

# MASSACHUSETTS FIRE & EMS MOBILIZATION PLAN



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

**Massachusetts Emergency Management Agency**  
**Website for contact information**  
**[www.mass.gov/mema](http://www.mass.gov/mema)**

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## **1.0 Introduction**

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.

A key response and operational consideration in dealing with a an unplanned incident 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 and also authorized for regular activation without a declaration of disaster. The plan is utilized 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.



## **1.1 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.

## **1.2 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.

### 1.3 Key Concepts

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.

## 2.0 Roles and Responsibilities

### 2.1 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 a fire chief with the approval of the District as an alternate. The District Coordinator is responsible for the operation, resource inventory, running cards, training and exercising of the Plan on the District level.

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

## **2.2 Organization**

### **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.

## 2.2.1 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.

## **2.2.2 District Control Centers Contacts**

### **NUMBER DISTRICT**

#1 508-362-3434 Barnstable Sheriff

#2 508-747-1779 Plymouth

#3 508-285-5380 Norton

#4 781-767-2233 Holbrook

#5 978-922-4000 Beverly

#6 978-692-6374 Westford

#7 508-764-5430 Southbridge

#8 978-343-4801 Fitchburg

#9 413-625-8200 Shelburne

#10 413-586-1508 Northampton SP

#11 413-534-4511 Holyoke

#12 413-445-4559 Berkshire County Control

#13 617-343-2880 Boston

#14 866-347-8714 Ashland

#15 978-475-1281 Andover

## **2.2.4 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

## **2.3 Responsibilities: Resources**

### **2.3.1 Resource Inventory**

The Massachusetts Fire and EMS Mobilization Plan houses 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. This information is then place on the MEMA website and Web EOC for access by Coordinators, Fire Chiefs, District Control Centers and others.

An additional section of the plan identifies special 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.

### **2.3.2 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 J, Tender Manifest)

The Ambulance Task Force Resource is developed to provide for a mix of ALS and BLS staffed ambulances. With the Manifest system a Resource Unit Leader can make best use of the resources. (Appendix J, Ambulance Manifest)

### **2.3.3 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 J**)

## **2.4 Responsibilities of Deploying Agencies**

### **2.4.1 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.

### **2.4.2 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.

### **2.4.3 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.

### **2.4.4 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**)

### **2.4.5 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.

### **2.4.6 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.

### **2.4.7 Self-Sustaining**

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.

- 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.

## **2.5 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

## **2.6 Responsibilities: 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.

### **3.0 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.

### **3.1 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 to MEMA Communications. MEMA Communications 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 the appropriate contacts 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.

## 3.2 Mobilization Plan Response

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.

## 3.3 Activation Procedures- Request for Assistance

Local Action to Activate:

**Step 1:** Local and Regional Resources have been exhausted – Incident Command determines additional resources are required. Incident Command notifies the local Dispatch Center of the resource needs.

**Step 2:** Local dispatch center contacts their district control center and the following information must be obtained/included:

- Requesting City/Town
- POC and Call Back Number
- Activation Type (Structural, Forestry, Tender, Disaster, and/or Ambulance)
- Incident Location
- Reporting Location
- Immediate Response or future Operational Period/Coverage
- Additional Info/Notes

**Step 3:** Requesting Fire District Control Center contacts MEMA using the NAWAS and/or Radio System(s); requests assistance by providing the following information:

- a) Requesting Fire District #
- b) Requesting City/Town
- c) POC and Call Back Number
- d) Activation Type (Structural, Forestry, Tender, Disaster, and/or Ambulance)
- e) Incident Location
- f) Reporting Location
- g) Immediate Response or future Operational Period/Coverage
- h) Additional Info/Notes

**Step 4:** MEMA takes the following actions based on the information provided.

Looks up/Reviews the Appropriate Running Card for the District and Department requesting assistance

Determines the appropriate Task Force or Strike Team(s) to be dispatched and from what Fire District(s)

Calls the MEMA Communication/Interop Manager to confer

Using the NAWAS and/or Radio System(s), MEMA notifies the District(s) listed on the Running Cards and advises them what Task Force(s) are to respond

The following information will be provided in the notification:

Requesting Fire District #

Requesting City/Town

POC and Call Back Number

Activation Type (Structural, Forestry, Tender, Disaster, and/or Ambulance)

Incident Location  
Reporting Location  
Immediate Response or future Operational Period/Coverage  
Sending Fire District #  
Sending Task Force/Strike Team  
Sending Team Leader  
Additional Info/Notes

**Step 5:** Sending Fire District(s) will notify the Task Force/Strike Team Leaders. The Leaders will be provided with the following information:

- a) Requesting Fire District #
- b) Requesting City/Town
- c) POC and Call Back Number
- d) Activation Type (Structural, Forestry, Tender, Disaster, and/or Ambulance)
- e) Incident Location
- f) Reporting Location
- g) Immediate Response or future Operational Period/Coverage
- h) Sending Fire District #
- i) Sending Task Force/Strike Team
- j) Sending Team Leader
- k) Additional Info/Notes

**Step 6:** MEMA will verify that the Fire District(s) have made their notifications to dispatch the requested resources after a 15 minute interval. MEMA may then obtain response information and advise of MEMA VHF Radio System use and provide any further information.

**Step 7:** If resource requests cannot be met, then MEMA will follow the Standard Operating Procedure for Unfilled Task Force Resources and refer to the Running Card to dispatch the next up Task Force. Notification to the Incident Commander, Mobilization Chairman/State Coordinator, and affected Regional/District Coordinator(s) shall be made.

**Step 8:** MEMA will go through the notification process as described in its Standard Operating Procedure. This will include telephone notification and verification of Mobilization to the Fire Mobilization Chairman/State Coordinator, Affected Regional/District Mobilization Coordinator(s), and EMS Coordinators if an Ambulance activation.

### 3.3.1 Resources Used by MEMA Dispatch for Activations

#### Statewide Fire Mobilization Activation Worksheet

- Requesting Fire District # \_\_\_\_\_
- Requesting City/Town \_\_\_\_\_
- POC and Call Back Number \_\_\_\_\_
- Activation Type – **Structural, Forestry, Tender, Disaster, and/or Ambulance**
- Incident Location \_\_\_\_\_
- Reporting Location \_\_\_\_\_
- Immediate Response or future Operational Period/Coverage \_\_\_\_\_
- Sending Fire District # \_\_\_\_\_
- Sending Task Force/Strike Team \_\_\_\_\_
- Sending Team Leader \_\_\_\_\_
- Additional Info/Activation Notes \_\_\_\_\_

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This activation worksheet is to be completely filled out by the MEMA Dispatcher upon receipt of a request for activation. This worksheet must be forwarded to the sending district(s) and on to the team leader(s).

#### Statewide Fire Mobilization Notification Worksheet

1. Once the activation worksheet is complete, the request is to be broadcasted and simulcast via the State NAWAS and MEMA radio systems. Using the MEMA MSEL icon, this will allow you to broadcast the request so that all primary and alternate fire districts receive the message.
  - a) Here is an example of a typical announcement: *Alert Tone 1... This is the MA State Warning Point, MEMA State Control announcing a Fire Mobilization Activation. Fire District #\_\_\_ has requested a \_\_\_\_\_ from Fire District #\_\_\_. The incident location is in the city/town of \_\_\_\_\_. This is the MA State Warning Point, MEMA State Control (time)*
2. E-mail the notification to the BCC-OPS and BCC-FIRE MOB contact distribution list.
  - a) Type in the subject line: Fire Mobilization Activation
  - b) Type in the body: All of the info on the Notification Worksheet
3. Call and Notify the affected Regional /District Mobilization Coordinators
4. Call and Notify the MEMA Duty officer
5. Call and Notify the State Fire Marshal
6. HHAN the activation using the FIRE MOB and MEMA OPS groups – send at the Moderate Level
7. Log incident into WEB EOC Significant Events

### 3.4 Unfilled Task Force Procedure

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

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

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

### 3.5 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, MEMA Communications Center, 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. The District Control Centers will pass this information to the MEMA Communications Center.

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..

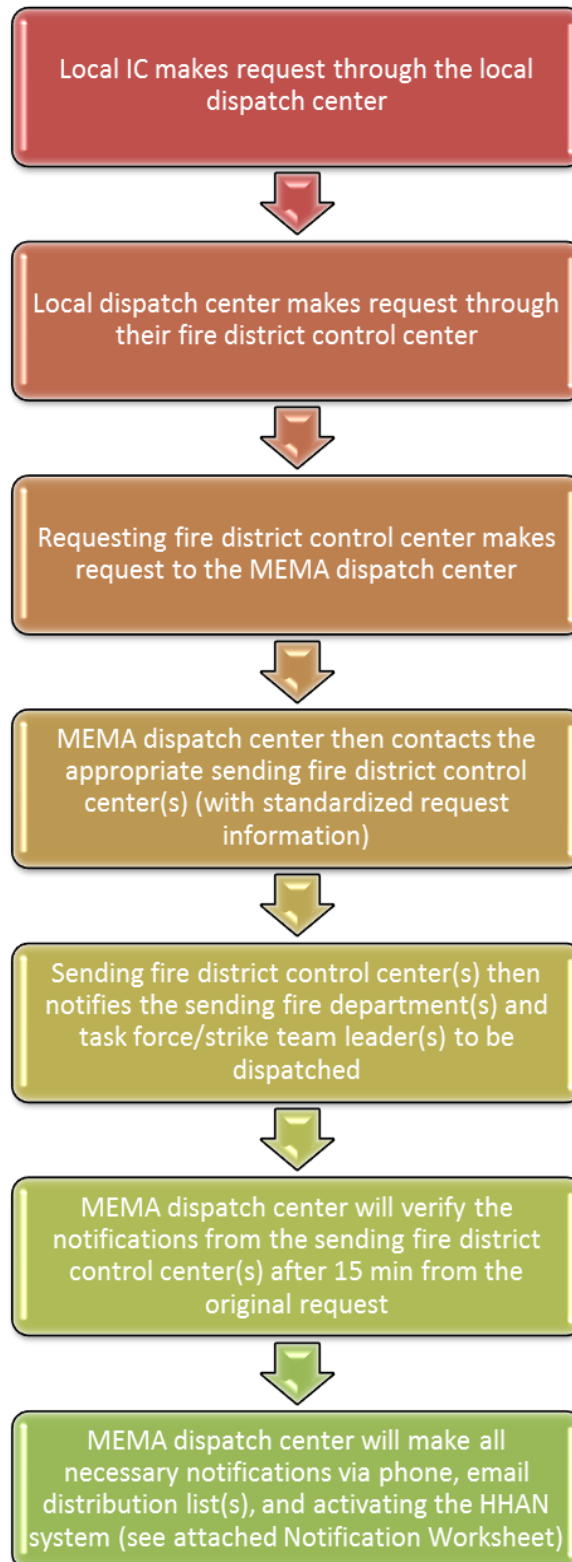
When a Department advises that it can not fill a multiple request the MEMA Communications Center will use the alternate resources.

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

### **3.6 Inability 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 notify MEMA Communications Center for appropriate action.

### 3.5 Activation Process Steps- Chart



Updated 11.2014

## **4.0 Notification**

### **4.1 Notification Procedures**

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

### **4.2 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.

### **4.3 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.

### **4.4 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, the District Control Centers, and the MEMA Communications Center 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.

### **4.5 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.

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.

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. (Utilize 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.

## 5.0 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>. Appropriate ICS forms per the incident must be completed.
2. All responding personnel are required to utilize and complete ICS Form 214.
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.

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. **Please see Appendix E for proper reporting procedures and forms. Forms can also be found on the MEMA website [www.mass.gov/mema](http://www.mass.gov/mema).**

## 6.0 Logistics

### 6.1 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. MEMA VHF STATEWIDE RADIO SYSTEM OPERATING PROCEDURE.

All Task Force Leaders will be equipped with FAMTRAC radios and cell phones with the ability to communicate to MEMA Communications Center 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 K*)

#### 6.1.2 MEMA VHF Statewide Radio System Operating Procedure

March 2015 Updated

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

By the use of this system, a common radio net 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 cannot talk to both the sending district control point and requesting control point at the same time. These situations shall require the use of this system 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.

**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 this system of his/her 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 STATE CONTROL via the radio 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.

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 radio system:**

1. Resource Leader will notify MEMA STATE CONTROL of demobilization and of return travel.
2. When back in the SENDING DISTRICT, the Resource Leader will notify MEMA STATE CONTROL and release system 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 STATE CONTROL”.

## **6.2 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.

## **6.3 Force Protection**

When local resources have been exasperated, 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 Public Information Officer.



## **7.0 Liability**

### **7.1 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.

### **7.2 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.

### **7.3 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.

### **7.4 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.

## **8.0 Reimbursement Procedures**

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. State 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). Agencies assume full responsibility for tracking their costs. Furthermore, without valid documentation, no reimbursement will be made.

See Appendix M for more information on Reimbursement Procedures

## 9.0 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.

### **9.1 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.

# Appendices

Appendix A: Fire Mobilization Map

Appendix B: Authorities

Appendix C: Commonwealth of Massachusetts Emergency  
Management Agency

Appendix D: Mobilization Committee Job Descriptions

Appendix E: Reporting Procedures and Forms

Appendix F: Additional Resources

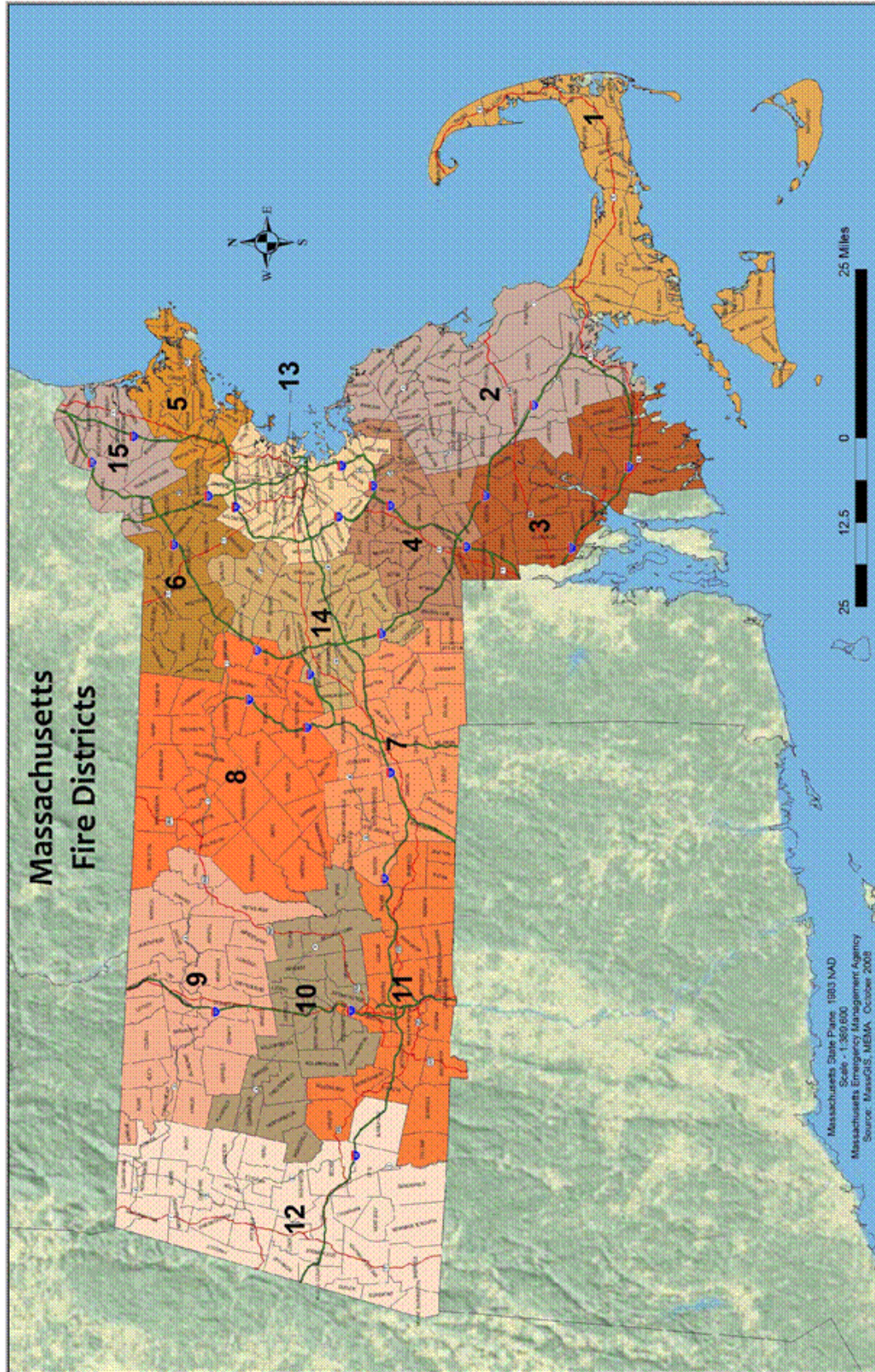
Appendix G: Resource Definitions

Appendix H: Inventories and Running Cards: Sample

Appendix I: Resource Check In

Appendix J: Communications Plan

# Appendix A Fire Mobilization Map



# Appendix B Authorities

1. Executive Order #221 (1982) ,
2. Massachusetts General Law Chapter 48 Section 59A (Mutual Aid),

## 1. Executive Order # 221

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, Mattapoisett, 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 Washington, 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 of whom 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.

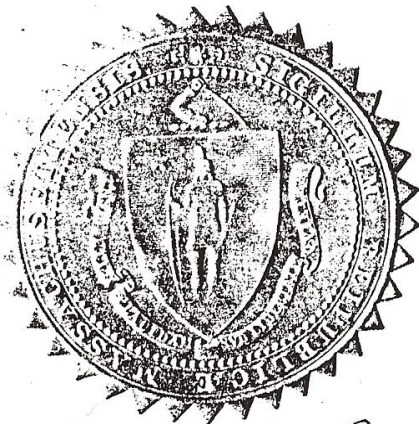
13. The State Director of Civil Defense is authorized upon the recommendations of the Heads of Fire Departments within the district to designate within each fire mobilization district a fire mobilization control center or alternate control center and to make changes in such designation from time to time 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.

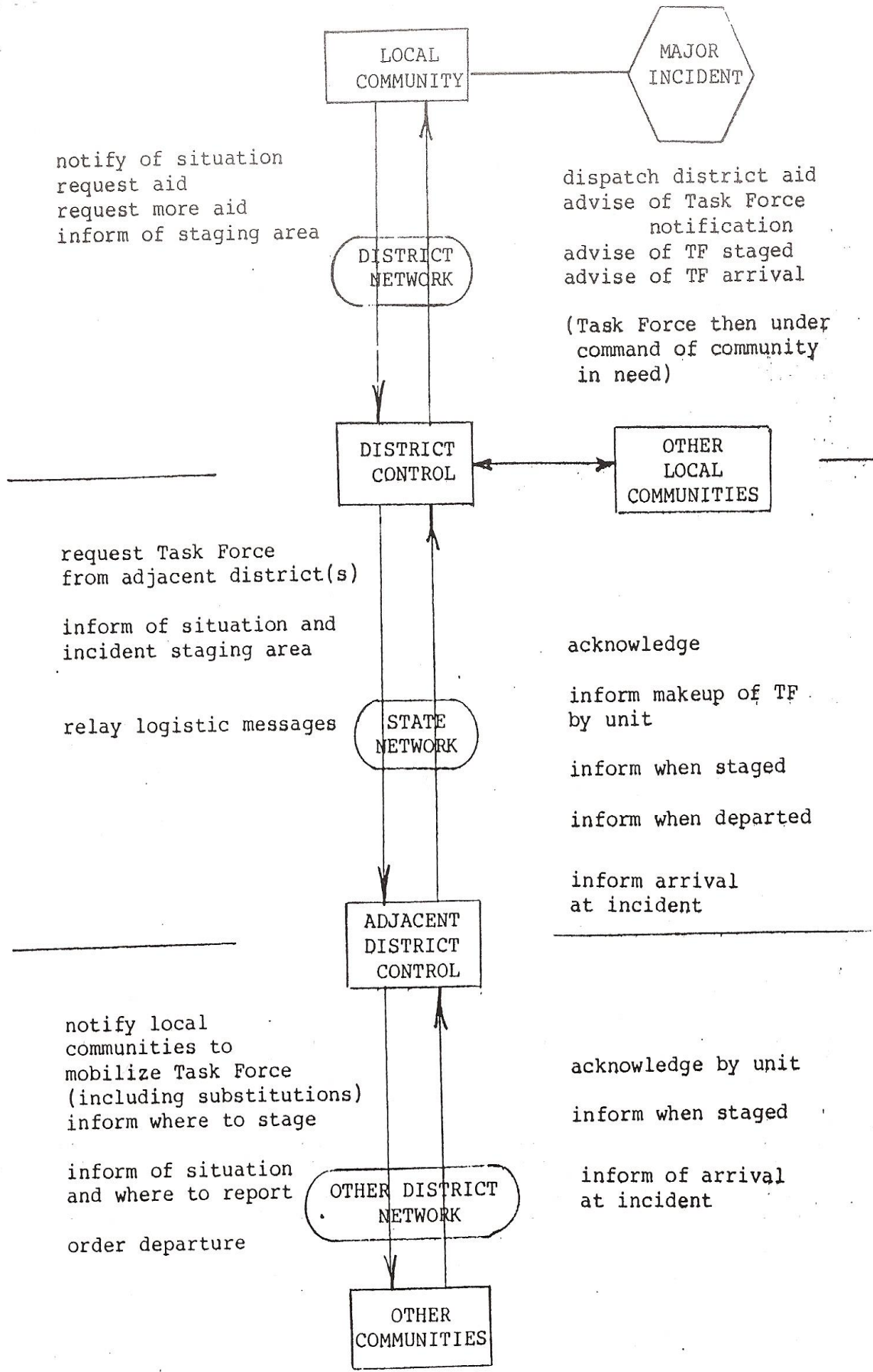


*Michael Joseph Conolly*

Secretary of the Commonwealth

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

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

## **2. MUTUAL AID LAW**

Massachusetts General Law Chapter 48 Section 59A (Mutual Aid),

### **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.

# **Appendix C Commonwealth of Massachusetts Emergency Management Agency**

## **MEMA Mission**

Welcome to the Massachusetts Emergency Management Agency (MEMA). MEMA is the state agency charged with ensuring the state is prepared to withstand, respond to, and recover from all types of emergencies and disasters, including natural hazards, accidents, deliberate attacks, and technological and infrastructure failures. MEMA's staff of professional planners, communications specialists and operations and support personnel is committed to an all hazards approach to emergency management. By building and sustaining effective partnerships with federal, state and local government agencies, and with the private sector - - individuals, families, non-profits and businesses - - MEMA ensures the Commonwealth's ability to rapidly recover from large and small disasters by assessing and mitigating threats and hazards, enhancing preparedness, ensuring effective response, and strengthening our capacity to rebuild and recover.

## **Massachusetts Comprehensive Emergency Management Plan (CEMP)**

The purpose of the CEMP, together with its functional and incident-specific annexes, is to establish the overall framework for integration and coordination of the emergency management activities of all levels of government, volunteer organizations, and the private sector in the Commonwealth of Massachusetts. The CEMP is designed to provide guidance and a flexible framework through which the Commonwealth may work to prevent, prepare for, respond to, recover from and mitigate the potential hazards identified in the Massachusetts Threat Hazard Identification and Risk Assessment (THIRA). It is intended to facilitate multi-agency and multijurisdictional coordination among local, regional, state, federal, and private sector organizations during emergencies.

The CEMP conforms to National Incident Management System (NIMS) requirements and integrates with local and regional emergency management plans, the National Response Framework (NRF), Emergency Management Accreditation Program standards, and the Federal Emergency Management Agency (FEMA) Region I Operations Plan. The CEMP is an all hazards plan; the structures and concepts it describes are applicable to all emergencies and disasters occurring in Massachusetts regardless of cause, location, or magnitude. The CEMP was developed using the planning process outlined in the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG-101). The CEMP including the Massachusetts emergency support function (MAESF) annexes, hazard annexes, functional annexes, appendices, procedures and policies are based upon the most recent THIRA, which addresses all hazards facing the Commonwealth, and reflects the resource support necessary to effectively prepare for, respond to, and recover from emergencies and disasters, including acts of terrorism.

The CEMP identifies state agencies and partner organizations that provide command and

coordination capabilities for an emergency or disaster and describes how the multiple command and response components are organized and managed. It identifies lines of authority and organizational relationships for the management of emergency response actions, describes how people and property are protected in an emergency or disaster, and identifies legal authority.

The CEMP is intended to accomplish the following objectives:

- Assign responsibilities to agencies, organizations and individuals for carrying out specific actions during an emergency;
- Detail the methods and procedures to be used by emergency management personnel to assess emergencies and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment;
- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters;
- Identify the responsibilities of local, state, non-governmental, volunteer, private sector and federal agencies during emergencies or disasters;
- Identify lines of authority and coordination for the management of an emergency or disaster; and
- Coordinate mutual aid to supplement state resources.

The CEMP consists of a base plan, MAESF annexes, functional annexes, and hazard annexes. (Massachusetts Comprehensive Emergency Management Plan/December 2013 1-3)

### **Emergency Operations Center (SEOC)**

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 variety of federal, state, local, volunteer and nonprofit, and for profit agencies and organizations will have responsibility for representation and will provide resources and leadership relating to that function.

The Commonwealth of Massachusetts the Emergency Support Functions are listed on the following tables.

### **Fire Mobilization Presence in the SEOC**

Massachusetts Emergency Management Agency may request a representative from the Fire Mobilization Committee to staff the MAESF04 desk during an SEOC activation. The representative will be tasked with strategic response efforts within an incident or incidents. The representative will effectively and efficiently work to allocated and assign appropriate resources. The standard request process for Fire Mobilization Activation will continue through SEOC activations.

### **Massachusetts Emergency Support Functions (MAESF)**

MAESF #1: Transportation  
MAESF #2: Communications  
MAESF #3: Public Works and Engineering  
MAESF #4: Firefighting  
MAESF #5: Business and Industry  
MAESF #6: Mass Care, Emergency Assistance, Housing, and Human Services  
MAESF #7: Volunteers and Donations  
MAESF #8: Public Health and Medical Services  
MAESF #9: Search and Rescue  
MAESF #10: Hazardous Materials and Environmental Protection  
MAESF #11: Agriculture, Animals, and Natural Resources  
MAESF #12: Energy  
MAESF #13: Public Safety and Security  
MAESF #14: Recovery  
MAESF #15: Public Information and External Affairs  
MAESF #16: Military Support

For listings of the responsible agencies for each MAESF please see the CEMP Annexes found at <http://www.mass.gov/eopss/agencies/mema/state-cem-plan.html>

The Mobilization Committee Chair serves as the coordination representative with the various Emergency Support Functions (ESF) when assistance under the Fire and EMS Mobilization Plan is required. The coordination of the deployment of resources will be accomplished through the MEMA Communications Center as identified by the Plan Running Cards or by other instructions in accordance with the Fire Mobilization Chair or his or her designee.

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 Firefighting Representative (MAEFS 4). This will provide for a seamless transition should the event become multi-discipline or multi-jurisdictional in nature.

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.



# Appendix D Mobilization Committee Job Descriptions

## 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.

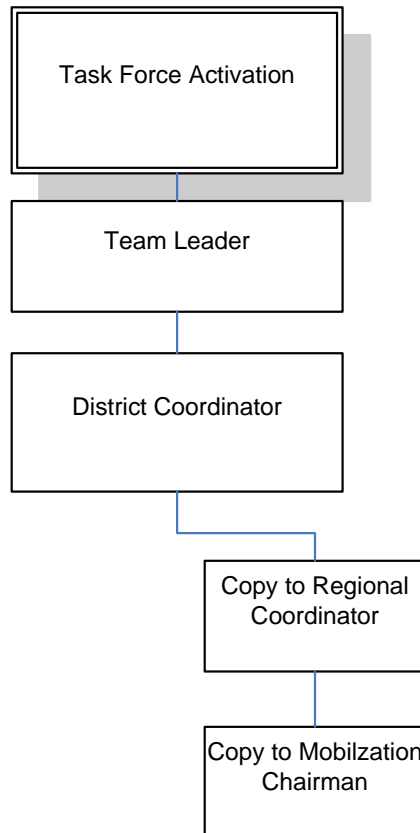
8/20/07 Rev 00

# Appendix E Reporting Procedures and Forms

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

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

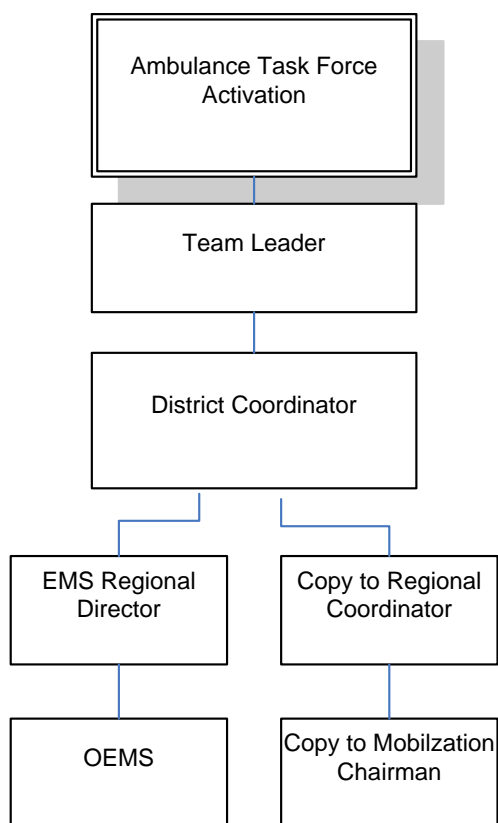
- A. Team Leader: reports to the District Coordinator. District Coordinator: retains a copy and sends one to the Regional Coordinator.
- B. Regional Coordinator: retains a copy and sends to the Mobilization Chairman.





## 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. Copies will be attached to all Team Leader Reports**

# Mobilization Deployment Form

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

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

Mission/ Incident #	Req Date	ID	Resources	Units	District	On Scene	Demob	Assignment

## **INSTRUCTIONS TO COMPLETE MOB-01 MOBILIZATION DEPLOYMENT FORM**

- 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>	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
<b>Comments:</b>	
_____	
_____	
_____	

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Attach copies of Team Leader and Unit Reports  
MMO1 9-20-05 Rev00

**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.



# **Appendix F Additional Resources**

## **F.1 Massachusetts Emergency Management Agency (MEMA)**

### **Resource Requested through MA ESF Agencies or Organizations**

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

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

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

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

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

## **F.2 Regional Mass Casualty Support Units**

April 2006

### **F.2.1 Deployment Procedures:**

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.

## F.3 Regional CMED Centers

### F.3.1 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:

#### CMED Contact Information

Region	Phone	Service Area	Call Sign	(Current) CTCSS	(Proposed) CTCSS
1	413-846-6226	Hampden County	Springfield CMED	151.4	100.0
1	413-846-6226	Western Mass*	Springfield CMED	167.9	100.0
1	413-846-6226	Hampshire County	Springfield CMED	173.8	100.0
1	413-846-6226	Franklin County	Springfield CMED	173.8	100.0
2	508-854-0100	Worcester County	Worcester CMED	186.2	110.9
3	978-946-8130	Merrimack Valley	North East CMED	156.7	123.0
3	978-946-8130	North Shore	North East CMED	162.2	123.0
4	617-343-1499	Metro Boston	Boston CMED	151.4	136.5
5	508-995-6400	Southwest	Bristol CMED	156.7	127.3
5	508-563-4200	Cape & Islands	Barnstable CMED	173.8	114.8
5	508-747-1779	Southeast	Plymouth CMED	179.9	103.5

**\* For Berkshire County in Western Mass, the VHF HEAR System is still widely used for Medical Control**

### F.3.2 MCI Trailer Host Locations

Region Number	Trailer Count	Council Name/Host Location Name/Address	Host phone numbers *not for activation or dispatch
<b>For dispatch CMED # 1-413-846-6226/ 1-413-846-6316</b>			
<b>ONE</b>		Linda Moriarty Western Mass EMS Council 168 Industrial Park Drive Northampton, MA 01060	413-586-6065
A	1	Amherst Fire Department	1-412-259-3082
1T2	1T2	603 East Pleasant Street Amherst, MA 01004	
B	2	EMSCO of Berkshire County	413-499-2528
	1T1	401 South St. Dalton, MA 01226	
<b>For dispatch 508-854-0100</b>			
<b>TWO</b>		Edward McNamara Central Mass EMS Council 361 Holden Street Holden, MA 01520	508-854-0111
A	3	Oxford Fire Department	508-987-0156
	2T2	181 Main Street Oxford, MA 01540	
B	4	Fitchburg Fire Department	978-343-4801
	2T3	231 Fairmount Street Fitchburg, MA 01420	
C	5	Southbridge Fire department	508-764-5430
	2T4	Southbridge Water Department 185 Guelphwood Road 01550	
		Sterling Fire Department Sterling Municipal Light Department 50 Main Street 01564	978-422-6633

**For dispatch CMED # 978-946-8130**

THREE Jonathan Brickett 978 314-3194  
NorthEast EMS Council  
20A DelCarmine Street  
Wakefield, MA 01880

A 6 Beverly Emergency Mangement 978-922-5680  
3T1 53 Airport Road  
Beverly Mass

B 7 Amesbury Fire Department 978-338-8106  
3T2 17 Schol Street  
Amesbury, MA 01913

C 8 Dracut Fire Department 978-454-2113  
3T3 488 Pleasant Street  
Dracut, MA 01826

**For dispatch CMED # 617-343-1400**

FOUR John P. Guidara 781-505-4367  
Metropolitan Boston EMS Council  
25 B Street, Suite A  
Burlington, MA 01803

A 9 American Medical Response  
4T1 4 Tech Circle 888-267-7828  
Natick, MA 01760

B 10 Fallon Ambulance Service  
4T2 111 Brook Road 888-325-5665  
Quincy Mass 02169

C 11 Woburn Fire Department 781-932-4560  
4T3 124 Main Street  
Woburn, MA 01801

**FIVE** David Faunce 508-946-3960  
Southeastern MA EMS Council  
PO Box 686  
339 Center Street, Suite 36  
Middleboro, MA 02346

**For dispatch 508-747-1779**

A 12 Duxbury Fire Department 508-934-5693  
5T1 668 Tremont Street  
Duxbury, MA 02332

**For dispatch 508-285-5380**

B 13 New Bedford EMS 508-991-6390  
5T2 294 Liberty Street  
New Bedford, MA 02740

## **F.4 Department of Fire Services (DFS)**

2/2015

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 Stow
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, AC, and lights: Stow
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

### **F.4.1 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.

## **F.5 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 Comm Unit based on local policy.

Communication Unit Location:

\*Request through the District Control Center

Unit 10 Attleboro Fire:	District 3
Unit 30 Southbridge Fire:	District 7
Unit 60 Lowell Fire:	District 6
Unit 20 Waltham Fire:	District 13
Unit 50 Pittsfield Fire:	District 12
Unit 40 Shelburne:	District 9

## **F.6 Mass Decontamination Units (MDU)**

There are some 67 Mass Decontamination Trailers placed throughout 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.



## **F.7 Massachusetts Urban Search and Rescue Task Force: Massachusetts Task Force 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.

## **F.8 Emergency Management Assistance Compact (EMAC)**

If the incident is of catastrophic proportions, the Governor of Massachusetts or the Governor of another State 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.

<https://malegislature.gov/Laws/SessionLaws/Acts/2000/Chapter339>  
[www.emacweb.org](http://www.emacweb.org)

**F.8.2 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. An EMAC activation always requires a State of Emergency declared by the Governor.

**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

# Appendix G Fire Mobilization Resource Definitions

## G.1 Mobilization Task Force Organization

### G.1.1 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.

### G.1.2 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

### G.1.3 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: 2 Firefighters  
Recommended that Leaders have an Aide

**G.1.4 Natural Disaster Task Force Manning**

Rev. 3/07

**Engine Company**      Officer and three (3) firefighters minimum  
Chain Saw with gas and oil  
Generator with lighting

**Winch Equipped Vehicle**      Officer and three (3) firefighters minimum  
Chain Saw with gas and oil  
Portable Generator with lighting

**Service Truck**      Officer and three (3) firefighters minimum  
Portable Generator  
Chain Saw  
Portable Pump

**Lighting Plant**      Trailer Generator 5000 Watts or Portable Generator  
4000 Watts with Lighting Equipment

**Heavy Rescue**      Officer and four (4) firefighters minimum  
Hydraulic Rescue Tool  
Generator and Lighting Equipment  
Air Bags – High Pressure & Low Pressure, if available  
Saws – Chain and Rescue

**Ambulance**      Two (2) 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.

**G.1.5 Tender Task Force (Structural)**

Tender – Structural

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

5 Tenders

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, 2 Firefighters

# Appendix H Inventories and Running Cards: Samples

**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**

**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 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
Alt. Engines	Cotuit	508-428-2210
	Bourne	508-759-4412
Ladders Co	COMM	
	Mashpee	508-539-1454
Alt Ladder Co.	COMM	
	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
Tender	Mashpee	2000 Gals
	Otis	2000 Gals
Alt. Tender	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**

**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 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**

**Disaster Task Force Running Card District 1**

DTF	Radio/Telephone	Frequency/ Phone Number
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) Tender 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 Tender</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
Tender	Lakeville	500/2700
	Middleboro	500/200
	Carver	500/2300
	Wareham	500/1500
	Rochester	1500/3700
Alt. Tender	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	

# Appendix I

# 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.

# Appendix J Resource Manifests

## 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 ( )

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# 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: ( )

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# 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: ( )

# MARINE-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 \_\_\_\_\_ MARINE CHANNELS: \_\_\_\_\_

BOAT: LENGTH: \_\_\_\_\_ INBOARD/OUTBOARD: \_\_\_\_\_

CREW NUMBER: ( ) PASSENGERS: ( )  
( ) FIREFIGHTING CAPABILITY: ( ) PUMP: GPM \_\_\_\_\_  
( ) DIVE PLATFORM OR CAPABILITY: \_\_\_\_\_  
( ) PRIMARY PATROL USE: \_\_\_\_\_  
( ) MAY BE TRAIERED: \_\_\_\_\_  
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 ( ) FINANCE ( )

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# Appendix K Communications Plan

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET										Frequency Band		Description		
Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	ROI Freq	N or W	ROI Time/NAC	TX Freq	N or W	Tx Time/NAC	Mode A, D or M	Coverage Area	MEMA STATEWIDE			
P DUPLEX	R1 BOSTON	ALL	153.9850 N	N	203.5	154.7850 N	N	445	A	Suffolk & NE/Norfolk				
P DUPLEX	R1 AMESBURY	ALL	151.2575 N	N	411	154.7850 N	N	445	A	N/Essex				
P DUPLEX	R1 FRAMINGHAM	ALL	155.7450 N	N	100.0	154.7850 N	N	445	A	S/Middlesex & NW/Norfolk				
P DUPLEX	R1 TEWKSBURY	ALL	155.4375 N	N	532	154.7850 N	N	445	A	N/Middlesex & S/Essex				
	R1 TAC	ALL	151.3475 N	N	226	151.3475 N	N	226	A	Region 1 Tactical				
	R2 PILGRIM	ALL	151.3925 N	N	210.7	156.0525 N	N	210.7	A	Pilgrim Power Station				
P DUPLEX	R2 PLYMOUTH	ALL	154.0850 N	N	210.7	156.1350 N	N	532	A	Plymouth, Barnstable, & Dukes				
P DUPLEX	R2 BRIDGEWATER	ALL	154.7475 N	N	155	156.1350 N	N	532	A	S/Norfolk & Bristol				
	R2 TAC	ALL	154.7175 N	N	226	154.7175 N	N	226	A	Region 2 Tactical				
P DUPLEX	R3 ADAMS	ALL	155.0850 N	N	225.7	155.9550 N	N	155	A	Berkshire & Franklin				
P DUPLEX	R3 AMHERST	ALL	153.9050 N	N	532	155.9550 N	N	155	A	Hampshire & Hampden				
P DUPLEX	R3 WESTBORO	ALL	151.4525 N	N	229.1	155.9550 N	N	155	A	Worcester				
	R3 TAC	ALL	156.1575 N	N	226	156.1575 N	N	226	A	Region 3 Tactical				
	SW TAC 16	ALL	154.8225 N	N	226	154.8225 N	N	226	A	Statewide Tactical				
P DUPLEX	BOSTON UHF	ALL	471.6875 N	N	606	474.6875 N	N	162	A	Metro Boston				
	MEMA EAST	ALL	STATE 800			STATE 800			A	Region 1				
	MEMA SOUTH	ALL	STATE 800			STATE 800			A	Region 2				
	MEMA WEST	ALL	STATE 800			STATE 800			A	Region 3/4				
P TRUNKED	MEMA METRO	ALL	STATE 800			STATE 800			A	Metro Boston				

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

# **Appendix L 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.

# **Appendix M Federal Reimbursement & Documentation Procedures**

## **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 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 Mobilization Plan, agencies assume full responsibility for tracking their costs. Furthermore, without valid documentation, no reimbursement will be made.

### **L.1 Documentation- Federally Declared Disaster Reimbursed by FEMA**

The documentation must be able to stand the test of audit. The forms utilized are also available in an electronic 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.

#### **L.1.1 Eligibility**

To meet eligibility requirements for federal 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).

#### **L.1.2 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.

### **L.1.3 Expenses for 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).

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.

### **L.1.4 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/pdf/government/grant/pa/eqrates\\_2010.pdf](http://www.fema.gov/pdf/government/grant/pa/eqrates_2010.pdf)) prior to submitting for reimbursement. A suggested form for recording the needed information and instructions can be found in “Documenting Disaster Costs”.

### **L.1.5 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.

### **L.1.6 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.

## L.1.7 Forms

### 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.

<https://www.fema.gov/public-assistance-project-formulation-cost-estimating/force-account>

<http://www.mass.gov/eopss/agencies/mema/recovery/public-assist/public-assistance.html>

## Appendix N 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.

**CEMP (Comprehensive Emergency Management Plan):** The purpose of the CEMP, together with its functional and incident-specific annexes, is to establish the overall framework for integration and coordination of the emergency management activities of all levels of government, volunteer organizations, and the private sector in the Commonwealth of Massachusetts. The CEMP is designed to provide guidance and a flexible framework through which the Commonwealth may work to prevent, prepare for, respond to, recover from and mitigate the potential hazards identified in the Massachusetts Threat Hazard Identification and Risk Assessment (THIRA). It is intended to facilitate multi-agency and multijurisdictional coordination among local, regional, state, federal, and private sector organizations during emergencies. (Massachusetts Comprehensive Emergency Management Plan/December 2013)

**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 pass through for information to MEMA Communications for the requesting and sending mutual aid resources that are assigned to an incident when utilizing this Plan.

### EMERGENCY SUPPORT FUNCTIONS:

- MAESF 04 (Emergency Support Function 4)-Firefighting
- MAESF 08 (Emergency Support Function 8)–Public Health and Medical Services
- MAESF 09 (Emergency Support Function 9)-Search and Rescue
- MAESF 10 (Emergency Support Function 10)-Hazardous Materials and Environmental Protection

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

**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.

**MEMA COMMUNICATIONS CENTER:** MEMA’s Communications Center is located at MEMA Headquarters, 400 Worcester Road Framingham. The Communications Center is staffed with experienced dispatchers 24/7, 365 days a year to provide services on a statewide basis. The dispatchers monitor and access an array of federal, state and local public safety communications systems. MEMA serves as the Primary State Warning Point, monitors three nuclear power plants (Seabrook, Pilgrim and Vermont Yankee), and handles emergency calls and/or dispatch services for several agencies. MEMA Communications Center serves to dispatch resources during a Fire Mobilization Activation.

**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.

**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.

**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.

**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.

### **Glossary of NIMS Terminology**

Below is a link to 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:

<http://training.fema.gov/emiweb/is/icsresource/assets/icsglossary.pdf>

(13 Pages)

### **Acronyms**

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.