee alternates meeting locations between MEMA HQ at 400 Worcester Road, Framingham and Milford Fire Station 2 which is Headquarters at 21 Birch Street.

Meeting time is 1000 hrs.

ALL DISTRICT COORDINATORS ARE INVITED TO ATTEND THE MEETINGS.

What District Coordinator items should I have received or have currently?

FAMTRAC RADIO IN CASE: This radio is on the MEMA radio system as well as the Federal operation tactical channels. Copy of instructions should be in case.

DISTRICT COORDINATORS VEST

SET OF MOBILIZATION MANIFESTS AND 214'S (More are available)

DISTRICT COORDINATORS KIT (If already issued)

ACTIVATION RECORDS OR REPORTS FOR THE DISTRICT

Key Concepts of the Plan

The Plan is directed towards enhancing disaster management at the local, regional, and state level of government by:

- Providing a simple method to activate the sufficient quantities of fire, rescue, EMS, and specialized personnel and resources necessary.
- Providing the interface between the Local and Regional Mutual Aid Systems and the State of Massachusetts Emergency Response Plan in an effort to mobilize fire, rescue, EMS, and specialized fire resources statewide.
- Establish the positions, roles, and responsibilities necessary to activate and maintain this plan.
- Complementing the other disaster plans at the local and state level.
- Providing a mechanism to interface with other recognized state plans and the National Response Framework.
- Utilizing the Incident Command System (ICS) and the principles of the National Incident Management System (NIMS) that have been adopted by the Commonwealth of Massachusetts
- Activation of the Plan does not diminish local command and control of the incident or the initial response of local and regional resources.
- This Plan serves as the mechanism for the mobilization of resources in a coordinated manner with various state and local agencies.
- All communities are required to retain a reasonable level of fire and EMS protection for their own coverage.

Fire Mobilization Mission Statement

Our mission is to provide an efficient, effective and coordinated third level of mutual aid to all Massachusetts Communities and adjacent states after they have exhausted their normal mutual aid agreements and to integrate all types of specialized fire rescue resources into a comprehensive and workable plan. Mutual aid will not be limited by boundaries but will be based upon professional and educated decisions. We will respond to any type of assistance including fire, EMS, natural or manmade disasters and terrorism.

Plan Utilization

- The plan is designed to provide assistance and resources in two types of situations:
 - **Declared State of Emergency** – plan becomes operations under the direction of the Governor or his/her designee MEMA.
 - **In the absence of declaration** – The mobilization plan is the accepted state mutual aid plan to provide assistance statewide when local mutual aid systems have been exhausted and additional resources are required to save lives, property and provide for the relief of personnel.

Statewide Mutual Aid System

- The mobilization plan is the accepted method, procedure and policy for obtaining and providing mutual aid across the Commonwealth in an organized manner.
- The declaration of a State of Emergency is not required to use the plan.
- When a State of Emergency has not been declared, responses fall under Chapter 48, Section 59A which is the mutual aid authority granted to Massachusetts Fire Chiefs

Executive Order 221

- FCAM charged with creating a response plan
- Part of the State's Emergency Response Plan
- District Fire Coordinators are appointed by the Director of MEMA
- Command of all resources remain with the local IC at incidents
- All communities retain a reasonable level of protection
- Permits training
- State to provide communications

Background Facts

- Organized response within the state fire and EMS mobilization framework and using NIMS is far superior to an unorganized response.
- Self dispatching of any resource is not acceptable and would have negative consequences.
 - Resources that respond in an organized and supervised fashion is a proven manageable model.
- There is an EMS component to the plan.
- Private sector ambulances are part of the State Mobilization Plan
- A travel communications network has been established to track deployed resources

Key Positions in the Operation and Maintenance of the Plan

State Mobilization Chairman: Recommended by FCAM and appointed by the MEMA Director is responsible for the chairing of the Mobilization Committee and overseeing the operation and maintenance of the Plan. The Mobilization Chairman will be either an active or retired fire chief, preferably with the experience in the coordination of the local/regional mutual aid systems. The mobilization chairman shall be a member of the Fire Chiefs Association of Massachusetts. The Chairman may recommend with the approval of FCAM the appointment of a Vice-Chairman of the Mobilization Committee. The Mobilization Chairman is also responsible for training and exercising of the Plan of the state level.

Vice-Chairman Mobilization Committee: Recommended with the approval of FCAM and appointed by the MEMA Director serves as the Vice-Chairman of the Mobilization Committee. The Mobilization Vice-Chairman will be either an active or retired fire chief, preferably with experience in the coordination of local/regional mutual aid systems.

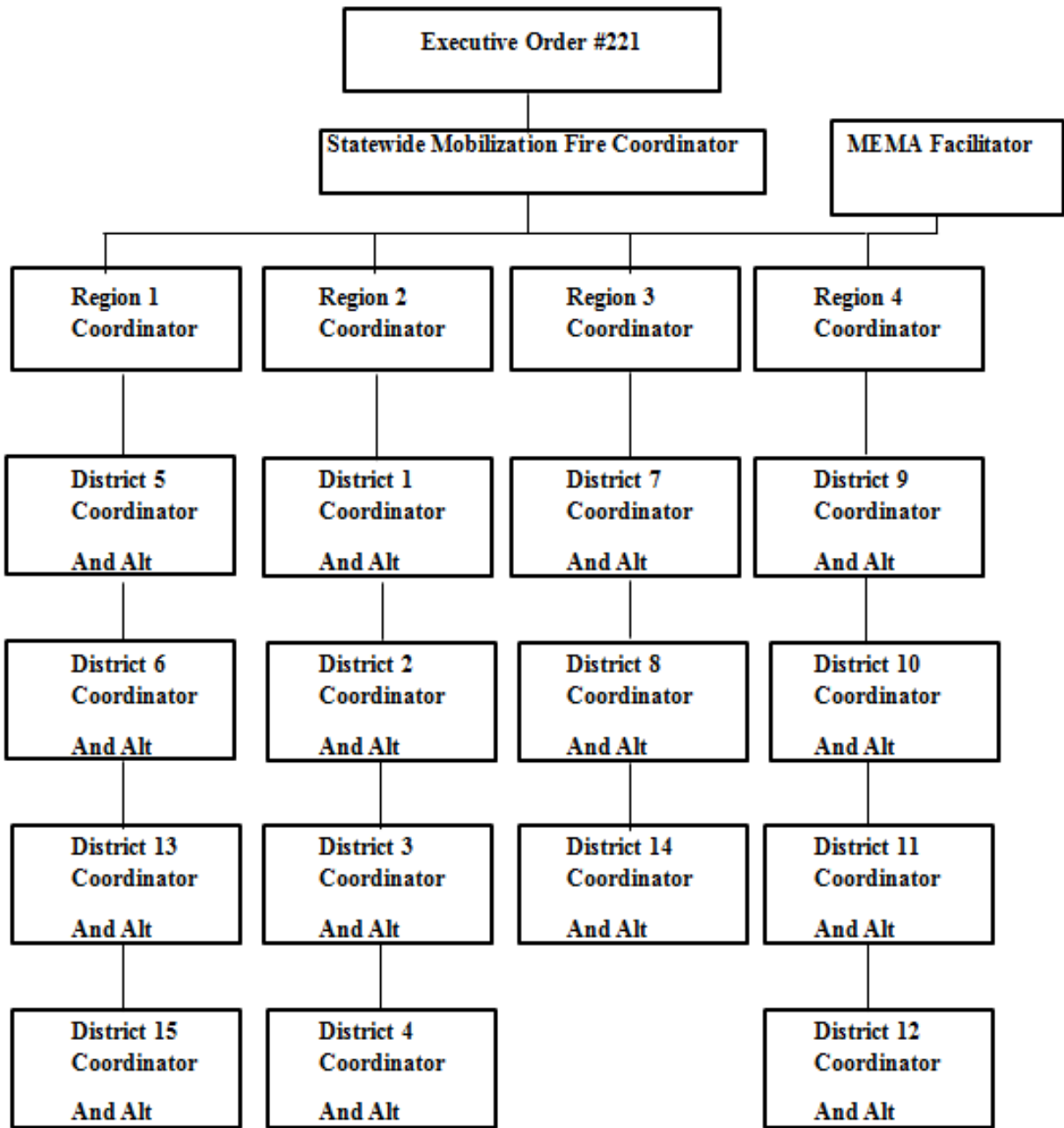
The Mobilization Vice-Chairman shall be a member of the Fire Chiefs Association of Massachusetts. The position is responsible for the coordinating of all grants and training programs in support of the Plan. The Vice- chairman functions as the liaison to external agencies and associations.

Regional Coordinators: Recommended by the Fire Districts within the Region, approved by FCAM and appointed by the MEMA Director. The Regional Coordinator is responsible for coordinating the operation, maintenance, training, and excursing of the plan at the regional level with the assistance of District Coordinators. The Regional Coordinator will either be an active or retired fire chief, preferably with experience in the coordination of local/regional mutual aid systems. The Regional Coordinator shall be a member of the Fire Chiefs Association of Massachusetts. There are a total of 4 Regional Coordinators, one per each region. The Regional

Coordinator will appoint at least one alternate Regional Coordinator from the District Coordinators.

District Coordinators: There are 15 District Coordinators each recommended for appointment by their Fire District. The recommendation is approved by FCAM with appointment by the MEMA Director. The District Coordinator will either be an active or retired fire chief, preferably with experience in the coordination of local/regional mutual aid systems. The District Coordinator shall be a member of the Fire Chiefs Association of Massachusetts. The District Coordinator will recommend a fire chief with the approval of the District as an alternate. The District Coordinator is responsible for the operation, resource inventory, running cards, training, and exercise of the Plan at the District level.

Statewide Fire and EMS Mobilization Plan Organizational Chart



District Coordinator

Fire & Emergency Medical Mobilization

Job Description

5/9/05 Rev00

DEFINITION: Technical, Administrative, and Supervisory in coordinating, planning and implementing of the Fire and EMS Mobilization Plan within the Fire Control District. Perform other related activities and work as required to provide outstanding third level Mutual Aid services.

SUPERVISION: Works under the general direction of the Regional Fire Mobilization Coordinator and Statewide Fire Mobilization Coordinator in conformance with Executive Order # 221

Supervises the organization, revision, of mobilization running cards and the activation procedures.

Supervises the activation of Fire and EMS Task Forces or Strike Teams with the District.

Coordinates the reception of incoming resources to the District under the Mobilization Plan.

Receives and is responsible for Activation and Response Reports from Task Force or Strike Team Leaders.

FUNCTIONS: Attend regular and special Regional and State Mobilization Group Meetings.

Work with the Mutual Aid Committee of the District represented to formulate and update the mobilization plans of the District.

Assures that District Control Centers have current information and proper training with regard to the Mobilization Plan and proper operation procedures.

Works with Chiefs in his District to assure a good understanding, effective use and proper activation of the Mobilization Plan.

Monitors use and activation of the Mobilization Plan.

Participates in the Fire Control District Mutual Aid Planning.

Confers, participates with, and assists other Coordinators and Statewide Fire Control Coordinator with ideas, challenges, training and updating of the Fire and EMS Mobilization Plan to make it the best plan in the Country.

Coordinator Response Policy

District Coordinator

When through the Mobilization Plan a task force or strike team is requested or activated the Control Center shall notify the District Coordinator and alternate. The District Coordinator or alternate within the district requesting the assistance will respond to the incident. Upon arrival, they will report to the Command Post and Incident Commander. They will function within the Incident Command system as the Field Observer to the Mobilization Committee and Planning Section. They can assist the Resource Unit with regard to Fire and EMS Resources. They may also act as the Mobilization Liaison to the Incident Commander, until they are relieved.

The District Coordinator and/or alternate will sign on with MEMA on the FAMTRAC radio system to notify them of response and receive updates.

Regional Coordinator

MEMA shall notify all the Regional Coordinators and Chairman of all mobilization activations. MEMA will then verify that the Regional Coordinator of the receiving Region has received the message and will be responding. When the activation is to receive assistance, the Regional Coordinator of the receiving region will respond to the incident.

The Regional Coordinator will sign on with MEMA on the FAMTRAC radio system to notify them of response and receive updates.

Upon arrival, the Regional Coordinator will report to the Command Post and Incident Commander. The Regional Coordinator will then act as the Field Observer to the Mobilization Committee. He may also work within the Incident Management Structure to assist in non-operational positions such as: assist the Resource Unit with regard to Fire and EMS Resources. They may also act as the Mobilization Liaison to the Incident Commander.

No Response from District or Regional Coordinator

Should no District Coordinator or Regional Coordinator sign on with MEMA, they will then notify the Mobilization Chairman and the next up Regional Coordinator in the following order:

Region 1	next up	3, 2, 4
Region 2	next up	3, 1, 4
Region 3	next up	1, 2, 4
Region 4	next up	3, 1, 2

The Regional Coordinator will then decide on the closest District Coordinator to be notified, usually from the first due district on the running cards.

District Control Center and MEMA must make all necessary contacts and verify that the information they relay has been received.

The Mobilization Chair may decide to provide Regional Coordinator coverage himself based on Coordinator availability.

Task Force/Strike Team Leader

Position Description

The Task Force / Strike Team Leader shall be operationally responsible for the Task Force / Strike Team from the time of activation to the time of demobilization and safe return home. The Task Force / Strike Team Leader reports to a Division Supervisor / Group Supervisor, Branch Director, Operations Section Chief, or Incident Commander depending on the size and scale of the Operation. He is responsible for performing and supervising tactical assignments assigned to the Task Force / Strike team. The leader reports work progress and status of resources, maintains work records on assigned personnel, and relays important information to their supervisor.

Leader responsibilities include, but are not limited to the following:

Mobilization

- Identify an assembly point and provide oversight of the Task Force /Strike Team mobilization process.
- Brief resources on travel:
 1. Priority of safety in all operations
 2. Route of travel to the scene
 3. Pre established stops during travel
 4. Vehicle to vehicle communications: radio channels or phone
 5. Vehicle order / driving standards
 6. Confirm requirement of manifest completion.
- Ensure that the Task Force / Strike Team proceeds to the incident reporting location in a safe and orderly fashion with law enforcement escort, if necessary.

Operations

Assure proper check-in. Check-in may be at Staging Manager (Check-in Recorder, Operations Section Chief, Incident Commander or Command Post. Incident CP, Base, Camp, Helibase or active division or group).

Upon arrival on scene provide Manifest copies to Staging Manager and/or Resource Check-in.

Perform such duties as prescribed by the local Incident Commander, Branch Director, or Division Supervisor upon re-deployment to or from the incident scene.

Once briefed on objectives, review assignments with subordinates and assign tasks and establish expectations.

Travel to and from the active assignment area with assigned resources.

Supervision

Continually monitor work progress of Task Force / Strike Team and make changes, as necessary.

Ensure at all times that the safety of Task Force / Strike Team personnel is of paramount concern. This includes making certain that all personnel have the appropriate protective clothing for the mission assigned. Report special occurrences or events such as accidents or sickness. In addition, any injuries sustained or apparatus damaged shall be reported, in writing, and a record made (Leader shall maintain a copy).

Continually look after the physical and emotional welfare of your personnel and seek proper care.

Ensure field crewmembers comply with applicable health and safety requirements.

Coordinate activities with adjacent Task Force / Strike Team, single resources, or with a functional group working in the same location.

Retain control of assigned resources while in available or out-of-service status.

Reporting

Maintain and complete Unit/Activity Log (ICS form 214) to be submitted to Documentation/Planning.

A Task Force / Strike Team Leader Report shall also be completed on the standard form (MM02) and filed with the Leader's District Coordinator.

Demobilization

Follow ICS-221, as indicated.

Provide Documentation Unit reports and records.

Use discretion, consideration of safety and well being of personnel to decide whether, upon demobilization, the Task Force may convoy back or return individually.

You are responsible for the safe return of all your people.

Major Activations for Potential Disasters

When MEMA initiates the Emergency Operations Center activation involving ESF-4, the Mobilization Chair will be notified to check in. The situation and potential need for Mobilization Personnel at the Emergency Operations Center will be discussed with MEMA Operations and the ESF-4 Representative. This will be done to determine they need of Mobilization Personnel presence at the Emergency Operations Center or whether coordination may be provided off site by phone or radio.

Should the chair not be available, contact will be made to a Regional Coordinator for the decision in the following order: 3, 2, 4, 1.

If a response to the Emergency Operations Center is needed, there must be a minimum of two Regional Coordinators or one Regional Coordinator and one qualified District Coordinator, if at all possible.

Response by the Mobilization Chair is also expected, if available.

District/Regional Coordinator Field Observer

Checklist

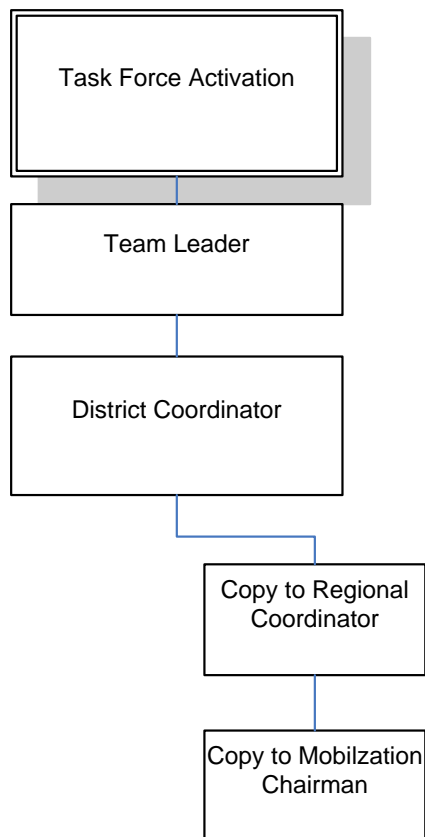
- Mobilization Activation in the District responsible for
- Respond to the Incident. Both District Coordinator and Regional Coordinator.
- Notify MEMA of response over the FAMTRAC (MEMA VHF Statewide Radio System)
- Communicate as needed using FAMTRAC (MEMA VHF Statewide Radio System) to MEMA
- Report to Incident Commander.
- Observe operations from Mobilization needs prospective.
- Assist and/or advise the IC of available resources.
- Establish and maintain contact with Mobilization Chairman and MEMA, MAESF-04 *if activated.*
- Major incident begin tracking of Mobilization Resources for the Incident
- If Incident grows work with Planning and Operations Sections: Attend Tactics and Planning meetings.
- Maintain information flow to Chairman, MEMA, and MAESF-04.
- Assist Resource Unit with Fire and EMS resource needs through advise and suggestion
- Act as the Mobilization Liaison to the IC. This may be through the Liaison Officer as you representing the Mobilization Resources and system
- Continue timely communication with Chairman, MEMA, and MAESF-04

Task Force Activation Reporting Flow

The following document describes the flow of reporting when Task Forces are activated.

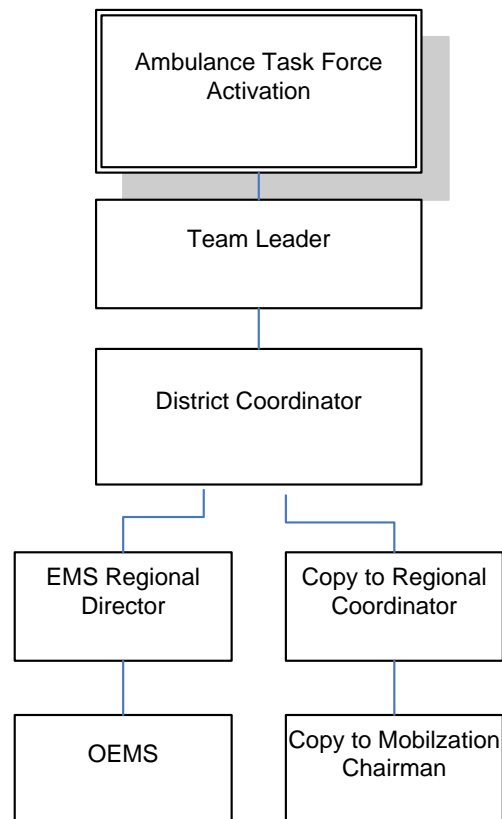
1. Fire or Disaster Task Force Activation Reporting Flow

- A. Team Leader: reports to the District Coordinator.
- B. District Coordinator: retains a copy and sends one to the Regional Coordinator.
- C. Regional Coordinator: retains a copy and sends to the Mobilization Chairman.



2. Ambulance Task Force Activation Reporting Flow:

- A. Team Leader: reports to the District Coordinator.
- B. District Coordinator: retains a copy, sends a copy to the Regional Coordinator, and sends a copy to the EMS Regional Director.
- C. Regional Coordinator: retains a copy and sends to the Mobilization Chairman.
- D. EMS Regional Director: provides copy to OEMS.



3. District Coordinator Files a Report When (SENDING):

- A. When a Task Force is activated from his/her District.
- B. There is any information on an activation that he/she feels is important to provide.
- C. There is an activation that he/she participates in.

4. District Coordinator Files a Report When (RECEIVING):

- A. When A Task Force is requested from any District.
- B. There is any incident management activity participated in involving mobilization.
- C. There is any mobilization activity that he/she feels is important to provide information about.

5. Regional Coordinator Files a Report When:

- A. Multiple Task Forces are activated a report will be done whether Task Forces are sent or received by his/her Region.
- B. There is any significant incident management activity participated in involving mobilization in the Region.
- C. There is any mobilization activity that he/she feels is important to provide information about.
- D. Files with Mobilization Chairman

6. Mobilization Chairman Files a Report When:

- A. Mobilization involves multiple regions.
- B. There is major Fire, Medical or Disaster mobilization actions.
- C. There is any significant incident management activity participated in involving mobilization.
- D. There is any mobilization activity that he/she feels is important to provide information about.
- E. Annual summarizing of activity.
- F. Files with Mobilization Committee.

**Massachusetts Fire & EMS Mobilization
District and Regional Coordinator Report**

DATE: _____

Requesting District ()	Sending District ()
Date:	Time:
Name:	Phone No. ()
Title:	Email:
Organization:	
Incident Location/Designation:	
Resource Type & Designation:	
Task Force: _____	Strike Team: _____
_____	_____
Individual Resource: _____	
General Report:	

Comments	

Signed _____ **Date:** _____

Attach copies of Team Leader and Unit Reports

Instructions to complete MM01 District and Regional Coordinator Report

DATE: Date of the Incident.

TIME: Time action was initiated.

REQUESTING/SENDING DISTRICT: Indicate the district number and name that the person completing the report represents.

NAME: Name of person completing the report.

PHONE: Business Phone

TITLE: Rank or Organizational Title

EMAIL: Optional, for contact

ORGANIZATION: Person completing's primary employer.

INCIDENT LOCATION/DESIGNATION: Provide the address or general location of the incident requiring action. If given a recognized incident name for general identification, provide same.

RESOURCE TYPE & DESIGNATION: Provide listing of types and unit identifications.

GENERAL REPORT: Provide summary of who, what, where, why and how information.

COMMENTS: General thoughts on the operation, whether good, bad or indifferent.

***ELECTRONIC VERSIONS ARE AVAILABLE at mass.gov/mema**

Massachusetts Fire & EMS Mobilization

Team Leader Report

DATE: _____

Time Dispatched: _____ Time Assembled: _____ Time @ Staging: _____ Time of Demobilization: _____	Incident Location/Designation:
Leader Name: _____	Phone No. () _____
Leader Title: _____	Email: _____
Organization: _____	
Resource Type & Designation: Task Force: _____ Strike Team: _____ Individual Resource: _____ _____	Units Assigned: _____ _____ _____ _____
General Activity Description: _____ _____ _____ (Use Activity Log ICS 214 for Specific Unit Activity)	
Comments: _____ _____ _____	
MM02 9-20-05 Rev 00	

Signed _____ **Date:** _____

Instructions to complete MM02

Team Leader Report

DATE: (Top) Date of the incident.

TIME DISPATCHED: Notification Time

TIME ASSEMBLED: When resources are assembled to proceed – Where units are immediately dispersed to provide coverage and there is no assembly, use the time the leader reaches the assigned location.

TIME @ STAGING: Arrival at staging.

TIME OF DEMOBILIZATION: Release by IC or Staging Manager.

INCIDENT LOCATION/DESIGNATION: Provide the address or general location of the incident requiring action. If given a recognized incident name for general identification, provide same.

PHONE NO.: Business phone

LEADER NAME: Name of resource leader

LEADER TITLE: Rank or Organizational Title

EMAIL: Optional, for contact

ORGANIZATION: Primary employer of the person completing this report.

RESOURCE TYPE & DESIGNATION: Listing of type and designation of resources leader is responsible for.

UNITS ASSIGNED: List the Town, District or Company, and radio designation.

GENERAL ACTIVITY DESCRIPTION: Provide summary of who, what, where, why and how information.

Also, if units are used in the incident, complete activity log ICS214 to indicate the activity of committed units.

COMMENTS: General thoughts on the operation, whether good, bad or indifferent.

SIGNATURE: Person completing.

DATE: Date report was completed.

***ELECTRONIC VERSIONS ARE AVAILABLE at mass.gov/mema**

District Coordinators Running Card Checklist

Review Outgoing Task Forces: (District Task Force Inventory)

- Fire Departments must commit to 24/7 Response
- Fire Departments must commit to a minimum engine and ladder company staffing of 1 officer & 3 firefighters
- Fire Departments must send the best available apparatus
- Fire Departments must commit to following the Fire Mobilization Plan
- Task Forces should be established normal travel routes into consideration
- No overlap with other outgoing Task Forces. (FDs should only be assigned to a single Task Force)
- Task Forces shall follow the standardized make-up approved by the Mobilization Committee
- Task Force activation should be included in local SOGs
- Review Outgoing Task Forces with your Regional Coordinator

Review In-Coming Task Forces (Running Cards)

- Review Task Forces for overlap with local mutual aid.
- Review Task Forces for direct travel routes to your area.
- Districts may be divided into smaller geographic response areas.
(North, South, East, West) Communities must be listed with the response area.
- Review Incoming Task Forces with your Regional Coordinator

Definitions

3/26/07

Task Force Inventory: The Task Force Inventory is the listing of resources organized into Task Forces or by a Fire District which are available to send to a requesting Fire District. Inventories will be done for Structural, Forestry, Disaster, and Ambulance Task Forces.

Running Card: A Running Card is the listing of Task Forces in the order upon which they would be requested by the Fire District needing help. Running Cards are written to provide the closest practical assistance. Running Cards will be written for each of the following Task Forces: Structural, Forestry, Disaster, and Ambulance.

8/30/07 Rev00

Three Types of Activation

- **Immediate Response:**

A direct response to an active disaster scene; duration is expected as one operational period.

- **Operational Period Deployment**

Resources activated to report to an incident at a specified future time during multiple operation periods

- **Extended Deployment**

Deployment is within four hours of notification and anticipated to exceed 24 hours. All personnel must be self-sufficient for the first 72 hours of the activation period. Crews are expected to work a rotating schedule. Extended deployment or personnel should not be expected to last more than 16 days.

Running Card Usage, Policy/Procedure Change

A change or deviation from the established Mobilization Card Procedures or Policies shall not be made unless agreed upon by the Regional and District Coordinators whose regions and/or districts would be involved in said deviation or change. All changes must be agreed upon and have a logical Public Safety reasons.

Any deviation from established procedure and policy may only be made due to unexpected, unplanned for and exceptionally unusual circumstances. The Regional or District Coordinator making the deviation or change must provide a complete written report with full explanation and justification within one (1) week. The change or deviation will be noted on an ICS-201 (Incident Objectives) and ICS 202 (Comment Section) and signed by those involved.

The only people who may authorize a deviation in Running Card usage or procedure/policy changes are the Mobilization Chairman and the Regional Coordinators. District Coordinators and Alternates may authorize changes as long as the Regional Coordinator or the Mobilization Coordinator agrees to the deviation.

This policy may require Regional and/or District Coordinators to make decisions for regions or districts other than their own. The action is fully authorized.

In all situations, the coordinators involved shall work with the Incident Command, Planning Section, and/or Logistics Section as determined by the incident complexity to fulfill the mobilization role and responsibility.

Districts may also wish to have certain Ambulance Task Forces designated for primary use when immediate response and location is not critical. This is an approved policy

Multiple Task Force Resource Activation – same department

The Mobilization Plan inventories often list the same department to supply resources for different types of Task Forces.

There are situations where the different types of Task Forces may be required to be activated at the same time or over a short period. A common situation may be when a Forestry Task Force is requested and at the same time a Structural Task Force or Strike Team is also requested.

These situations could be for the same incident or totally unrelated incidents.

To provide the appropriate Task Force Resources this policy will be followed by District Control Centers and Mobilization Coordinators.

No Department will be bypassed when pieces of apparatus are assigned to or required on multiple Task Forces.

The District Control Center shall notify departments of the apparatus assigned for the appropriate types of Task Forces and the priority if such exists to fill the assignments. The individual departments will make the decision on capability to fill the multiple requests and so advise the District Control Center without delay.

Departments are urged to have a SOG in place to provide for this type of response requirement. Without a policy formed response the department may be bypassed.

When a Department advises that it cannot fill a multiple request the District Control Center will use the alternate resources.

District Coordinators are to be advised immediately of any problems in filling assignments and shall have the authority to make decisions within the Mobilization Policy.

Unfilled Task Force Procedure

Upon the activation of a Task Force for **IMMEDIATE** deployment, it is anticipated that the 1st due Task Force is needed on scene as quickly as possible. Situations whereby the 1st due Task Force for the appropriate Running Card cannot be completely filled through the activation by the sending District Center, the provisions below shall apply. The purpose of this policy will be to ensure mobilization has the greatest flexibility for all operations and provides the closest mutual aid in the shortest time frame.

This policy shall apply only to the 1st due Task Force on the Running Cards and **shall not** apply to requests for Operational Period Deployment or Extended Deployment incidents.

1. Incident Commander (IC) or responsible authority requests a Task Force from the District Control Center
2. District Control Center notifies MEMA Communications Center of the resource request, clearly stating what is needed
3. MEMA Communications refers to the mobilization Running Card for the requesting community within the district.
4. District Control Center requests the 1st due Task Force through MEMA Communications Center.
5. MEMA Communications Center requests the 1st Task Force of the designated Sending District.
6. In cases of a Task Force that cannot be 100% filled, the sending District Control Center will advise MEMA Communications that the request cannot be filled who in turn notify the requesting District Control Center.
7. Requesting District Control Center will accept the partial 1st due Task Force and advise the IC of the actual resources responding. The IC will then determine if an additional Task Force is required for the incident.
8. MEMA Communications Center will notify the Mobilization Committee Chair, Regional Coordinators, and involved District Coordinators that the first Task Force Due is responding at less than 100% staffing.
9. If the IC requests an additional Task Force, the subsequent request **shall be a Task Force staffed at 100%.**

Resources requested through State MAESF Units

Should an incident require additional assets outside of those provided in the Plan, the local incident commander or his or her designee will call to MEMA Communications at 508-820-2000. The Communications Center will properly direct the request internally at MEMA. The appropriate Fire Mobilization Coordinator will inform:

1. Mobilization Chairman
2. District Coordinator for the District the request is coming from.
3. Regional Coordinator for the Region the request is coming from.
4. Regional and District Coordinators of Districts that may be activated.

In a Staging or Pre-positioning situation the Organization making the request shall provide the following information.

1. Estimated Length of Mobilization.
2. Assurance that all levels of the Mobilization Chain of Command have participated and approved the Staging or Pre-positioning Plan
3. Controlling Authority while in Staging
4. Communication Plan ICS 205 completed
5. Location of Staging or Pre-positioning
6. Information on the Base Camp Facility
7. Security being provided and by whom
8. Method of reimbursement
9. Basis of reimbursement
10. Formal assurance of reimbursement

In any situation outside of normal activation of the Fire Mobilization Plan, requests shall follow the consulting and approval policy in this plan. The Mobilization Committee may provide a representative to the State EOC to work with the ESF Units to effectively and efficiently allocate and assign appropriate resources from the Mobilization Plan.

Task Force Compositions

Ambulance Task Force

Ambulance Task Force

- (1) Task Force Leader
- (2) (1) Task Force Leader Alternate

(5) Ambulances, ALS or BLS: Any combination

(1) Alternate Ambulance

Staffing: Ambulance Staffing Minimum 2 METs, Paramedics or Combination (Preferred 3 Personnel total) Task Force leader with Aid

Mobilization Task Force Organization

Structural Task Force

- (1) Task Force Leader
- (1) Task Force Assistant Leader
- (2) Task Force Leader Alternates
- (All leaders may respond but not required)
- (6) Six Type I Engines
- (2) Two Alternate Engines
- (2) Two Type I Ladder Trucks indicate ladder, platform or tower
- (1) One Alternate Ladder

Staffing: Engines and Ladders: 1 Officer, 3 Firefighters Required

Recommended that Leaders have an Aide

Forestry Task Force

- (1) Task Force Leader
- (1) Task Force Assistant Leader
- (2) Task Force Leader Alternates
- (6) Six Forestry Units, specify breaker or forestry with Tank and Pump size
- (2) Two Alternate Forestry Units
- (2) Two Tenders/Tankers 1500 Gallon minimum
- (1) One Alternate Tender Tanker

Optional

- (1) One Mechanic with support vehicle

Service Units or Department Cars to carry personnel

Staffing:

Forestry Units: Normal
Departmental Staffing of Unit

Tender/Tanker: 2 Firefighters

Recommended that Leaders have an Aide

Tender/Tanker Task Force (Structural)

(1) Task Force Leader

(1) Task Force Assistant Leader

(2) Task Force Leader Alternates

(5) Tender/Tankers

Medium Tank Size 1,500 Gallons

Medium Fill Rate 500 GPM

Medium Dump Rate 500 GPM

(2) Alternate Tender/Tankers

(2) Engines

Minimum Pump Capacity 1,250 GPM

Preferred Tank Capacity 1,000 Gallons

Hard Suction Required

(1) Alternate Engine

Same Requirements

Staffing:

Engines: 1 Officer, 3 Firefighters

Tenders/Tankers, 2 Firefighters

Mobilization Natural Disaster

Task Force Manning & Equipment Requirements

Engine Company	Officer and (3) three firefighters minimum Chainsaw with Gas and Oil Generator with Lighting
Winch Equipped Vehicle	Officer and three (3) firefighters minimum Chainsaw with gas and oil Portable Generator with lighting
Service Truck	Officer and three (3) firefighters minimum Portable Generator Chainsaw Portable Pump
Lighting Plant	Trailer Generator 5000 Watts or Portable Generator 4000 Watts with Lighting Equipment
Heavy Rescue	Officer and four (4) firefighters minimum Hydraulic Rescue Tool Generator and Lighting Equipment Air Bags- high Pressure & Low Pressure, if available Saws – Chain and Rescue
Ambulance	Two (2) EMTs minimum, preferably three (3) with one being a Paramedic
Task Force Leader	Chief Officer and one (1) Aide (the Chief Officer must be a Chief)

- I. These manning requirements are MANDATORY
- II. Transportation of manpower to the assembly point may be by private vehicle but used of official vehicle is preferred. Transportation in convoy to the scene must be by official vehicles.
- III. Units shall travel in convoy from the Assembly Point to the Staging Area

Activation Summary

1. Local IC makes request through the local dispatch center
2. Local dispatch center makes request through their fire district control center
3. Requesting fire district control center makes request to the MEMA dispatch center
4. MEMA dispatch center then contacts the appropriate sending fire district control center(s) (with standardized request information)
5. Sending fire district control center(s) then notifies the sending fire department(s) and task force/strike team leader(s) to be dispatched
6. MEMA dispatch center will verify the notifications from the sending fire district control center(s) after 15 min from the original request
7. MEMA dispatch center will make all necessary notifications via phone, email distribution list(s), and activating the HHAN system

Mobilization Activation Procedure Updated July 2014

How to Request a Response

- **Step One: Incident commander determines the need and requests task force and/or strike** team response through local dispatch center.
- **Step Two: Local dispatch center contacts their district control center and the** following information must be obtained/included:
 - Location of the incident
 - Resources/Type requested (Structural, Ambulance, Disaster, Tender, and/or Forestry etc...)
 - Situation description and location
 - Reporting location for Task Forces responding in
 - Response needed: Immediate or the future Operational Period
 - Who is the incident commander
 - Special equipment needs (if applicable)
- **Step Three: Requesting Fire District Control Center contacts MEMA using the NAWAS** and/or Radio System(s); requests assistance by providing the following information:
 - Location of the incident
 - Resources/Type requested (Structural, Ambulance, Disaster, Tender, and/or Forestry etc...)
 - Situation description and location
 - Reporting location for Task Forces responding in
 - Response needed: Immediate or the future Operational Period
 - Who is the incident commander
 - Special equipment needs (if applicable)

- **Step Four: MEMA takes the following actions based on the information provided.**
 - Looks up/Reviews the Appropriate Running Card for the District and Department requesting assistance
 - Determines the appropriate Task Force or Strike Teams to be dispatched and from what Fire Districts
 - Using the NAWAS and/or Radio System(s), MEMA notifies the Districts listed on the Running Cards and advises them what Task Forces are to respond
 - **The following information will be provided in the notification:**
 - Location of the incident
 - Resources/Type requested (Structural, Ambulance, Disaster, Tender, and/or Forestry etc...)
 - Situation description and location
 - Reporting location for Task Forces responding in
 - Response needed: Immediate or the future Operational Period
 - Who is the incident commander
 - Special equipment needs (if applicable)
- **Step Five: Sending Fire District(s) will notify the Task Force/Strike Team Leaders.**
The Leaders will be provided with the following information:
 - Location of the incident
 - Resources/Type requested (Structural, Ambulance, Disaster, Tender, and/or Forestry etc...)
 - Situation description and location
 - Reporting location for Task Forces responding in
 - Response needed: Immediate or the future Operational Period
 - Who is the incident commander
 - Special equipment needs (if applicable)

- **Step Six: MEMA will verify that the Fire Districts have made their notifications to Dispatch the requested resources after a 15 minute interval.** MEMA may then obtain response information and advise of FAMTRAC/Radio System use and provide any further information.
- **Step Seven: If resource requests cannot be met, then MEMA will follow the Standard Operating Procedure for Unfilled Task Force Resources and refer to the Running Card to dispatch the next up Task Force.** Notification to the Incident Commander and Mobilization Chairman and Regional Coordinators shall be made.
- **Step Eight: MEMA will go through the notification process as described in its Standard Operating Procedure.** This will include telephone notification and verification of Mobilization to the Chairman, Regional Coordinators, and EMS Coordinators.