

**Fire District 14
Statewide Fire/EMS
Mobilization
Out-Going
Activation Policy**



INDEX

Objective:	2
Summary of Policy	2
Section 1: Notifications	3
Section 2: Outgoing Assembly Point	4
Section 3: Convoy to Staging	5
Section 4: Demobilization	5
Section 5: Pre-Plan For Mobilization Activation	6
Section 6: Documentation	7
Section 7: Pre-Planned Assembly Points	7

Objective:

Upon activation of a Strike Team or Task Force for the MA Fire/EMS Mobilization Plan; responding D14 agencies will, through this document, have a standardized process to provide notice and opportunity to participate in the mobilization.

The D14 Fire/EMS Mobilization Out-going Policy should be disseminated to all fire service members who will participate in the activation. Having all responders aware of expectations will greatly enhance the mobilization process.

Summary of Policy:

The MA Fire/EMS Mobilization Plan is a broad topic document. The intent of the D14 Policy is to create an abbreviated document for members within D14 to follow.

D14 Fire/EMS Mobilization Coordinators and Task Force/Strike Team (TF/ST) will also follow the MA Fire/EMS Mobilization Plan functional specific procedures along with the D14 policy.

1. NOTIFICATIONS

Per the State plan, out-going activations will be broken down as IMMEDIATE DEPLOYMENT and NON-IMMEDIATE DEPLOYMENT. For the sake of simplicity, D14 will follow one deployment model.

1.1 MEMA NOTIFICATION

- MEMA will notify Fire District 14 Control Center of activation of Fire Mob. Plan
- D14 Control will obtain the following information from MEMA:
 - Requesting Fire District #
 - Requesting City/Town
 - Activation Type - Task Force or Strike Team
 - D14 TF/ST that is being activated
 - Incident Location
 - Immediate Response or future Operational Period
 - Additional Info/Notes

1.2 D14 NOTIFICATIONS

- D14 Control will send an Alert Announcement over the D14 radio system for all Dept. to standby for call-up for activation of the Fire/EMS Mobilization activation. *EXAMPLE: District 14 Control to all D14 Departments. Standby for activation of Ambulance Task Force 14 B. Activation call out in 5 minutes.*
- D14 Control will send an IAR alert to all D14 Chiefs announcing activation
- D14 Control will notify the Chiefs serving as District Coordinators and assigned TF/ST Leaders
- D14 Control will update Chiefs of activation info
- TF/ST Leader will assign assembly point
- TF/ST Leader and Coordinator will provide additional information to D14 Control to confirm with mutual aid apparatus
- D14 Control will hail via the D14 Radio System the communities involved in the activation and ascertain availability. D14 Control will let each community know the assembly point and radio channel assignment for transit to the assembly point
- MEMA will notify D14 Control within 15 minutes of activation to retrieve all information
- D14 Control will acknowledge all notifications to D14 Control Point and make record of such.

2. OUT-GOING ASSEMBLY POINT

2.1 TRAVEL TO ASSEMBLY COMMUNICATIONS

Notifications and travel to Assembly Point communications will operate off the D14 repeated radio system.

2.2 ASSEMBLY POINT

2.2.1 Arrival at Assembly Point

Upon arrival at the Assembly Point apparatus will park. The Company Officer will meet up with TF/ST Leader and report in. This includes providing the Leader with the D14 Apparatus Accountability Tag. The TF/ST Leader will give the Company Officer the appropriate manifest to fill out. In addition, the TF/ST Leader will assign a D14 Direct channel to operate with while in the Assembly Point which will also be the Travel Channel for D14 resources as they travel in convoy to the Staging Area.

2.2.2 Manifest Completion

All D14 resources will complete the appropriate Fire/EMS Mobilization manifest as completely and accurately as possible. It is imperative that a minimum of one cell phone number per resource be listed on the manifest. Manifests will be turned into the TF/ST leader during the briefing.

2.2.3 Briefing

The Dist. Coordinator(s) and TF/ST Leaders will be obtaining information from MEMA and from the scene's Incident Command Post. Upon receiving the needed information the Chiefs will then disseminate information to all responders.

When ready to do so, the TF/ST Leader will assemble all Company Officers and Firefighters. The completed manifests will be collected and reviewed for completion. The Chiefs will brief all responders on the scope of the deployment. Confirmation of the convoy channel will be ensured. During the briefing ICS 214 forms will be distributed to all Company Officers. At the completion of the briefing all apparatus will prepare to leave the assembly point in a convoy and proceed to the staging area.

3. CONVOY TO STAGING

3.1 Convoy

Apparatus will travel in the convoy with the TF/ST Leader being the first vehicle. Remember, being outside the region of District 14 will most likely not allow repeated radios to work. All convoy radio communications will run through the channel designated by the TF/ST leader.

3.2 Staging

Upon arrival at staging, crews will wait by their apparatus. Chief Officers of the TF/ST will work with the Incident Commander's designee to determine a plan of action. When orders are complete the TF/ST Leader will assemble all responders and provide a briefing of the incident action plan for the ST/TF. Crews will then go to work under the orders of the TF/ST Leader.

4. DEMOBILIZATION

4.1 Resource Management

As the operational period begins to wind-down, the TF/ST leader will have all Company Officers complete the ICS 214 forms. 214 forms should note what the crew did at the deployment and list any broken or missing equipment, as well as log any injuries of the crew. Company Officers will hold onto the 214's until retrieved by the TF/ST Leader.

Prior to leaving the scene Company Officers will place their apparatus back into service as best as possible. This includes filling air bottles and requesting to be fueled prior to departure. TF Leader will be responsible to check resource availability for these items.

4.2 Release from Service

At the discretion of the TF/ST Leader apparatus may be released individually or released as a full TF/ST.

No D14 apparatus will be released from service until cleared to do so by TF/ST Leader. When an apparatus is being released, the Company Officer will hand-over their ICS 214 form to the Leader and the Leader will then return the D14 Apparatus Accountability tag.

Upon release from service, the Leader will notify D14 Control the time at which the apparatus are released. When the apparatus are back in their home community, the Company Officer will notify D14 Control via the D14 radio system that the apparatus is back in their town. At this point the mobilization of the apparatus is complete and D14 Control will log such.

5. PRE-PLAN FOR MOBILIZATION ACTIVATION

5.1 Communications

- Activation of TF/ST will cross connect the north and south repeaters
- Car 14 will be a resource for activation and will respond with two members
- D14 RED will be the channel to be used as primary non-repeated, other channels will be used at the discretion of the TF/ST leader
- All D14 activations will place the Assembly Point within the boundaries of the District
- Cell phones are critical to the operation at mobilization events. All Chief Officers will ensure the correct numbers are available to each D14 Chief
- Consideration should be given to bring phone chargers and spare portable radio batteries for each D14 resource sent
- To clearly identify functional assignments hometown calls signs by Chief Officers will not be used. Functional Assignments such as 14B Leader, 14 Coordinator, 14 Safety, 14 Logistics, and 14B Assistant will be used.
- Apparatus will use their community name and apparatus designation. For example; Framingham Tower 1, Milford Brush 1, Westborough Truck 1, Sudbury A6.

5.2 Functional Assignments

To avoid uncertainty, all efforts will be used to identify Chiefs by their assigned function. If at any point the TF/ST Leader feels that they could use additional assistance of Chief Officers to assist with functional assignments they should consider requesting an IMAT/DAT. The District Coordinator or Leader will need to get permission from the local IC before doing such. If approved, the Coordinator or Leader will notify D14 Control to activate the D14 DAT. When DAT members have called in their availability, D14 Control will call the Chief who requested them and final arrangements will be made.

5.3 Covering the District

Apparatus deployment is determined by each community's daily availability. Each community should try to re-call off duty members to back fill and staff reserve apparatus to provide coverage for their community and district. Communities should have contingency plans in the event their ladder is deployed and other communities should have plans if deployed ladder companies are on their run card.

Mobilizations will also pull several Chief Officers out of the district. Chief Officers who do not respond are encouraged to call D14 Control to notify of availability to provide Chief duties to communities that have Chiefs deployed.

6. DOCUMENTATION

Documentation is critical for Mobilization activations. Company Officers should write thorough 214's and thorough incident reports on their NFIRS software. These reports may need to be retrieved for further documentation purposes of the Leader or Coordinator.

TF/ST Leader's will submit their reports within 72 hours of demobilization, as well as the 214's, to the Coordinator for submittal to the State Fire Mob. Chair. The Coordinator will make copies of the submitted reports to keep for records for the District.

7. PRE-PLANNED ASSEMBLY POINTS

1. CONCORD: Concord Carlisle High School- 500 Walden Street
2. WAYLAND: Wayland Town Hall- 41 Cochituate Road
3. NATICK/FRAMINGHAM: Natick Mall- AMC Theater 16 Flutie Pass Framingham
4. ACTON: Acton Boxborough High School 36 Charter Road
5. MARLBOROUGH: Solomon Pond Mall Shopping Center 627 Donald Lynch Blvd.
6. MILFORD: Lowe's Shopping Plaza 99 Cedar St.