

# MASSACHUSETTS FIRE & EMS MOBILIZATION PLAN



*Fire Chiefs Association of Massachusetts*  
*Massachusetts Emergency Management Agency*  
*Department of Fire Services*  
*Massachusetts Dept. of Public Health*

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**Massachusetts Emergency Management Agency  
Website for contact information**

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# PREFACE

The Massachusetts Emergency Management Agency (MEMA) is the designated coordination and authorizing entity for the statewide Massachusetts Emergency Response Plan through statute. Under Executive Order #221 The Fire and EMS Mobilization Committee working with the Massachusetts Emergency Management Agency (MEMA) in conjunction with the Fire Chiefs Association of Massachusetts (FCAM) has been placed in charge of planning and response coordination for “All Hazards”. The Massachusetts Fire and EMS Mobilization Committee serves as the operational agency of the Massachusetts Fire and EMS services for resource deployment under the plan. Massachusetts Fire and EMS Mobilization Committee has established a goal of statewide mutual aid for fire, emergency medical services (EMS) and associated special operational services.

Accordingly, a key response and operational consideration in dealing with a domestic terrorism event is to ensure adequate hazardous materials, special rescue, fire and EMS capabilities for providing sustained, seamless and standardized operations. Massachusetts fire departments and EMS services have collaborated to achieve this goal. The Massachusetts Fire and EMS Mobilization Committee created the Mobilization Plan to provide for the systematic mobilization, deployment, organization, and management of fire service and EMS resources to assist local agencies in a major fire, disaster or other major emergency.

The Plan is applicable when requested by MEMA through a state declaration of disaster. The Plan also authorizes regular activation without a declaration of disaster through a voluntary request for assistance as coordinated through the state Mutual Aid System and the Mobilization Committee, with the assistance of FCAM and MEMA. It must be noted that this procedure does not apply to, direct or influence normal Mutual Aid operations or agreements as utilized on a daily basis by Fire and EMS Services.

# CONCEPT AND DESIGN

## Purpose

The purpose of the Massachusetts Fire Service Mobilization Plan (hereafter known as the Plan) is to provide local fire chiefs with easy access to large pool of Fire and EMS resources that may be needed in a major fire, disaster or other major emergency. The Plan is based on a series of observed occurrences and shared experiences during recent disasters and major emergencies in the Commonwealth of Massachusetts. It is also an evolution of our past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach to provide Fire and EMS resources in quantities beyond the means of any single fire department.

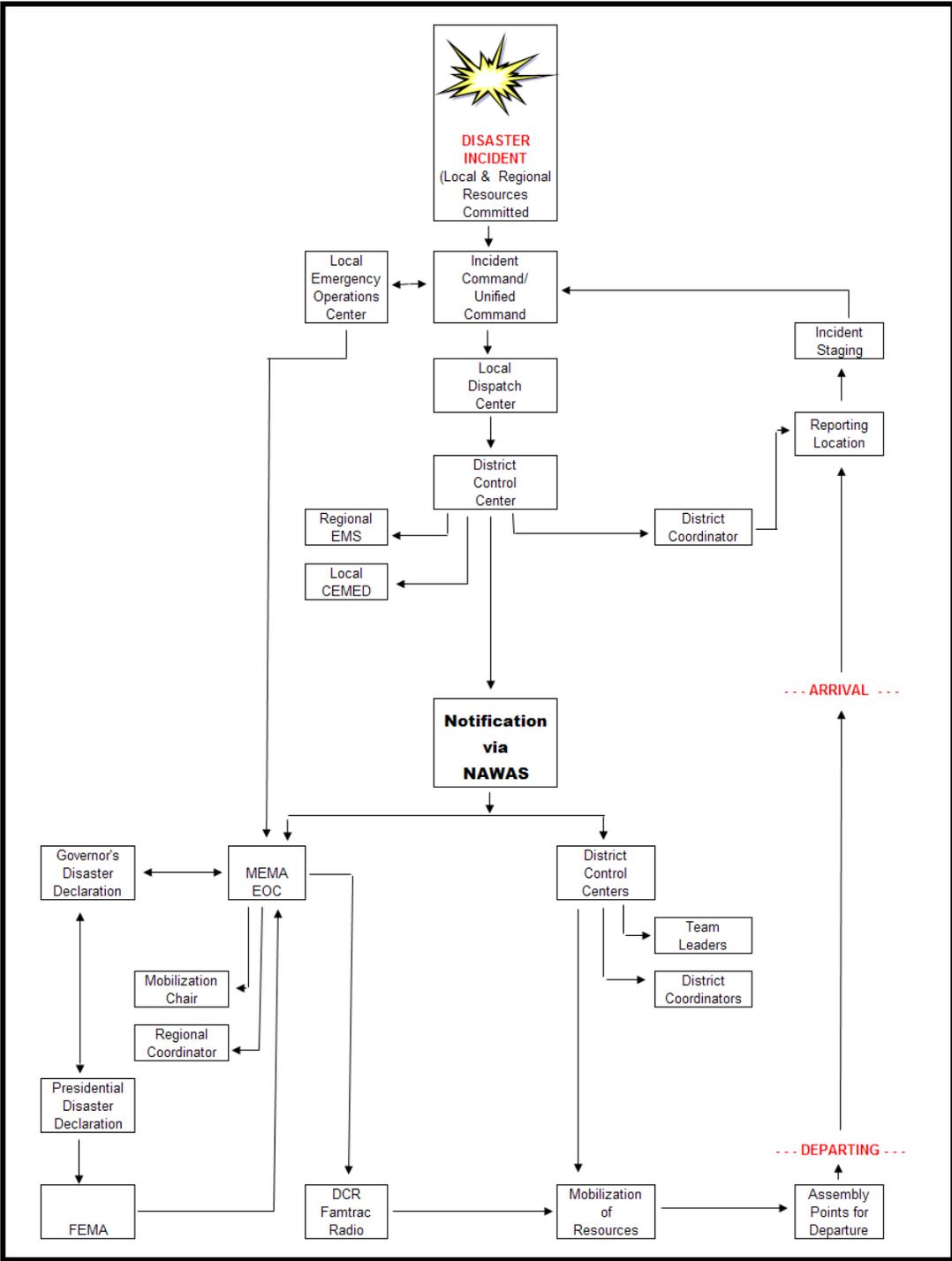
The Mobilization Committee-Appointed members of the Fire Chiefs Association of Massachusetts, in cooperation with FCAM, DPH and MEMA, created the Plan to provide for the systematic mobilization, deployment, organization, and management of Fire and EMS resources to assist local agencies in a major fire, disaster or other major emergency. This systematic Plan can be utilized from the smallest incident to regional incidents up to and including catastrophic incidents, following the five response levels of the National Incident Management System (NIMS). The local fire service agency is the first tier of defense in responding to the ravages of a disaster. It is understood that no community has sufficient resources to cope with all emergencies.

The PLAN is designed to provide assistance and resources in two types of situations, declared state of emergency and non-declared state of emergency. This PLAN is the accepted State Mutual Aid Plan to provide Mutual Aid assistance statewide when local mutual aid systems are exhausted and additional resources are required for saving life, property and relief of personnel. However in a Declared State of Emergency by the Governor of the Commonwealth this PLAN shall meet the requirements of and is the PLAN referred to under the Executive Order 221 of 1982 and is operational under the Governor, or his designee, MEMA.

## Scope

The State of Massachusetts is susceptible to natural and man-made disasters on an annual basis, therefore accentuating the need for this level of coordination and preparation. The effective management of emergency response personnel during the incipient stage of any major incident and throughout its extended operations will by far, have the most significant impact on life loss and the severity of injuries to the affected population. The Mobilization Organization, through the Fire District Control Centers, the State Emergency Operations Center (SEOC) and its authorized agents, shall utilize this Plan to coordinate and initiate all fire-related resources throughout the Commonwealth of Massachusetts. The Plan provides for the activation and sustained response of aid to a community in the event of a localized disaster. These events can include, but are not limited to, major fires, tornadoes, train derailments, hazardous materials incidents, wildland fires, domestic terrorism and other events that may overwhelm the local fire department serving the community and its normal mutual aid resources.

This Plan serves as the mechanism to commit local fire, EMS, and special resources to emergencies beyond the scope of their normal mutual aid systems. In acknowledgement of the State's Home Rule, it is important to understand that the control of an incident will remain in the hands of the local jurisdiction. Any and all assistance that is requested will at the request of the local jurisdiction.



## 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.
- Establishing the positions, roles, and responsibilities necessary to activate and maintain this plan.
- Complimenting 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..

## Authority

- Executive Order #221 (1982) , *Appendix A*
- Commonwealth of Massachusetts Emergency Management, *Appendix B*
- *Massachusetts General Law Chapter 48 Section 59A (Mutual Aid), Appendix A*
- Emergency Management Assistance Compact (EMAC), *Appendix E*

## 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 experience in the coordination of 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 exercising of the plan at the regional level with the assistance of the District Coordinators. The Regional Coordinator will be either 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 MEMA Director. . The District Coordinator will be either 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 an 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 exercising of the Plan on the District level.

**Job Descriptions for the above with roles and responsibilities are in Appendix C**

## **Organizational Structure and Responsibilities**

**REGIONS:** A region is a grouping of Fire Districts in a geographic area that have been designed for deployment of resources within the Region and to other Regions. A Regional Coordinator is appointed to oversee regional activities and training.

**DISTRICTS:** State Fire Districts are established by Fire Departments and local governmental entities that have entered into an agreement to work together for the provision of fire, EMS, and related services. Districts are groups of agencies within a geographical area working together to provide mutual assistance to one another on a routine basis. The agencies within a District share a common Mutual Aid Control Center for the coordination of Mutual Aid resources in that geographic area. A District Coordinator is appointed for each District and is responsible for maintaining a current listing of available fire service resources within their respective District.

For purposes of this Plan, the Commonwealth of Massachusetts has been divided into 4 (four) geographical regions. Each Region is further subdivided into 15 Fire Districts based upon common mutual aid usage and or county. Within each of the regions a regional Coordinator is appointed to form a management team consisting of the Regional Coordinator and the District Coordinators. Each Regional Management team is responsible for tracking all available resource inventories within the region. District Coordinators are appointed for each District as a vital leader and liaison from the areas. Alternates for each position are appointed in the event that the primary person is not available during a disaster. With the assistance of the District Coordinators the individual fire departments will be given the opportunity to designate resources to be put in an inventory available in support of the Plan. The combined Resource Inventories of the 4 regions comprise the Plan's resource inventory.

### **MOBILIZATION REGIONS AND DISTRICTS:**

- Northeast Region 1

The Fire Districts in this region are: District 5, Southern Essex: District 6, Northern Middlesex: District 13, Metro-Boston: District 15 Northern Essex.

- Southeast Region 2

The Fire Districts in this region are: District 1, Barnstable, Dukes, and Nantucket: District 2, Plymouth: District 3, Bristol: District 4, Norfolk.

- Central Region 3

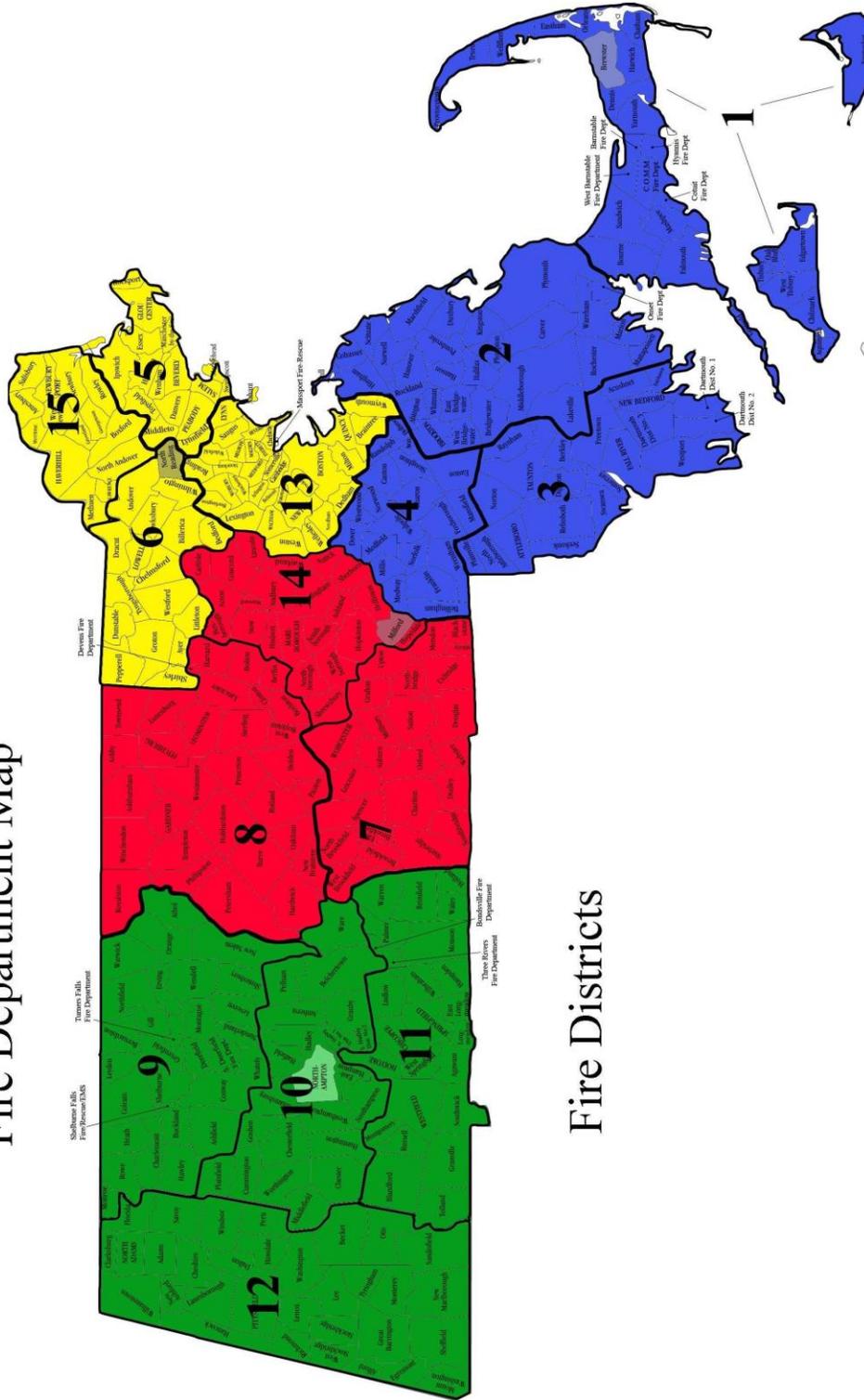
The Fire Districts in this region are: District 7, Southern Worcester: District 8, Northern Worcester: District 14 Southern Middlesex.

- Western Region 4

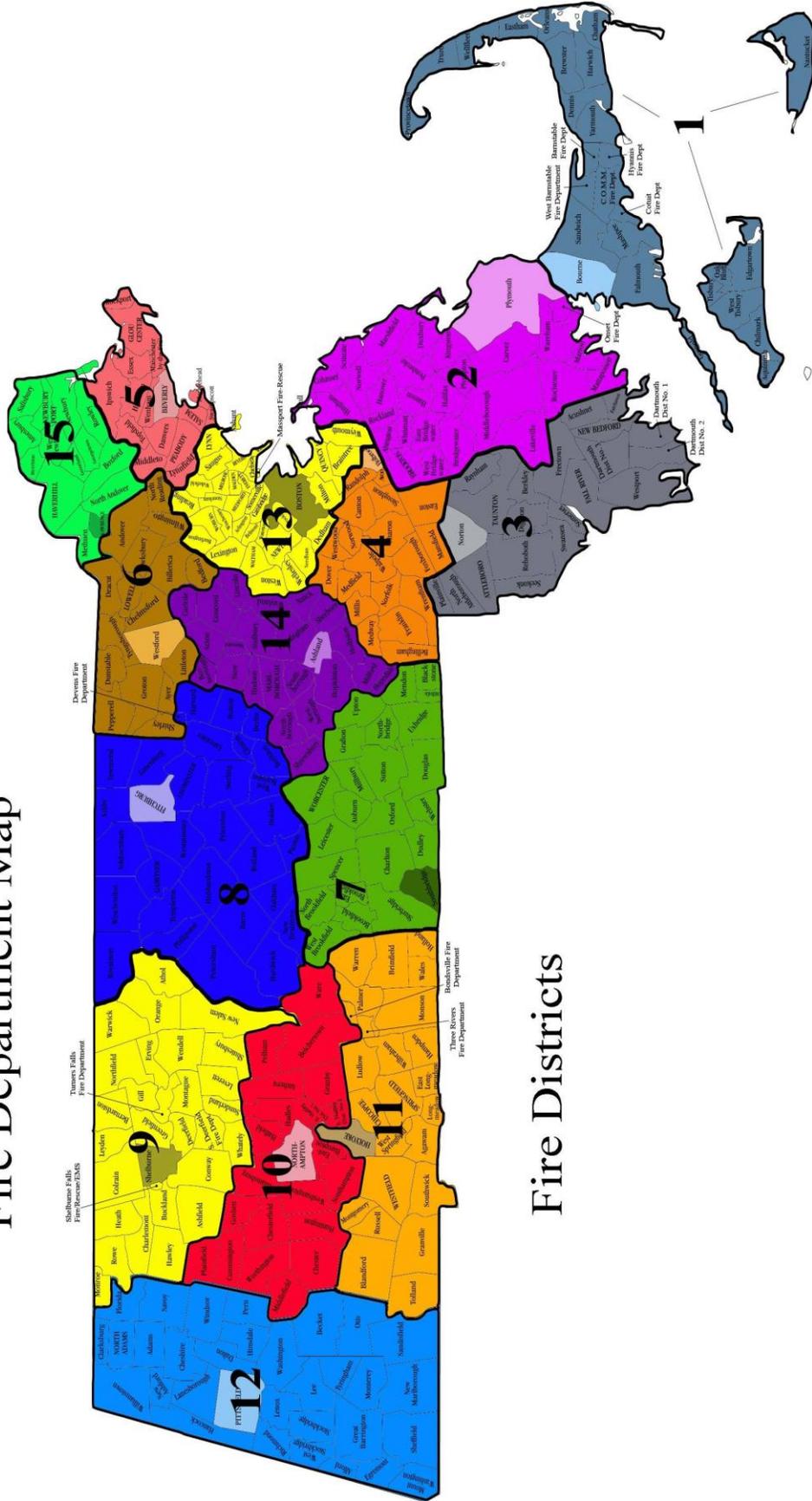
The Fire Districts in this region are: District 9, Franklin: District 10, Hampshire: District 11, Hamden: District 12 Berkshire.

DISTRICT CONTROL CENTERS ARE HIGHLIGHTED ON DISTRICT MAP BELOW

Commonwealth of Massachusetts  
Department of Fire Services  
Fire Department Map



# Commonwealth of Massachusetts Department of Fire Services Fire Department Map



Fire Districts

# **MOBILIZATION COMMITTEES**

## **MOBILIZATION EXECUTIVE COMMITTEE:**

- Mobilization Chairman
- Regional Mobilization Coordinators
- DFS Representative
- MEMA Representative
- FCAM President or representative

## **MUTUAL AID and MOBILIZATION ADVISORY GROUP:**

- Mobilization Chairman
- Regional Mobilization Coordinators
- District Coordinators and Alternates
- DFS Representative
- MEMA Representative
- FCAM President or representative
- EMCAB Representative
- Forest Fire Chief-DCR or Representative
- Hazmat Representative
- Communications/Control Center Representative
- Mobile Decon Unit Coordinator

# RESOURCE DEFINITIONS

**STRIKE TEAM:** Five (5) like units with common communications and an assigned Strike Team Leader. The Leader should be in a separate vehicle (Aide recommended) for mobility and will meet with the Team at an Assembly Point or other designated location and coordinate their response to/from and efforts during, the incident.

**TASK FORCE:** Multiple units, which need not be identical, e.g. three (3) Type 1 Engines and two (2) aerials, with common communications and an assigned Task Force Leader. The leader should be in a separate vehicle (Aide recommended) for mobility and will meet with the team at an Assembly Point or other designated location and coordinate their response to/from and efforts during, the incident.

**SINGLE RESOURCE:** Individual engines, equipment, and personnel that may be requested to support the incident. A single resource will be the equipment, plus the individuals required to properly utilize it.

# OTHER DEFINITIONS

**AGENCY REPRESENTATIVE** - An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

**ASSISTING AGENCY** - An agency directly contributing tactical or service resources to another agency.

## EMERGENCY SUPPORT FUNCTIONS:

- ESF 4 (Emergency Support Function 4)-Firefighting
- ESF 8 (Emergency Support Function 8)-Emergency Medical Services
- ESF 9 (Emergency Support Function 9)-Search and Rescue
- ESF 10 (Emergency Support Function 10)-Hazardous Materials

**FIELD RESOURCE OPERATIONS GUIDE (FROG)** – A written guide to the various positions, functions and resources that is field deployable. (FIREScope 2004)

**DISTRICT CONTROL CENTER** – The dispatch facility in a Fire District that dispatches and controls mutual aid within that State Fire District and acts as the REQUESTING OR SENDING point for resources that are assigned to an incident when utilizing this Plan.

**INCIDENT COMMANDER (IC)** – The individual responsible for the management of all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**INCIDENT COMMAND SYSTEM (ICS)** – A standardized on-scene emergency management construct specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**INCIDENT MANAGEMENT TEAM (IMT)** – An organization of overhead personnel operating within the Incident Command System with responsibility for the management of resources to effectively accomplish objectives determined for an incident, under the direction of the Incident Commander.

**ASSEMBLY LOCATION or POINT** – The district designated point or points of departure for a deployed single resource, strike team, and/or task force to the designated reception area of the mission.

**MUTUAL AID AGREEMENT** – Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** -- Developed by the U. S. Department of Homeland Security Secretary, NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, state, tribal, and local -- use to coordinate and conduct response actions.

**NAWAS: National Air Warning Alerting System** is a closed direct line telephone system between MEMA Control and all Fire Control Centers.

**OPERATIONAL PERIOD** – A defined time period, e.g. 06:00 to 06:00 hours, in which a specific set of objectives are established for managing incident activities and for which specific resources and personnel are assigned to those activities.

**RESOURCE KIND** – A classification of resources in the incident command system which refers to function; e.g. engine, truck, ambulance, tender, etc.

**RESOURCE TYPE** – Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource.

**REPORTING LOCATION** – The location normally separate from staging areas where resources report in for in-processing and out-processing. Reception Locations provide accountability, security, situational awareness briefings, distribution of Incident Action Plans, and supplies (a.k.a. Base Camp).

**RUNNING CARD:** A Running Card is the listing of Task Forces in the order in 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, Tender, and Ambulance.

**STAGING AREA** – Locations set up at an incident where resources can be placed while awaiting immediate tactical assignment.

**STATE EMERGENCY OPERATIONS CENTER (SEOC)** – A facility operated by the Massachusetts Emergency Management Agency that coordinates the overall response of state government agencies and assets in support of an incident.

STATE EMERGENCY RESPONSE PLAN (SERP) – The state plan for actions to be taken by government and citizens when disaster threatens or strikes. It consists of assignment of responsibilities to state agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies.

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

**See Appendix M for additional definitions**

## **Levels of Response (Federal Designations)**

In recognition of home rule, Mutual Aid is not intended to relieve a local governmental unit from its responsibilities of providing adequate emergency services for all local emergencies, since all local governmental units should have their own first line of defense. When a local governmental unit exhausts its resources, Mutual Aid can be activated by the stricken unit through a systematic plan at the following NIMS level response types:

- (1) A “Town, city or fire district level response type 5” is an emergency that is a routine day-to-day event utilizing resources listed on a Running Card designed and accepted by the Fire District Mutual Aid Committee. The alarm or resource request is triggered locally by the incident commander on the scene of an emergency.
- (2) A “regional, county or Fire District level response type 4” is an emergency that has exhausted “local town, city AND fire district level response capabilities. A regional response is triggered locally by the incident commander on the scene of an emergency using the Fire District Control Center to obtain the resources.
- (3) A “Mobilization level response type 3” is an emergency that has exhausted “regional, county or fire district response” capabilities. A Mobilization response is triggered by a request to the Fire District Control Center by the incident commander on the scene of the emergency or his representative. The Fire District Control Center (REQUESTING) will transmit a request for resources based on an established Running Card by use of the NAWAS to the Fire Control Centers (SENDING) designated on the Running Card and with that transmission notify MEMA of the Plan activation.
- (4) A “national level response types 1 or 2” is an emergency that has exhausted “state level response” capabilities or is an event of national significance which is triggered by or transmitted to the MEMA duty officer through the Emergency Management Assistance Compact.

## **Training Competencies/Physical Capabilities**

The sending agency has the responsibility to ensure that the equipment and personnel are trained to a basic level of proficiency based upon the mission. In addition, all responding personnel must be NIMS compliant. All responding personnel should meet the minimum level of certification as provided by the appropriate state agency and/or meet the appropriate nationally recognized standards for such specialty.

Additionally, personnel responding to an activation of the plan shall be in physical condition commensurate with the expected tasks to be performed and conditions to be faced.

Such assurances for NIMS compliance, training competencies and physical ability must come from the authority sending the assistance and be capable of being proved by audit.

## **ACTIVATION OF THE PLAN**

When a local jurisdiction is impacted by a disaster situation, the local fire service Incident Commander will initially request additional assistance by utilizing the local mutual aid system and then additional Mutual Aid from within the Fire District. The Plan recognizes that there are several variations of mutual aid systems throughout Massachusetts. The Plan is not intended to replace or inhibit the development of any local or regional mutual aid system. When a local jurisdiction is no longer able to obtain additional assistance through the local and regional mutual aid system, they may activate this Plan for additional assistance. The Plan provides a third level of Mutual Aid for a disaster situation. At all times incident command rests with the local jurisdiction.

### **Standing Orders:**

1. Activations may be made in three types: Immediate, Scheduled Operational Period or Extended Operations. (Definitions Below in Critical Concepts)
2. Every Fire Department should have a policy in place that minimizes the response time and allows for response without requiring approval.
3. Requests under the Mobilization Plan should be treated like any other Mutual Aid request as the departments have approved participation in the Plan.

### **Resource Inventory**

The Massachusetts Fire and EMS Mobilization Plan is based on having predetermined and designated resources available for immediate activation. These resources are designated as available for Structural, Forestry, Ambulance, Disaster and Tender Task Forces. The District Coordinators are responsible for inventorying the appropriate resources in the district to determine how many task forces of each type may be created. The Task forces are established based on working relationships and close location to provide for rapid assembly. The Task Force Inventories are then reviewed by the Regional Coordinators for staffing and coverage capability. Once approved these inventories are be used to establish Running Cards for each district based on distance and practical response routes. All this information is then place on the MEMA Web EOC for access by Coordinators, Fire Chiefs, District Control Centers and other authorized personnel.

A second section of the plan identifies individual special individual resources which may be activated under the plan. (**Appendix F** )

### **Directions for Completing the Resource Inventory**

- To ensure adequate protection is maintained on a local level, a key point of the Mobilization system is to maintain a 66% capability of resources within the Division.
- Up to 33% of a Division's assets may be deployed under the Plan.
- The apparatus assigned should be the best available from the Departments participating.
- Task Force Leaders, Assistants and Alternates are to be regular Chief Officers.

## **Resource Typing**

Great Consideration is given to resource typing by federal standards in completing the Resource Inventories. In all cases the best and most complete equipment is listed for response in the Plan. Work continues to further refine the typing system within the Commonwealth to provide greater definition of the available resources.

All Structural Engines are Type 1 with most all exceeding the Type 1 Standard. The almost universal use of large diameter hose and larger capacity pumps encourages a method to further define and classify this resource. (Appendix I, Engine Manifest)

For apparatus used in Forest or Brush Fire situations a challenge exists using the federal engine typing of 3, 4, 5. The Southeastern Districts 1, 2, & 3 have a specialty type of Forest Fire vehicle called a "Brush Breaker." These vehicles are heavy duty and normally would be typed as 3 or 4. An Incident Commander or Resource Unit Leader not familiar with this type of resource might be very surprised having this vehicle arrive compared to the normal type 3 or 4 countrywide definition. To help clarify this resource in the Inventory Brush Breakers are defined as such including tank and pump size. Forestry Units are also defined by tank and pump size to enable Incident Command or the Resource Unit Leader to better determine the size and type vehicle to meet the need and application desired. (Appendix I, Forestry Manifest)

The Federal Tender Typing does not lend itself to Structural Tender Apparatus requirements. For this reason the Tender resource has been further defined by the tank size, dump and fill rates. Many of these Tenders also have major firefighting capability. These assets have been taken into consideration in developing the Tender resource inventory. (Appendix I, Tender Manifest)

The Ambulance Task Force Resource is developed to provide for a mix of ALS and BLS staffed ambulances. With each resource type availability varying throughout the commonwealth it is felt that the resource inventory would be broader, easier and more encompassing by using the Task Force definition. With the Manifest system a Resource Unit Leader can make best use of the resources. (Appendix I, Ambulance Manifest)

## **Mobilization Plan Response (Without Disaster Declaration)**

In an emergency situation where local and regional resources have been exhausted a request for activation of the Mobilization Plan of fire/EMS and special resources that are part of the plan may be requested operations to assist without a declaration of disaster. The Incident Commander or his/her authorized representative must initiate the request for the plan to be implemented. The Incident Commander assumes overall responsibility.

## **Declaration of Disaster**

Under a Declaration of Disaster, available fire, rescue, and EMS resources may be requested, mobilized and deployed to a stricken area. All resources requested and which respond under a Mobilization request are afforded all powers and protections contained within Declaration of Disaster statute.

## **Request for Assistance (Activation Procedures)**

Local Action to Activate:

1. Local and Regional Resources have been exhausted – Incident Command determines additional resources are required.
2. Incident Command notifies the local Dispatch Center of the resource needs.
3. The local Dispatch Center notifies the Fire District Control Center providing the following information in a request for assistance:
  - **Resources needed, type and quantity (Structural, Forestry, Ambulance, Tender, etc.)**
  - **Type and location of the Incident**
  - **Reporting location for incoming resources and incident radio designation**
  - **Arrival time requested (Immediate, Scheduled Operational Period, Extended Period)**
  - **Name of Incident Commander**

### **Fire District Control Center Requesting the Activation**

1. References the appropriate Mobilization Running Card for the department requesting assistance to determine what pre-planned response is to be requested.
2. Mutual Aid District Control Center uses the NAWAS Phone System to request resources according to the appropriate Mobilization Running Card (i.e. Barnstable County Control requesting FTF – 2A, FTF – 3B, etc.). Obtain verification that the request is received by the SENDING DISTRICTS.
3. At the same time on the NAWAS Phone System notifies MEMA Control of the activation. MEMA MUST ALSO VERIFY THAT SENDING DISTRICTS HAVE RECEIVED THE REQUESTS.
4. **The Requesting Fire District Control Center provides the following information to all:**
  - **Resources needed, type and quantity (Structural, Forestry, Ambulance, Tender, etc.)**
  - **Type and location of the Incident**
  - **Reporting location for incoming resources and incident radio designation**
  - **Arrival Time Requested (Immediate, Scheduled Operational Period, Extended Period)**
  - **Name of Incident Commander**
5. The Requesting Fire District Control Center then contacts the District Mobilization Coordinator and for Ambulance Task Force activations, notifies the involved CEMD and the EMS Regional Director as per EMS Regional protocol.

## **Fire District Control Centers Sending Resources**

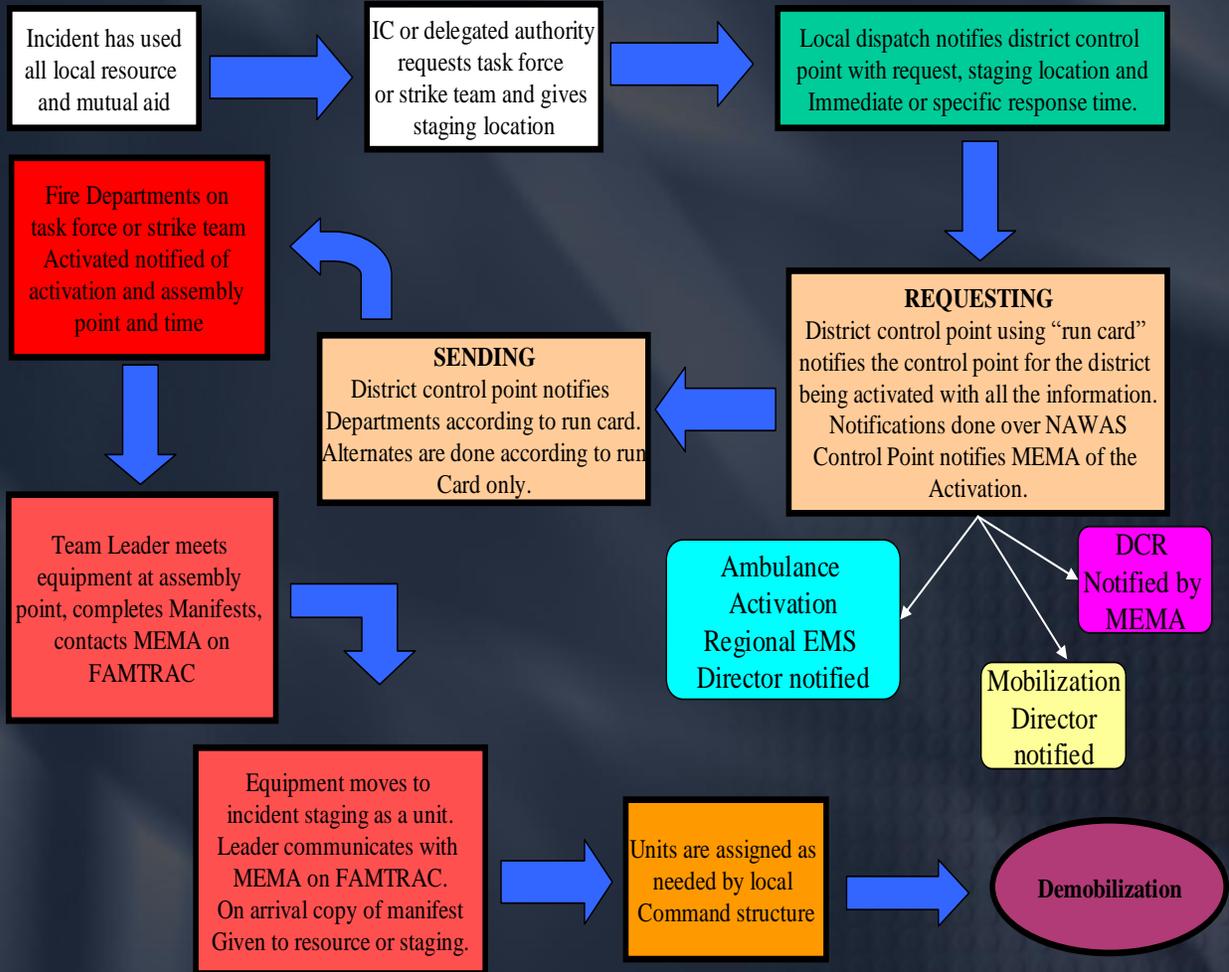
1. The Fire District Control Center or Centers receiving requests for resources note the Task Force designations provided by the Requesting Control Center (STF – 2A, ATF – 7B, etc.).
2. The Task Force designations are cross-referenced to resource inventories which must be activated.
3. Notification is made to the Task Force Leader(s) and an Assembly Point established for each Task Force.
4. Resources listed in the inventories are activated by Fire District Procedure.
5. **The Activation Information provided is:**
  - a. **Resources being activated (STF – 2A, ATF – 2B, etc.)**
  - b. **Arrival Time (Immediate, Scheduled Operational Period, Extended Period)**
  - c. **Type of incident, location and name**
  - d. **Assembly Point and time to meet at the Assembly Point if scheduled; or operational periods**
  - e. **Reporting location at the incident and radio designation**
6. The Sending District(s) will notify Team Leaders of the companies assigned to their Task Force or Strike Team as they assemble.
7. The Sending District Control Centers will then notify the District Coordinator or alternate of the mobilization activation.

## **MEMA Notification Actions**

1. Verify that all requests have been received by Sending Control Centers.
2. Maintain a Mobilization Log of the Resource activations – Form MOB-01 (1/10).
3. Notify DCR for use of the FAMTRAC CHANNEL.
4. Coordinate to movement of the Task Forces from Assembly Points to Reporting Locations via FAMTRAC.
5. MEMA may also use FAMTRAC to communicate resource status to Incident Communication Unit.
6. Notify Mobilization Chairman and Regional Coordinators requesting an acknowledgement and providing situation updates. Notification shall be by Fire Mobilization Pager Group.

7. MEMA will work with the members of the Mobilization Committee to provide additional resources as required.
8. MEMA will assist in identifying resources and coordination of inter-regional response.
9. For an Incident requiring multiple activations MEMA will assist the Mobilization Committee Representative designated to Account for and Track Resources. (May be done with multiple Activation Logs MOB-01 (1/10) and/or T-Cards)

# Activation step by step



# **DEPLOYMENT OF RESOURCES**

## **Critical Concepts**

Critical to the success of this deployment plan is the concept of an efficient time frame for deployment. In concert with this concept, it is critical that all resources deployed are adequately documented and tracked. All responding equipment is required to report to the designated Reporting Location.

## **Immediate Activation for Deployment**

Immediate deployment of resources anticipates a direct response to the scene of the disaster. Time of Deployment is expected to be one Operational Period.

## **Operational Period Activation**

The resources are to be activated to report to the incident at a specific time to work an Operational Period and then be demobilized and returned to their departments. If resources are to be held for multiple operational periods personnel will be rotated.

## **Extended Deployment**

Deployment of resources shall be within four hours of notification. Anticipated deployment under an extended response may be expected to exceed twenty-four (24) hours. All personnel responding on an Extended Deployment are required to be self-supporting for up to seventy-two (72) hours. Extended deployment of personnel shall not exceed sixteen (16) days, inclusive of travel days. (**Appendix K for Equipment List**)

## **Running Card Usage, Policy/Procedure Change**

A change or deviation from established Mobilization Running 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 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 Incident Command, Planning Section and/or Logistics Section as determined by 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 can not 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 Mobilization Policy

## **Self-Dispatching**

Fire Department and EMS units and/or individuals shall not self-dispatch to the Mobilization Plan activation. To ensure proper dispatch authorization the Reporting Location shall have a record of requested resources to validate access to the incident. Units or individuals that cannot provide proof of dispatch shall not be utilized at the incident and will be directed to return to their respective communities. It will be the position of Incident Command, Fire Chiefs Association of Massachusetts and the Mobilization Committee to take aggressive action to insure that such resources are not utilized by denying logistical support, funding, and reimbursement to self-dispatched units or personnel.

## **Resource Tracking**

Resource tracking begins at the time of dispatch and continues throughout the incident. Resource tracking requires the use of NIMS guidelines and ICS forms. Resource tracking will end when the deployed resource is recorded as having returned to their respective station. The Mobilization Plan has developed a reporting procedure for incidents. The Mobilization Deployment Sheet will be used to track Resource Activations and Deployment MOB-01 (1/10). Manifests for resource information and tracking have also been created. **(Appendix I)**

## **NOTIFICATIONS AND REQUESTS**

### **A. Resource Response requested through State ESF Units**

There are several stages concerning a formal State assistance request. When an incident occurs, local and regional resources are utilized first. If the incident exceeds their capabilities, local authorities may request Mobilization resources from one of the ESF units, 4,8, or 9 or MEMA Operations or Logistics Section Chief. Before any Mobilization activation is taken the following will be contacted and consulted and approval obtained. The ESF Representative or MEMA Operations or Logistics Section Chief will follow the policies of the Mobilization Plan and instructions of the Mobilization Chairman or his representative.

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.

The reason for the above is to fully determine whether the appropriate resources are being requested to fill the Mission. It also provides for full evaluation of the use of local and regional resources prior to an activation of the Mobilization Plan. Further it provides a consistent chain of command with all responsible personnel participating.

For situations where Staging or Pre-positioning is considered or desired the above consulting and decision-making procedure shall be followed. This Chain of Command will provide a complete understanding, notification, and reasonable decision-making for resource allocation.

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 who.
8. Method of reimbursement
9. Basis of reimbursement.
10. Formal assurance of reimbursement.

In any situation outside normal activation requests any other activations of the Mobilization Plan shall follow the consulting and approval policy in this section and in the **Deployment of Resources Section**. Should it be desired or helpful in coordinating mobilization the Mobilization Committee will provide a representative at the State EOC to work with the ESF Units to effectively and efficiently allocate and assign appropriate resources from the Mobilization Plan.

## **B. Notification Procedures**

There are four types of notifications that can be issued to communicate task force information; advisories, alerts, activations, and demobilization orders.

### **Activation Order Immediate and Operational Period Deployments**

Activation of Mobilization Task Forces will be activated under the standard activation procedures as stated in the **Activation of the Plan** section.

### **Advisory Notice**

Upon the occurrence of a significant disaster event or an impending event, the State Duty Officer may issue an Advisory Notice to the Plan assets. This advisory will be issued from the State Duty Officer by telephone to the Mobilization Chairman and Regional Coordinators. The Mobilization Chairman and Regional Coordinators will decide what further actions should be taken.

All appropriate information related to the event is listed in **Request for Assistance** and will be provided, as it becomes known. The advisory is for informational purposes only and does not constitute a directive to begin any mobilization activities, or incur any expense.

Note: Advisory Notices may also be issued periodically during an incident to inform all assets in the State System of any incident information updates.

### **Alert Notice for Operational Period or Extended Deployments**

If resources of the Plan have a probability of being requested within the next 24 hours, the Mobilization Chairman or his designee may issue an Alert Notice to Districts on the Running Card. This notification will be done first to Regional Coordinators who will then advise the District Coordinators or the District Control Centers with order to notify the District Coordinators. District Coordinators will authorize notification of the Task Forces and their Leaders with activation information.

All appropriate information related to the event is listed in the activation procedure will be provided, as it becomes known.

The Alert Notice may be verbal followed by written confirmation, normally within 12 hours. Alert notices shall be issued only by the Mobilization Chairman or his designee in the mobilization chain of command.

## **Demobilization Order**

If an Alert Notice has been issued, and subsequent information indicates that mobilization of the task forces is not warranted, the Mobilization Chairman or his designee will issue a verbal Demobilization Order. The verbal order will be followed by a written report normally within 12-hours to the Districts involved.

After an activation, a demobilization of assets may occur at any time during the mobilization process, as determined by the Incident Commander or his designee. A written Demobilization Order ICS #221 will be issued to the activated resources. The order will include the official stand-down time, cache rehabilitation period, personnel rehabilitation period and other factors deemed necessary to ensure team readiness. After departure from the demobilization center, a demobilized task force will be under the control of its Leader and will provide regular situation reports to the Massachusetts Emergency Management Agency until arrival at its home jurisdiction.

Authorized expenses incurred by the Plan related to federal activation activities will be reimbursed by FEMA as outlined in Section IX – Post-Mission Activities.

## **Emergency Management Agency Compact**

If the incident is of catastrophic proportions, the Governor of Massachusetts may declare the incident a “State of Emergency” and may request a “federal disaster declaration” and EMAC assistance.

The maximum time of deployment shall be for sixteen days. The working deployment is fourteen (14) days and includes one travel day in each direction. This would be typical for an Interstate and/or EMAC deployment.

### **EMAC ACTIVATION PROCEDURE INCOMING INTERSTATE FIRE RESOURCES**

#### **IDENTIFICATION OF NEED:**

**EMAC MAY BE ACTIVATED FOR A MAJOR INCIDENT OR MULTIPLE MAJOR INCIDENTS WHERE THE RESOURCES OF THE LOCAL AND STATE MUTUAL AID SYSTEMS HAVE BEEN OR ARE EXPECTED TO BE UNABLE TO SUPPLY SUFFICIENT RESOURCES FOR EXTENDED OPERATIONS. A GUBERNATORIAL STATE OF EMERGENCY MUST BE DECLARED PRIOR TO EMAC ACTIVATION.**

#### **MAJOR INCIDENT:**

- A. Normal local Mutual Aid Systems become overwhelmed
- B. Mobilization Plan Mutual Aid will be unable to meet demand
- C. Assistance is expected to be necessary for an extended period

**OR**

- A. Specialized resources of sufficient nature are not available through local or statewide resources
- B. Specialized assistance is expected to be needed for an extended period

**OR**

- A. Normal Emergency services in an area cannot be maintained due to a major incident, and assistance will be unavailable through local or state mutual aid systems
- B. Assistance is expected to be needed for an extended period

**LOCAL INCIDENT COMMANDER:**

- A. Establishes Incident Command System/Unified Command
- B. Utilizes area mutual aid plan
- C. Initiates mobilization plan
- D. Activates **INCIDENT SUPPORT ASSISTANCE** from the Department of Fire Services
- E. Identifies possible inability of in-state resources to sustain extended operations
- F. Will control any resources provided through EMAC activation process to the incident in their jurisdiction

**LOCAL MUTUAL AID CENTER:**

Activates/Utilizes State Mobilization Plan

- A. Notifies District Coordinator of situation
- B. Center uses NAWAS to notify MEMA

**MEMA:**

- I. Initial Actions
  - A. Begins gathering information to determine scope of situation as a central point of information collection
    - 1. Notifies Mobilization Committee Chairman and EMAC Chairman
    - 2. Notifies Fire Marshall
    - 3. Notifies FCAM President
  - B. MEMA, Regional and District Massachusetts Fire Mobilization and DFS representatives confer on necessary and available resources
  - C. Prepares for **GUBERNATORIAL DECLARATION OF EMERGENCY** if an EMAC response is indicated
  - D. Keep the office of the Governor and the Executive Office of Public Safety informed about the incident status and potential needs

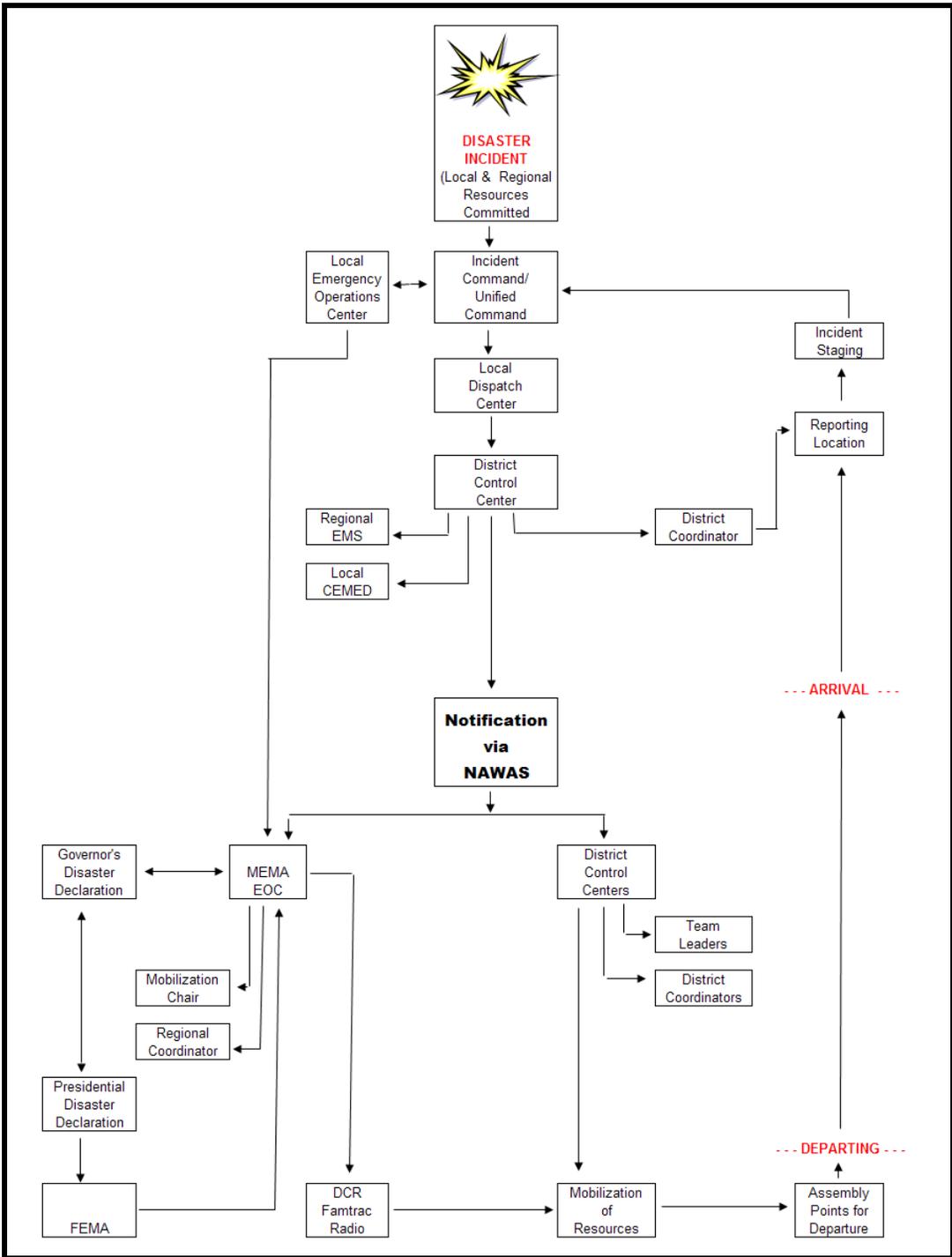
- II. Declaration of State of Emergency
  - A. EMAC system entered for resource requests
    - 1. EMAC resource identification through EMAC “A” team if activated
    - 2. Initiate agreement components
    - 3. Initiate resource response
  - B. Establish reporting or staging area(s)
  - C. Establish deployment, operational, logistical and financial aspects
  - D. MEMA to participate in Regional and Statewide incidents, liaison at command

**DEPARTMENT OF FIRE SERVICES:**

- A. Coordinates information between local incident command system and MEMA
- B. Deploys Incident Support Unit
- C. Participates in Unified Incident Command structure for regional or statewide incidents

**MASSACHUSETTS DIVISION OF CONSERVATION AND RECREATION (MDCR)**

- A. Provides MDCR resource availability
- B. Coordinates activities with Northeast Forest Fire Compact, and National Wildfire Coordinating Group
- C. Assists with wildfire resource needs



## Documentation

Teams or vehicles responding under this Plan are to be equipped with the following:

1. Copies of all ICS forms are available at <http://fema.gov> or <http://wiesponder.com>. Appropriate ICS forms per the incident must be completed.
2. All responding personnel are required to utilize and complete ICS Form 214. (See Documentation Procedures/Unit Log – *Appendix D*.)
3. All responding resources are required to follow check-in procedures and provide a completed unit manifest.

Prior to responding or while en-route the officer in charge of the responding resource will insure completion of the ICS 214 and the Unit Manifests and have them available to present when arriving at the Reporting Location.

Once requested resources arrive in the designated Reporting Location, it is critical that the documentation process begin. Documentation is important in order to receive funds should the incident become eligible for reimbursement at the Local, State or Federal level.

The coordination of the documentation process is the responsibility of the requesting jurisdiction. It is the responsibility of each responding agency to forward completed documentation to their District Coordinator in a timely manner. Each District will then forward, at one time, all documentation of the responding District resources to the Regional Coordinator which will then be provided to the Mobilization Chairman. (**Appendix D**)

## Demobilization

The Incident Commander shall conduct demobilization of the resources as part of the deactivation of requested resources. Each company/unit officer is responsible to ensure that all personnel, equipment and apparatus are accounted for prior to leaving the incident location. (See *Appendix P* – Demobilization Form – ICS Form 221)

Prior to leaving the incident each team leader, individual company/unit resource boss shall checkout with the Incident Commander, Logistics Section Resource Unit Leader, or designated representative.

The Regional Coordinator, District Coordinator (or representative) shall conduct a Post Incident debriefing with assigned units when possible. Two levels of issues should be addressed; Operational – On Scene and State Mutual Aid Plan. The operational issues should be presented to the local Incident Commander in a timely manner and the Plan issues should be forwarded to the Mobilization Chairman.

# LOGISTICAL SUPPORT

## Self-Contained

The logistical support of mutual aid resources is critical in the management of a disaster effort. Logistical support will be established as soon as possible and will be maintained by the agency requesting the resources. Responding resources on an Extended Deployment should be prepared to be self-contained for up to seventy-two (72) hours. **(Personnel Logistics Items-Appendix K)**

- The responding District should provide food, water, and shelter for up to seventy-two (72) hours for their responding personnel.
- When responding to a Extended Deployment, personnel should bring medicine, clothing and personal hygiene items to support themselves for no less than seventy-two (72) hours.

## Communications

The key to the successful operation of the various resources into a region will depend heavily upon the ability of these agencies to communicate effectively among themselves. It is realistic to assume that in the wake of a major disaster, the existing communication system in the affected area will be inoperable or severely compromised. Considerations may include use of disaster network communications. It remains the responsibility of the requesting jurisdiction to make arrangements for effective communications. Plain language for all voice transmissions shall be utilized.

There are three distinct communications needs for Mobilized Task Forces:

### 1. Communications - while traveling statewide. FAMTRC **(Appendix J)**

All Task Force Leaders will be equipped with FAMTRAC radios and cell phones with the ability to communicate to MEMA Control and Incident Communication from any location in Massachusetts. Redundant capabilities are recommended.

### 2. Communications - in-transit

Task Force units must be able to communicate with each other while enroute to incidents. Options include radios common frequencies, cell phones, etc.

### 3. Communications - at incident

A VHF or UHF programmable hand-held radio is better suited for responding to a disaster. It will provide the ability to maintain communications outside of the vehicle and stay in contact with the Task Force Leader. A mobile radio is also recommended, in addition to the hand-held programmable radio, due to increased output power. All radios should have the National Radio Channels preinstalled. V-TAC, U-TAC, or I-TAC. (See Communications Plan – **Appendix J**)

## **Security/ Validation Procedures**

During some deployments it may be necessary to ensure various forms of communication as valid. Mobilization utilizes an Authentication Matrix procedure for this purpose. When required, the Authentication Matrix will be issued to task force or strike team leader by the MEMA Control Center prior to departure or by the Incident Command. (See Authentication Matrix – *Appendix O*)

## **Force Protection**

Protection of responders will be coordinated with ESF 13 (Public Safety and Security) based on the nature of the mission and extent of risk to those responders. This protection shall include but not be limited to:

- Protection of personnel and equipment while in transit
- Perimeter and access security to the incident area
- Security at the Base of Operations
- Protection during search & rescue operations
- Protection during EMS triage, treatment and transport operations
- Protection during fire operations
- Detainment of self-dispatched apparatus and personnel

The primary mission of the force protection resources is to assess and detect hostile activity before it becomes a risk to operations. The law enforcement officer must assess, evaluate, and then advise the Leader or the senior operations officer, regarding risk associated with criminal or hostile individuals or groups.

All security, incident status, risk information, and press releases will be directed to and disseminated from the Incident Information Officer.

## **ORGANIZATIONAL LIABILITY**

### **Workers Compensation Coverage**

Each participating organization will be responsible for its own actions and those of its employees and volunteers and is responsible for complying with the Massachusetts Workman's Compensation laws.

### **Automobile/Vehicle Liability Coverage**

Each participating organization will be responsible for its own actions and those of its employees and volunteers and will be responsible for complying with the Massachusetts Vehicle Insurance Laws.

## **General Liability, Public Officials, and Law Enforcement Liability**

To the extent permitted by law and without waiving sovereign immunity, each participating organization will be responsible for any and all claims, demands, suits, actions, damages, and causes for action related to or arising out of or in any way connected with its own actions, and the actions of its personnel in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of the Plan.

## **Failure to Respond**

If a jurisdiction receives a request that they cannot fulfill, the jurisdiction has the right to refuse the request. The jurisdiction must immediately notify the District Control Center the inability to fulfill the request. The District Control Center will complete the resource requirement by use of the listed alternates in the Resource Inventories.

## **Code of Conduct**

This Code of Conduct consists of the rules and standards governing the expected demeanor of members of agencies responding as part of the Plan. Each deployed member is both a representative of their response team and their sponsoring agency. Any violation of principles or adverse behavior demonstrated will be deemed unprofessional with appropriate action taken to correct such action. Such behavior may discredit the good work that the resource completes and will reflect poorly on the entire team's performance and its sponsoring agency.

- It is the responsibility of the sponsoring agency to prepare its system members before deployment regarding conduct expectations. Each deployed member is bound by their sponsoring agency's rules, regulations, policies, and procedures.
- It is the responsibility of the Mobilization Committee with the backing of the Fire Chief's Association of Massachusetts to reinforce the Code of Conduct during all planning sessions, team meetings and briefings, and to monitor compliance. Any violations must be documented with appropriate follow up action to be taken by the sponsoring agency.
- At no time during a mission will system members take personal advantage of any situation and/or opportunity that arises. There will be absolutely no items of monetary value or souvenirs removed from the incident.
- It is the responsibility of each member to abide by this Code of Conduct.

## **Individual Responsibilities**

As a basic guide, members will base all actions and decisions on the ethical, moral and legal consequences of those actions. It is in this manner that positive and beneficial outcomes will prevail in all events. Accordingly members will:

- Keep the value of life and welfare of the victim(s) constantly in mind
- Remain cognizant of cultural issues including race, religion, gender and nationality
- Abide by all local law enforcement practices, including its policy regarding weapons.  
Abide by all regulations regarding the handling of sensitive information
- Follow local regulations and agency protocols regarding medical care and handling of patients and/or deceased
- Follow prescribed direction regarding dress code and personal protective equipment
- Not carry firearms
- Not be in possession of non-prescribed or illegal substances
- Not consume alcoholic beverages while on duty or subject to call back
- Only procure equipment through appropriate channels
- Follow the local jurisdictions and federal regulations and restrictions regarding taking and showing pictures of victims or structures
- Not remove any items from an operational work site as a souvenir
- Not deface any property
- Transit only via approved roadways and not stray into restricted areas
- Demonstrate proper consideration for other team capabilities and operation practices
- Not accept gratuities to promote cooperation

## **Relationship with Massachusetts State Emergency Response Plan (SERP)**

The Massachusetts Emergency Response Plan (SERP) is the State government's plan-of-action for responding to disasters which fulfill the following criteria:

- The regional and local response capabilities are overwhelmed; and
- The regional or local government requests State assistance; and
- The Governor formally declares that a state of emergency has occurred, as per Section of the Commonwealth of Massachusetts Statutes, which authorizes the Governor, by Executive Order, to declare emergencies for all or part of the state and to utilize all available resources of state government to respond to the emergency; or
- If disaster threatens prior to the ability of the Governor to issue an Executive Order proclaiming the existence of a State of Emergency, the MEMA State Duty Officer or their designee is authorized to activate the SERP and implement any emergency response actions that may be necessary for the immediate protection of life and property.

In addition, the Governor or designee may execute the SERP to support local situations when local resources are not adequate to sustain an effective response operation or when a significant state presence is required for immediate assistance. The Plan supports the SERP with the resources and response framework supporting the Emergency Support Functions of the SERP.

## **Relationship with State Emergency Operations Center**

State agencies will provide resources to local government according to the functional responsibilities outlined below. These functions are referred to as Emergency Support Functions (ESF). For each function, a designated State agency will have primary responsibility and will provide resources and leadership relating to that function.

For the Commonwealth of Massachusetts the Emergency Support Functions and the Primary Agency that manages the function are listed on the following tables.

### ***Primary Support Agencies for Massachusetts Emergency Support Functions***

<b>MAES F</b>	<b>ICS Branch</b>	<b>Function</b>	<b>Primary Support Agency</b>
1	Infrastructure	<i>Transportation</i>	Massachusetts Highway Department
2	Infrastructure	<i>Communications</i>	Massachusetts Emergency Management Agency
3	Infrastructure	<i>Public Works and Engineering</i>	Division of Urban Parks and Recreation
4	Emergency Services	<i>Fire Fighting</i>	Mass Department of Fire Services
5	N/A	<i>Information and Planning</i>	Massachusetts Emergency Management Agency
6	Health and Welfare	<i>Mass Care</i>	American Red Cross
7	Operational Support	<i>Resource Support</i>	Operational Services Division
8	Health and Welfare	<i>Health and Medical Services</i>	Massachusetts Department of Public Health
9	Emergency Services	<i>Search and Rescue</i>	Massachusetts State Police Department of Fire Services (Technical Rescue)
10	Emergency Services	<i>Environmental Protection and Hazardous Materials</i>	Executive Office of Environmental Affairs
11	Health and Welfare	<i>Food and Water</i>	MEMA, Department of Education
12	Infrastructure	<i>Energy</i>	Division of Energy Resources
13	Operational Support	<i>Military Support</i>	Massachusetts National Guard
14	N/A	<i>Public Information</i>	Massachusetts Emergency Management Agency
15	Health and Welfare	<i>Volunteers and Donations</i>	Massachusetts Voluntary Organizations Active in Disaster
16	Emergency Services	<i>Law Enforcement and Security</i>	Massachusetts State Police
17	Health and Welfare	<i>Animal Protection</i>	Massachusetts Department of Agricultural Resources
18	Infrastructure	<i>Business and Industry</i>	Massachusetts Emergency Management Agency

**MASSACHUSETTS EMERGENCY SUPPORT  
FUNCTION (ESF) - AGENCY ASSIGNMENTS  
IN STATE EOC**

<b>ESF-1 - Transportation</b>	<b>MTA, <u>MHD</u>, EOTC, MDC, MWRA, MBTA, MASSPORT, MAC</b>
<b>ESF-2 - Communications</b>	<b><u>MEMA</u>, Bell Atlantic, CELL-ONE, RACES, AT&amp;T, MBA</b>
<b>ESF-3 - Public Works &amp; Engineering</b>	<b>MTA, MHD, EOTC, <u>MDC</u>, MWRA, MBTA, MASSPORT, MAC</b>
<b>ESF-4 - Firefighting</b>	<b><u>DFS</u>, MFCA, DEM</b>
<b>ESF-5 - Information &amp; Planning</b>	<b><u>MEMA</u></b>
<b>ESF-6 - Mass Care</b>	<b><u>ARC</u>, EOEA, DOCD, DTA, DSS</b>
<b>ESF-7 - Resource Support</b>	<b><u>OSD</u>, MEMA, FEMA, ACE, NWS, DCAM</b>
<b>ESF-8 - Health &amp; Medical</b>	<b><u>DPH</u>, DMH, OEMS, MFDA, OCME</b>
<b>ESF-9 - Search &amp; Rescue</b>	<b>ELE, CAP, USCG, USAR</b>
<b>ESF-10 - Hazardous Materials</b>	<b><u>DEP</u>, EOEA, CZM</b>
<b>ESF-11 - Food &amp; Water</b>	<b><u>DOEd</u>, DFA, DFD</b>
<b>ESF-12 - Energy</b>	<b>DOER, <u>DTE</u>, Utilities, NRC</b>
<b>ESF-13 - Military Support</b>	<b><u>MANG</u>, DOD Liaison</b>
<b>ESF-14 - Public Information</b>	<b><u>MEMA</u>, CIS</b>
<b>ESF-15 - Volunteers</b>	<b><u>VOAD</u>, NEDRIX</b>
<b>ESF- 16 - Law Enforcement</b>	<b><u>MSP</u>, DOC, MPCA</b>

**\*\*\*Underlined organizations are the lead for that particular ESF\*\*\***

The Mobilization Committee serves as the coordination organization with the various Emergency Support Functions (ESF) when assistance under the Fire and EMS Mobilization Plan is required. The Emergency Support Functions include: ESF 4 (firefighting), ESF 8 (emergency medical service), ESF 9 (search and rescue) and ESF 10 (hazardous materials). The coordination of the deployment of resources will be accomplished through the District Control Centers identified by the Plan Running Cards or the MEMA Control Center in Framingham.

When the Plan is activated, the appropriate Mobilization coordinator(s) will report to and utilize the assets of the State Emergency Operations Center through the Fire Services Coordinator (EFS 4). This will provide for a seamless transition should the event become multi-discipline or multi-jurisdictional in nature.

Mobilization representation in support of the SEOC will provide guidance in determining the appropriate resource(s) and ensure the economical deployment of those resources.

When local and state resources are determined to be inadequate to respond to the emergency, the Governor may request assistance through the appropriate national or interstate mutual aid system.

## PLAN MAINTENANCE

The coordination responsibility, which includes the development, revision, maintenance, distribution, training and exercising of the Plan, rests with the Massachusetts Fire and EMS Mobilization Committee with the assistance of the Fire Chiefs Association of Massachusetts, Department of Fire Services, Department of Public Health and MEMA. The Mobilization Executive Committee will ensure that the Plan is reviewed on an annual basis.

### **Revision Process**

- The Mobilization Executive Committee with its advisory board will conduct an annual review of the Plan.
- Any proposed changes or revisions to the Plan shall be made available to the members of the Executive Boards of each agency for review and comment.
- The Mobilization Executive Board shall then approve or disapprove any recommended changes to the Plan at a regularly scheduled Mobilization Executive Board Meeting. Copies of the revised Plan will be placed on the Web EOC and given wide dissemination. All approved revisions to the Plan shall be documented in the Plan Revision Log.

## ***REIMBURSEMENT PROCEDURES***

For a complete list of reimbursement procedures and forms (see Reimbursement for Incident Costs – *Appendix N*).

Upon the activation of this Plan, this Reimbursement Procedure will be applicable to all on-scene and responding agencies. The requesting organization will reimburse the responding organization for all deployment and operational costs to include those related to personnel, use of equipment, and travel. A responding organization may choose to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided to the requesting organization. Agencies responding to incidents under the Plan may or may not be reimbursed for their expenses. Reimbursement may be provided by the local entity requesting assistance or by the federal government if the incident occurs on federal land, or the incident may be covered by other statutes concerning reimbursement (e.g. hazardous materials incidents). In any case, by participating in the Statewide Emergency Response Plan, agencies assume full responsibility for tracking their costs. Furthermore, without valid documentation, no reimbursement will be made.

### **Eligibility**

To meet eligibility requirements for reimbursement, an item of work must:

- Be required as the result of the emergency or disaster event.
- Have been requested by the impacted jurisdiction.
- Be located within a designated emergency or disaster area.
- Be the legal responsibility of the eligible applicant.

### **Documentation Requirements**

Any reimbursement, local, state or federal, is based on the supporting documentation. The same documentation procedures are applicable to local, state and federal claims. The documentation must be able to stand the test of audit. The forms utilized are also available in a computerized version. Failure to properly document costs may result in part or the entire claim being ineligible for reimbursement. It is important to document the request for mutual aid in addition to documenting costs.

Mobilized agencies must submit reimbursement claim forms to their MEMA Regional representative within 30 day of incident demobilization. Each MEMA Representative must then submit all their Districts claims to the MEMA Finance Section Chief with 45 days of incident demobilization. The MEMA Finance Section Chief will then process all claims appropriately within 60 days of incident demobilization. Questions regarding completion of the reimbursement forms will be directed to the local providers.

## **Financial Assistance Availability**

STATE – The impact of major or catastrophic emergencies can exceed local financial resources and area fire departments ability to fulfill the needs of the citizens. Financial aid and assistance may be requested from the Commonwealth of Massachusetts. If community resources are insufficient, the local government may apply to the State for financial assistance. The Governor reviews the application, studies the damage estimates, and if appropriate, declares the area a State Disaster Area. This official declaration makes State funds, personnel, and resources available. Fire departments responding under the Plan should contact their District Coordinator or Local Emergency Management Director for appropriate assistance and for application procedures.

FEDERAL – When damages are so extensive that the combined local and state resources are not sufficient, the governor submits a request for an emergency or major disaster declaration to the President through Federal Emergency Management Agency (FEMA). A joint FEMA, state and local team will conduct a Preliminary Damage Assessment to determine if there is a need for federal assistance. If federal assistance is justified, the President issues an emergency or major disaster declaration and various emergency or disaster programs are made available. Federal assistance usually is based upon a shared cost basis (i.e. 75% federal funds and 25% non-federal funds).

## **Expenses for Personnel - Mobilization Compensation for Career Firefighters**

According to Federal regulations, only actual hours worked, either overtime or regular hours worked can be claimed for a FEMA Category A or B (Emergency Work). If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. Collective Bargaining Agreement).

On occasion, FEMA approves reimbursement for an option known as “backfilling”. If approved, this option will allow the agency to be reimbursed when personnel are called back to work to replace an existing employee already approved to perform disaster related activities elsewhere. Accurate payroll records must be maintained to clearly identify the employees overtime hours versus regular hours. In addition, records must identify each employee by location and purpose of the work in order to designate the proper FEMA category. Resources deployed under the SERP will be reimbursed only for actual hours worked while assisting the requesting agency, plus travel time to and from home base.

## **Equipment Expenses**

Each agency may be eligible for reimbursement of equipment which is owned by the agency which is used in disaster work. To assist in the reimbursement process, FEMA has developed an equipment rate schedule. Participating agencies should obtain the most recent version of the FEMS Equipment Rate Schedule prior to making a claim for reimbursement. A complete listing may be obtained at [www.fema.gov/r-n-r/fin\\_eq\\_rates.htm](http://www.fema.gov/r-n-r/fin_eq_rates.htm).

# **APPENDICES**

**Appendix A**  
**Documents**

**Mobilization Legal**

Commonwealth of Massachusetts  
By His Excellency

EDWARD J. KING  
Governor

EXECUTIVE ORDER NO. 221

FIRE MOBILIZATION DISTRICTS

WHEREAS, the organization of contractual or voluntary mutual aid systems among the fire departments of the cities, towns and districts of the Commonwealth has reached such stage of development that is practicable and desirable and in the best interests of the Civil Defense program of the Commonwealth, to begin to utilize such contractual or voluntary mutual aid systems as the basis for mobilization of fire fighting forces during periods of emergency declared by the Governor; and

WHEREAS, such utilization of said contractual or voluntary mutual aid systems will permit more rapid and effective mobilization of fire fighting forces during such periods of emergency and, in addition, strengthen and encourage systems of contractual or voluntary mutual aid among fire departments for purposes of nondisaster fire fighting, thus improving both the plan and program for the Civil Defense of the Commonwealth and the fire protection normally afforded to the inhabitants thereof;

NOW, THEREFORE, I, EDWARD J. KING, Governor of the Commonwealth, acting under the provisions of the Acts of 1950, Chapter 639, as amended, and in particular, sections 4, 5, 7, 8, 11 (c), 16 and 20 thereof, and any other powers vested in me by the Constitution and laws of the Commonwealth, do hereby issue this order as a necessary preparatory step in advance of actual disaster and as part of the comprehensive plan and program for the Civil Defense of the Commonwealth.

1. There are hereby established the following fire mobilization districts composed of the cities and towns indicated:

Number 1. Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Eastham, Edgartown, Falmouth, Gay Head, Gosnold, Harwich, Mashpee, Nantucket, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, Wellfleet, West Tisbury and Yarmouth.

Number 2. Abington, Bridgewater, Brockton, Carver, Cohasset, Duxbury, East Bridgewater, Halifax, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville, Marion, Marshfield, Mattapoissett, Middleboro, Norwell, Pembroke, Plymouth, Plympton, Rochester, Rockland, Scituate, Wareham, West Bridgewater, and Whitman.

Number 3. Acushnet, Attleboro, Berkley, Dartmouth, Dighton, Fairhaven, Fall River, Freetown, New Bedford, North Attleboro, Norton, Plainville, Raynham, Rehoboth, Seekonk, Somerset, Swansea, Taunton and Westport.

Number 4. Avon, Bellingham, Canton, Dover, Easton, Foxborough, Franklin, Holbrook, Mansfield, Medfield, Medway, Millis, Norfolk, Norwood, Randolph, Sharon, Stoughton, Walpole, Westwood, and Wrentham.

Number 5. Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Lynnfield, Manchester, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield and Wenham.

Number 6. Andover, Ayer, Bedford, Billerica, Carlisle, Chelmsford, Dracut, Dunstable, Groton, Littleton, Lowell, North Reading, Pepperell, Shirley, Tewksbury, Tyngsborough, Westford and Wilmington.

Number 7. Auburn, Blackstone, Brookfield, Charlton, Douglas, Dudley, East Brookfield, Grafton, Hopedale, Leicester, Mendon, Milford, Millbury, Millville, Northborough, Northbridge, North Brookfield, Oxford, Shrewsbury, Southbridge, Spencer, Sturbridge, Sutton, Upton, Uxbridge, Warren, Webster, Westborough, West Brookfield and Worcester.

Number 8. Ashburnham, Ashby, Barre, Berlin, Bolton, Boylston, Clinton, Fitchburg, Gardner, Hardwick, Harvard, Holden, Hubbardston, Lancaster, Leominster, Lunenburg, New Braintree, Oakham, Paxton, Petersham, Phillipston, Princeton, Royalston, Rutland, Sterling, Templeton, Townsend, West Boylston, Westminster and Winchendon.

Number 9. Ashfield, Athol, Bernardston, Buckland, Charlemont, Colrain, Conway, Deerfield, Gill, Greenfield, Hawley, Heath, Erving, Leverett, Leyden, Monroe, Montague, New Salem, Northfield, Orange, Rowe, Shelburne, Shutesbury, Sunderland, Warwick, Wendall and Whately.

Number 10. Amherst, Belchertown, Chesterfield, Cummington, Easthampton, Goshen, Granby, Hadley, Hatfield, Huntington, Middlefield, Northampton, Pelham, Plainfield, Southhampton, South Hadley, Ware, Williamsburg, Westhampton and Worthington.

Number 11. Agawam, Blandford, Brimfield, Chester, Chicopee, East Longmeadow, Grandville, Hampden, Holland, Holyoke, Longmeadow, Ludlow, Monson, Montgomery, Palmer, Russell, Southwick, Springfield, Tolland, Wales, Westfield, West Springfield and Wilbraham.

Number 12. Adams, Alford, Becket, Cheshire, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Hancock, Hinsdale, Lanesborough, Lee, Lenox, Monterey, Mount Washington, New Ashford, New Marlborough, North Adams, Otis, Peru, Pittsfield, Richmond, Sandisfield, Stockbridge, Savoy, Sheffield, Tyringham, West Stockbridge, Williamstown and Windsor.

Number 13. Arlington, Belmont, Boston, Braintree, Brookline, Burlington, Cambridge, Chelsea, Dedham, Everett, Lexington, Lynn, Malden, Medford, Melrose, Milton, Needham, Newton, Quincy, Reading, Revere, Saugus, Somerville, Stoneham, Wakefield, Waltham, Watertown, Wellesley, Weston, Weymouth, Winchester, Winthrop, and Woburn.

Number 14. Acton Ashland Boxborough, Concord, Framingham, Holliston, Hopkinton, Hudson, Lincoln, Marlborough, Maynard, Natick, Sherborn, Southborough, Stow, Sudbury and Wayland.

Number 15. Amesbury, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Merrimac, Methuen, Newbury, Newburyport, North Andover, Rowley, Salisbury and West Newbury.

Fire and Water Districts as established under the provisions of General Laws chapter 48,' section 60 shall be considered to be a part of the town or towns which they are located within for the purposes of this order.

2. For purposes of mobilization of fire-fighting forces, the several fire mobilization districts shall be regarded as lying within the following Civil Defense Areas as indicated:

**Area 1: No 5, 6, 13 and 15**  
**Area 2: No 1, 2, 3 and 4**  
**Area 3: No 7, 8 and 14**  
**Area 4: No 9, 10, 11 and 12**

3. In each Mobilization district, there shall be a district fire mobilization coordinator (Hereinafter called the district coordinator) who will be appointed by the State. Director of Civil Defense upon recommendation of the heads of fire departments from among the Heads of the Fire Departments within the fire mobilization district all'd who may be removed by said Director of Civil Defense. During a state of emergency declared under the provisions of Section 5 of Chapter 639 of the Acts of 1950, as amended, a district coordinator (or his authorized representative) is hereby authorized to order any city, town, or fire district within the fire mobilization district to send fire fighting assistance to any other city, town or fire district within the same fire mobilization district, for the purpose of combating the effects of the disaster on account of which the state of emergency has been declared or for the purpose of covering for firefighting forces of the other city, town or fire district which have been ordered elsewhere on account of such disaster, provided, however, that such assistance shall be ordered to be sent to any city, *town* or fire district only upon request of the Head of the Fire Department of such city, town or fire district or .upon the request of a person exercising the powers and performing the duties of said Head of the Fire Department. A city, town or fire district receiving such order is hereby authorized and directed to send firefighting assistance In accordance therewith, it being the intention hereby to exercise through the directors of the several fire mobilization districts the authority conferred upon the Governor by Section 11 ( c ) of Chapter 639 of the Acts of 1950, as amended. The authority hereby conferred upon the several district coordinators may be exercised by them. By means of plans for the automatic dispatch, when authorized by this Order, of firefighting personnel and equipment. All movements of personnel or equipment carried out pursuant to this section, shall be reported forthwith by the district coordinator to the area fire coordinator of the Civil Defense area in which the district lies as specified in Section 2 of this Order.

4. In each Civil Defense area, there shall be an area fire mobilization coordinator (here in after called the area fire coordinator) who shall be appointed by the State Director of Civil Defense upon recommendation of the Heads of Fire Departments from among the Heads of the Fire Departments within the area and who may be removed by said Director of Civil Defense. During a state of emergency declared under the provisions of Section 5 of Chapter 639 of the Acts of 1950, as amended, the area fire coordinator or his authorized representative as *is* hereby authorized to order the mobilization and dispatch of firefighting assistance from any fire mobilization district in his area, as specified in Section 2 of this Order, to any fire mobilization district in his area, upon request of the District Coordinator thereof, for the purpose of combating the effects of the disaster on account of which the state of emergency has been declared or for the purpose of covering for firefighting forces.

The district coordinator or his authorized representative receiving such order is hereby authorized and directed to mobilize and dispatch firefighting' assistance in accordance with the order of the -area fire coordinator, and any city, town or fire district- ordered by the district coordinator to provide such assistance, or any part thereof, is hereby authorized and directed to provide such assistance in accordance with such order, it being the intention hereby to exercise through the several area fire coordinators the authority conferred upon the Governor by Section 11(e) of Chapter 639 of the Acts of 1950 as amended. The authority hereby conferred upon the several area fire coordinators may be exercised by them by means of plans for the automatic dispatch, when authorized by this Order, of fire fighting personnel and equipment. All movement of personnel or equipment carried out pursuant to this section, shall be reported forthwith by the area fire coordinator to the State Director of Civil Defense.

5. During a state of emergency declared under the provisions of Section 5 of Chapter 639 of the Acts of 1950, as amended, the State Director of Civil Defense is hereby authorized to order the mobilization and dispatch of fire fighting assistance from any civil defense fire area to any other civil defense fire area, upon the request of the area fire coordinator thereof, for the purpose of combating the effects of the disaster on account of which the state of emergency has been declared or for the purpose of covering for fire fighting forces. An area fire coordinator receiving such order is hereby authorized and directed to mobilize. and dispatch fire fighting assistance from any fire mobilization district in his area in accordance with the order of the State Director, and a city, town or fire district ordered to provide such assistance, or any part thereof, is hereby authorized and directed to provide such assistance in accordance with such order, it being the intention hereby to exercise through the State Director of Civil Defense the authority conferred upon the Governor by Section 11(c) of Chapter 639 of the Acts of 19.50, as amended. The authority hereby conferred upon the State Director of Civil Defense may be exercised by him by means of plans for the automatic dispatch, when authorized by this Order, of fire fighting personnel end equipment. The authority conferred upon district coordinators and area fire coordinators, respectively, by Sections 3 and 4 of this Order shall be exercised subject to the direction and. control of the State Director of Civil Defense or his authorized representative.

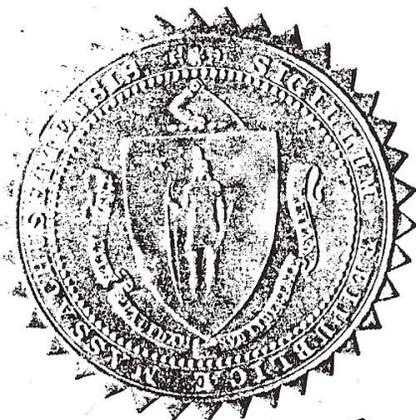
6. Fire fighting personnel or equipment dispatched to city, town or fire district pursuant to any provisions of this Order shall be under the command and control of the Head of the Fire Department of said city, town or fire district or under the command of a person exercising the powers and performing the duties of said Fire Department.

7. Any person exercising authority conferred by any provision of this Order to order firefighting forces dispatched from a city, town or fire district shall, in exercising such authority, give due regard to the maintenance of reasonable fire protection in said city, town or fire district.

8. The provisions of this Executive Order shall be incorporated into a Fire Defense Operational Plan for the purpose of carrying out the intent of this' declaration.
9. The provisions of Section 11(c) of Chapter 639 of the Acts of 1950, as amended, shall apply to fire fighting personnel and equipment dispatched under the authority of this Order but shall not apply to such personnel or equipment dispatched under the provisions of General Laws chapter 48 section 59A, or General Laws chapter 40, section 4.A, or any act in amendment thereof/or succession thereto. ,
10. Unless otherwise specified in the Order requiring the dispatch of firefighting personnel, auxiliary firemen may be dispatched for service under the authority of this Order and auxiliary firemen so dispatched, or called to stand-by duty within their respective cities, towns or fire districts to cover for regular personnel dispatched to another city, town or fire district under the authority hereof, shall be deemed to be performing duty for the purposes of Section 11A of Chapter 639, as amended, of the Acts of 1950.
11. The State Director of Civil Defense, in consultation with area fire coordinators and district coordinators may authorize such training exercises as he may deem appropriate for the purpose of implementing this Order. Any such training exercise authorized by the State Director shall be deemed to be an exercise authorized by him within the meaning of Section 11(e) of Chapter 639 of the Acts of 1950 as inserted by Chapter 684 of the Acts of 1947. Auxiliary firemen participating in such training exercise shall be deemed to be performing training for the purposes of Section 11A of Chapter 639 of the' Acts of 1950 as amended.
12. To the extent that the provisions of Executive Order #27 may be inconsistent herewith, as applied to the mobilization of fire fighting forces, this order shall supersede such provisions of Executive Order #27. This Executive Order replaces Executive Order #37.
13. The State Director of Civil Defense is authorized upon the recommendations of the Heads of Fire Departments within the district to designate within each fire mobilization district a fire mobilization control center or alternate control center and to make changes in such designation from time to time as he may deem appropriate. The State Director of Civil Defense is further authorized subject to the availability of funds, to install, maintain and operate, at the expense of the Commonwealth, such control center communications facilities as he may deem necessary or appropriate to the implementation of this Order.
14. Nothing contained in this Order shall be deemed to interfere with the operation of mutual aid systems entered into between cities, towns or fire districts under any applicable provision of law.
15. Nothing contained in this Order shall be construed to interfere with the carrying out of any evacuation plan authorized under Executive Order No. 31, provided, however, that firefighting forces evacuated or dispersed out of a city, town or fire district shall be subject to the orders of the Coordinator of the fire mobilization district to which such firefighting forces may be evacuated or dispersed.

16. The State Director of Civil Defense is hereby authorized upon the recommendations of the Heads of Fire Departments within the district to make changes in the fire mobilization districts established by this Order, by increasing or decreasing the number thereof (and to make appointments or terminations of District Fire Mobilization Coordinators made necessary thereby), by transferring any city or town from one district to another, by designating or changing the designation of the area within which any fire mobilization district shall be deemed to lie or by making any other change in said fire mobilization districts that said Director of Civil Defense may deem necessary or appropriate. Any such change so made by the State Director of Civil Defense shall be duly published and a record thereof shall be filed with the Secretary of the Commonwealth as soon thereafter as may be practicable.

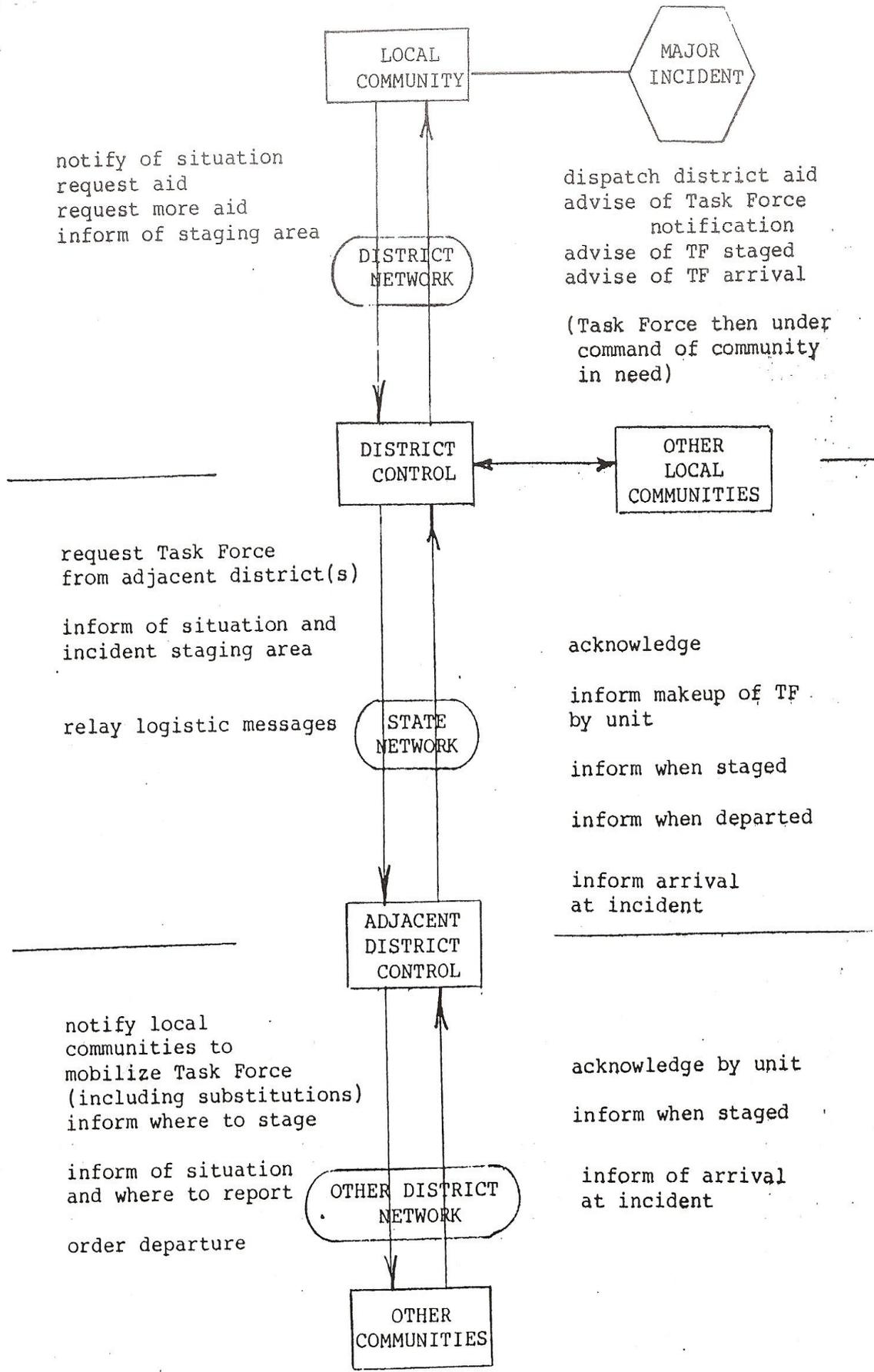
Given at the Executive Chamber in Boston this 30<sup>th</sup> day of June in the year of our lord one thousand nine hundred and eighty-two and of the Independence of the United States of America, two hundred and six.



*Edward J. King*  
EDWARD J. KING  
GOVERNOR  
Commonwealth of Massachusetts

*Michael Joseph Conolly*  
Secretary of the Commonwealth

GOD SAVE THE COMMONWEALTH OF MASSACHUSETTS



notify of situation  
 request aid  
 request more aid  
 inform of staging area

dispatch district aid  
 advise of Task Force  
 notification  
 advise of TF staged  
 advise of TF arrival

(Task Force then under  
 command of community  
 in need)

request Task Force  
 from adjacent district(s)  
 inform of situation and  
 incident staging area  
 relay logistic messages

acknowledge  
 inform makeup of TF  
 by unit  
 inform when staged  
 inform when departed  
 inform arrival  
 at incident

notify local  
 communities to  
 mobilize Task Force  
 (including substitutions)  
 inform where to stage  
 inform of situation  
 and where to report  
 order departure

acknowledge by unit  
 inform when staged  
 inform of arrival  
 at incident

FLOW CHART  
 TASK FORCE MOBILIZATION

## **MUTUAL AID LAW**

### **Chapter 48 Section 59A. Aid to other municipalities; authorization; fire departments defined; payment for damages**

Cities, towns and fire districts may, by ordinance or by-law, or by vote of the board of alderman, selectmen or of the prudential committee or board exercising similar powers, authorize their respective fire departments to go to aid another city, town, fire district or area under federal jurisdiction in this commonwealth or in any adjoining state in extinguishing fires therein, or rendering any other emergency aid or performing any detail as ordered by the head of the fire department, and while in the performance of their duties in extending such aid the members of such departments shall have the same immunities and privileges as if performing the same within their respective cities, towns or districts. Any such ordinance, by-law or vote may authorize the head of the fire department to extend such aid, subject to such conditions and restrictions as may be prescribed therein. The words "fire departments" as used in this section shall mean lawfully organized fire fighting forces, however constituted.

During the course of rendering such aid to another municipality, the municipality rendering aid shall be responsible for the operation of its equipment and for any damage thereto, and, subject to the limitations of municipal liability, for personal injury sustained or caused by a member of its fire department, and for any payments which it is required to make to a member of said department or to his widow or other dependents on account of injuries or death, notwithstanding paragraph (b) of subdivision (4) of section seven of chapter thirty-two, unless such municipalities have a written agreement to the contrary.

Amended by St.1949, c. 77; St.1960, c. 14; St.1975 c. 754; St.1979, C. 431.



**CHAIRMAN, MOBILIZATION COMMITTEE**

08/023/09

**Position Responsibility:** General direction, coordination, implementation and management of the Massachusetts Fire and EMS Mobilization Plan.

**Actions:**

Maintain contact with all Regional Coordinators and District Coordinators upon appointment.

Hold regular Mobilization Executive and Advisory Committee meetings. Meetings should be held quarterly at a minimum.

Encourage Regional Coordinator to have meetings with their District Coordinators for local training, review and update.

Represent the Mobilization Committee to the Fire Chiefs Association of Massachusetts Board of Directors.

Makes reports to the membership of the Fire Chiefs Association of Massachusetts regarding the **Mobilization Plan** and the activities of the Mobilization Committee as needed.

Assists Regional and District Coordinators with planning and operations of the **Plan**.

Insures that the **Plan** is regularly updated, training provided, and other administrative functions are ongoing.

Insures the documentation and review of all activations with follow-up and quality control.

Coordinates Mobilization activations as necessary and may delegate responsibility.

Serves as the Incident Commander for the **Mobilization Plan** when activations are requested.

Serves or delegates **Mobilization Plan** responsibility and liaison authority in the Massachusetts EOC working with ESF 4,8 & 9.

Assigns qualified personnel to work with ESF 4,8 & 9 in the event of a major activation

or potential disaster situation..

Serves as the liaison during a major activation or disaster situation to the effected Regional Coordinator in providing resources from the other regions of the state.

Assures that notification policies are followed and completed in the case of an activation or potential activation of the **Mobilization Plan**.

Coordinates and manages the Massachusetts Fire & EMS Mobilization Plan when and while implemented.

Assigns or is assigned as a liaison to Command Posts in the emergency area.

Coordinates response requests from outside the emergency area.

Coordinates demobilization of resources and deactivation of the **Plan** in major situations.

Critiques response with the Mobilization Executive and Advisory Committees and works with them to make appropriate changes in the **Plan**.

# REGIONAL COORDINATOR FIRE & EMERGENCY MEDICAL MOBILIZATION

2/11/06 Rev00

**DEFINITION:** Administrative, Technical, and Supervisory responsibility in coordinating, planning, operations and implementation of the Fire and Emergency Medical Mobilization Plan *within* the assigned Mobilization Region. ***Provide assistance statewide while supporting and assisting the Mobilization Chairman.*** Perform other related activities and work as required to provide an outstanding third level of Mutual Aid and Disaster Assistance. Have working knowledge and experience in Mobilization and Mutual Aid. Must be NIMS trained to ICS-400.

**SUPERVISION:** Works under the general direction of the Mobilization Chairman in conformance with Executive Order #

Supervises and works with the District Coordinators in the organization and revision of the District Mobilization Running Cards activation procedures and resource inventories.

Supervises and works with the District Coordinators in working with the Regional EMS Directors in maintaining, updating and revision of the Ambulance Tack Force Running Cards and Inventories.

Supervise and Coordinate Fire and EMS Mobilization, Mutual Aid and Resource activities at the Regional Level.

Supervises appropriate Post Incident Analysis with District Coordinators after activation.

**FUNCTIONS:** Establishes and conducts regular Regional meetings with District Coordinators to provide information, training, and good relations within the region.

Attend regular and special Mobilization Meetings with Chairman and other Regional Coordinators as well as statewide meetings.

Serve on the State Mobilization Committee.

Responsible for *compiling*, reviewing and forwarding activation reports. Also responsible for completion of a master report where multiple district activations occur.

Responsible for *facilitating* training and *education* for District Coordinators and providing information, as well as training an alternate or future Regional Coordinator.

Coordinates mobilization where multiple districts are involved and resources are limited or Area Command is activated.

May serve as a liaison with MEMA and the Fire District Coordinators in disaster situations with multiple activations within the Region or Statewide.

Oversees and assists with Major Mobilizations as required, working with District Coordinators.

When a District Coordinator or Alternate is not available during a major activation of the Mobilization Plan the Regional Coordinator will work with Requesting District Control Center and a designated member of the District Mutual Aid Committee to coordinate the requests and be responsible for the Mobilization Operation and Procedures.

Monitors use and activation of the Mobilization Plan by reviewing reports and discussing situations with other Coordinators.

Provides knowledge, experience and energy to the Mobilization Operation and Plan.

Confers, participates with and assists all other coordinators and the Chairman with ideas, challenges, training and updating of the Fire and EMS Mobilization Plan to make it the best plan in the Country.

08/30/07 Rev00

# **DISTRICT COORDINATOR FIRE & EMERGENCY MEDICAL MOBILIZATION**

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 #

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.

## **TASK FORCE/STRIKE TEAM LEADER**

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. 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 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 communication: 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 or staging area in a safe and orderly fashion with a law enforcement escort, if necessary.
- Travel to and from the active assignment area with assigned resources.

### **Operations**

- Assure proper check-in. Check-in may be with Staging Manager, Resource Unit (Check-in Recorder, Operations Section Chief, Incident Commander or Command Post.
- 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.

## **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. 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.
- 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**

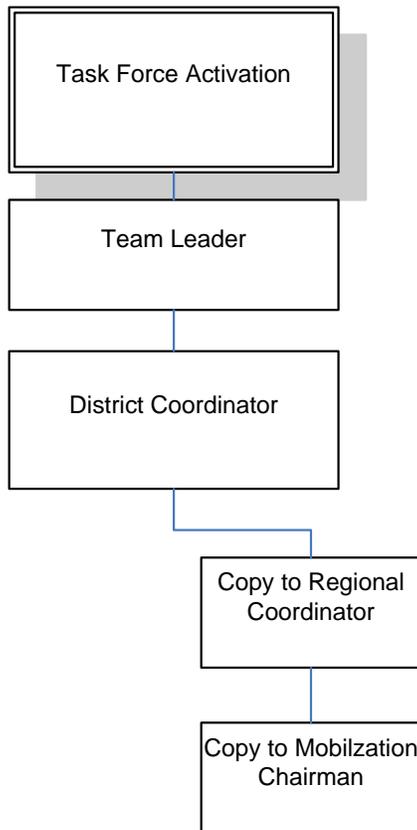
- Use discretion, consideration of safety and well being of personnel to decide whether, upon demobilization, the Task Force may convoy back or return individually.

8/20/07 Rev 00

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

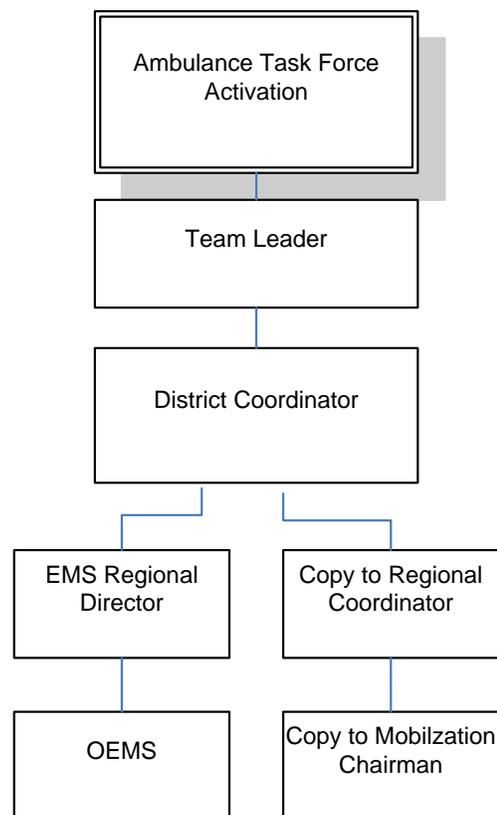
**1. Fire or Disaster Task Force Activation Reporting Flow**

- 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. 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. 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.

**NOTE: ALL UNITS WILL COMPLETE AN ICS #214. (A State or National Form may be used.) Copies will be attached to all Team Leader Reports**

**MOBILIZATION DEPLOYMENT SHEET**

**Incident Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Mission/ Incident #</b>	<b>Req Date</b>	<b>ID</b>	<b>Resource</b>	<b>Units</b>	<b>District</b>	<b>On Scene</b>	<b>Demob</b>	<b>Assignment</b>

## INSTRUCTIONS TO COMPLETE MOB-01 MOBILIZATION DEPLOYMENT SHEET

1. **Incident Name:** Name given to the incident for which resources are being requested. Address where there is a specific location.
2. **Page:** Where there are multiple pages used to record the activations for the incident number the pages to provide order.
3. **Date:** Date the worksheet is being worked on.
4. **Mission/Incident #:** What is the Objective for the resource being called for and/or if the incidents are being numbered for identification the incident number.
5. **Request Date:** Enter the date and time that the resource was requested.
6. **Resource:** The type of recourse being requested – Example: STF, FTF, MCI Trailer, ICU 1, Rehab Unit 2.
7. **ID:** Identification Number or name of the resource requested, if 3A, 4B ISU-1, MCI-5A.  
  
**NOTE:** 5 & 6 are to indicate a name and number identifying the resource with a description of same. This is critical for Resource Accountability. There may be some duplication.
8. **Units:** Where multiple units make up the resource all units are identified here for accountability.
9. **To District:** Identifies the district the resource is going to.
10. **On Scene:** Identifying time and date on scene.
11. **Demob:** When the resource is demobilized formerly.
12. **Assignment:** Identify as close as possible what the resource was actually assigned to do.

**MASSACHUSETTS FIRE & EMS MOBILIZATION**

**DISTRICT/REGIONAL COORDINATOR REPORT**

DATE: \_\_\_\_\_

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

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Attach copies of Team Leader and Unit Reports

**INSTRUCTIONS TO COMPLETE MM01  
DISTRICT/ REGIONAL COORDINATOR'S 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.

MM01 instructions 9-23-05 Rev 00



**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.

MM02 instructions 9-30-05 Rev 00

Emergency Management Assistance Compact

ARTICLE I.

Purpose and Authorities.

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this compact, the term 'states' is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency disaster that is duly declared by the Governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

ARTICLE II.

General Implementation.

Each party state entering into this compact recognizes that many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the federal government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the Governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

### ARTICLE III.

#### Party State Responsibilities.

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

1. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resources shortages, civil disorders, insurgency, or enemy attack;
2. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency;
3. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans;
4. Assist in warning communities adjacent to or crossing the state boundaries;
5. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material;
6. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness; and
7. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance to another party state by contacting the authorized representative of that state. The provisions of this compact shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within thirty days of the verbal request. Requests shall provide the following information:

1. A description of the emergency service function for which assistance is needed, including, but not limited to, fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building, inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue;
2. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed; and
3. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

#### ARTICLE IV.

##### Limitations.

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers, except that of arrest unless specifically authorized by the receiving state, duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state emergency or disaster by the governor of the party state that is to receive assistance or upon commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect, or loaned resources remain in the receiving state, whichever is longer.

#### ARTICLE V.

##### Licenses and Permits.

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the Governor of the requesting state may prescribe by executive order or otherwise.

#### ARTICLE VI.

##### Liability.

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes. No party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

#### ARTICLE VII.

##### Supplementary Agreements.

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this compact contains elements of a broad base common to all states, and nothing herein shall preclude any state entering into supplementary agreements with another state or affect any other agreements already in force between states.

Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

#### ARTICLE VIII.

##### Compensation.

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

## ARTICLE IX.

### Reimbursement.

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states.

Article VIII expenses shall not be reimbursable under this article.

## ARTICLE X.

### Evacuation.

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines, and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

## ARTICLE XI.

### Implementation.

A. <<NOTE: Effective date.>> This compact shall become effective immediately upon its enactment into law by any two states. Thereafter, this compact shall become effective as to any other state upon enactment by such state.

B. Any party state may withdraw from this compact by enacting a statute repealing the same, but no such withdrawal shall take effect until thirty days after the Governor of the withdrawing state

has given notice in writing of such withdrawal to the Governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

## ARTICLE XII.

### Validity.

This compact shall be construed to effectuate the purposes stated in Article I. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this compact and the applicability thereof to other persons and circumstances shall not be affected.

## ARTICLE XIII.

### Additional Provisions.

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Sec. 1385 of Title 18 of the United States Code.

## SEC. 2. RIGHT TO ALTER, AMEND, OR REPEAL.

The right to alter, amend, or repeal this joint resolution is hereby expressly reserved. The consent granted by this joint resolution shall:

- (1) not be construed as impairing or in any manner affecting any right or jurisdiction of the United States in and over the subject of the compact;
- (2) not be construed as consent to the National Guard Mutual Assistance Compact;
- (3) be construed as understanding that the first paragraph of Article II of the compact provides that emergencies will require procedures to provide immediate access to existing resources to make a prompt and effective response;
- (4) not be construed as providing authority in Article III A. 7. that does not otherwise exist for the suspension of statutes or ordinances;
- (5) be construed as understanding that Article III C. does not impose any affirmative obligation to exchange information, plans, and resource records on the United States or any party which has not entered into the compact; and

(6) be construed as understanding that Article XIII does not affect the authority of the President over the National Guard provided by article I of the Constitution and title 10 of the United States Code.

#### SEC. 3. CONSTRUCTION AND SEVERABILITY.

It is intended that the provisions of this compact shall be reasonably and liberally construed to effectuate the purposes thereof. If any part or application of this compact, or legislation enabling the compact, is held invalid, the remainder of the compact or its application to other situations or persons shall not be affected.

#### SEC. 4. INCONSISTENCY OF LANGUAGE.

The validity of this compact shall not be affected by any insubstantial difference in its form or language as adopted by the States.

**REGIONAL MASS CASUALTY SUPPORT UNITS:**

Deployment Procedures:

April 2006

Procedures to be followed for trailer deployment upon assignment by Incident Commander or EMS Branch Director.

- 1) The trailer and staff should be deployed between the treatment area and the transport/loading area.
  - a. Space requirement of 30'x30' for full deployment
  - b. Trailer staff must remain with the trailer at all times
- 2) Trailer staff will deploy only those portions of the trailer requested.
  - a. Full Deployment
    - i. Command Center, Emergency Lighting, Awning, Supply/Treatment tent, and medical supplies
  - b. Partial Deployment
    - i. Any portion less than full deployment
- 3) Trailer staff will orient the EMS Branch Command Staff to the Command Center portion of the trailer
- 4) Trailer staff will deploy lighting and power as requested by EMS Branch Command Staff
- 5) Trailer staff will deploy requested equipment to treatment area for medical treatment activities
  - a. Trailer staff will note any equipment failures or malfunctions
  - b. All failures or malfunctions will be reported to the appropriate regional EMS office
- 6) Trailer staff will maintain records of all medical and other supplies utilized that will need to be replaced
  - a. Trailer staff will note any equipment failures and report it to the appropriate regional EMS office
- 7) At the conclusion of the event the trailer staff are responsible for demobilization and the repacking of the trailer
- 8) During demobilization (or within the first 48 hours) a full inventory of the trailer contents and an after action report must be completed and submitted to the appropriate regional EMS Office

- 9) Ordering of supplies to restock the trailer will be done through the regional EMS offices. The regions will supply the host services with the new supplies in as practicable a timeframe as is possible.
  - a. The regions will have all restocking supplies shipped directly to the host services to decrease restocking time.
  - b. All supplies replaced will be identical to the original supplies on board each trailer.

**ACTIVATED THROUGH REGIONAL CEMED CENTERS.**

**REGIONAL MASS CASUALTY SUPPORT UNIT (RMCSU)**

A. Each of the following individuals or organizations shall have authority to initiate the medical cache trailers upon making the determination that conditions warrant the dispatch. This decision shall be made in concurrence with the Incident Commander.

1. The Public Safety Agency having jurisdiction for overall scene management at the incident.
2. The Person responsible for EMS Operations under ICS.

B. All fourteen trailers are stocked with EMS MCI equipment and supplies for up to 100 patients.

C. To request the trailers use the following CMED numbers or via MED 4 or assigned MED channel:

Region I CMED	800-544-1170
Region II CMED	508-854-0100
Region III CMED	978-946-8130
Region IV CMED	617 343-1400
Region V CMED	508-747-1779 Plymouth
	800-352-7141 Barnstable
	xxx-xxx-xxxx Bristol

## MCI Trailer Host Locations by EMS Region FFY05/FFY06 (3/2007)

Region	Trailer Number	Council Name/Host Location Organization Name/Address Information.	
ONE		Linda Moriarty Western Mass EMS Council 168 Industrial Park Drive Northampton, MA 01060	413-586-6065
A	1	Amherst Fire Department 603 East Pleasant Street Amherst, MA 01004	413-499-2528
B	2	EMSCO of Berkshire County 401 South St. Dalton, MA 01226	413-499-2528
TWO		Edward McNamara Central Mass EMS Council 361 Holden Street Holden, MA 01520	508-854-0111
A	3	Oxford Fire Department 181 Main Street Oxford, MA 01540	508-987-6012
B	4	Fitchburg Fire Department 33 North Street Fitchburg, MA 01420	978-343-4801
C	5	Brimfield EMS 34 Wales Road Brimfield, MA 01521	
THREE		Jonathan Epstein NorthEast EMS Council 20A DelCarmine Street Wakefield, MA 01880	781-224-3344
A	6	Beverly Emergency Management 53 Airport Road Beverly Mass	978-922-5680

B	7	Amesbury Fire Department 124 Elm Street Amesbury, MA 01913	978-338-8106
C	8	Dracut Fire Department 488 Pleasant Street Dracut, MA 01826	
FOUR		John P. Guidara Metropolitan Boston EMS Council 25 B Street, Suite A Burlington, MA 01803	781-505-4367
A	9	American Medical Response 4 Tech Circle Natick, MA 01760	508-650-5598
B	10	Fallon Ambulance Service 111 Brook Road Milton, MA 02186	1-888-325-5665
C	11	Woburn Fire Department 124 Main Street Woburn, MA 01801	781-932-4582
FIVE		Frederick E. Fowler Southeastern MA EMS Council PO Box 686 339 Center Street, Suite 36 Middleboro, MA 02346	508-946-3960
A	12	Duxbury Fire Department 668 Tremont Street Duxbury, MA 02332	508-934-5693
B	13	New Bedford EMS 181 Hillman Street New Bedford, MA 02740	508-991-6390

**DEPARTMENT OF FIRE SERVICES RESOURCES:**

915/11

- 1. Incident Support Units**
  - ISU 1: Stow**
  - ISU 2: Easthampton Fire**
  - ISU 3: Middleboro**
- 2. Rehabilitation Units**
  - Rehab 5: Northampton**
  - Rehab 6: Middleboro Fire**
  - Rehab 7: Stow**
- 3. Lighting Trailers: With trailer to haul 2 at once**
  - Lighting Trailers 7 total at Stove**
- 4. Generators, Trailer (2) 70 KW “Quiet Whisper”: Stow**
- 5. Incident Support Trailer with generator & antenna tower: Stow**
- 6. Tent: Zumbro 20 x 30 Inflatable with heat and lights: Stowe**
- 7. Maintenance Vehicle with tools and Diesel transfer tank: Stow**
- 8. Gater 5: UTV with Medical bed or not on trailer: Stow**
- 9. Gater 6: UTV on and off road on trailer at Stow**

09/14/11

**ACTIVATION OF DFS UNITS:**

Call Massachusetts Emergency Management Agency Headquarters (MEMA)

**508-820-2000**

Provide the following information:

- 1. What resource is needed?**
- 2. City or Town of the Incident**
- 3. Nature of the Incident**
- 4. Contact name and phone number**
- 5. Reporting Location**

Once a response has been activated the requesting agency will be contacted with an ETA of the resource and for directions to the reporting location. Resources may use FAMTRAC in transit.

**REGIONAL COMMUNICATIONS UNITS:**

There are 6 special communications units located throughout the state. These Communications Units may be activated by notification of the District Control Center where they are located. District Control will activate the Com Unit based on local policy.

**Communication Unit Location: Request Through The District Control Center**

<b>North Attleboro Fire:</b>	<b>District 3</b>
<b>Worcester Fire:</b>	<b>District 7</b>
<b>Lowell Fire:</b>	<b>District 15</b>
<b>Waltham Fire:</b>	<b>District 13</b>
<b>Pittsfield Fire:</b>	<b>District 12</b>
<b>Greenfield Fire/Orange:</b>	<b>District 9</b>

**MASS DECONTAMINATION UNITS: (MDU)**

There are some 67 Mass Decontamination Trailers placed through out the Commonwealth. Each Fire District is assigned one trailer which is staffed and maintained by a Fire Dept. in the District. There also are decontamination trailers assigned to Fire Department with Hospitals in their city, town or fire district.

Activation of the MDU is done by the local fire department Incident Commander with notification of the Fire District Control Center. The Control Center activates the local MDU's based on local mutual aid procedure. This activation is relayed to MEMA via the NAWAS phone system. MEMA using a matrix based on the location and severity of the situation then is to use the Mobilization Activation Procedure to notify additional Fire District Control Centers shown on an MDU running card for the city or town requesting assistance.

The Fire District Control Center notified by MEMA will then activate the designated MDU's based on local mutual aid activation procedures.

**MASSACHUSETTS URBAN SEARCH AND RESCUE TASK FORCE:  
FEMA MA-01.**

MEMA has a Memorandum Of Understanding (MOU) with the City of Beverly Emergency Management Agency the sponsor of the Urban Search and Rescue Task Force.

This MOU provides for the Commonwealth to request the activation of the US&R Task Force for a disaster or mass casualty event primarily where the declaration of disaster is pending.

Should there be a perceived need for this organization MEMA must be contacted and decisions at the Director level be made.

**MOBILIZATION TASK FORCE ORGANIZATION**

**Ambulance Task Force**

- (1) Task Force Leader
- (1) Task Force Leader Alternate
- (5) Ambulances, ALS or BLS: Any combination.
- (1) Alternate Ambulance

**Staffing:**

Ambulance Staffing Minimum 2 EMTs, Paramedics or Combination  
(Preferred 3 personnel total)  
Task Force Leader with Aid.

**Structural Task Force:**

- (1) Task Force Leader
- (1) Task Force Assistant Leader
- (2) Task Force Leader Alternates (All Leaders may respond, but not required)
- Six (6) Type I Engines
- Two (2) Alternate Engines
- Two (2) Type I Ladder Trucks indicate ladder, platform or tower
- One (1) 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
- Six (6) Forestry Units, specify breaker or forestry with tank and pump size.
- Two (2) Alternate Forestry Units
- Two (2) Tenders/Tankers 1500 Gallon minimum
- One (1) Alternate Tender/Tanker

Optional

One (1) 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

**NATURAL DISASTER TASK FORCE MANNING**

Rev. 3/07

<b>Engine Company</b>	Officer and three (3) firefighters minimum Chain Saw with gas and oil Generator with lighting
<b>Winch Equipped Vehicle</b>	Officer and three (3) firefighters minimum Chain Saw with gas and oil Portable Generator with lighting
<b>Service Truck</b>	Officer and three (3) firefighters minimum Portable Generator Chain Saw Portable Pump
<b>Lighting Plant</b>	Trailer Generator 5000 Watts or Portable Generator 4000 Watts with Lighting Equipment
<b>Heavy Rescue</b>	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
<b>Ambulance</b>	Two (2) EMT’s 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 use of official vehicles 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 Reporting Location.

**Tender/Tanker Task Force (Structural)**

Tender/Tanker – Structural

- (1)Task Force Leader
- (1)Task Force Assistant leader
- (2) Task Force Leader Alternates

5 Tenders/Tankers

Minimum Tank Size	1,500 Gallons
Minimum Fill Rate	500 GPM
Minimum Dump Rate	500 GPM

2 Alternate Tender/Tankers

2 Engines Type 1

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

## Appendix H

## Sample: Inventories and Running Cards

**District Fire Coordinator - Chief George Russell, Sandwich 508-888-0525**

**Alternate Fire Coordinator - Chief George Baker, Mashpee**

District Control Center - Barnstable County Control 508-563-4200

Alternate Control Center -

### Fire Region - 2

<p><b>Towns/Response Area:</b> Aquinnah, Barnstable, Bourne, Brewster, Centerville/ Osterville, Chatham, Chilmark, Cotuit, Dennis, Eastham, Edgartown, Falmouth, Gosnold, Harwich, Hyannis, Mashpee, Nantucket, Oak Bluffs, Orleans, Otis AFB, Provincetown, Sandwich, Tisbury, Truro, Wellfleet, West Barnstable, Yarmouth</p>
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### **District 1 – Barnstable/Nantucket/Dukes Structural Task Forces**

<b>STF 1-A</b>		
<b>Role:</b>	<b>Fire Department Name:</b>	<b>Telephone:</b>
<b>Leader</b>	Bourne	508-759-4412
Asst. Leader	Mashpee	508-539-1454
Alt. Leaders	W. Barnstable	508-362-3241
	Sandwich	508-888-0525
Engine Companies	Sandwich	508-888-0525
	W. Barnstable	508-362-3241
	Bourne	508-759-4412
	Falmouth	508-495-2500
	Otis	508-968-7900
	Cotuit	508-428-2210
Alt. Engines	Bourne	508-759-4412
	COMM	
Ladders Co	Mashpee	508-539-1454
	COMM	
Alt Ladder Co.	Falmouth	508-495-2500

## Notify by NAWAS

Response Area- Entire District

<b>Structural Running Card District 1</b>		
<b>STF</b>	<b>Radio/Telephone</b>	<b>Frequency/ Phone Number</b>
2-A	NAWAS	508-746-2211
2-B	NAWAS	508-746-2211
2-C	NAWAS	508-746-2211
2-D	NAWAS	508-746-2211
3-C	NAWAS	508-285-5380
3-B	NAWAS	508-285-5380
3-A	NAWAS	508-285-5380
4-B	NAWAS	781-767-2233
13-B	NAWAS	617-343-2880
4-A	NAWAS	781-767-2233
7-C	NAWAS	508-285-5380
14-B	NAWAS	866-347-8714
13-C	NAWAS	617-343-2880

**District Fire Coordinator - Chief George Russell, Sandwich 508-888-0525**

**Alternate Fire Coordinator - Chief George Baker, Mashpee Fire**

**District Control Center - Barnstable County Control 508-563-4200**

**Alternate Control Center -**

**Region 2-**

**Towns/Response Area:** Aquinnah, Barnstable, Bourne, Brewster, Centerville/  
Osterville, Chatham, Chilmark, Cotuit, Dennis, Eastham, Edgartown, Falmouth,  
Gosnold, Harwich, Hyannis, Mashpee, Nantucket, Oak Bluffs, Orleans, Otis AFB,  
Provincetown, Sandwich, Tisbury, Truro, Wellfleet, West Barnstable, Yarmouth

**District 1 – Barnstable/Nantucket/Dukes Forestry Task Forces**

<b>FTF 1-A Brush Breakers</b>		
<b>Role:</b>	<b>Fire Department Name:</b>	<b>Additional Information:</b>
Leader	W. Barnstable	508-362-3241
Asst. Leader	Bourne	508-759-4412
Alt. Leaders	Mashpee	508-539-1454
	Sandwich	508-888-0525
Tankers	Mashpee	2000 Gals
	Otis	2000 Gals
Alt. Tanker	Sandwich	2000 Gals
Breakers	Bourne	Breaker- 150 GPM-100/1500 Gals
	Falmouth	Breaker- 250 GPM - 1000 Gals
	Cotuit	Breaker- 300 GPM - 750 Gals
	W. Barnstable	Breaker- 300 GPM - 1000 Gals
	COMM	Breaker- 250 GPM - 1000 Gals
	Sandwich	Breaker- 250 GPM - 1000 Gals
Alt. Breakers	Bourne	
Mechanic	Falmouth	508-495-2500

## Notify by NAWAS

Response Area- Entire District

<b>Forestry Running Card District 1</b>		
<b>FTF</b>	<b>Radio/Telephone</b>	<b>Frequency/ Phone Number</b>
2-A	NAWAS	508-746-2211
2-B	NAWAS	508-746-2211
2-D	NAWAS	508-746-2211
2-C	NAWAS	508-746-2211
2-E	NAWAS	508-746-2211
3-A	NAWAS	508-285-5380
2-F	NAWAS	508-746-2211
4-A	NAWAS	781-767-2233
3-B	NAWAS	508-285-5380
4-B	NAWAS	781-767-2233
7-C	NAWAS	508-764-5430
14-A	NAWAS	866-347-8714
7-B	NAWAS	508-764-5430
13-A	NAWAS	617-343-2880

**District Fire Coordinator - Chief George Russell, Sandwich 508-888-0525**

**Alternate Fire Coordinator - Chief George Baker, Mashpee Fire**

**District Control Center - Barnstable County Control 508-563-4200**

**Alternate Control Center -**

**Region 2-**

<b>Towns/Response Area:</b> Aquinnah, Barnstable, Bourne, Brewster, Centerville/ Osterville, Chatham, Chilmark, Cotuit, Dennis, Eastham, Edgartown, Falmouth, Gosnold, Harwich, Hyannis, Mashpee, Nantucket, Oak Bluffs, Orleans, Otis AFB, Provincetown, Sandwich, Tisbury, Truro, Wellfleet, West Barnstable, Yarmouth
---

## **District 1 – Barnstable/Nantucket/Dukes Disaster Task Force**

<b>DTF Upper Cape Disaster Units</b>		
<b>Role:</b>	<b>Fire Department Name:</b>	<b>Additional Information:</b>
Leaders	Bourne	508-759-4412
	Sandwich	508-888-0525
Engine	Bourne	508-759-4412
Alt. Engine	Bourne	508-759-4412
Winch	Falmouth	508-495-2500
Alt. Winch	Sandwich	508-888-0525
Service / LP	Otis	508-968-7900
Alt. Service LP	Mashpee	508-539-1454
Heavy Rescue	Sandwich	508-888-0525
Alt. Hvy. Rescue	Falmouth	508-495-2500

## **ASSEMBLY POINTS**

**OFF CAPE: Buzzards Bay or Sagamore Fire Stations**

**DOWN CAPE: West Barnstable Fire Station**

## Notify by NAWAS

Response Area- Entire District

<b>Disaster Task Force Running Card District 1</b>		
<b>DTF</b>	<b>Radio/Telephone</b>	<b>Frequency/ Phone Number</b>
2-A	NAWAS/Radio	508-776-2211
2-B	NAWAS/Radio	508-776-2211
3-A	NAWAS	508-285-5380
4-A	NAWAS	781-767-2233
3-B	NAWAS	508-285-5380
4-B	NAWAS	781-767-2233
7-B	NAWAS	508-764-5430
7-C	NAWAS	508-764-5430
13-B	NAWAS	617-343-2880
14-A	NAWAS	866-347-8714

District Fire Coordinator - Chief Daniel Hopkins, Lakeville 508-947-4121

Alternate Fire Coordinator - Chief Howard Anderson, Onset 508-295-2122

District Control Center - Plymouth 508-746-2211

Alternate Control Center -

**Fire Region - 2**

**District 2 – Plymouth/Norfolk (Cohasset) Tanker Task Forces**

**Towns/Response Area:** Abington, Bridgewater, Brockton, Carver, Cohasset, Duxbury, East Bridgewater, Halifax, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville, Marion, Marshfield, Mattapoisett, Middleboro, Norwell, Onset, Pembroke, Plymouth, Plympton, Rochester, Rockland, Scituate, Wareham, West Bridgewater, and Whitman

<b>TTF 2-A Tankers</b>		
<b>Role:</b>	<b>Fire Department Name:</b>	<b>Additional Information:</b>
Leader	Lakeville	508-947-4121
Asst. Leader	Wareham	508-295-2973
Alt. Leaders	Carver	508-866-3440
	Rochester	508-763-2611
Tankers	Lakeville	500/2700
	Middleboro	500/200
	Carver	500/2300
	Wareham	500/1500
	Rochester	1500/3700
Alt. Tanker	Plymouth	500/2500
	Plympton	300/2500
Fill Engines - South	Mattapoisett	
	Onset	E1
Alt. South Engine	Marion	
Fill Engines - North	Hanson	
	Halifax	
Alt. North Engine	Pembroke	

## **RESOURCE CHECK-IN**

### **1. SINGLE RESOURCES:**

- A. Provide an appropriate Manifest for the resource to Staging Manager or Resource Check-in recorder.**
- B. Resource Unit creates or adds to the ICS 211 to show the single resource.**
- C. Resource maintains its own ICS 214 for activities.**

### **2. TASK FORCE OR STRIKE TEAM:**

- A. Task Force Leader provides a Manifest for each unit in the Task Force or Strike Team including Leader's vehicle to Staging Manager or Resource Check-in recorder.**
- B. Resource Unit creates or adds to the ICS 211 to show the Task Force or Strike Team information.**
- C. Task Force/Strike Team Leader will maintain an ICS 214 for the activities of the units.**
- D. Each Unit in the Task Force/Strike Team maintains its own ICS 214 as required by the Leader.**

### **3. STAGING MANAGER:**

- A. Uses manifests to select equipment and/or skills to fill requests from the Operations Chief or Incident Commander where incoming resources are reporting directly to Staging.**
- B. Provides the manifests or copies to the Resource Unit Check-In Recorder to complete check-in.**

### **4. RESOURCE UNIT: (Check-in/Status Recorder)**

- A. Records check-in information on Check-in Lists ICS 211.**
- B. Maintain and post the current status and location of all resources (T-Card)**
- C. Attach the Manifests to the Resource T Card for quick reference or have them close at hand for special reference.**
- D. Prepare and Maintain the Command Post display (to include organization chart and resource location and deployment.**
- E. A Check-in/Status Recorder reports to the Resource Unit Leader and assists with the accounting of all incident-assigned resources.**

**NOTE: MANIFESTS ARE IN TRIPLICATE: LEADER COPY FOR ACCOUNTABILITY, STAGING COPY, RESOURCE COPY.**

**07/22/07 Rev00**

# LEADER/UTILITY-MANIFEST

RESOURCE: ( ) TASK FORCE NUMBER \_\_\_\_\_  
( ) STRIKE TEAM NUMBER \_\_\_\_\_  
( ) SINGLE RESOURCE

LEADER COMMAND VEHICLE ( )      UTILITY UNIT ( )

INCIDENT NAME: \_\_\_\_\_

REPORTING LOCATION \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_      TIME \_\_\_\_\_ HRS (24 HOUR TIME)

DEPARTMENT PROVIDING RESOURCE: \_\_\_\_\_

RADIO CALL SIGN: \_\_\_\_\_ OTHER CHANNELS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

COMMAND VEHICLE: 4WD ( )      UTILITY VEHICLE: 4WD ( )

**EQUIPMENT:**

AC ELECTRIC POWER: ( ) WATTAGE: \_\_\_\_\_

CHAIN SAW: ( ) OTHER SAWS \_\_\_\_\_

PORTABLE PUMP: FIRE ( ), DEWATER ( )

OTHER INFORMATION: \_\_\_\_\_

PERSONNEL: \_\_\_\_\_ SPECIALTY

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**ADDITIONAL RESOURCE INFORMATION:**

\_\_\_\_\_

INITIAL ASSIGNMENT: \_\_\_\_\_

DEMOBILIZED: TIME: \_\_\_\_\_ HRS      DATE: \_\_\_/\_\_\_/\_\_\_

DEMOBILIZATION APPROVAL: \_\_\_\_\_ ICS-221 YES ( ) NO ( )

IC: ( ) OPERATIONS ( ) PLANNING: ( ) LOGISTICS: ( )

# ENGINE-MANIFEST

RESOURCE: ( ) TASK FORCE NUMBER \_\_\_\_\_  
( ) STRIKE TEAM NUMBER \_\_\_\_\_  
( ) SINGLE RESOURCE

INCIDENT NAME: \_\_\_\_\_

REPORTING LOCATION \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ TIME \_\_\_\_\_ HRS (24 HOUR TIME)

DEPARTMENT PROVIDING RESOURCE: \_\_\_\_\_

RADIO CALL SIGN \_\_\_\_\_

ENGINE: PUMP GPM: \_\_\_\_\_

TANK: \_\_\_\_\_

HARD SUCTION: YES ( ) NO ( ) SIZE \_\_\_\_\_ NUMBER \_\_\_\_\_

INTAKE FOR DRAFTING: FRONT ( ) REAR ( )

SUPPLY HOSE: SIZE \_\_\_\_\_ LENGTH \_\_\_\_\_

FOAM: A ( ) B ( ) CAFS ( )

RESCUE EQUIP: ( ) JAWS, ( ) AIR BAGS, ( ) ALS

OTHER: \_\_\_\_\_  
\_\_\_\_\_

PERSONNEL:

SPECIALTIES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

ADDITIONAL RESOURCE INFORMATION:

ASSIGNMENT: \_\_\_\_\_

DEMOBILIZED: TIME: \_\_\_\_\_ HRS DATE: \_\_\_/\_\_\_/\_\_\_

DEMOBILIZE APPROVAL: \_\_\_\_\_ ICS-221 YES ( ) NO ( )

IC: ( ) OPERATIONS: ( ) PLANNING: ( ) LOGISTICS: ( )

# AMBULANCE-MANIFEST

RESOURCE: ( ) TASK FORCE NUMBER \_\_\_\_\_ LEADER \_\_\_\_\_

( ) STRIKE TEAM NUMBER \_\_\_\_\_ LEADER \_\_\_\_\_

( ) SINGLE RESOURCE NAME \_\_\_\_\_

INCIDENT NAME: \_\_\_\_\_

REPORTING LOCATION \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME \_\_\_\_\_ HRS (24 HOUR TIME)

DEPARTMENT PROVIDING RESOURCE: \_\_\_\_\_

RADIO CALL SIGN: \_\_\_\_\_ CMED CALL SIGN \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ CMED RADIO: UHF ( ) VHF ( )

AMBULANCE LEVEL: BLS ( ) INTERMEDIATE ( ) ALS ( )

OTHER INFORMATION: \_\_\_\_\_

**PERSONNEL:**

**CREDENTIALS:**

1. \_\_\_\_\_ EMT EMT I PARAMEDIC

2. \_\_\_\_\_ EMT EMT I PARAMEDIC

3. \_\_\_\_\_ EMT EMT I PARAMEDIC

4. \_\_\_\_\_ EMT EMT I PARAMEDIC

**ADDITIONAL RESOURCE INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_

INITIAL ASSIGNMENT: \_\_\_\_\_

DEMOBILIZED: TIME: \_\_\_\_\_ HRS DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DEMOBILIZE APPROVAL: \_\_\_\_\_ ICS-221 YES ( ) NO ( )

IC: ( ) OPERATIONS: ( ) PLANNING: ( ) LOGISTICS: ( )

# LADDER-MANIFEST

RESOURCE: ( ) TASK FORCE NUMBER \_\_\_\_\_  
( ) STRIKE TEAM NUMBER \_\_\_\_\_  
( ) SINGLE RESOURCE \_\_\_\_\_

INCIDENT NAME: \_\_\_\_\_

REPORTING LOCATION \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ TIME \_\_\_\_\_ HRS (24 HOUR TIME)

DEPARTMENT PROVIDING RESOURCE: \_\_\_\_\_

RADIO CALL SIGN \_\_\_\_\_

LADDER: LENGTH: \_\_\_\_\_ TYPE \_\_\_\_\_

LADDER: ( ) PLATFORM ( ) TOWER: ( )  
WATER FLOW FROM PIPES: \_\_\_\_\_ PREPIPED ( )  
( ) PUMP: GPM \_\_\_\_\_  
( ) SUPPLY HOSE: SIZE \_\_\_\_\_ LENGTH \_\_\_\_\_  
RESCUE EQUIP: ( ) JAWS, ( ) AIR BAGS, ( ) ALS  
OTHER: \_\_\_\_\_

PERSONNEL: \_\_\_\_\_ SPECIALTIES: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

ADDITIONAL RESOURCE INFORMATION:  
\_\_\_\_\_

INITIAL ASSIGNMENT: \_\_\_\_\_

DEMOBILIZED: TIME: \_\_\_\_\_ HRS DATE: \_\_\_/\_\_\_/\_\_\_

DEMOBILIZE APPROVAL: \_\_\_\_\_ ICS-221 Yes ( ) NO ( )

IC: ( ) OPERATIONS: ( ) PLANNING: ( ) LOGISTICS ( )

12/06/07REV01

LM

# FORESTRY-MANIFEST

RESOURCE: ( ) TASK FORCE NUMBER \_\_\_\_\_  
( ) STRIKE TEAM NUMBER \_\_\_\_\_  
( ) SINGLE RESOURCE \_\_\_\_\_

INCIDENT NAME: \_\_\_\_\_

REPORTING LOCATION \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ TIME \_\_\_\_\_ HRS (24 HOUR TIME)

DEPARTMENT PROVIDING RESOURCE: \_\_\_\_\_

RADIO CALL SIGN \_\_\_\_\_

FORESTRY: BRUSH BREAKER ( ) OTHER ( ) FEDERAL TYPE ( )

TANK: \_\_\_\_\_ GALLONS: \_\_\_\_\_

PUMP: \_\_\_\_\_ GPM AT PRESSURE \_\_\_\_\_

FOAM: A ( ) B ( ) CAFS ( )

HARD SUCTION SIZE: \_\_\_\_\_ SECTIONS: \_\_\_\_\_

HOSE: 1" ( ) LENGTH \_\_\_\_\_ 1 1/2" ( ) LENGTH \_\_\_\_\_

PORTABLE PUMP: \_\_\_\_\_ GPM FLOATING ( )

CHAIN SAW: YES ( ) NO ( ) \_\_\_\_\_

HAND TOOLS FOR HOW BIG A CREW: \_\_\_\_\_

INDIAN CANS/WATER BACKPACKS: NUMBER \_\_\_\_\_

OTHER: \_\_\_\_\_

PERSONNEL:	SPECIALTIES:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

ADDITIONAL RESOURCE INFORMATION:

INITIAL ASSIGNMENT: \_\_\_\_\_

DEMOBILIZED: TIME: \_\_\_\_\_ HRS DATE: \_\_\_/\_\_\_/\_\_\_

DEMOBILIZE APPROVAL: \_\_\_\_\_ ICS-221 YES ( ) NO ( )

IC: ( ) OPERATIONS: ( ) PLANNING: ( ) LOGISTICS: ( )

12/06/07REV01

FM

# TENDER-MANIFEST

RESOURCE: ( ) TASK FORCE NUMBER \_\_\_\_\_  
( ) STRIKE TEAM NUMBER \_\_\_\_\_  
( ) SINGLE RESOURCE

INCIDENT NAME: \_\_\_\_\_

REPORTING LOCATION \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME \_\_\_\_\_ HRS (24 HOUR TIME)

DEPARTMENT PROVIDING RESOURCE: \_\_\_\_\_

RADIO CALL SIGN: \_\_\_\_\_

TENDER: ( ) TACTICAL ( ) SUPPORT TYPE: \_\_\_\_\_

TANK CAPACITY: \_\_\_\_\_  
PUMP: \_\_\_\_\_ GPM. PRESSURE: \_\_\_\_\_ CLASS A ( )  
VACUUM: ( )  
DUMP RATE: \_\_\_\_\_ GPM OR TIME: \_\_\_\_\_  
FILL RATE: \_\_\_\_\_ GPM OR TIME: \_\_\_\_\_  
FOLDING TANK: ( ) SIZE: \_\_\_\_\_  
OTHER: \_\_\_\_\_

PERSONNEL: \_\_\_\_\_ SPECIALTIES: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

ADDITIONAL RESOURCE INFORMATION:  
\_\_\_\_\_  
\_\_\_\_\_

INITIAL ASSIGNMENT: \_\_\_\_\_  
DEMOBILIZED: TIME: \_\_\_\_\_ HRS DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DEMOBILIZE APPROVAL: \_\_\_\_\_ ICS-221 YES ( ) NO ( )  
IC: ( ) OPERATIONS: ( ) PLANNING: ( ) LOGISTICS: ( )

FAMTRAC OPERATING PROCEDURE

3/14/07 Rev00

**FAMTRAC** is a VHF Repeater Radio System allowing radio control for emergency resources to be moved statewide.

This document is written primarily for the use of **FAMTRAC** by specialized resources such as ambulance task forces, fire and disaster task forces, strike teams, mass decontamination teams, hazardous materials units and other resources teams, groups or units as designated by MEMA or the Mobilization Committee.

By the use of this system a common radio channel is available to provide instructions and maintain central control of resources without interrupting or tying up emergency operations channels. This system is not to be used as an operations channel or a unit to unit channel except where authorized. The channel is to be used only by designated leaders for contact with control centers, incident staging managers or incident communications.

For greatest use and efficiency, the following procedures must be followed.

The following operational procedure shall be used when resources are ordered to respond outside the mutual aid radio capability of the task force leader or team leader – I.E. where the task force leader can not talk to both the sending district control point and requesting control point at the same time. These situations shall require the use of the FAMTRAC radio channel for resource movement.

Under the mobilization plan, the District Control Center requiring resources shall notify the districts that are to supply the resources primarily via the NAWAS system. A staging area must be designated for those incoming resources.

MEMA will monitor the activation and notify DCR via their procedure for priority use of the FAMTRAC channel.

Upon activation and assembly, Team or Resources Leaders will notify their control center of their movement on the **LOCAL MUTUAL AID CHANNEL**.

I. When an **ASSEMBLY POINT** is being used for a **TASK FORCE** or **STRIKE TEAM** movement the **TEAM LEADER** will notify **MEMA** via **FAMTRAC** of his presence and the location of the **ASSEMBLY POINT**. The **TEAM LEADER** should also keep **MEMA** apprised of the resource formation and estimated departure time.

II. Upon leaving their **SENDING DISTRICT**, all Resource Leaders shall notify **MEMA CONTROL** via **FAMTRAC** of their designation and destination. MEMA shall record same.

MEMA will remain in contact with and advise the Resource Leader as to when to switch radio channels upon entering another fire district or as tower needs change.

III. **MEMA CONTROL** will also test with the Resource Leader on any channel changes to maintain location knowledge of the Resource. The Resource Leader may contact MEMA control at any time for information, status report or assistance while enroute. MEMA will take such action as to facilitate coordinated communications.

Radio instructions provided with the FAMTRAC RADIOS will show which channel switch must be activated as the resource proceeds to the **REQUESTING DISTRICT**.

Upon arrival at the designated staging area the Resource Leader shall notify **MEMA CONTROL** of arrival. Should there be any question or problem **MEMA CONTROL** may be contacted for relay assistance. **MEMA CONTROL** has contact with the **RECEIVING CONTROL CENTER** through **NAWAS**.

Upon release and demobilization the following shall be done on the **FAMTRAC** channel:

1. Resource Leader will notify **MEMA CONTROL** of demobilization and of return travel.
2. When back in the **SENDING DISTRICT**, the Resource Leader will notify **MEMA CONTROL** and release **FAMTRAC** usage.
3. The **SENDING CONTROL CENTER** shall verify the return of the resource with **MEMA** via **NAWAS**.

The call signs and radio transmissions shall utilize clear text according to NIMS. The radio call sign shall be based on the resource designation. The format will be:

Fire District 1-15;  
Resource Function: Structural, Ambulance, Forestry or Disaster Unit;  
Type: Task Force/Strike Team/Single Unit  
Number: 1A, 2B, Etc.

I.E. Fire District 2, Ambulance Task Force 2B

The call sign for MEMA will be "**MEMA CONTROL**".

When a District Control Center has the FAMTRAC radio channel in their system they are contacted as shown here.

The call sign for the sending district control center will be "District (number) Control Center".  
I.E. District 4 Control Center

The call sign for the requesting control center will be "District (number) Control Center."  
I.E. District 1 Control Center

3/14/07 Rev00

**OPERATIONAL SHEET**

1. MEMA notified of resource request by the REQUESTING DISTRICT CONTROL CENTER via NAWAS. – FAMTRAC channel usage authorized.
2. TEAM LEADER will sign on with MEMA via FAMTRAC when He arrives at the ASSEMBLY POINT.
3. Resource begins to move: MEMA notified on FAMTRAC.
4. Once signed on the travel channel the Resource Leader will be Given instructions by MEMA as to when to switch radio Channel upon entering another Fire District.
5. Any problems enroute or more information required, notify MEMA CONTROL – MEMA may take what action is necessary including notification of the Requesting and/or Sending Control Centers or may advise the Resource to contact a Center directly.

**Call Signs**

You Are: \_\_\_\_\_  
                    District #            Function            Type            Number

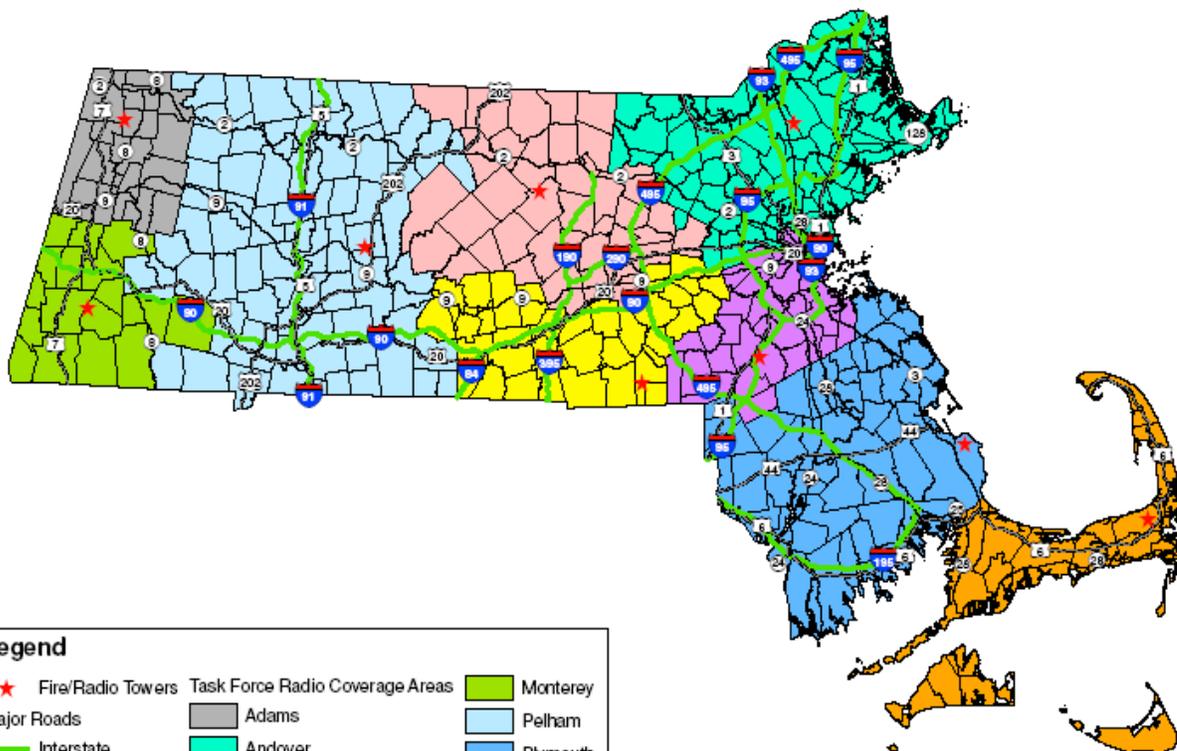
**MEMA is:** MEMA CONTROL.

**Sending District is:** District # \_\_\_\_\_ Control Center

**Requesting District is:** District # \_\_\_\_\_ Control Center

6. Notify MEMA CONTROL upon arrival at staging area.
7. RESOURCE LEADER to notify MEMA CONTROL of demobilization and return.
8. When back in sending district, notify MEMA CONTROL via FAMTRAC releasing channel usage.
9. SENDING DISTRICT CONTROL CENTER notifies MEMA via NAWAS.

**Ambulance Task Force - FAMTRAC Coverage Map**



**Legend**

- |                     |                                 |           |
|---------------------|---------------------------------|-----------|
| ★ Fire/Radio Towers | Task Force Radio Coverage Areas | Monterey  |
| Major Roads         | Adams                           | Pelham    |
| — Interstate        | Andover                         | Plymouth  |
| — US Highway        | Brewster                        | Sharon    |
| — State Route       | Mendon                          | Wachusett |

Information depicted on this map is for planning purposes only. This information is not adequate for legal boundary definition, regulatory interpretation, or local level analysis. Use caution in applying positional accuracy.



## **FAMTRAC CHANNEL AUTHORIZATION**

With the issuance of the FAMTRAC radios to the Ambulance Task Force Leaders and Alternates several questions come up. Here are some brief answers.

1. Can the radio be used for other TASK FORCE dispatches and travel? Answer is Yes.
2. If a chief is a leader or alternate for other task forces and has VHF in his command vehicle can he put the FAMTRAC Channels in that radio? Answer is yes but only with authorization from the Applicable District Coordinator. The instructions and material for that action is attached.
3. Can I put the channels in any vehicle? Answer is No! This system is for Command vehicles only.
4. Can any Chief put the channels in his vehicle? Answer is No; this system is for use only by those directly involved in the Mobilization System.
5. What about the MEMA Channels? That is up to authorization from MEMA.
6. What about the VTAC Channels? Would suggest that these be added to any VHF radio you may have as it provides universal operational channels for emergency on scene use.
7. Why don't we have these radios for other Mobilization Task Forces? This system was upgraded and provided by DPH for the Ambulance Task Forces. We must now as Fire Chiefs develop a plan to purchase the additional radios for all Leaders and Alternates. The cost will be minimal in terms of what is being spent on communication. The FAMTRAC set ups cost about \$600 each.
8. The MEMA Channels 1D, 2D, 3D, 4D are MEMA direct radio channels monitored at MEMA Control and at the District Offices designated by the numbers. These channels may be used in a situation where the DCR Channels are not available.
9. Any questions regarding the installation of FAMTRAC radios should be directed to the District or Regional Coordinator

# FAMTRAC CHANNEL INSTALLATION REQUEST

DATE: \_\_\_\_\_

Department/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Chief/Manager: \_\_\_\_\_

ARE YOU A TEAM LEADER, OR ALTERNATE? YES \_\_\_\_\_ NO \_\_\_\_\_

WHAT TASK FORCE OR RESOURCE?

DISTRICT \_\_\_\_\_

TYPE \_\_\_\_\_

DESIGNATION \_\_\_\_\_

DISTRICT COORDINATOR: YES \_\_\_\_\_ NO \_\_\_\_\_ DISTRICT \_\_\_\_\_

REGIONAL COORDINATOR: YES \_\_\_\_\_ NO \_\_\_\_\_ REGION: \_\_\_\_\_

EMS REGION DIRECTOR: YES \_\_\_\_\_ NO \_\_\_\_\_ EMS REGION \_\_\_\_\_

INSTALLATION MAY BE IN COMMAND VEHILCES ONLY.

RADIO CALL SIGN OF VEHICLE:

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

APPLICANT AGREES TO ABIDE BY AND FOLLOW FAMTRAC OPERATING  
POLICY AND PROCEDURES FOR USE OF THE CHANNELS.

APPLICANT UNDERSTANDS THAT FAMTRAC CHANNELS ARE NOT TO BE USED  
AS OPERATIONAL CHANNELS. THE CHANNELS ARE TO BE USED ONLY BY  
DESIGNANTED LEADERS FOR CONTACT WITH CONTROL CENTERS OR  
INCIDENT STAGING MAMAGERS.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED AND RECORDED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED: \_\_\_\_\_

DISTRICT COORDINATOR: DISTRICT: \_\_\_\_\_

COPY TO MOBILIZATION CHAIRMMAN \_\_\_\_\_

4/2/06

# **FAMTRAC CHANNEL AUTHORIZATION COMPLETION INSTRUCTIONS**

4/2/06

**1. AUTHORIZATION MAY BE ISSUED TO MOBILIZATION TEAM OR RESOURCE LEADERS TO HAVE THE FAMTRAC CHANNELS INSTALLED IN THEIR COMMAND VEHICLES.**

**2. IN DOING SO THEY MUST FULLY UNDERSTAND THAT THE CHANNELS ARE FOR USE IN MOBILIZATION SITUATIONS AND ARE NOT OPERATIONAL OR EVERYDAY TYPE CHANNELS.**

**3. THERE IS NO AUTHORIZATION FOR UNIT TO UNIT CONVERSATION UNLESS IN A SITUATION WHERE THE RESOURCE IS REPORTING AS A WHOLE TO A STAGING MANAGER OR COMMUNICATIONS UNIT IN A COMMAND CENTER.**

**4. A COPY OF THE FAMTRAC OPERATING POLICY IS TO BE PROVIDED AND UNDERSTOOD PRIOR TO APPROVAL.**

**5. APPLICATION IS MADE IN DUPLICATE TO THE DISTRICT COORDINATOR OF THE DISTRICT THE REQUESTOR IS LOCATED IN.**

**6. THE COORDINATOR WILL VERIFY THAT THE REQUIREMENTS FOR AUTHORIZATION HAVE BEEN MET WITH SIGNATURES OF BOTH PARTIES.**

**7. THE DISTRICT COORDINATOR SHALL KEEP ONE COPY ON FILE RETURN AN APPROVED COPY TO THE REQUESTOR AND FORWARD ONE ADDITIONAL COPY TO THE MOBILIZATION CHAIRMAN.**

**8. ANY QUESTIONS REGARDING THE FAMTRAC CHANNEL USE WILL BE FORWARDED TO THE MOBILIZATION CHAIRMAN FOR DISCUSSION WITH DCR AND MEMA.**

## ACRONIMS/DEFINITIONS

DCR: Department of Conservation and Recreation.

FAMTRAC: Fire and Ambulance Mobilization Travel Channel.

MEMA: Massachusetts Emergency Management Agency.

NAWAS: National Air Warning Alert System.

NIMS: National Incident Management System.

## FAMTRAC CHANNELS AND FREQUENCIES

Ch	Alias		Transmit	PL	Receive	PL	
1	Statewide	Wide	151.205	71.9	151.205	71.9	
2	Brewster	Wide	151.415	162.2	151.145	71.9	
3	Plymouth	Wide	151.415	131.8	151.145	71.9	
4	Sharon	Wide	151.415	82.5	151.145	71.9	
5	Andover	Wide	151.415	110.9	151.145	71.9	
6	Wachusett	Wide	151.415	71.9	151.145	71.9	
7	Pelahm	Wide	151.415	94.8	151.145	71.9	
8	Greylock	Wide	151.415	123.0	151.145	71.9	
9	Monterey	Wide	151.415	146.2	151.145	71.9	
10	Mendon	Wide	151.415	203.5	151.145	71.9	
11	Med 280	Wide	155.280	CSQ	155.280	CSQ	
12	Med 340	Wide	155.340	CSQ	155.340	CSQ	
13	V-CALL	Narrow	155.7525	156.7	155.7525	156.7	
14	V-TAC 1	Narrow	151.1375	156.7	151.1375	156.7	
15	V-TAC 2	Narrow	154.4525	156.7	154.4525	156.7	
16	V-TAC 3	Narrow	158.7375	156.7	158.7375	156.7	
17	V-TAC 4	Narrow	159.4725	156.7	159.4725	156.7	

<b>MEMA</b>						
<b>Ch</b>	<b>Alias</b>		<b>Transmit</b>	<b>PL</b>	<b>Receive</b>	<b>PL</b>
1	Plymouth	Wide	156.135	210.7	154.085	210.7
2	Andover	Narrow	155.955	203.5	153.965	203.5
3	Sharon	Narrow	156.135	D-025	154.085	D-025
4	Wachusett	Narrow	156.135	D-023	155.745	D-023
5	Monterey	Narrow	155.955	D-023	155.085	D-023
6	Greylock	Wide	155.955	225.7	155.085	225.7
7	Pelham	Narrow	155.955	D-025	155.085	D-025
8	MEMA 1D	Narrow	153.965	203.5	153.965	203.5
9	MEMA 2D	Narrow	154.085	210.7	154.085	210.7
10	MEMA 3D	Narrow	155.085	162.2	155.085	162.2
11	MEMA 4D	Narrow	155.745	100.0	155.745	100.0
12	MEMA State	Wide	155.955	100.0	155.955	100.0
13	Med 280	Wide	155.280	CSQ	155.280	CSQ
14	Med 340	Wide	155.340	CSQ	155.340	CSQ
15	V-CALL	Narrow	155.7525	156.7	155.7525	156.7
16	V-TAC 1	Narrow	151.1375	156.7	151.1375	156.7
17	V-TAC 2	Narrow	154.4525	156.7	154.4525	156.7
18	V-TAC 3	Narrow	158.7375	156.7	158.7375	156.7
19	V-TAC 4	Narrow	159.4725	156.7	159.4725	156.7
<b>Weather</b>						
<b>Ch</b>	<b>Alias</b>		<b>Transmit</b>	<b>PL</b>	<b>Receive</b>	<b>PL</b>
1	WX 1		None	None	162.55	CSQ
2	WX 2		None	None	162.400	CSQ
3	WX 3		None	None	162.475	CSQ
4	WX 4		None	None	162.425	CSQ
5	WX 5		None	None	162.450	CSQ
6	WX 6		None	None	162.500	CSQ
7	WX 7		None	None	162.525	CSQ

## ***Appendix K***

## **Extended Deployment Personnel Equipment**

### **Extended Operations**

#### **ITEMS TO TAKE:**

1. Extra food that will not spoil.
2. Sleeping bag or blankets and pillows.
3. Extra uniform, underwear, socks and gloves
4. Extra flashlights, hand lights and batteries.
5. Chain Saw fuel and oil, as well as chains and parts.
6. Canteens and fresh drinking water.
7. Extra portables and pagers with chargers.
8. Credit cards
9. Take extra saws, if available.

All Task Force Leaders should be prepared to arrange full camping equipment should the area where the group is being dispatched lack housing and feeding facilities. Full use should be made of travel trailers, campers and tents where needed.

### **PERSONAL GEAR**

Any Task Force or Strike Team situation where commitment may be twenty-four (24) hours or more:

1. T-shirts
2. Socks (several changes)
3. Underclothing
4. Jacket (dependent on season)
5. Sweatshirt
6. Towel/facecloth
7. Poncho/rain gear
8. Shorts
9. Sunglasses
10. Sneakers
11. Notepad, pen, book
12. Extra pair of pants

**Toiletry needs:**

1. Toothbrush/toothpaste
2. Shampoo, soap, razor
3. Brush, comb
4. Nail clippers, file
5. Kleenex, handy-wipes, toilet paper
6. Sewing kit
7. Deodorant
8. Chap stick

**Bedding:**

1. Pillow/case
2. Sleeping Bag or
3. Blankets made into bedroll.

**Miscellaneous:**

1. Small flashlight
2. Extra batteries
3. Small camp-style knife
4. Canteen & belt, if not supplied
5. Extra pair of gloves.

**MARK EVERYTHING WITH NAME & DEPARTMENT**

Absolute quantities would be determined by estimated length of stay, one change minimum. Some toiletry items could be group supplied but ensure that these items are accounted for by someone.

In extreme weather situations extra warm clothing should be considered. Use a duffle or pack to carry items. It would be a good idea to line your pack with a garbage bag first, and then pack items individually in plastic bags. This will ensure that articles will remain dry.

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**DOCUMENTATION**

Any reimbursement, either state or federal, is based on the supporting documentation. The same documentation procedures are applicable to both the state and federal claims. The documentation must be able to stand the test of audit. **The attached “Documenting Disaster Costs” will provide the guidelines and tools needed to set up files and document costs.** The forms utilized are also available in a computerized version using MS Excel. Failure to properly document costs may result in part or the entire claim being ineligible for reimbursement. It is very important to document the request for mutual aid in addition to documenting costs.

**Eligibility**

To meet eligibility requirements for reimbursement, an item of work must:

- Be required as the result of the emergency or disaster event.
- Have been requested by the impacted jurisdiction.
- Have been properly dispatched according to the Plan.
- Be located within a designated emergency or disaster area.
- Be the legal responsibility of the eligible applicant.

Fire service resources activated by this plan must submit reimbursement claims to the impacted jurisdiction(s).

**Categories of Work**

The work most often performed under this plan is Emergency Work. This work is performed immediately to save lives, to protect property, for public health and safety, and/or to avert or lessen the threat of a major disaster. Emergency Work contains two categories: Debris Clearance (Category A) and Protective Measures (Category B).

It is possible that certain types of claims may be made under Permanent Work categories. For example, certain damages or losses of facilities and equipment may fall into the permanent Work categories.

**Expenses for Personnel** (this section needs to be reviewed by EMA legal personnel)

Only the actual hours worked beyond the regular duty time, either overtime or regular time hours, can be claimed for FEMA category A and B (Emergency Work). Pay rates will be in accordance with the existing Collective Bargaining Agreement (CBA), pay ordinance or plan that is in effect at the time of the Plan activation. Standby time is not eligible for reimbursement. If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. CBT). Volunteer firefighters and/or other volunteer emergency service personnel activated by this plan may submit claims to the impacted jurisdiction(s) for reimbursement at the rate of \$12.00 per hour. Such personnel are identified as members of public safety agencies who receive minimal or no compensation.

In some cases, FEMA may approve reimbursement for overtime costs associated with “backfilling”. If approved, this option would allow the department to be reimbursed when personnel are called back to work on an overtime basis to replace existing employees already approved to perform disaster related activities elsewhere. To facilitate this reimbursement, the responding department must have a written policy concerning “backfilling” in existence prior to the disaster.

The information included in “Documenting Disaster Costs” details the required information and instructions for documenting the department’s personnel costs (Force Account Labor). It also provides guidance for claiming Fringe Benefit costs and includes a sample rate schedule. Include the Incident # as issued by the Central Dispatch Center.

### **Expenses for Equipment**

Each department may be eligible for reimbursement for the use of equipment owned (Force Account Equipment) by the department when it is used in disaster work. To assist in the reimbursement process, FEMA has developed a “Schedule of Equipment Rates”. The impacted jurisdiction should obtain the most recent version of the schedule available at ([http://www.fema.gov/r-n-r/fin\\_eq\\_rates.htm](http://www.fema.gov/r-n-r/fin_eq_rates.htm)) prior to submitting for reimbursement. A suggested form for recording the needed information and instructions can be found in “Documenting Disaster Costs”. The Incident Number as issued by Central Dispatch Center should also be included.

## **Damage/Loss of Equipment**

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or loss must be documented along with sufficient supportive documentation such as video and/or photographs. Factors such as insurance, salvage, and age of the equipment (a Blue Book type of figure) will also be considered as a part of the review of the claim. If the documentation is not comprehensive, detailed and accurate, portions of the claim and possibly the entire claim may be disallowed.

### **Rented Equipment**

It is possible that a department may use some rented equipment. These costs may also qualify for reimbursement. Refer the “Documenting Disaster Costs” for the proper documenting of these expenses.

### **Processing Claims**

Each department is responsible for preparing the necessary documentation and submitting a claim for resources deployed under this Plan. Where and how to file a claim is dependent on several factors because of the variety of possible reimbursement sources. The size of the event, the type of event and the type of emergency or disaster declaration can effect which funding sources are available. Some general guidelines are:

Time is of the essence. Coordinate reimbursement claims with the fire department and Emergency Management Agency of the impacted county. That agency will work with the Ohio Emergency Management Agency Response and Recovery Branch for recommendations and guidance for the best source for reimbursement for the particular event.

For a reimbursement from the State Disaster Relief Program, a letter of intent to seek reimbursement must be filed within 14 days. The letter should have an attachment, which includes a list of sites, a brief description of damages and an estimate of costs. For a federal claim, the Request for Public Assistance form must be filed within 30 days of the designation of the county for public assistance.

### **The Disaster Declaration Process**

- 1. Local Government Responds** to the emergency or disaster supplemented by neighboring communities and volunteer agencies. If the local government is overwhelmed, the local Emergency Management Director or chief elected official requests an Emergency Declaration from the state and who would then makes a request for state assistance;
- 2. The State Responds** with state resources, such as the National Guard and other state agencies. If these resources are overwhelmed, then the state requests assistance from the Federal Emergency Management Agency (FEMA);
- 3. Damage Assessment** by local, state, federal and volunteer organization teams determines losses and recovery needs;
- 4. A Major Disaster Declaration** is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to long-term recovery;
- 5. FEMA Evaluates** the request and recommends action to the White House based on the disaster, the local community and the state's ability to recover;
- 6. The President** considers the request and FEMA informs the governor whether it has been approved or denied. This decision process could take a few hours to several weeks depending on the nature of the disaster.

## **Reimbursement Procedure Notes**

The following notes are offered to assist the fire service regarding reimbursement procedures:

Because of the availability of a number of different possible funding programs at the state and federal level, no one procedure for filing reimbursement claims can be prescribed.

The one procedure that can be consistent for preparing for of all claims is the documenting procedure. The attached “Documenting Disaster Costs” will provide the appropriate documentation for all potential funding sources.

It is very important, especially for FEMA claims, that written mutual aid agreements be executed prior to a disaster. The Plan must be adopted by the local jurisdiction(s) prior to the incident.

The crucial points that the agreement must contain are: 1) the terms for charges for mutual aid; and 2) there is no contingency clause, i.e. “Payment will be provided only upon receipt of funding from FEMA.”

The language of the “Reimbursement Procedure” and the “Documenting Disaster Costs” has been researched with the Ohio Emergency Management Agency Response and Recovery Branch to insure compatibility and accuracy.

The Response and Recovery Branch of the Massachusetts Emergency Management can be an important resource to help match reimbursement claims with the best available funding source. Additional information is available from FEMA’s “Public Assistance Guide” (FEMA 322) and FEMA’s “Public Assistance Policy Digest (FEMA 321).

## ***Appendix M***

### **Glossary of NIMS Terminology**

Following is a glossary of terms and terminology that are consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) in establishing mutual aid assistance:

To Be Added

## **REIMBURSEMENT PROCEDURE**

Upon the activation of this plan, this Reimbursement Procedure will be applicable to all on-scene and responding agencies. The requesting organization will reimburse the responding organization for all deployment and operational costs to include those related to personnel, use of equipment, and travel. A responding organization may choose to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided to the requesting organization. Agencies responding to incidents under the Emergency Response Plan may or may not be reimbursed for their expenses. Reimbursement may be provided by the local entity requesting assistance or by the federal government if the incident occurs on federal land, or the incident may be covered by other statutes concerning reimbursement (e.g. hazardous materials incidents). In any case, by participating in the Massachusetts Fire Service Emergency Response Plan, agencies assume full responsibility for tracking their costs. Furthermore, without valid documentation, no reimbursement will be made.

### **Financial Assistance Availability**

**STATE-** The impact of major or catastrophic emergencies can exceed local financial resources and area fire departments ability to fulfill the needs of the citizens. Financial aid and assistance may be requested from the State of Massachusetts. Financial assistance is available from a variety of sources within the state on a supplemental basis through a process of application and review. Fire departments responding under the Plan should contact the County Fire Coordinator and the County Emergency Management Director of the impacted county for the appropriate source of assistance and for application procedures.

**FEDERAL-** When damages are so extensive that the combined local and state resources are not sufficient, the governor submits a request for an emergency or major disaster declaration to the President through FEMA. A joint FEMA, state and local team will conduct a Preliminary Damage Assessment to determine if there is a need for federal assistance. If federal assistance is justified, the President issues an emergency or major disaster declaration and various emergency or disaster programs are made available. Federal assistance is on a shared cost basis with 75% federal funds and 25% non-federal funds.

### **A. GENERAL**

Following a major disaster, federal funding may be available to help local governments repair or replace damaged facilities. The primary reason that local governments fail to receive reimbursement is the lack of properly documented disaster costs. Since federal payments are based on Project Worksheets, final inspections and audits, the proper documentation of costs is an absolute requirement. It is not enough just to complete the disaster-related work - that work must be fully and accurately documented!

## **B. SPECIFIC**

Documentation should begin immediately during the response to the disaster. The work done for such things as debris removal and emergency protective measures should be documented. A separate file folder should be set up for each location where work is being done. Later, as Project Worksheets are completed, a separate folder should be established for each Project Worksheet. Place the Project Worksheet in its own folder along with all supporting documents to verify claim for potential reimbursement. If in doubt about starting a new folder, start a new folder. It is easier to consolidate folders than it is to separate documentation into new folders

Basically, there are two ways to complete items of work: one is by contract, and the other is by force account (using personnel, equipment, and materials belonging to the jurisdiction). The proper documentation in each case is described below.

### **1. Force Account Work**

Prior to or immediately after a disaster occurs, someone should be appointed to start keeping a record of costs. Ideally, this person should have been designated and trained in advance. In addition, the person picked should attend the Applicant's Briefing that the state and federal officials will conduct.

If temporary workers or extra help are hired to complete items of work (which is frequently done for emergency work such as debris removal), they must be placed on the payroll and the job, wages, and period of employment must be recorded. The procedures for placing temporary workers on the payroll during an emergency should be planned in advance.

When a resource (personnel, materials and/or equipment) is used from another jurisdiction, (mutual aid), the resource must be documented and paid for as contract work to qualify for reimbursement. Invoices are required to show a description of the resource, dates the resource was used, name of the jurisdiction providing the resource, an invoice number, and cost of the resource.

Guidelines for documenting and organizing costs are outlined below.

#### **a. Files**

After a presidential declaration, there will be a kickoff meeting conducted by the Federal Public Assistance Officer. Guidance will be provided at this meeting for the formulation of Project Worksheets. The jurisdiction may then write their own Project Worksheets without having to wait for the FEMA/State personal to write the Project Worksheets. Assistance to write the Project Worksheets may be requested from local, state and federal officials. Approval of the Project Worksheets may not be received until several weeks after the disaster. In the meantime, emergency work must be started.

The problem is how to keep a separate record of costs for each project when it is not known what each project will cover. One way to accomplish this is to establish, immediately after the disaster, a separate folder for each emergency work project that must be done before project approval is received. For example, damage to three streets should have a separate folder set up for each street, not one folder for all three streets. If several buildings require repairs (such as repairing roofs to prevent further rain damage), set up a folder for each building. When the Project Worksheets are completed and approved, a permanent folder can be established for each project. It is easier to combine information from several folders than to separate information out of one folder.

**b. Labor**

Permanent and temporary employees must be on the payroll in order to be reimbursed for their work on disaster projects. The payroll records must show the pay period, employee name, job classification, number of hours worked each day, total hours worked for the pay period, rate of pay (regular and overtime), and total earnings. Most established payroll systems already include this information.

The records must also show which project the employee worked on each day and each hour if he/she worked on more than one project in a single day. Claims for labor must be documented for each project **individually**.

The time records must show how much time the employee worked on the disaster projects. Overtime must be shown on the records as being disaster related. Overtime pay must be in accordance with policies and practices in use by the jurisdiction before the disaster. That means that pay for overtime worked during a disaster cannot be claimed if overtime is not paid for extra hours worked prior to the disaster.

Procedures must be set up to record each day to show which employees worked on each disaster-related job, for how long, and what he or she did. The Force Account Labor Summary Record is needed for this purpose (*see Exhibit 1*). The record sheets should be used by the supervisor of each work crew and turned into the designated record keeper. The record keeper should also prepare the Fringe Benefit Rate Sheet (*see Exhibit 2*).

**If an employee worked on two or more projects on the same date, the supervisor should turn in a separate Forced Account Labor Record for each project.** These Force Account Labor Records are to be filed in the proper project folders.

There is no reimbursement for volunteer labor (other than Volunteer Firefighters as mentioned above). However, it is important to keep a record of volunteer labor if claims for equipment hours used by volunteers are being made.

**c. Equipment**

Equipment used on each project (both owned and rented) must be documented. Specifically, the documentation must show the Project Number, date used, FEMA code (if known), equipment description, operator, hours used each day, cost per hour, and total cost for each piece of equipment. **Equipment not in actual use is considered standby and is not eligible for reimbursement.** Use the Force Account Equipment Record (*see Exhibit 3*) or the Rental Equipment Summary Record (*see Exhibit 4*) to document the use of the equipment. Place the forms in each project folder immediately upon starting work. Operator costs associated with the use of equipment should be reported separately as part of the labor costs on the Force Account Labor Record unless the rental charge included the operator.

If the equipment is rented, the rental invoices must show the type of equipment, date and hours used, rate per hour (with or without operator), total cost, vendor name, invoice number, amount paid, and check number. This information is recorded on the Rented Equipment Summary Record (*see Exhibit 4*). Repair costs for rental equipment are not reimbursable.

Rates claimed for forced account equipment should correspond to those approved on FEMA’s “Schedule of Equipment Rates”. Preparing a list in advance of all available force account equipment showing the make, model and other specifications will facilitate the determination of the correct rate to charge. If a piece of equipment is used which is not listed on the rate schedule, FEMA will determine an applicable rate. However, having a record of the make, model number, and any other pertinent information will help in establishing the rate.

<b>Equipment</b>	<b>FEMA Cost Code</b>
Fire Apparatus, 1000 GPM	8690
Fire Apparatus, 1250 GPM	8691
Fire Apparatus, 1500 GPM	8692
Fire Apparatus, 2000 GPM	8693
Ambulance to 150 hp	8040
Ambulance to 210 hp	8041
Command Vehicle, Car	8072
Command Vehicle to 130 hp	8801
Command Vehicle to 180 hp	8802
Command Vehicle to 230 hp	8803
Command Vehicle to 280 hp	8804

#### **d. Materials and Supplies**

A record of materials and supplies purchased or taken from stock must be kept for each project. Specifically, the documentation must show the name of the vendor, description of the material, quantity, unit price, total price, date of purchase, date used and whether purchased or taken from stock. The Material Summary Record (*see Exhibit 5*) can be used to record this information. Claims for materials taken from stock must be supported either by copies of the original purchase invoice or the invoice for replacement of the materials. Invoices for the materials must show the date paid, the amount paid and the check number and should be placed in the appropriate project folder.

#### **2. Contract Work**

The folder for each project that involves contract work must contain a copy of the contract and all invoices for that project. Each invoice must include a description of the work done, date of the work, name of the contractor, an invoice number, and amount billed. The Contract Work Summary Record (*see Exhibit 6*) is used to record this information. The folder must also contain a copy of the contract advertisement, a list of bidders, and proof that the work was awarded to the low bid contractor. If the low bid is not accepted (there can be some acceptable reasons for not taking the low bid), it must be documented why the bid was not accepted and that information must be placed in the project folder. The contract may be awarded to the next lowest bidder who is able to meet the terms of the contract. If the contract is significantly more than the approved Project Worksheet amount, the Ohio Emergency Management Agency should be notified.

**CAUTION: FEMA will not reimburse costs for cost-plus-percentage-of-cost contracts or any contract where payment for work is contingent upon federal reimbursement.** Any work done by either type of contract will be ineligible and no federal funds will be paid for the work.

#### **C. GENERAL DOCUMENTATION REQUIREMENTS**

The dates used on all documentation must be within the allowable time period for each project. This period is from the date of the disaster to the completion date of the work as shown in the Project Application. It is important that the dates on our supporting documentation agree with the project dates and final inspection. In other words, if 50 percent of the work was completed (as shown on the Project Worksheet) when the Project Worksheet was written, 50 percent of the work and costs must be shown between the date of the disaster and the date the Project Worksheet was prepared. The other 50 percent must be between the Project Worksheet date and the completion date shown on the final inspection report.

The approved Project Worksheet will show a total amount approved for each job. However, do not restrict the supporting documentation to these amounts. Overruns on large projects will be considered on a case-by-case basis for reasonable costs. Significant cost overruns on small projects will be considered in relation to the net overrun on all small projects. All overruns should be reported to the Ohio Emergency Management Agency as soon as possible. This step is critical because early approval of overruns is necessary. If a large overrun is not approved, reimbursement will not cover the overrun.

FEMA will reimburse only for repairs included in scope of work on the Project Worksheet. If it is decided to change to an alternate project, FEMA approval is required. Immediately inform the Ohio Emergency Management Agency of any proposed changes and justification for those changes. FEMA must approve alternate work projects. If the change is only to improve an existing work project, the state can approve the change, unless the change will involve required federal approval, such as the National Environmental Protection Act.

#### **D. AVAILABLE ASSISTANCE**

Contact the local Emergency Management Director who will arrange for assistance with the documenting of damage costs through the Ohio Emergency Management Agency Response and Recovery Branch.

**Remember, reimbursement is tied to documentation. Good records must be kept!**

## **Record Keeping Forms and Instructions**

### **Introduction**

It is essential that the expenses incurred in disaster response and recovery be accurately documented.

Accurate documentation will help:

1. Recover all eligible costs.
2. Have the information necessary to develop Project Worksheets.
3. Have the information available for the state and FEMA to validate the accuracy of small projects.
4. Be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation. What is important is to have the necessary information, readily available and that this information is in a usable format. The records for the documentation must be assembled under the Project Number as shown on FEMA's Project Worksheet. The Public Assistance Coordinator assigns project numbers.

Six record forms have been developed to assist in the organizing of the project documentation. Other systems can be used if the system will provide the required information.

The forms are:

1. **Force Account Labor Summary Record** (Exhibit 1) -- used to record personnel costs.
2. **Fringe Benefit Rate Sheet** (Exhibit 2)-- used to record benefit costs.
3. **Force Account Equipment Summary Record** (Exhibit 3) -- used to record your equipment use costs.
4. **Rented Equipment Summary Record** (Exhibit 4) -- used to record the costs of rented or leased equipment.
5. **Material Summary Record** (Exhibit 5) -- used to record the supplies and materials that are taken out of stock or purchased.
6. **Contract Work Summary Record** (Exhibit 6) -- used to record the costs or work that is done by contract.

## *Exhibit 1*

## Force Account Labor Summary Record Instructions

Force Account is the term to refer to the jurisdiction's own personnel and equipment. Keep the following points in mind when compiling force account labor information:

- Record regular and overtime hours separately.
- Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.
- Attach a Fringe Benefit Rate Sheet giving a breakdown of what is included in the jurisdiction's benefits. By percentages, e.g., Social Security – 15.2%, Workman's Compensation – 4.3%, insurance – 18.5%, etc. Use an average rate if there are different benefit rates for different employees.

Complete the Force Account Labor Summary Record as follows:

- Heading:**
  - Applicant:** Enter the jurisdiction's name.
  - Paid:** Enter the date these wages were paid.
  - PW#:** Enter the Project Worksheet Number that this record covers.
  - Disaster Number:** Enter the assigned Disaster Number.
  - Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - Category:** Enter the category of work being done, e.g. A, B, C, etc.
- Detail Section:**
  - Name:** Enter the names of the employees who worked on the project.
  - Job Title:** Enter the job title of each employee who worked on the project.
  - Reg:** Enter the regular hours that each employee worked on the project.
  - OT:** Enter the overtime hours that each employee worked on the project.  
**REMINDER: The only overtime that is eligible for reimbursement is overtime for emergency work. Record both regular and overtime hours, so that personnel hours can be compared with equipment use hours, if necessary.**
  - Date:** Enter the days date in the space at the top of each column.
  - Hours Worked:** Enter the hours worked by each employee, regular hours and overtime hours, in the blocks below the date worked.
  - Total Hours:** Add up the regular hours and enter the total. Add up the overtime hours and enter.
  - Hourly Rate:** Enter the regular hourly rate for each employee and enter the overtime rate for each employee.
  - Benefit Rate:** Enter the appropriate benefit rate from the Totals line on the Fringe Benefit Rate Sheet.
  - Total Hourly Wages:** Multiply the Hourly Rate by the Benefit Rate to get an hourly benefit rate. Add the hourly rate to the hourly benefit rate and enter that total.
  - Total Costs:** Multiply the Total Hours by the Total Hourly Wage and enter that total.
  - Totals Section:**
    - Total Force Account Labor – Regular Time:** Add up the Regular time Total Costs and enter.
    - Total Force Account Labor – Over Time:** Add up the Overtime Total Costs and enter.
    - Total Force Account Labor:** Add the Regular time total to the Overtime total and enter.

Jurisdiction		FORCE ACCOUNT LABOR SUMMARY RECORD		Page _____ of _____				
Applicant		Paid		Disaster Number				
Location/Site		PW #		Period covering to				
Description of work performed		Category						
		Dates and Hours worked each week				Costs		
Name	Date	Reg	OT	Total Hours	Hourly Rate	Benefit Rate %	Total Hourly Wage	Total Costs
	Reg				\$	%	\$	\$
	OT				\$	%	\$	\$
	Reg				\$	%	\$	\$
	OT				\$	%	\$	\$
	Reg				\$	%	\$	\$
	OT				\$	%	\$	\$
	Reg				\$	%	\$	\$
	OT				\$	%	\$	\$
	Reg				\$	%	\$	\$
	OT				\$	%	\$	\$
				Total Force Account Labor - Regular Time		\$		\$
				Total Force Account Labor - Overtime Time		\$		\$
				Total Force Account Labor		\$		\$
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.								
Certified		Title		Date				

## Exhibit 2

## Fringe Benefit Rate Sheet Instructions

### **Fringe Benefit Calculations:**

Fringe benefits for force account labor are eligible for reimbursement. Fringe benefits for overtime will be significantly less than for regular time, except for extremely unusual cases. The following steps will assist in calculating the percentage for fringe benefits paid on an employee's salary. Note that items and percentages will vary from one entity to another.

1. The normal year consists of 2080 hours (52 weeks X 5 workdays/week X 8 hours/day). This does not include holidays and vacations.
2. Determine the employee's basic hourly pay rate (annual salary / 2080 hours).
3. Fringe benefit percentage for vacation time: Divide the number of hours of annual vacation time provided to the employee by 2080 e.g. (80 hours (2 weeks) / 2080 = 3.85%).
4. Fringe benefit percentage for paid holidays: Divide the number of paid holiday hours by 2080 e.g. (64 hours (8 holidays) / 2080 = 3.07%).
5. Retirement Pay: Because this measure varies widely, use only the percentage of salary matched by the employer.
6. Social Security and Unemployment Insurance: Both are standard percentages of salary.
7. Insurance: This benefit varies by employer. Divide the amount paid annually by the jurisdiction by the basic pay rate determined in Step 2. Then divide the result by 100 to determine the correct percentage rate.
8. Workman's Compensation: This benefit also varies by employee. Divide the amount paid annually by the jurisdiction by the basic pay ray determined in Step 2. Then divide the result by 100 to determine the correct percentage rate.

Note: Typically, the same rate should not be charged for regular time and overtime. Generally, only FICA (Social Security) is eligible for overtime; however, some entities may charge retirement tax on all income.

### **Sample Rates:**

Although some rates may differ greatly between jurisdictions due to their particular experiences, the table below provides some general guidelines that can be used as a reasonableness test to review submitted claims. These rates are based on experience in developing fringe benefit rates for several state departments, the default rate used for the State of Florida, following Hurricane Andrew (August 1992), and the review of several FEMA claims. The rates are determined using the gross wage method applicable to the personnel hourly rate (PHR) method. The net available hours method would result in higher rates.

### **Paid Fringe Benefits:**

FICA (Social Security Matching)	7.65%	(or slightly less)
Retirement – Regular	17.00%	(or less)
Retirement – Special Risk	25.00%	(or slightly less)
Health Insurance	12.00%	(or less)
Life & Disability Insurance	1.00%	(or less)
Worker's Compensation	3.00%	(or less)
Unemployment Insurance	0.25%	(or less)

### **Leave Fringe Benefits:**

Accrued Annual Leave	7.00%	(or less)
Sick Leave	4.00%	(or less)
Administrative Leave	0.50%	(or less)
Holiday Leave	4.00%	(or less)
Compensatory Leave	2.00%	(or less)

Rates outside of these ranges are possible, but should be justified during the validation process.

Jurisdiction		FRINGE BENEFIT RATE SHEET				Page	of
Applicant		Paid		PW #	Disaster Number		
Location/Site		Category		Period covering to			
Description of work performed							
		Regular Employees		Part-Time Employees			
		Regular Time %	Overtime %	Regular Time %	Overtime %		
Vacation		%	%	%	%		
Holiday Pay		%	%	%	%		
Insurance		%	%	%	%		
Retirement		%	%	%	%		
Unemployment		%	%	%	%		
Social Security		%	%	%	%		
Workman's Comp.		%	%	%	%		
Other		%	%	%	%		
Other		%	%	%	%		
Other		%	%	%	%		
Other		%	%	%	%		
<b>TOTALS</b>		%	%	%	%		
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.							
Certified		Title		Date			

## ***Exhibit 3***

### **Force Account Equipment Summary Record Instructions**

Complete the Force Account Equipment Summary Record as follows:

- **Heading**
  - **Applicant:** Enter the jurisdiction's name.
  - **Paid:** Enter the date these charges were paid.
  - **PW#:** Enter the Project Worksheet Number that this record covers.
  - **Disaster Number:** Enter the assigned Disaster Number.
  - **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - **Category:** Enter the category of work being done, e.g. A, B, C, etc.
- **Detail Section:**
  - **Type of Equipment:** Enter the name of the equipment used including the size, capacity, horsepower, make and model.
  - **Equip Code #:** Enter the FEMA Cost Code for the equipment, if known.
  - **Operator's Name:** Enter the name of the equipment operator.
  - **Date:** Enter the day's date in the space at the top of each column.
  - **Hours Used:** Enter the hours used for each piece of equipment in the blocks below the date. Idle and standby hours cannot be included.
  - **Total Hours:** Add up the Hours Used for the week and enter.
  - **Equipment Rate:** Enter the cost per hour to use the equipment.
  - **Total Cost:** Multiply the Total Hours by the Equipment Rate and enter the result.
- **Totals Section:**
  - **Total Hours:** Add the Total Hours column and enter.
  - **Total Cost:** Add the Total Cost column and enter.

Jurisdiction		FORCE ACCOUNT EQUIPMENT SUMMARY RECORD				Page	of		
Applicant		Paid	PW #	Disaster Number					
Location/Site		Category					Period covering to		
Description of work performed									
Type of Equipment Indicate size, capacity, horsepower, make and model	Equip Code #	Operator's Name	Date	Dates and Hours Used each Day				Costs	
				Total Hours	Equipment Rate	Total Cost			
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
			Hours					\$	\$
<b>Grand Totals</b>									\$

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Certified \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## ***Exhibit 4***

## **Rented Equipment Summary Record**

Complete the Rented Equipment Summary Record as follows:

- **Heading**
  - **Applicant:** Enter the jurisdiction's name.
  - **Paid:** Enter the date these charges were paid.
  - **PW#:** Enter the Project Worksheet Number that this record covers.
  - **Disaster Number:** Enter the assigned Disaster Number.
  - **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - **Category:** Enter the category of work being done, e.g. A, B, C, etc.
- **Detail Section:**
  - **Type of Equipment:** Enter the name of the equipment used including the size, capacity, horsepower, make and model.
  - **Dates and Hours Used:** Enter the date used on the upper block and the hours used in the lower block.
  - **W/Opr:** Enter the rate charged per hour when the rental company provides the operator.
  - **W/O Opr:** Enter the rate charged per hour when the rental company does not provide the operator.
  - **Total Cost:** Multiply the Hours used by the appropriate Rate Per Hour and enter.
  - **Vendor:** Enter the name of the rental company.
  - **Invoice No:** Enter the rental Company's invoice number.
  - **Date and Amount Paid:** Enter the Date Paid in the upper block and the Amount Paid in the lower block.
  - **Check No:** Enter the number of the check used to pay the vendor.
- **Total Section**
  - **Grand Total:** Add the Amounts Paid in the Date and Amount Pd column and enter.



## ***Exhibit 5***

## **Materials Summary Record**

Complete Materials Summary Record as follows:

- **Heading**
  - **Applicant:** Enter the jurisdiction's name.
  - **Paid:** Enter the date these charges were paid.
  - **PW#:** Enter the Project Worksheet Number that this record covers.
  - **Disaster Number:** Enter the assigned Disaster Number.
  - **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - **Category:** Enter the category of work being done, e.g. A, B, C, etc.
- **Detail Section:**
  - **Vendors:** Enter the name of the vendor supplying the materials.
  - **Description:** Enter a description of the materials used.
  - **Quantity:** Enter the quantity used.
  - **Unit Price:** Enter the price per unit.
  - **Date Purchased:** Enter the date purchased for use or replacement of stock.
  - **Date Used:** Enter the date the materials were used on this project.
  - **Info From:** Check whether the information on this record came from a vendor's invoice or from stock records.
- **Total Section:**
  - Add up the Total Price column and enter.



## ***Exhibit 6***

## **Contract Word Summary Record**

Complete the Contract Work Summary Record as follows:

- **Heading**
  - **Applicant:** Enter the jurisdiction's name.
  - **Paid:** Enter the date these charges were paid.
  - **PW#:** Enter the Project Worksheet Number that this record covers.
  - **Disaster Number:** Enter the assigned Disaster Number.
  - **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - **Category:** Enter the category of work being done, e.g. A, B, C, etc.
- **Detail Section:**
  - **Dates Worked:** Enter the dates for the work billed on the invoice listed.
  - **Contractor:** Enter the name of the contractor.
  - **Billing Invoice Number:** Enter the contractor's invoice submitted for payment.
  - **Amount:** Enter the total billed on the invoice.
  - **Comments – Scope:** Enter pertinent comments such as percentage of work completed, etc.
- **Total Section**
  - **Amount:** Add up the Amount column and enter.

