

FLORIDA FIRE CHIEFS' ASSOCIATION



STATEWIDE EMERGENCY RESPONSE PLAN (SERP)

JULY 17, 2015

FLORIDA FIRE CHIEFS' ASSOCIATION
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REVISION LOG

| DATE | PAGE / SECTION | REVISION |
|-----------------|----------------|---|
| June 25, 2003 | DEM Area | Revised |
| June 26, 2003 | FFCA ERC | Revised ERC List |
| April 6, 2004 | Page 5 | Added reference to HazMat, ESF 10 |
| April 6, 2004 | Page 6 | Added reference to Florida Department of Environmental Protection (DEP) |
| April 6, 2004 | Page 6 | Added reference to Florida Association of HazMat Responders |
| April 6, 2004 | Page 8 | Added reference to MOU with DEP |
| April 6, 2004 | TOC | Table of Contents |
| May 18, 2004 | Appendix D | Removed Appendix D, MARC Frequencies |
| May 18, 2004 | TOC | Table of Contents |
| April 29, 2005 | Title Page | Changed address |
| April 29, 2005 | Page 5 | Change IMS to NIMS |
| April 29, 2005 | Page 7 | Added reference to Region 7 North and 7 South |
| April 29, 2005 | Page 8 | Added SEOC Liaison position and responsibilities |
| April 29, 2005 | Page 8 | Added Training Competencies |
| April 29, 2005 | Page 14 | Revised Mission Tasking Number Definition |
| April 29, 2005 | Page 14 | Revised Pre-Hospital EMS Guidelines |
| April 29, 2005 | Plan Wide | Changed MAC to MARC |
| May 2, 2006 | Page 50 | Added Appendix D, Public Information Officer Deployment Ratings |
| August 3, 2006 | Page 10 | Added Code of Conduct |
| August 3, 2006 | Plan Wide | Renumbered pages |
| August 18, 2006 | Page 61 | Added Haz Mat Resource Typing |
| August 18, 2006 | Plan Wide | Renumbered pages |
| August 18, 2006 | TOC | Revised Table of Contents |
| October 2006 | Plan Wide | Major Revision and Rewrite |
| April 2008 | Page 8 | Updated ESF Chart |
| April 2008 | Page 10 | Aligned FFCA and FDEM Regions (eliminated 7N) |
| April 2008 | Page 12 | Updated SEOC Liaison position rotation matrix |
| April 2008 | Page 17 | Added "Rapid Activation" language to Deployments |
| April 2008 | Page 39 | Added Regional EMS Liaison position |
| April 2008 | Page 40 | Added Agency Representative position |
| April 2008 | Page 54 | Added Swiftwater/Floodwater Typing |

| DATE | PAGE / SECTION | REVISION |
|------------------|----------------|--|
| April 2008 | Page 62 | Updated Dept/Agency Designators |
| April 2008 | Page 102 | Added Appendix H - Suggested Personal "Go Kit" |
| April 2008 | Page 113 | Added/updated FFCA/ICS 214 Form |
| October 2009 | Page 10 | US National Grid reference added |
| October 2009 | Page 17 | US National Grid reference added |
| October 2009 | Page 18 | Florida Disaster Assessment Snapshot System language |
| October 2009 | Page 22 | Emergency Response Telecommunications Task Force language |
| October 2009 | Page 28 | After Action Reporting |
| October 2009 | Page 29 | Removed yearly acknowledgment list of names |
| October 2009 | Page 46 | Appendix B, Updated the typing document |
| October 2009 | Page 102 | Appendix I, US National Grid, added |
| October 2009 | Page 103 | Appendix J, Florida Disaster Assessment Snapshot System |
| January 2010 | Plan Revision | FFCA Board of Directors Approval |
| July 2011 | Page 102 | Appendix I, Updated USNG Web Tools section (#1 and 3) |
| July 2011 | Page 117 | Added Start/End to Engine and Pump Hours on the FFCA ICS 214 Form |
| July 2011 | Page 10 | Added FDLE, DSCR, FFCA, FNG to the ERC List |
| July 2011 | Page 15 | Added language describing minimum wildland firefighting qualifications |
| July 2011 | Page 18 | Added language to include FWC under Force Protection. |
| July 2011 | Page 27 | Added language regarding work hours in Activation Orders to the end of "Expense of Personnel" section |
| July 2011 | Page 45 | Replaced the term "Comm Operator" with Telecommunicator |
| July 2011 | Pages 60/98 | Updated Fire Department Dept/Agency Designators |
| January 22, 2014 | Overview | Changed section title from Overview to SERP Overview. |
| January 22, 2014 | Overview | Added sub-section of FFCA SERP Mission between Overview section and body text. |
| January 22, 2014 | Overview | Reordered sub-sections |
| January 22, 2014 | Overview | FFCA SERP Regions sub-section title removed. Content rolled into Regional Structure sub-section title. |
| January 22, 2014 | Overview | Moved Resource Inventory sub-section to new Resource Management section. |
| January 22, 2014 | Overview | Added sub-section title Memorandum of Understanding with Other ESF Lead Agencies, to existing body text. |

| DATE | PAGE / SECTION | REVISION |
|------------------|--------------------------------------|--|
| January 22, 2014 | Resource Management | Added Resource Management section, and moved resource related sub-topics to this section. Sub-sections now include (Resource Typing; Resource Terminology; Mission Ready Packages (MRPs); FL-MutualAidNet Fire & EMS Resource Catalog & Deployment & Program; Resource Inventory Maintenance; Dept/Agency Resource Counts). |
| January 22, 2014 | Resource Management | The FFCA SERP Typed Resource Guidance Document has been created to provide a single source for all resource typing definitions, used in the management of the SERP. |
| January 22, 2014 | Training and Credentialing | Combined Credentialing and Training section titles, into one, now named Training and Credentialing. Sub-sections now include (Minimum Firefighter Competences; State EOC Liaison Officer Training; Minimum Wildland Fire Qualifications; FL-MutualAidNet Training; Position Specific Minimum Training; Credentialing). |
| January 22, 2014 | Plan Activation-Statewide Deployment | Divided Activation section into two sections, Plan Activation-Statewide Deployment and Plan Activation-Regional Deployment. Sub-sections now included under Statewide Deployment (Statewide Mutual Aid Agreement; Requesting Assistance; Locating and Confirming Assistance; Resource Deployment Concepts; Activation Orders; Documentation; Resource Deployment Actions and Support). |
| January 22, 2014 | Plan Activation-Regional Deployment | Sub-sections now included under Regional Deployment (Overview; Regional Deployment Restrictions; Regional Deployment Coordination; Pre-Identifying Regional Deployment Resources; Run Cards; Requesting Assistance; Response to Request For Assistance; Reimbursement; State Notification). |
| January 22, 2014 | Added Regional Deployment Process | Added a section that allows the SERP to support the rapid response of resources within a specified area, county or region. |
| January 22, 2014 | FL-MutualAidNet | Incorporated the use of FFCA's new FL-MutualAidNet Fire & EMS Resource Catalog & Deployment & Program, into the plan. |
| January 22, 2014 | Misc Topics Moved | Topics: Code of Conduct, Force Protection, Florida Disaster Assessment Snapshot, Uniform Vehicle Mission Markings, Mission Books, Logistical Support, Communications , moved to Plan Activation-Statewide Deployment/Resource Deployment Actions and Support |
| January 22, 2014 | Request for Assistance (RFA) | Moved to Plan Activation-Statewide Deployment/Requesting Assistance |
| January 22, 2014 | | FFCA Board of Directors approved SERP revisions (all January 22, 2014 changes) |
| July 17, 2015 | Key Positions | Added "FFCA" to all ERC titles; added "EMS Liaison" to SEOC Liaison Office list; added "Committee Chair, through the FFCA board liaison" to the FFCA SERP Revision Process |
| July 17, 2015 | Resource Management | Added reference to using the FEMA's new "Resource Typing Library Tool (RTLTL)" |

| DATE | PAGE / SECTION | REVISION |
|---------------|--------------------------------------|---|
| July 17, 2015 | Training and Credentialing | Added "SFFT", "ENGL" and "STKL" to titles under Minimum Wildland Fire Qualifications; added "Structure Protection Specialist (STPS)" to Minimum Wildland Fire Qualifications list |
| July 17, 2015 | Plan Activation-Statewide Deployment | Added additional fields of information to deployment and activation order forms |
| July 17, 2015 | Plan Activation-Regional Deployment | Updated "Florida State Warning Point" to "Florida State Watch Office" |
| July 17, 2015 | APPENDIX A | Added "FFCA" to ERC Titles; added "with at least two meetings held face to face" to the number of ERC meetings held annually |
| July 17, 2015 | APPENDIX B | Updated table to reflect 2015-2016 assignments; Added EMS Liaison under "Positions Filled May Include" |
| July 17, 2015 | APPENDIX E | Removed blank page at end of section |
| July 17, 2015 | APPENDIX I | Removed Dept/Agency ID Designators lists from plan, and placed on FFCA Web Site to allow updated throughout year |
| July 17, 2015 | APPENDIX J | Activation Order Form edited to include additional fields |
| July 17, 2015 | APPENDIX L | Updated USNG Links; Edited language under Latitude & Longitude |
| July 17, 2015 | APPENDIX N | Replaced Forms from this section with a list of forms and a reference (Link) to the FFCA-SERP site with all forms in fillable PDF format |
| July 17, 2015 | APPENDIX O | Added "Appendix O- Reference Documents" that includes list of reference documents, and a link to site where they can be found |

HISTORY

On August 24, 1992 Hurricane Andrew devastated southern Dade County with the worst natural disaster to strike the United States up to that time. The personnel of Miami-Dade County Fire Rescue responded rapidly and tirelessly in assisting the citizens of these communities. Numerous fire-rescue agencies from across the State of Florida and the nation assisted in this valiant effort. It became abundantly clear from this disaster, and the ensuing relief effort, which followed, that greater coordination for inter-agency disaster management was required.

The purpose of the Florida Fire Chiefs' Association's (FFCA) Statewide Emergency Response Plan (SERP) is to provide such coordination. This plan is based on a series of observed occurrences and discussions of shared experiences following Hurricane Andrew. 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 in providing a useful guide to assist the fire service in managing the types of devastation that could occur from natural or man-made events.

The FFCA created the SERP to provide for the systematic mobilization, deployment, organization, and management of emergency resources throughout Florida, and the Nation, in assisting local agencies in mitigating the effects of any large scale disaster. The local fire rescue agency is the first tier of response in the event of a natural or man-made disaster. These first responders provide the initial damage assessment, conduct search & rescue operations, treat the injured, and make every effort to stabilize the incident. It is understood that no local entity has all of the resources to handle the breadth of every disaster and therefore the FFCA SERP has been developed to provide additional tiers of response should the incident warrant.

Florida, with its large and rapidly growing population centers located in regions susceptible to natural and man-made events accentuates the need for multiple levels of preparation and coordination. The FFCA SERP embraces an all hazards approach to the effective management of emergency response personnel during the incipient stage of any major incident and throughout its extended operations. Effective utilization of this plan will by far, have the most significant impact on reducing loss of life and coordinating the use of statewide resources in the most efficient means possible. The FFCA SERP lends itself to the rapid activation and response of regional assets to a community who's local and mutual aid resources have been exhausted.

STATE OF FLORIDA EMERGENCY MANAGEMENT

STRUCTURE

The emergency management structure in the State of Florida is guided by Chapter 252, Florida Statute and establishes a structure for disaster management, which identifies four (4) levels of ascending intervention (local, county, state and federal). The basic concept of the SERP is to allow the first level (local) of government to be charged with the initial responsibility for emergency response and relief, attempting to mitigate the situation with the resources available. Requests for assistance from the next higher level will be made when the magnitude of the disaster either exceeds the resources of, or are not available to, the local level.

Under Chapter 252, each county government is to operate an emergency management agency for the purpose of coordinating disaster relief efforts in that county. Upon or in the anticipation of the exhaustion of resources at the county level and existing mutual aid agreements, requests for State assistance through the Statewide Mutual Aid Agreement (SMAA) will be made to the Florida Department of Emergency Management (DEM). The Governor may declare a state of emergency and direct state resources into the affected area. State resources may also be requested from other States through the Emergency Management Assistance Compact (EMAC). These requests will be filtered through DEM and the SEOC. The SEOC would be activated and will provide direct liaison to the County EOC regarding the coordination of State and/or EMAC resources operating and/or responding into the affected area. The DEM will coordinate all disaster resources through various Emergency Support Functions (ESF's). Each ESF has assigned to it a State agency with primary responsibility for managing that function (Table 1).

When all of the previously stated resources are determined to be inadequate to respond to the emergency, the Governor will request assistance through the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA). When the President of the United States declares an emergency or a major disaster, federal assistance would then be authorized to assist State government. In Florida, the DEM has been designated as the State agency responsible for coordinating assistance received through federal programs.

EMERGENCY SUPPORT FUNCTIONS (ESF)

| ESF | FUNCTION | LEAD AGENCY |
|-----|--|--|
| 1 | Transportation | Department of Transportation |
| 2 | Communications | Department of Management Services, Division of Communications |
| 3 | Public Works & Engineering | Department of Transportation |
| 4 | Fire Fighting | Department of Financial Services, State Fire Marshal |
| 5 | Information & Planning | Division of Emergency Management |
| 6 | Mass Care | Department of Business and Professional Regulation |
| 7 | Resource Support | Department of Management Services Division of Purchasing |
| 8 | Health and Medical | Department of Health Division of EMS |
| 9 | Search & Rescue | Department of Financial Services State Fire Marshal |
| 10 | Hazardous Materials/Environmental Protection | Department of Environmental Protection |
| 11 | Food and Water | Department of Agriculture |
| 12 | Fuel/Energy | Department of Environmental Protection/Public Service Commission |
| 13 | Military Support | Department of Military Affairs Florida National Guard |
| 14 | Public Information | Division of Emergency Management |
| 15 | Volunteers & Donations | Volunteer Florida |
| 16 | Law Enforcement & Security | Department of Law Enforcement |
| 17 | Animal Issues | Department of Agriculture |
| 18 | Business Industry and Economic Stabilization | Office of Tourism and Economic Development |

SERP OVERVIEW

FFCA SERP MISSION

The FFCA SERP is directed towards enhancing disaster management and emergency response at the local, county, and state levels of government by:

- Utilizing the National Incident Management System (NIMS) to manage resources during a disaster.
- Providing a companion document to the National Response Framework.
- Providing central coordination for fire rescue resource response through a regional concept in conjunction with Emergency Support Functions (ESF) 4/9 (Firefighting/Search & Rescue) at the State Emergency Operation Center (SEOC).
- Providing resources for pre-hospital EMS in coordination with ESF 8 (Health & Medical).
- Pre-designating responsibilities for leadership and resources at the local, county, Regional and state levels.
- Integrating fire rescue into the planning and response phases of emergency management systems at the county and state level.
- Encouraging each agency to sign the Statewide Mutual Aid Agreement for Catastrophic Disaster Response and Recovery, that supports all fire rescue agencies responding in support of the FFCA SERP.
- Support the response to hazardous material incidents in coordination with ESF 10. (Hazardous Materials/Environmental Protection).
- Support the response needs for Public Information Officers in coordination with ESF 14 (Public Information).
- Support the response needs for fire-rescue dispatchers in coordination with ESF 2 (Communication).
- Support the response needs for critical incident stress management (CISM) with ESF 8 (Health & Medical).
- Utilizing common reference grid system; US National Grid

INTEGRATION WITH THE STATE EMERGENCY OPERATIONS CENTER (SEOC)

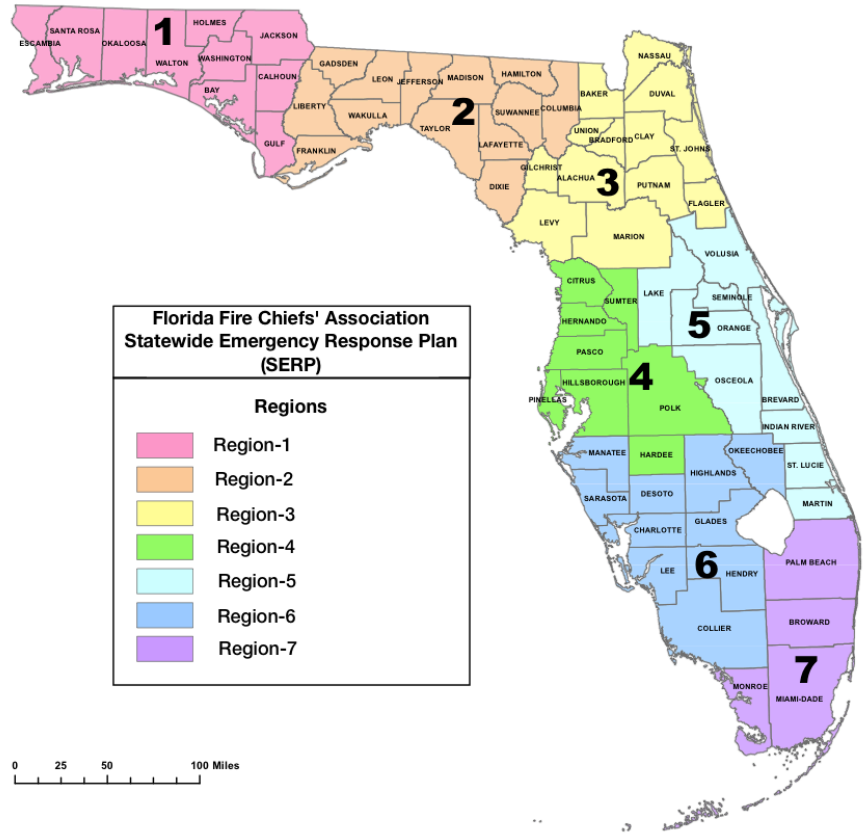
The Division of the State Fire Marshall (DSFM) is the lead agency responsible for the management of ESF 4/9. An Incident Management System (IMS) structure, with pre-designated positions, is established in the SEOC. The State Coordinator or his designee will provide the requested staff to ESF 4/9 at the SEOC, coordinating resource response into the affected region. Additionally, the FFCA provides the coordination for logistical support as requested by ESF 4/9, as well as other ESF's. The FFCA also serves as an advisor to DEM and the DSFM on other disaster management issues.

MEMORANDA OF UNDERSTANDING WITH OTHER ESF LEAD AGENCIES

The FFCA and DSFM have entered into a Memoranda of Understanding (MOU) with the Florida Department of Environmental Protection and the Department of Health relating to periods of activations of the SEOC. Under these MOU's, ESF 4/9, ESF 8 and ESF 10 will work together on the deployment of various response resources including the Department of Environmental Protection (DEP) emergency response personnel and the statewide multi-agency Environmental Response Team. Any request for these resources will be coordinated in accordance with the SERP .

REGIONAL STRUCTURE

The FFCA divided the state into seven (7) regional response areas. These seven regions combined, comprise the Statewide Emergency Response Network (SERN).



| COUNTIES BY REGION (67) | | | | | | |
|-------------------------|-----------|-----------|--------------|--------------|------------|------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| BAY | COLUMBIA | ALACHUA | CITRUS | BREVARD | CHARLOTTE | BROWARD |
| CALHOUN | DIXIE | BAKER | HARDEE | INDIAN RIVER | COLLIER | MIAMI-DADE |
| ESCAMBIA | FRANKLIN | BRADFORD | HERNANDO | LAKE | DESOTO | MONROE |
| GULF | GADSDEN | CLAY | HILLSBOROUGH | MARTIN | GLADES | PALM BEACH |
| HOLMES | HAMILTON | DUVAL | PASCO | ORANGE | HENDRY | |
| JACKSON | JEFFERSON | FLAGLER | PINELLAS | OSCEOLA | HIGHLANDS | |
| OKALOOSA | LAFAYETTE | GILCHRIST | POLK | SEMINOLE | LEE | |
| SANTA ROSA | LEON | LEVY | SUMTER | ST. LUCIE | MANATEE | |
| WALTON | LIBERTY | MARION | | VOLUSIA | OKEECHOBEE | |
| WASHINGTON | MADISON | NASSAU | | | SARASOTA | |
| | SUWANNEE | PUTNAM | | | | |
| | TAYLOR | ST. JOHNS | | | | |
| | WAKULLA | UNION | | | | |
| 10 | 13 | 13 | 8 | 9 | 10 | 4 |

EMERGENCY RESPONSE COMMITTEE (ERC)

The FFCA SERP, including its development, revision, distribution, training and implementation is the responsibility of the FFCA. The FFCA Emergency Response Committee (ERC) is responsible to oversee this process. The committee will be composed of the following 24 positions.

| EMERGENCY RESPONSE COMMITTEE (ERC) STRUCTURE | |
|---|-----------|
| POSITION TITLE | # |
| Emergency Response Committee Chair (FFCA State Coordinator) | 1 |
| Emergency Response Committee, Vice-Chair | 1 |
| Regional Emergency Response Coordinator (FFCA Regional Coordinator), one representative from each of the seven Florida Division of Emergency Management regions | 7 |
| Florida Division of Emergency Management (FDEM) Liaison | 1 |
| Florida Forestry Service (FFS) Liaison | 1 |
| Florida Department of Health (DOH) Liaison | 1 |
| Florida Division of State Fire Marshal (DSFM) Liaison | 1 |
| Association of Public Safety Communication Officers (APCO) Liaison | 1 |
| Florida Association of Public Information Officers (FAPIO) Liaison | 1 |
| Florida Emergency Preparedness Association (FEPA) Liaison | 1 |
| Florida Association for Search and Rescue (FASAR) Liaison | 1 |
| Florida Fish and Wildlife Conservation Commission (FWC) Liaison | 1 |
| Florida Department of Environmental Protection (DEP) Liaison | 1 |
| Florida Association of HazMat Responders (FLAHR) Liaison | 1 |
| Florida Department of Law Enforcement (FDLE) Liaison | 1 |
| Domestic Security Response Committee (DSRC) Liaison | 1 |
| Florida Fire Chiefs' Association Board Liaison | 1 |
| Florida National Gaurd Liaison | 1 |
| TOTAL POSITIONS | 24 |

The President of FFCA, with FFCA Board of Directors approval, and consultation with the FFCA State Coordinator, can revise the ERC membership as deemed necessary for the success of the FFCA SERP.

KEY POSITIONS

FFCA EMERGENCY RESPONSE COMMITTEE CHAIR (FFCA STATE COORDINATOR)

Responsible for assigning staff in the ESF 4/9 positions at the SEOC. Responsible for the oversight and implementation of the FFCA SERP and providing guidance and direction to the FFCA ERC. The State Coordinator shall appoint, a Vice Chair and alternate(s) as needed.

REGIONAL EMERGENCY RESPONSE COORDINATOR (FFCA REGIONAL COORDINATOR)

Coordinates emergency assistance operations at the regional level, providing for the deployment of resources into the affected area(s). Appoints County Emergency Response Coordinators, Alternate(s), and other liaison positions as required. Representatives should be geographically separate in the region, minimizing the possibility of both persons being directly affected in the event of an emergency occurring in that region. Each Regional Coordinator and appointed representatives is responsible for tracking all available resources within the region. Provides personnel to assist at the SEOC during activations as requested.

SEOC LIAISON OFFICER

When requested, FFCA ERC representative(s) will staff the SEOC (ESF 4/9) as required to interface between the FFCA ERC and the SEOC. These representatives will include but are not limited to:

- Planning Specialist
- Logistics Specialist
- Urban Search and Rescue (US&R) Specialist
- EMS Liaison (Support the coordination between ESF-4 & 8)

Regional Coordinators will be responsible for augmenting SEOC staffing. On or before December 15 annually the State Coordinator will issue a rotation matrix that will identify which regions will be responsible for each month. The current State Emergency Operations Center Rotation Matrix can be found in Appendix B.

Regional Coordinators will jointly coordinate the coverage and transmit the names, dates and other important information to the State Coordinator on or before 25th of the month, which precedes their respective coverage period. The State Coordinator will be responsible for scheduling the necessary training to insure an adequate number of SEOC Liaison Officers are available.

COUNTY EMERGENCY RESPONSE COORDINATOR (FFCA COUNTY COORDINATOR)

There are sixty-seven identified, one per county. Rural areas may identify one person to handle several counties. County fire chief associations, or like organizations, may be contacted for a name to be submitted to the respective Regional Coordinator for appointment. This person shall coordinate assistance among fire rescue agencies in their respective county. This position also serves as the liaison between the County Emergency Manager and the FFCA SERP. One alternate should be chosen for this position.

REGIONAL EMS LIAISON

Regional Coordinators shall appoint two (2) EMS Liaisons for each region. These positions shall coordinate fire and non-fire based EMS resources in the region in concert with ESF 8 and the FFCA SERP.

A checklist for each key position with their roles and responsibilities are included in Appendix A.

ARTICLE IX WORKERS' COMPENSATION

Personnel of a participating political subdivision responding to or rendering assistance for a request who sustain injury or death in the course of, and arising out of, their employment are entitled to all applicable benefits normally available to personnel while performing their duties for their employer. Responders shall receive any additional state and federal benefits that may be available to them for line of duty deaths.

LIABILITY

All activities performed under this agreement are deemed hereby to be governmental functions. For the purposes of liability, all persons responding under the operational control of the requesting political subdivision are deemed to be employees of the requesting participating political subdivision. Neither the participating political subdivisions nor their employees, except in cases of willful misconduct, gross negligence or bad faith shall be liable for the death of or injury to persons or for damage to property when complying or attempting to comply with the statewide mutual aid system.

FFCA SERP REVISION PROCESS

- **September:** The FFCA ERC members are requested by the committee chair to solicit their respective areas for recommended revisions to the FFCA SERP. These individuals will provide written comments to the chair by the fall quarterly meeting of the FFCA.
- **October:** At the FFCA Board of Directors meeting, the Committee Chair, through the FFCA board liaison, summarizes the recommended revisions to the FFCA SERP. The board of directors provides preliminary direction as to the scope of the proposed changes and sends it back to the ERC for final draft.
- **January:** The Committee Chair, through the FFCA Board Liaison, provides a final draft of the revised FFCA SERP to the FFCA Executive Director for reproduction and distribution to the board of directors. The Board of Directors will review the revisions and adopt the FFCA SERP.
- **April:** The revised FFCA SERP will be distributed to all FFCA ERC members and revisions will be included in the annual FFCA SERP training. The updated FFCA SERP will be posted on the Association's web page.

RESOURCE MANAGEMENT

RESOURCE TYPING

Resource typing is categorizing, by capability, the resources requested, deployed, and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources.

Resources entered in the SERP Resource Inventory will be typed in a manner consistent with the FEMA/NIMS national resource typing protocol. A sample resource typing matrix can be found in Appendix C.

TYPING DEFINITIONS

Resources shall be identified as meeting NIMS specific typing or State specific typing:

- **Tier One**: Resources that are national in scope and included in the Resource Typing Library Tool (RTLTL) program, FEMA's online catalogue of national resource typing definitions.
- **Tier Two**: Resources defined and inventoried by the states, tribal, and local jurisdictions that are not "Tier One" resources, but rather those that are specific and limited to intra-state mutual aid request.

FFCA SERP TYPED RESOURCE GUIDANCE DOCUMENT

This document provides a full list of typed resources deployable through the SERP, including both Tier One and Tier Two. The current *FFCA SERP Typed Resource Guidance Document* can be found on the FFCA's web site. A link to this document can be found in Appendix-O. A basic list by category, without definitions, can be found in Appendix C.

RESOURCE TERMINOLOGY

To provide standardization in deployment, specific terminology has been chosen:

STRIKE TEAM

Five (5) like units, e.g. Type I Engines, with common communications and an assigned Strike Team Leader. The leader should be in a separate vehicle for mobility and is responsible for coordinating the Strike Team's response to, efforts during the incident, and return home.

TASK FORCE

A combination of single resources assembled for a particular tactical need with common communications and a Leader. The leader should be in a separate vehicle for mobility and is responsible for coordinating the Task Force's response to, efforts during the incident, and return home.

SINGLE RESOURCE

Individual engine, equipment, or person(s) that may be requested to support the incident.

MISSION READY PACKAGES

Mission Ready Packages (MRP) combine mission, limitations, support, footprint, and estimated cost to make response and recovery capabilities more readily identified, more easily deployed, and more effectively used. Specific response and recovery resource capabilities are organized, developed, trained, and exercised prior to an emergency or disaster.

Mission Ready Packages are developed in cooperation with Resource Providers and coordinated with the State Division of Emergency Management. Developing and maintaining a Mission Ready Package with a complete cost estimate will result in a more efficient deployment and facilitate the reimbursement process.

Developing an MRP benefits both statewide and EMAC deployments by providing the required cost estimates ahead of time. Providing MRPs for Strike Teams, Task Forces and single resources commonly deployed within the State, can also provide local governmental agencies with immediate costs while they may be preparing to initiate a request for assistance, or for planning purposes.

Excel templates for the completion of MRPs can be downloaded from the EMAC (Emergency Management Assistance Compact) web site at <http://www.emacweb.org/>. Completed Mission Ready Packages will be maintained by the Regional Coordinators, shared with the Florida Division of Emergency Management State Mutual Aid Branch Director, and added to FL-MutualAidNet, under the “Manage ST/TS” Section.

FL-MUTUALAIDNET FIRE & EMS RESOURCE CATALOG & DEPLOYMENT PROGRAM

FL-MutualAidNet is an internet based program made available through an MOU with the International Association of Fire Chiefs, that has been customized for use by the FFCA. This program is managed by the FFCA, and provides online access for authorized users to utilize as a tool for assisting SERP ERC Members in carrying out their duties.

The use of FL-MutualAidNet and training for authorized users will be coordinated by the FFCA State Coordinator.

RESOURCE INVENTORY MAINTENANCE

Each region will maintain a Resource Inventory that includes equipment, vehicles, key personnel, and their associated agencies, which are available for response within the scope of the FFCA SERP. The Regional Coordinators shall oversee this process and approve updates of their regions Resource Inventory.

The SERP Resource Inventory is maintained within the FFCA’s FL-MutualAidNet Fire & EMS Resource Catalog & Deployment program. This internet based program is available for authorized users and will be the primary method for adding and editing data included in the FFCA’s Resource Inventory. Any changes made to a Dept/Agency inventories by a system user whose Fire Role title is below “FFCA County Coordinator”, will receive the message that their changes have been submitted for approval, requiring the County or Regional Coordinator to go into their Dept/Agency Datasheet, and select Save, which will commit the changes to the database.

County Coordinators shall oversee the initial collection and updates of Resource Inventory data within their county by working directly with their agencies, and insuring the Regional Coordinator is informed of all changes, so they can approve them. Any additions or changes made to the Resource Inventory, not utilizing the FL-MutualAidNet program, can be completed utilizing the FFCA SERP Resource Inventory Form (Form 1), located in Appendix-N), and forwarded to the Regional Coordinator for entry in FL-MutualAidNet.

DEPT/AGENCY RESOURCE COUNTS

Each participating Department/Agency with resources that match those deployable within the scope of the FFCA SERP will be inventoried to include the following data:

- **Dept/Agency Total:** Total number of each resource type maintained by the agency
 - List the number of front run units normally available for response. This would include specialty units such as Woods Trucks and Water Tenders that are staffed as needed. These would not include Reserve Units that are only used to replace front run units.
- **Available Total:** Total number of each resource type available for statewide deployment
 - List the estimated number your Dept/Agency would be willing to make available for deployment.
- **EMAC:** Total number of each resource type available for EMAC deployment
 - Enter the number your Dept/Agency would be willing to make available for an out of state deployment under a EMAC request.

FL-MUTUALAIDNET DATASHEET VIEW

| Resource Type | Dept/Agency Total | Available Total | EMAC |
|--------------------------|-------------------|-----------------|------|
| Aerial Ladder, Type I | 2 | 1 | 1 |
| Aerial Ladder, Type II | 0 | 0 | 0 |
| Aerial Platform, Type I | 4 | 1 | 1 |
| Aerial Platform, Type II | 0 | 0 | 0 |

It is clearly understood, as is the standard practice with all mutual aid agreements, that all equipment, vehicles, and personnel listed will be provided within the FFCA SERP only if available at the time of the request.

TRAINING AND CREDENTIALING

MINIMUM FIREFIGHTER COMPETENCIES

Training will be based on minimum competencies for specific functions and/or positions. As a minimum the following training will be required of responding members:

- Firefighters/Company Officers – NIMS IS 100 and 700
- Team Leaders – NIMS IS 100, 200 and 700
- Liaisons and command officers will be required to have all the above training plus; I-300, I-400/402, and IS 800.

SEOC LIAISON OFFICER TRAINING

Personnel assigned to an EOC must also have the SEOC training provided annually by the FFCA and the Florida DEM.

MINIMUM WILDLAND FIRE QUALIFICATIONS

The FFCA requires minimum wildland fire qualifications for wildland fire response through the SERP. Personnel who wish to be deployed through the SERP to a wildland fire must meet the following minimum qualifications whether they are deployed with a brush engine or a structural engine.

- **Firefighter (SFFT)**– This is the 2nd, 3rd and/or 4th person on the apparatus. These firefighters must have completed I-100 (Introduction to ICS), S-130 (Basic Wildland Firefighting) and S-190 (Introduction to Wildland Fire Behavior) or Florida Fire Behavior (FFB) training.
- **Engine Leader (ENGL)**– This is the lead person on the apparatus. He/she must have some experience in suppressing wildland fires and have completed I-200 (Basic ICS), S-130, S-190 and S-215 (Fire Operations in the Wildland-Urban Interface) or FFCA Fire Operations in the Interface (FOI) training.
- **Strike Team Leader (STKL)**– This person must be qualified in the local jurisdiction as a company officer or higher and experienced in directing suppression of wildland fires. The Strike team Leader must have completed I-200, S-130, S-190, S-215 and S-330 (Strike Team Leader).
- **Structure Protection Specialist (STPS)** - This position operates at the ICS “Supervisor” level of command, and would oversee Strike Teams and Task Forces deployed through the SERP, for structure protection missions. Current fire service personnel, who meet the FFCA-STKL competency, will be required to complete two additional courses to qualify, S-290 Intermediate Wildland Fire Behavior and S-270 Basic Air Operations (or Florida Wildfire Air Operations Course if the individual is not interested in becoming nationally qualified)

FL-MUTUALAIDNET TRAINING

ERC members will be required to receive training in the use of FL-MutualAidNet based on their assignment.

ALL MEMBERS

- System Access
- Updating Dept/Agency
- Updating Dept/Agency Contact
- Updating Dept/Agency Resource Inventory
- Activation Status Page Use

REGIONAL COORDINATORS AND ALTERNATES

- Adding Dept/Agencies
- Adding Dept/Agency Contacts
- Approving Resource Inventory Changes
- Manage ST/TF Page
- Entering Resource Request Process
- Responding to Pending Activations

POSITION SPECIFIC MINIMUM TRAINING

Additional training will be specified in Position Descriptions (under development) to include but not limited to:

- Communications Technician
- Communications Unit Leader
- Hazardous Materials Technician
- Public Information Officer
- Strike Team Leader
- US&R Task Force positions

CREDENTIALING

Credentialing of all emergency response personnel will be coordinated through the DSFM and accomplished in accordance with the standards established by the National Fire Service Responder Credentialing System (NFSRCS).

Credentialing is the process of identifying, evaluating, and documenting the knowledge, skills, and abilities of personnel.

DEPT/AGENCY RESPONSIBILITY

Resource providers are responsible for providing qualified personnel who have the knowledge, skills, and abilities needed for their job positions, and meet the required Training Competencies as documented in the Training section of this plan.

MINIMUM DOCUMENTATION REQUIRED FOR DEPLOYMENT***Personnel deployed under EMAC:***

- Passport (If requested)
- Agency-issued identification card
- State-issued identification (e.g., driver's license)
- EMAC Mission Order Authorization Form or REQ-A

Personnel deployed within the State:

- Agency-issued identification card
- State-issued identification (e.g., driver's license)
- FFCA SERP Activation Order authorizing deployment

PLAN ACTIVATION- STATEWIDE DEPLOYMENT

STATEWIDE MUTUAL AID AGREEMENT

Each fire department is a signatory of the Statewide Mutual Aid Agreement (SMAA), and as such, are allowed to participate in cooperative relationships to accept services, equipment, supplies, materials, or funds for emergency management efforts. Any participating party may request assistance (oral or written) during emergency or disaster.

The FFCA SERP has incorporated the use of standardized forms to be used by both the Requesting Party and Assisting Party(s), when requesting assistance .

REQUESTING ASSISTANCE

When a fire department is affected by an emergency situation locally, the fire chief will request additional assistance from area mutual aid departments. When the department is no longer able to obtain the needed assistance from area departments through local mutual aid, requests for Statewide Mutual Aid assistance can be made through the FFCA SERP, by directing such request to their County EOC. The County EOC will complete a DSFM Request for Assistance (RFA) form, on behalf of the requesting agency, and forward to the SEOC. Once received by the SEOC, the request will be forwarded to the Division of State Fire Marshal (DSFM), the ESF-4/9 Desk Lead Agency, who will forward the request, once verified, to the FFCA SERP Statewide Coordinator.

DSFM REQUEST FOR ASSISTANCE (RFA)

The DSFM Request for Assistance (RFA) Form, can be found in Appendix-N.

The requesting agency (Fire Department) will provide the required details of the request to their County EOC. The County EOC will complete the top portion of the form, on behalf of the Requesting Agency, assuring that a detailed explanation of the mission to which those resources will be assigned is included. The County EOC will then utilize the remainder of the form to identify exactly what and how many of each resource type that's being requested.

LOCATING AND CONFIRMING ASSISTANCE

The SERP ERC Statewide Coordinator will assign the requests for assistance to one or more SERP ERC Regional Coordinators to fill.

The Regional Coordinator(s) will utilize the Resource Inventory as a guide to track and request available resources. The Regional Coordinator(s) will work with their County Coordinators in confirming availability of resources to be deployed as requested.

Once a region has committed to filling a request, each responding agency is to complete the DSFM Response To Assistance Request (RTAR) form. Care should be taken to assure the proper type of resource and number being committed is completed, for each resource being deployed. In addition, a total hourly estimate of costs for the committed resources and estimated transportation costs to and from the point of departure must be included on this form. The completed form shall be forwarded to the SEOC, ESF-4/9 Desk.

DSFM RESPONSE TO ASSISTANCE REQUEST (RTAR)

The DSFM Response To Assistance Request (RTAR) form, can be found in Appendix-N.

EMS DEPLOYMENT GUIDELINES

The FFCA and the Florida State Department of Health, Division of Emergency Medical Services, have entered into a Memoranda of Understanding (MOU) to formalize the use of the FFCA SERP to deploy pre-hospital EMS resources to disaster situations.

When a request is received for a pre-hospital EMS resource at the SEOC, the ESF 4/9 and ESF 8 Representatives will work together in confirming the nature of the request, and then forward the request to the ESF 4/9 Representative to fill utilizing the SERP process, by contacting the SERP Statewide Coordinator, who will:

- Contact the appropriate Regional Coordinator(s) to fill the request.
- With the assistance of the EMS Liaison's, the Regional Coordinator will fill the request.
- Ensure that all documentation and notifications occur in accordance with the SERP for all resource deployments.
- Coordinate the reimbursement process in accordance with the SERP.

RESOURCE DEPLOYMENT CONCEPTS

Critical to the success of the FFCA SERP is the efficient deployment of resources in a timely fashion. The three (3) essential elements necessary to achieve this goal include: establishment of an efficient timeframe for deployment; the ability to pre-stage resources in advance of a pending disaster; and pre-identified Strike Teams and Task Forces within each region.

TIME FRAME FOR DEPLOYMENT

Standard Deployment

- Deployment of resources within three (3) hours of the mission assignment from the SEOC.
- Unless otherwise noted, resources will be deployed using this time frame for deployment.

Rapid Deployment

- Deployment of resources within one (1) hour of the mission assignment from the SEOC.
- Under certain circumstances a more rapid deployment may be deemed necessary by the SEOC and authorized as a "Rapid Deployment".
- It is anticipated that the pre-identified resources will fill these requests when possible.
- It is anticipated that these "Rapid Activations" will peak quickly and terminate within a shorter time frame, thereby allowing for a shorter preparation time. Every

effort will be made to provide relief and/or additional assistance to these units within the first 24 hours.

Scheduled Deployment

- Deployment of resources that can be scheduled in advance, and would have in excess of (3) hours to deploy.
- Resources deployed under this time frame may be used to replace previously deployed resources, or otherwise fill a need that can be forecast.

PRE-IDENTIFIED RESOURCES

Each region is encouraged to pre-identify Strike Teams and/or Task Forces.

Additionally, Type II Technical Rescue Teams or Light Technical Rescue Teams (LTRT's) should be identified and incorporated into a Strike Team or Task Force, for weather-related deployments.

The primary mission for any of these resources will be response into areas affected by an emergency working within the command structure already established by the Authority Having Jurisdiction (AHJ). The most common use of these resources will be for an incident requiring a rapid response. To accomplish the rapid deployment, all of the required deployment documentation, including the MRP, should be compiled and maintained by the Regional Coordinator in advance.

PRE-STAGED RESOURCES:

Based on the forecast of an imminent disaster or during a planned significant event (i.e. the Super Bowl), it may be necessary to stage resources in advance, to better position them geographically for a timely response into an affected area. That decision will be made with the concurrence of the SEOC, the ESF 4/9 Emergency Coordinating Officer and the sponsoring Regional Coordinator. Once the mission has been tasked, the resources shall be prepared for deployment and sent to the identified Staging Area. The Staging Area designated must be under the direct supervision of a Staging Area Manager, provide the necessary logistical support to accommodate the deployed resources for a prolonged time period and provide a high degree of safety and security for all deployed resources. Once deployed to a Staging Area, all resources shall be considered in "active mission" status. Staged resources will only be released into an affected area, after confirming mission orders have been issued from the SEOC, ESF 4/9 representatives.

In concert with these concepts, it is critical that all resources deployed are adequately documented and tracked from within each region. In addition, it is imperative that personnel arrive at the scene of a disaster with the ability to be self-sufficient with regards to personal amenities, equipment, and personal protective equipment (PPE). The PPE must be appropriate for the mission and comply with all applicable standards.

ACTIVATION ORDERS

Once the Response To Assistance Request (RTAR) is confirmed, the FFCA State Coordinator, in coordination with ESF 4/9 will issue Activation Orders (Appendix J). In an effort to coordinate the deployment of all FFCA SERP resources, these Orders will be issued to the

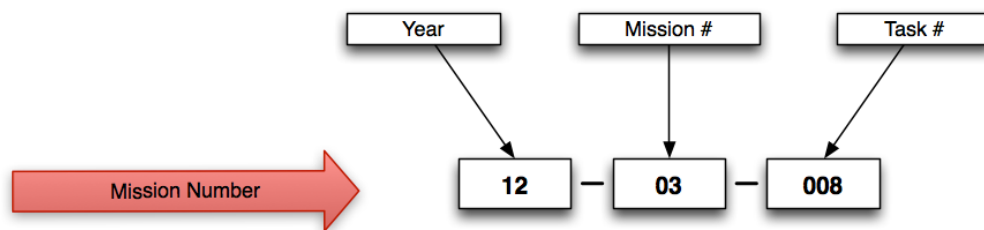
Regional Coordinator who will in turn forward them to the Team Leader, or individual if a Single Resource. These Orders will clearly identify:

- The Mission/Tasking Number.
- Incident Type/Location, to include USNG 1 Km Grid, Example: 16R GU 58 70
- Contact name and telephone number of the Staging Area Manager or responsible party
- Directions or address to the Staging Area
- Primary mission descriptions and any special instructions
- Estimated duration of mission
- Report date and time
- Type of deployment
- Resources authorized to deploy

MISSION TASKING NUMBERS

Each Regional Coordinator will assure that all personnel and all equipment deployed under this plan are accounted for prior to, during and upon returning from each mission. To assist in the accountability process, the SEOC ESF 4/9 Desk will issue Mission Numbers, authorizing all equipment, apparatus and personnel deployed under the FFCA SERP.

These numbers will be formatted as follows:



DOCUMENTATION

It is critical that all resources deployed are adequately documented and tracked from within each region. Once a Request for Assistance (RFA) has been received at the SEOC, and a region has agreed to fill the request, the Regional Coordinator must oversee the completion of the following forms:

- DSFM Response To Assistance Request (RTAR)
- FFCA Form-2: Emergency Response Team Roster
- FFCA Form-3: Responder Emergency Contacts

These completed forms must be faxed or e-mailed to ESF 4/9 at the SEOC PRIOR TO the departure of the resources.

FFCA FORM-2: EMERGENCY RESPONSE TEAM DEPLOYMENT ROSTER COMPLETION

The Emergency Response Team Roster form shall include the following information on each individual being deployed, and be updated as resources move or change:

Header Section

- **Incident Name-** Name of the incident or event that generated the need for assistance.
- **Date Deployed-** date the resource deployed.
- **Mission #-** the mission number for the specific deployment request, issued by the SEOC ESF 4/9 Desk
- **Message #-** the message number generated by EMConstilation used by the SEOC, issued by the SEOC ESF 4/9 Desk

Resource Information Section

- **Team ID-** name of strike team or task force deployed (EST-401, FL TF-5, BTF-101, etc.)
- **Dept ID-** enter the Dept/Agency ID of the sponsoring department
- **Unit ID-** apparatus number/designation individual is assigned to (E-5, STL, etc)
- **Position/Name-** indicate position within strike team, task force or single unit being filled and the name of the person filling that position (ex: LT/John L. Smith, EN/James W. Right, STL/Jack E. Miller)

Footer Section

- Name and e-mail address of person submitting form
- Date the resource returned home

FFCA FORM-3: PERSONNEL RESPONDER EMERGENCY CONTACTS FORM COMPLETION

The Responder Emergency Contacts form shall include the following information on each individual being deployed:

Deployment Section

- **Incident Name-** Name of the incident or event that generated the need for assistance.
- **Date Deployed-** enter a check in the box when that resource reached their home quarters
- **Mission #-** mission number used for the deployment of the responder

Personnel Deployed Section

- **Name-** responder's full name (James E. Smith)
- **Agency ID-** the Dept/Agency ID of the sponsoring department

Emergency Contact Information Section

- **Name**- name of the person serving as the responder's emergency contact
- **Relationship**- the relationship of the Emergency Contact to the responder
- **Phone 1**- first phone number to use when contacting the Emergency Contact
- **Phone 2**- second phone number to use when contacting the Emergency Contact

The Personnel Emergency Contact Form shall contain a reliable 24-hour contact number with the name of a family member/friend for each team member deployed.

An ICS 214 Unit Log must be completed by the Task Force/Strike Team Leader and each unit or single resource supervisor, for each operational period during an activation. These logs will be turned into the entity from each Participating Agency responsible for the reimbursement.

RESOURCE DEPLOYMENT ACTIONS AND SUPPORT

COMMUNICATIONS

The key to the successful operation of the various resources into a region will depend heavily upon the ability of resources to communicate effectively. It is realistic to assume that in the wake of a major disaster, such as a hurricane, the existing communication system in the affected area will be inoperable or severely compromised. Therefore, deployed resources must be able to communicate with each other, independent of the local communications network.

It is essential that a statewide emergency communications network be established. This is perhaps the highest priority in the effort to design an effective statewide emergency response plan. A Frequency Plan has been established and is listed in Appendix E. The Communication Network should include the following:

- The designation of a Statewide Communications Network (within the Statewide Emergency Management Radio Network) using non-proprietary hardware.
- The non-proprietary hardware must have a cost that most small fire agencies can afford to purchase.
- The Network must meet the eligibility requirements of FCC Part 90.
- The Network must be consistent with the State of Florida EMS Communications Plan.
- The Network should be consistent with the use of transportable communications caches available through State Emergency Management, regional and local government agencies.
- The FFCA will maintain a current list of emergency contact telephone numbers and pager numbers of the Officers, Board of Directors, Emergency Response Committee, State, Regional, and County Coordinators.
- Computer access regionally with internet connection.
- Use of clear text during disaster for radio communication with all resources.

- Designate a Statewide Communications Frequency within the Statewide Emergency Management Radio Network.
- Facilitate the activation and response of “Incident Dispatchers & Emergency Response Telecommunications Taskforce –FL-TERT TEAMS”.

FORCE PROTECTION

Protection of responders will be coordinated with ESF 16 (Law Enforcement & Security) based on the nature of the mission and extent of risk to those responders. If provided, th protection shall include but not be limited to: protection of personnel and equipment while in transit, security at the Base of Operations (BoO), protection during search & rescue operations, and protection during rescue operations.

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. The law enforcement officer is a deterrent by his or her mere presence, which may be sufficient to deter and prevent criminal and hostile behavior. When mere physical presence is insufficient to establish a safe work environment, then FFCA SERP resources should be removed from danger until law enforcement can establish a secure environment.

MISSION BOOK

When resources are deployed to an affected area, the Regional Coordinator shall assure that the Team Leader, or individual if a Single Resource, receives a Mission Book that includes the following information:

- Sufficient ICS 214 Unit Log’s for each unit to cover multiple operational periods.
- Copy of ICS forms 202-206 and 221
- Personnel Emergency Contact Form
- Code of Conduct
- Copy of all vehicle/apparatus registrations.
- Copy of vehicle insurance card(s)
- List of members cell numbers
- Copy of basic vehicle/apparatus inventory.
- Copy of Activation Orders
- Regional and State SERP contact numbers
- Maps (if available)

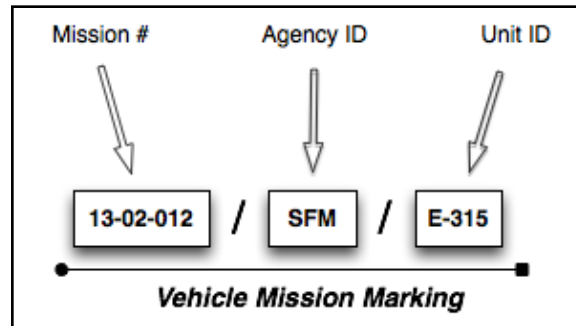
UNIFORM VEHICLE MISSION MARKINGS

In order to identify strike teams, task forces or other units tasked, vehicles shall be marked in a uniform method that identifies the mission/task and agency. These can be marked on vehicle at time of need, and should be on the upper most part of the windshield. Good

results can be attained from using markers designed for writing on windshields used by automobile dealers.

Number Format

Mission # / Sponsoring Dept/Agency ID / Vehicle ID



The Dept/Agency ID Designators for each department can be found in Appendix I.

LOGISTICAL SUPPORT

The logistical support of mutual aid resources is critical to the effective management of an emergency effort. The FFCA SERP will utilize a tiered logistical support response. The first tier is self sufficiency. It is imperative that personnel arrive at the scene of a disaster with the ability to be self-sufficient with regards to personal amenities, equipment, and personal protective equipment (PPE). Resources deployed to an affected area should be sent with enough provisions to not require additional logistical support for up to 72 hours. Additional tiered responses will be dependent on several variables which include but are not limited to; the scope of the disaster, the size of the affected area, the existing infrastructure in the affected area, and the resource's ability to re-supply. Considerations for logistical support include:

Transportation:

- Staging areas, within and outside, the disaster area
- Overnight storage for vehicles
- USNG gridded maps and directions for responding personnel
- Emergency towing and repairs
- Designating fuel, oil, and water depots

Food Supplies and Preparation:

- Self contained mobile food preparation units
- Personnel to prepare/distribute meals
- Sanitation and clean up
- Food supplies/utensils

Overnight Shelter and Rehabilitation Areas:

- Provide suitable (secure) overnight shelter
- Environmental considerations (rain, sun/heat, insects)
- Bedding
- Transportation to and from shelter
- Parking and security of apparatus
- Electricity/generator power
- Water and sanitary facilities
- Communications links (in and out of the disaster area)

Critical Incident Stress Management (CISM) considerations***Affected Worker Support/Assistance:*****CODE OF CONDUCT**

The conduct of deployed resources under the FFCA SERP is of paramount importance to the Florida DSFM, FFCA, the sponsoring agency, and the local Authority Having Jurisdiction (AHJ).

These resources are perceived as representatives of a well-organized, highly trained group of responders who have been assembled to help communities in need of assistance. At the conclusion of a mission, system members must ensure that their performance has been positive, and that they will be remembered for the outstanding way they conducted themselves both socially and in the work environment.

A Code of Conduct (Appendix H) consists of the rules and standards governing the expected demeanor of members of agencies responding as part of the SERP. Each system member is both a representative of their response team and their Sponsoring Agency. Any violation of principles or adverse behavior demonstrated will be looked upon as unprofessional. 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.

General Responsibilities

- 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 FFCA ERC members or designee(s) 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 taken by the FFCA ERC, DSFM and the Sponsoring Agency.
- At no time during a mission will system members take personal advantage of any situation and/or opportunity that arises.
- It is the responsibility of each system member to abide by this Code of Conduct.

FLORIDA DISASTER ASSESSMENT SNAPSHOT

A consistent impact assessment tool is imperative to obtain the status of widespread damage, including critical infrastructure after any catastrophic event. The initial assessment should gather only the critical information, such as structural damage and access to the structure. By using a numeric rating of 1 to 4 for structural damage and the values of 5 and 6 for floodwater impeding access to or into the structure the information is easily communicated to a central collection point, such as a command post or emergency operations center. The numeric ratings are accompanied by a picture of a damaged structure equivalent to it. The Florida Disaster Assessment Snapshot (Appendix M) should be utilized for all initial damage assessments.

PLAN ACTIVATION- REGIONAL DEPLOYMENT

OVERVIEW

When a fire department is affected by an emergency situation locally, the fire chief will request additional assistance from area mutual aid agencies. When the department is no longer able to obtain additional assistance from area departments through local mutual aid, requests for additional assistance can be made by utilizing the Regional Deployment process.

Request for a Regional Response will be available to all participating agencies within the response region who have chosen to Opt In.

Regional Responses are intended to address mutual aid needs within the response region where the incident has occurred, and a State Declaration of Emergency, or National Declaration of Emergency, does not exist.

Responses under this process will normally involve the response of pre-identified Strike Teams and or Task Forces, however, the response of specialized resources will also be possible.

REGIONAL DEPLOYMENT RESTRICTIONS

Resources deployed will be selected from a list of resources specifically pre-identified for responses under the Regional Deployment process.

Deployments under this process will be limited to responses in support of emergency incidents, and limited to operational periods of 12 hours or less. Any exceptions must be approved in advance by all Dept/Agencies involved.

Resources already deployed through the regional deployment process will not be considered part of any Statewide Deployment process, unless that resource has been requested and reassigned in accordance with the Statewide Deployment process, including the issuing of a proper mission number and activation order. All resources properly reassigned to a Statewide deployment, shall be treated as any other Statewide deployed resource, including the reimbursement of eligible costs, starting from the date and time the approved reassignment becomes effective.

REGIONAL DEPLOYMENT COORDINATION

OVERALL COORDINATION

Management of the Regional Deployment process shall be coordinated by the Regional Emergency Response Coordinator, or their designee.

The Regional Coordinator shall utilize their County Emergency Response Coordinators, when available, in working with each Dept/Agency to both pre-identify resources, and to deploy requested resources. The County Coordinators will work closely with their County Emergency Managers, ensuring they are kept informed and included in the process.

REGIONAL DISPATCH COORDINATING CENTER

Each Regional Coordinator should identify a Regional Dispatch Coordinating Center that would serve as the primary call center to receive requests for regional deployments. The selection of one or more additional centers that could serve as back up Regional Dispatch Coordinating Centers should also be identified, and available to fill in should the Primary center be unable to fulfill its obligations at the time of request, due to heavy alarm activities. The region could also chose to rotate the Primary function between these centers on a scheduled basis.

COUNTY DISPATCH COORDINATING CENTER

Each County Coordinator should identify a County Dispatch Coordinating Center that would serve as the primary call center to receive and respond to, requests from their Regional Dispatch Coordinating Center, for the response of resources from within their county.

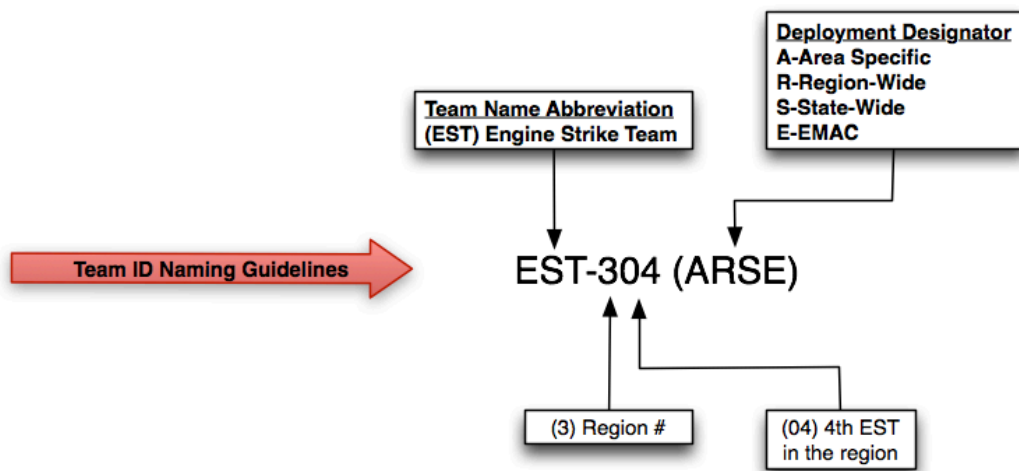
PRE-IDENTIFYING REGIONAL DEPLOYMENT RESOURCES

Dept/Agencies can make specific resources available for regional deployments throughout the region, or available only for deployments to specific areas within the region.

The needed resources for a specific location or area within a region, can be identified by utilizing the Run Card to capture each type of resource needed, and their associated Dept/ Agency. Once a Run Card has been authorized, those identified resources should be entered directly into FL-MutualAidNet, as the appropriate Strike Team or Task Force.

TEAM ID NAMING GUIDELINES:

Each Team entered into FL-MutualAidNet under the Mange ST/TF menu, shall be identified utilizing a common naming structure that will signify the following:



RUN CARDS

Run Cards, some times referred to as Box Alarms, will be used to pre-identify a specific group of resources, usually in the form of a Strike Team or Task Force, that would be requested for a specific type of incident that occurs within a pre-identified location or area. This location or area can be as specific as a single building or complex, a portion of or whole jurisdiction, or include one or more counties.

Each Run Card will identify both a primary, and 1-2 alternate Units/Resources needed to fill each resource position for the requested Strike Team or Task Force. If the primary Unit/Resource is not available, an alternate Unit/Resource will be used to fill the position on the team.

COMPLETION & MAINTENANCE OF RUN CARDS

The completion and maintenance of a Run Card will be the responsibility of the Requesting Dept/Agency. That Dept/Agency will be required to obtain the approval (Opt In) from all responding Dept/Agencies listed.

- Once authorized, Run Cards will be forwarded to the appropriate Dispatch Coordinating Centers, and the SERP ERC County and Regional Coordinators.

Each completed Run Card will be maintained by the Regional Dispatch Coordinating Center as a back up document, should FL-MutualAidNet not be accessible, or otherwise unavailable.

Specific directions for completing Run Cards, along with a completed example can be found in Appendix D: Run Cards. A Blank Run Card can be found in Appendix N:Forms.

REQUESTING ASSISTANCE

Request for assistance under the Regional Deployment process, can be initiated by the the Dept/Agency Fire Chief, or designated representative. The request for assistance will be made to the Regional Dispatch Coordinating Center and will include the following minimum information:

- Fire Chief name authorizing the request
- Dept/Agency Name requesting assistance
- Resources requested (Box Alarm # if the Run Card was created)
- Type of incident
- Location of incident
- Staging Location & Staging Officer Rank, Name & Radio ID.
- Description of Mission

RESPONSE TO REQUEST FOR ASSISTANCE

The Regional Dispatch Coordinating Center will utilize the FL-MutualAidNet program to process the activation request by completing the following steps:

- Accessing FL-MutualAidNet program

- Initiating a Resource Request on behalf of the requesting Dept/Agency
- Selecting the requested resources
- Sending the Activation
- Calling the Dept/Agencies requested to respond and confirming there response.
 - This contact and confirmation of response can be made through the County Dispatch Coordinating Center(s), and in the absence of a recognized County Dispatch Coordinating Center, made directly with each requested Dept/Agency.

REIMBURSEMENT

Dept/Agencies providing resources agree that they will not seek any reimbursements from the requesting Dept/Agency for responses that fall under the regional deployment restrictions.

These restrictions are not intended to prevent any responding Dept/Agency from seeking reimbursement for cost incurred, from any other available source, that might normally be sought. An example of such request could include a responding agency who seeks reimbursement from a responsible party (Company) for costs incurred while handling a hazardous materials incident.

STATE NOTIFICATION

The County Emergency Manager(s), Florida State Watch Office, and Division of State Fire Marshal's office will be notified of all regional deployments by way of FL-MutualAidNet system generated notifications.

MUTUAL AID RADIO COMMUNICATIONS (MARC) UNITS

OVERVIEW

Following the 1998 wildfires, seven (7) MARC units were purchased by the DSFM through a grant. The original seven (7) are State owned, but operated by local fire departments (Hosting Agency) through the FFCA ERC.

A Mutual Aid Radio Communications (MARC) Unit consists of a trailer mounted 100-foot radio mast with a storage container, generator and radio cache. Each unit has a cache of portable VHF, UHF, and 700/800 MHz. radios. The MARC's are also equipped with interoperability packages that allow radios on dissimilar systems or frequencies to communicate.

DEFINITION

The State of Florida Mutual Aid Radio Communication response system provides a self-sustained radio cache that can be deployed into impacted areas that have lost existing, or need additional radio communication capabilities. There are a total of ten MARC Units (eight (8) regional & (2) statewide) that are strategically located throughout Florida

MISSION

To provide rapid deployment of trained individuals and technical two way communications equipment into areas where a preplanned event or disaster has occurred which has resulted in the need for additional communications' capabilities for first responders of all disciplines.



ASSIGNMENTS

MARC Units are strategically positioned throughout the State, with a minimum of one unit assigned within each region.

| REGION | MARC UNIT ID | HOSTING AGENCY | HOSTING COUNTY |
|--------------|--------------|---|----------------|
| 1 | MARC-1 | Ocean City Wright Fire Control District | Okaloosa |
| 2 | MARC-2 | Tallahassee Fire Department | Leon |
| 3 | MARC-3 | Alachua County Fire Rescue | Alachua |
| State | MARC-ST-1 | Florida State Fire College | Marion |
| 4 | MARC-4 | Hillsborough County Fire Rescue | Hillsborough |
| 5 | MARC-5-South | Martin County Fire Rescue | Martin |
| 5 | MARC-5-North | Winter Park Fire Department | Orange |
| 6 | MARC-6 | Lehigh Acres Fire Control and Rescue | Lee |
| State | MARC-ST-2 | Division of Forestry | Manatee |
| 7 | MARC-7 | Tamarac Fire Department | Broward |
| TOTAL | | | 10 |

MARC DEPLOYMENTS

For purposes of deployment, the MARC Units are to be considered FFCA emergency response resources and are only to be deployed under the provisions of this SERP. All deployments, emergency and non-emergency, are to be tasked with the approval of the State Coordinator and/or the Emergency Coordinating Officer for ESF 4/9. In addition, the State Coordinator and/or the Emergency Coordinating Officer for ESF 4/9 shall have final authority to determine the appropriateness of all mission requests and the duration of all MARC Unit deployments.

There are six (6) basic applications or methods of use of the MARC units:

- As a stand alone antenna site
- As a stand alone communications site tower site
- Located adjacent to incident command center
- As a tower site remote from incident command center
- As a mutual aid check-in facility
- Cache radios only

Additional information and details on MARC capabilities and use can be found in Appendix-D.

REIMBURSEMENT PROCEDURES

FINANCIAL ASSISTANCE

When a major or catastrophic emergency exceeds local resources and area departments are unable to fulfill the needs of the citizens, then aid and assistance may be requested from the State of Florida. Such financial assistance is made available on a supplemental basis through a process of application and review. If community resources are insufficient, the local government may apply to the State for state assistance. The Governor reviews the application, studies the damage estimates and, if appropriate, declares the area a State disaster. This official declaration makes State funds, personnel, and resources available.

However, if damages are so extensive that the combined local and state resources are not sufficient, the Governor applies to the President for Federal disaster assistance. A similar assessment of the application and damage estimates is completed. If the need for Federal assistance is justified, the President issues a major declaration and resources are made available. This official declaration makes Federal funds, personnel, and resources available. Federal funding is usually on a shared cost basis with 75% Federal funds and 25% State funds.

Activity logs and chronological logs that are in compliance with State and Federal guidelines are available to participating agencies. Current standardized fee schedules for the use of apparatus, equipment, and allowable replacement costs are provided under the Reimbursement Procedures section of this document, to the participating agency when reimbursements are requested on declared disasters. For incidental expenses such as food, fuel, and lodging, Participating Agencies should consider the use of a purchasing card (p-card) to make post-deployment reimbursement easier. It will be the responsibility of the Participating Agency to submit reimbursement forms to the appropriate local, State or Federal agency.

FEMA REIMBURSEMENT

This section serves as a reference for information on disaster cost recovery to assist individuals in documenting disaster-related expenditures following a Presidential and/or State Declaration to facilitate reimbursement from the federal government, the State of Florida and the county's private insurance carriers. If the department fails to be comprehensive, detailed, and accurate in the type and extent of documentation, portions of the claim and possibly the entire claim will be disallowed, and the department will be required to absorb these costs.

REIMBURSEMENT ELIGIBILITY

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

- Be required as the result of the major disaster event
- Be located within a designated disaster area
- Be the legal responsibility of the eligible applicant

FEMA CATEGORIES OF WORK

FEMA provides reimbursement of funds based on the type of disaster-related work that was performed. Each activity for disaster-related work is eligible for a specific amount of reimbursement. Therefore it is imperative that all disaster-related work activities must be identified and documented as one of the following FEMA categories. Under the SERP, the work most often performed under is “Emergency Work” defined as work performed immediately to save lives and protect improved property and public health and safety, or to avert or lessen the threat of a major disaster. Emergency Work contains two categories: Debris Clearance and/or Protective Measures.

DISASTER RELATED EXPENDITURES

FEMA will provide reimbursement of expenditures to perform emergency protective measures in disaster-related work. Reimbursements must be in accordance with Federal Financial Management Annex and 44 CFR, Part 206. Examples of eligible reimbursement activities include, but are not limited to:

- Payroll expense for personnel operating at the incident
- Hourly cost to operate capital equipment (fire engines, rescues, etc)
- Hours to operate power tools such as chainsaws
- Expendable materials used at the incident
- Equipment leased/purchased specifically for the incident
- Contracted services made necessary by the disaster

EXPENSE FOR PERSONNEL

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

On occasion, FEMA approves reimbursement for an option known as “backfilling”. If approved, this option would allow the department to be reimbursed when personnel are called back to work to replace an existing employee already approved to perform disaster related activities elsewhere. Accurate payroll records must be maintained to clearly identify the employee’s overtime hours versus regular time hours. In addition, records must identify each employee by location and purpose of the work in order to designate the proper FEMA category and organize the claim. The records must also include the FFCA Mission Tracking Number. It is imperative that each member of a deployed FFCA resource is accounted for daily on an ICS 214, “Unit Log”. In cooperation with the DSFM and the Florida Division of Forestry, resources deployed under the FFCA SERP will be reimbursed only for actual hours worked while assisting the requesting agency, plus travel time to and from home base. The practice known as “portal-to-portal” pay is not endorsed by the FFCA and will not be reimbursed as a routine part of FFCA SERP deployments.

EXPENSES FOR EQUIPMENT

Each department may be eligible for reimbursement of equipment owned by the department used in disaster work. To assist in the reimbursement process, FEMA has developed an equipment rate schedule. The participating agency should obtain the most recent version of the FEMA equipment rate schedule prior to submitting for reimbursement. The current approved FEMA rate schedule, for use in cooperation with this plan is included in the next section.

Each request for reimbursement of department owned equipment must contain the following information:

- Mission Tracking Number as issued by FFCA
- Type and description of equipment
- Location equipment was used
- Number of hours used each day (show dates)
- Total hours actually used (no standby time allowed)
- Category of work performed

APPROVED FEMA EQUIPMENT RATES

Listed below is the base rates most often used for resources deployed under the FFCA SERP. A more complete listing may be obtained at www.fema.gov.

| EQUIPMENT | RATE/HOUR | FEMA COST CODE |
|--|-------------|----------------|
| Truck, Fire- 1000 GPM | \$70.00/hr | 8690 |
| Truck, Fire- 1250 GPM | \$80.00/hr | 8691 |
| Truck, Fire- 1500 GPM | \$85.00/hr | 8692 |
| Truck, Fire- 2000 GPM | \$90.00/hr | 8693 |
| Truck, Fire Ladder- 75 ft Ladder Length | \$125.00/hr | 8694 |
| Truck, Fire Ladder- 150 ft Ladder Length | \$150.00/hr | 8695 |
| | | |
| Ambulance to 150 hp | \$25.50/hr | 8040 |
| Ambulance to 210 hp | \$32.50/hr | 8041 |
| | | |
| Command Vehicle, Car- Patrolling | \$0.60/mile | 8072 |
| Command Vehicle, Car- Stationary | %16.25/hr | 8073 |
| Command Vehicle, 1/2 ton | \$14.00/hr | 8801 |
| Command Vehicle, 1 ton | \$20.00/hr | 8802 |
| Command Vehicle, 1-1/4 ton | \$22.00/hr | 8803 |
| Command Vehicle, 1-1/2 ton | \$25.00/hr | 8804 |

| EQUIPMENT | RATE/HOUR | FEMA COST CODE |
|-----------------------------|-----------|----------------|
| Chain Saw, Bar Length 16 in | \$1.75/hr | 8190 |

DAMAGE/LOSS OF EQUIPMENT

Equipment that is damaged and/or loss 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. If the documentation is not comprehensive, detailed, and accurate, portions of the claim and possibly the entire claim may be disallowed, and the department will be required to absorb these costs.

REIMBURSEMENT PROCESSING

Each department is responsible for preparing the necessary documentation and submitting a reimbursement claim in the established timeframe for resources deployed under the FFCA SERP. The FEMA reimbursement process is unique to each disaster and has led to processing reimbursement funds in a different manner, creating some degree of confusion and problems in reconciliation. Therefore coordination between the County and Regional Coordinator is paramount to ensure full and timely reimbursement.

FLORIDA FIRE CHIEFS' ASSOCIATION TRAVEL REIMBURSEMENT

Reimbursement from the FFCA will not be eligible unless pre-approved by the Executive Director or his/her designee. If pre-approved, the reimbursement will adhere to the FFCA guidelines for member reimbursement.

AFTER ACTION REPORTING

Evaluating a response from an agency perspective as well as a system perspective is essential towards improving the SERP. Following each deployment, resources are encouraged to provide an After-Action Report (AAR) through their Regional Coordinator to the SERP Chair. This should be accomplished as soon as practical but not longer than 90 days post-deployment. The AAR is intended to highlight “lessons learned” that can be provided to all members of the SERP. There is no standard format but the following categories are suggested: Activation/Assembly; Travel; On Scene Operations; Demobilization; Return to Readiness/Reimbursement. Regional and County Coordinators are encouraged to assist in the development of the AAR.

ACKNOWLEDGEMENTS

This document is the culmination of a desire to succeed and to improve in our mission to serve and protect the citizens of the State of Florida. Through the efforts and leadership of the Florida Fire Chiefs' Association and the Emergency Response Committee (formally known as the Fire Rescue Disaster Response Committee) this document was possible. Special thanks go to the members of the original Disaster Response Task Force who brought the concept forward from an idea to a reality.

ORIGINAL TASK FORCE MEMBERS

T. L. Siegfried, Altamonte Springs Fire Department, FFCA President (1992-1993)

Michael Iacona, Palm Beach County Fire Rescue (Chair)

J. J. Brown, Metro Dade County Fire Rescue

Mitch Floyd, Orange County Fire Rescue

Jerry Knight, St. Petersburg Fire Department

Mike Long, Division of Forestry

Randy Napoli, Jacksonville Fire Rescue

Doug Trawick, Delray Beach Fire Department

Thomas Quillin, Tallahassee Fire Department

APPENDIX A: KEY POSITION CHECKLISTS

PLAN IMPLEMENTATIONS

Responsibility: The activation of the FFCA Statewide Emergency Response Plan (SERP) shall remain with the Authority Having Jurisdiction (AHJ) in the affected area.



IMPLEMENTATION ACTIONS:

- _____ When mutual aid assistance has been exhausted, the local AHJ shall conduct a needs assessment to determine the type and amount of additional resources required
- _____ The AHJ shall complete a "DSFM Request for Assistance (RFA) and forward it to the County Emergency Manager
- _____ The County Emergency Manager forwards the RFA to the SEOC
- _____ The ESF 4/9 Representative will process the RFA and if applicable, assign a Mission/Tracking Number
- _____ The ESF 4/9 Representative will contact the State Coordinator to notify them of the RFA
- _____ The State Coordinator contacts the Regional Coordinator to verify the resources available within the Region to respond to the affected County
- _____ Regional Coordinators contact their County Coordinators to notify them of State activation and that resources may be requested
- _____ Regional Coordinator gathers resources within the Region, verifies their response through the County Coordinator into the affected jurisdictions and advises State Coordinator which resources (committed or sent) from within the region
- _____ Regional Coordinator notify the affected County Emergency Management Agency Point of Contact as to which resources (committed or sent) from within the region
- _____ Regional Coordinator contacts the State Coordinator when resource requests cannot be filled from within the Region
- _____ The State Coordinator gathers the requested resources from the unaffected Regions for response to the affected Counties/jurisdictions through the Regional Coordinator

PRESIDENT OF THE FLORIDA FIRE CHIEFS' ASSOCIATION

Position Responsibilities: Overall coordination and implementation of the FFCA Statewide Emergency Response Plan (SERP) through the State Coordinator.



Action Item

- _____ Annually appoints the Chair of the Association's Emergency Response Committee who also serves as the Statewide Emergency Response Coordinator (FFCA State Coordinator).
- _____ Annually appoints a FFCA board liaison to Emergency Response Committee
- _____ Notifies the SEOC Coordinator through the Division of State Fire Marshal annually with the identity of the State Coordinator.
- _____ Appoints other members to assist the Emergency Response Committee as deemed necessary
- _____ Communicates with State Coordinator on all matters affecting the FFCA SERP
- _____ Notifies all FFCA Board Members of the FFCA SERP activation
- _____ Assists State Coordinator with the FFCA SERP implementation and management as necessary
- _____ Contacts adjacent state chiefs' associations, as necessary, to coordinate planning activities
- _____ Liaison with IAFC for situation updates and assistance needs
- _____ Attends critiques of the FFCA SERP

FFCA STATEWIDE EMERGENCY RESPONSE COORDINATOR (FFCA STATE COORDINATOR)

Position Responsibility: Overall direction, coordination, implementation and management of the FFCA Statewide Emergency Response Plan (SERP).

✓ Action Item

-
- ___ Appointed annually by the President of the FFCA
 - ___ Serves as Chairman of the FFCA Emergency Response Committee
 - ___ Appoints a Vice Chair of the FFCA Emergency Response Committee
 - ___ Appoints Regional Coordinators for each of the seven DEM Regions
 - ___ Maintains contact with all Regional Coordinators upon appointment
 - ___ Holds regular Emergency Response Committee meetings. These meetings shall be conducted at least quarterly, with at least meetings held face to face
 - ___ Represents the Emergency Response Committee to the FFCA Board of Directors
 - ___ Makes reports to the FFCA membership on the FFCA SERP and the activities of the Emergency Response Committee, as needed
 - ___ Assists Regional Coordinators with assigning key staff members for the Plan, as well as County Coordinators. Personnel may be drawn from law enforcement, EMS, or other fields as deemed appropriate for the success of the FFCA SERP.
 - ___ Insures FFCA SERP updating, training, funding and other administrative functions are on going.
 - ___ Notifies the FFCA President when an emergency has occurred or is imminent in Florida or adjacent states that may require activation of the FFCA SERP
 - ___ Coordinates the FFCA SERP activation
 - ___ Serves as the Incident Commander for the FFCA SERP during its activation.
 - ___ Serves as fire service representative/liaison in the SEOC to ESF 4/9
 - ___ Assigns qualified personnel to work with ESF 4/9 in the SEOC in the event of activation
 - ___ Serves as the liaison, during the disaster, to the affected Regional Coordinator in providing needed resources from other regions in the State

✓ Action Item

- Notifies Regional Coordinators of the FFCA SERP activation and that resources may be required
- Coordinates and manages the FFCA SERP while implemented
- Assigns or is assigned as a liaison in the emergency area.
- Coordinates response requests from outside the emergency area
- Coordinates demobilization of resources and deactivation of the FFCA SERP
- Critiques response with FFCA Emergency Response Committee and makes appropriate recommendations to FFCA Board for changes in the FFCA SERP

VICE-CHAIR FFCA EMERGENCY RESPONSE COMMITTEE

Position Responsibilities: Assists the State Coordinator in the overall direction, coordination, implementation and management of the FFCA Statewide Emergency Response Plan (SERP).

✓ **Action Item**

- ___ Appointed annually by the Chairman of the FFCA Emergency Response Committee.
- ___ Serves as committee chairman and State Coordinator in the absence of the FFCA State Coordinator.
- ___ Responsible for coordinating all grants and training programs offered by the FFCA Emergency Response Committee
- ___ Serves as the Logistics Officer at the SEOC as necessary.
- ___ Provides recommendations on revisions necessary to update the FFCA SERP.
- ___ Liaisons with external associations and agencies on training opportunities.

REGIONAL EMERGENCY RESPONSE COORDINATOR (FFCA REGIONAL COORDINATOR)

Position Responsibility: Coordinate emergency response resources at the regional level.

✓ **Action Item**

- Appointed annually by the Chair of the FFCA Emergency Response Committee
- Identifies at least one (1) alternate for the Region
- Serves as member of the FFCA Emergency Response Committee
- Identifies County Emergency Response Coordinators
- Interacts with various County EOC's in the region
- Pre-identifies Staging Areas for emergency assistance
- Pre-determines equipment, personnel, etc. that are available for response from within the Region
- Communicates with the State Coordinator
- Responsible for training of staff, functional leaders, and alternates
- Maintains access to inventories of equipment, personnel, etc. in region
- Maintains an overhead team for assignment to the SEOC at ESF 4/9, or advance teams into affected areas
- May serve as a liaison between Unified Command agencies within their region during an activation

COUNTY EMERGENCY RESPONSE COORDINATOR (FFCA COUNTY COORDINATOR)

Position Responsibility: Serves as the liaison for the Regional Coordinator to the county emergency management authority.

✓ Action Item

- Appointed annually by the Regional Coordinator.
- Serves as a liaison for the FFCA SERP within the County EOC
- In rural counties or where there is a single agency providing fire rescue services countywide, then one coordinator may represent multiple counties
- Identifies a contact for each department in the county
- Identifies each department's ability to provide assistance and what form that assistance will take; personnel, apparatus, etc
- Identifies resources for response; reports and updates this information to the Regional Coordinator
- Maintains all necessary forms and Mission Books in a constant state of readiness for rapid deployment
- Updates the Regional Coordinator and reports changes of equipment, personnel, etc

INFORMATION OFFICER

Position Responsibility: This is a specialty position deployed through the FFCA SERP using an established system developed by the Florida Association of Public Information Officers, a section of the Florida Fire Chiefs' Association. Their responsibility is to deploy members from the PIO Statewide Deployment Team as requested and to work under the direction of the requesting agency. Team members will coordinate the release of information regarding the incident and help to organize news briefing and interviews. The release of information will be given in a timely and accurate manner to the media, community and other appropriate agencies as approved by the SEOC, Public Information Desk. Team members will represent the FAPIO and FFCA in a professional manner.

✓ Action Item

- _____ Appropriate Regional Coordinator or the State Coordinator Committee Chair shall contact the FAPIO Deployment Team Coordinator to identify requested resources.
- _____ A roster of members for the PIO Deployment Team will be kept by the Deployment Team Coordinator, there Alternate and at the FFCA Office
- _____ The PIO Deployment Team Coordinator shall make contact and establish communications with the SEOC, ESF 14, and Public Information Desk
- _____ All PIO Deployment Team PIO resources will be coordinated through ESF 4/9 at the SEOC. Tasking numbers will be received from the Regional Coordinator or the State Coordinator and will be confirmed to the local agency through the County Coordinator
- _____ When deployed to an incident the PIO will serve at the direction of the local agency and assigned local incident commander. If more than one PIO is requested, the PIO Deployment Team Coordinator will assign a Team Leader to the request. If the incident does not have a local PIO on scene then the requesting agency may request a PIO Deployment Team Leader to coordinate an Incident Information Center.

REGIONAL EMS LIAISON

Position Responsibility: For the purposes of the SERP and Ambulance Deployment Plan (ADP), during events, planned or otherwise, ESF 4, 9 & 8 activities will focus to work cooperatively to contact, communicate, and coordinate with the EMS providers and those not directly under the immediate authority of the local fire rescue providers within the region in accordance with the FFCA SERP. The emergency medical services function is the responsibility of ESF 8 (Health and Medical). The Florida Fire Chiefs Association's FFCA SERP is used as the method to mobilize and deploy pre-hospital EMS resources in cooperation with the Department of Health. The Regional EMS Liaisons provide a link between the SERP Regional Coordinators, ESF 8 (Health and Medical), and the field for EMS resources

✓ Action Item

-
- _____ There will be two (2) EMS Liaisons for each SERP Region appointed by the Regional Coordinator in cooperation with ESF 8. One should come from a fire-based service and the other, non-fire based
 - _____ Establish communications with the SERP Regional Coordinator
 - _____ Identify the assisting EMS agencies/jurisdictional representatives and establish communications and link them into the resource availability process
 - _____ Provide a point of contact for assisting EMS agencies/jurisdictional representatives, in coordination with the Regional Coordinator and appropriate County Coordinator
 - _____ Identify available ALS and BLS units, the number and types of transport units, and personnel that are State certified paramedics or EMT's, and report these numbers to the Regional Coordinator.
 - _____ Monitor emergency situation and involvement of each EMS agency/ jurisdiction
 - _____ Monitor incident operations to identify and resolve EMS related inter-organizational coordination problems
 - _____ At the direction of the Statewide Emergency Response Coordinator ESF 4 & 9 and/or in cooperation with ESF 8, the SERP/ADP EMS Liaisons may be notified of the need to deploy pre-hospital assets by ESF 4, 9 or 8 and will keep all ESF's aware of the status of the deployment
 - _____ Through the Regional Coordinators will acquire the necessary resources to meet the need of the event
 - _____ Through the Regional Coordinators, will assist in the procurement and management of logistical support for pre-hospital providers (Lodging, food, water, fuel, medical re-supply, mass casualty resources, DMAT, etc).

✓ Action Item

- _____ Through the Regional Coordinators will assist to provide EMS command and control measures requested by ESF 8.
- _____ Through the Regional Coordinator, assist ESF 8 in identifying ESF 8 liaisons for deployment to specific incidents requiring activity coordination for pre-hospital ambulance needs

AGENCY REPRESENTATIVE

Position Responsibilities: Serves as a Liaison for the State Coordinator to the Incident Commander within an affected area. Individuals serving in this role should be experienced Chief Officers having extensive knowledge of the SERP

✓ **Action Item**

- _____ Appointed by the State Coordinator or ESF 4/9 at the SEOC to respond to the disaster area
- _____ Assesses the situation at the local emergency operations center and from input gathered from the Incident Commander, Emergency Manager, and Fire Chief
- _____ Act as an intelligence source for ESF 4/9 and the Division of Emergency Management, reporting back to them on the real-time status.
- _____ Serve as a resource for the local jurisdiction, guiding them on the process to obtain resources through the FFCA SERP
- _____ Function as a liaison in the re-deployment of units by advising the local jurisdiction of requests coming from other jurisdictions for resources and by advising the SEOC of the status/need for resources within the jurisdiction where they are currently deployed
- _____ Verify that requested resources have, in fact, made it to the requesting jurisdiction and report to ESF 4/9 on their status as well as keeping the local jurisdiction advised as to the status of requested but not yet received resources.
- _____ Evaluate local support of mutual aid resources and determine if needs are being met. Work with requesting agency(s) to address resource support needs
- _____ Assist in the demobilization process of SERP resources

COMMUNICATIONS UNIT LEADER

Position Responsibilities: Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of deployed MARC Unit(s), distribution of the MARC Unit communications equipment, inventory of the MARC Unit equipment and maintenance of the same.

✓ Action Item

-
- _____ When deployed, this position shall report to the Incident Management structure in place within the requesting agency/jurisdiction
- _____ Prepare a regional communications plan to serve the communications needs of the requesting agency/jurisdiction.
- Assess and advise on current communication service and support capabilities.
 - Prepare service and support elements of the communications plan
- _____ Ensure the MARC Unit(s) is deployed, set-up, tested and functioning properly
- _____ Coordinate and assure the distribution of MARC Unit portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.
- _____ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.
- _____ Assure repair, testing and programming of MARC Unit communications equipment, as required.
- _____ Maintain a section log including operational times, significant events, contracts, unit actions, and personnel names.
- _____ Demobilize MARC Units(s) in conformity with the Incident Demobilization Plan.
- _____ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation

COMMUNICATIONS TECHNICIAN

Position Responsibilities: Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment contained within the MARC Unit(s). In addition, this position may provide technical advice to the requesting agency and/or the Communications Unit Leader

- | ✓ | Action Item |
|-------|---|
| _____ | Assure the MARC Unit(s) is deployed, set-up, tested and functioning properly |
| _____ | Assure the MARC Unit(s) is utilized to fulfill the critical elements of the established Incident Communications Plan |
| _____ | Coordinate and assure the distribution of MARC Unit portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan |
| _____ | Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return |
| _____ | Assure repair, testing and programming of MARC Unit communications equipment, as required |
| _____ | Maintain a log of all repairs/service performed on MARC Unit equipment while deployed |
| _____ | Provide for the transportation and security of a MARC Unit while deployed to, and returning from an affected agency/jurisdiction |
| _____ | Demobilize MARC Units(s) in conformity with the Incident Demobilization Plan |
| _____ | Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation |

APPENDIX B: STATE EMERGENCY OPERATIONS CENTER ROTATION MATRIX

Florida Fire Chiefs' Association

Emergency Response Committee

State Emergency Operations Center Rotation Matrix

Positions Filled May Include:

- Planning Specialist
- Logistics Specialist
- Urban Search and Rescue (US&R) Specialist
- EMS Liaison

| CY 2015 | | |
|-----------|---------|-----------|
| Month | Region | |
| | Primary | Secondary |
| January | 4 | 7 |
| February | 5 | 1 |
| March | 6 | 2 |
| April | 7 | 3 |
| May | 1 | 4 |
| June | 2 | 5 |
| July | 3 | 6 |
| August | 4 | 7 |
| September | 5 | 1 |
| October | 6 | 2 |
| November | 7 | 3 |
| December | 1 | 4 |

| CY 2016 | | |
|-----------|---------|-----------|
| Month | Region | |
| | Primary | Secondary |
| January | 2 | 5 |
| February | 3 | 6 |
| March | 4 | 7 |
| April | 5 | 1 |
| May | 6 | 2 |
| June | 7 | 3 |
| July | 1 | 4 |
| August | 2 | 5 |
| September | 3 | 6 |
| October | 4 | 7 |
| November | 5 | 1 |
| December | 6 | 2 |

Updated: Sunday, March 22, 2015

APPENDIX C: TYPED RESOURCE LISTS BY CATEGORY (BASIC LIST)

See the SERP Typed Resource List Companion Document, located on the FFCA-SERP web page, for the latest list of typed resources with typing definition details.

INCIDENT MANAGEMENT

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | |
|---|-----------|-----------|------|----|-----|--|--|--|--|
| EOC Finance / Administration Section Chief | NIMS | Personnel | I | II | III | | | | |
| EOC Operations Section Chief | NIMS | Personnel | I | II | III | | | | |
| EOC Planning Section Chief | NIMS | Personnel | I | II | III | | | | |
| Mobile Feeding Kitchen (Mobile Field Kitchen) | NIMS | Equipment | I | II | | | | | |

COMMUNICATIONS

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | |
|---|-----------|-----------|------|----|-----|----|--|--|--|
| Mobile Communications Center (Also referred to as "Mobile EOC") | NIMS | Vehicle | I | II | III | IV | | | |
| Mobile Communications Unit (Law/Fire) | NIMS | Vehicle | I | II | | | | | |
| Mutual Aid Radio Communications (MARC) | FL | Equipment | I | II | III | IV | | | |
| Telecommunicator Emergency Response Taskforce (TERT) | NIMS | Taskforce | I | II | III | IV | | | |

FIREFIGHTING

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | |
|------------------------------------|-----------|-------------------|------|----|-----|----|--|--|--|
| Aerial Ladder, Fire | NIMS | Equipment | I | II | | | | | |
| Aerial Platform, Fire | NIMS | Equipment | I | II | | | | | |
| Air Supply Truck | FL | Vehicle/Personnel | I | II | III | | | | |
| All Terrain Vehicle (ATV) | FL | Vehicle/Personnel | I | II | III | IV | | | |
| Brush/Woods Truck | FL | Vehicle/Team | I | II | III | IV | | | |
| Crash Fire Rescue (Airport) | FL | Vehicle/Team | I | II | III | | | | |
| Crew Transport (Firefighting Crew) | NIMS | Equipment | I | II | III | | | | |

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | |
|---|-----------|-------------------------|------|----|-----|----|---|----|-----|
| Engine Strike Team (Fire) | NIMS | Equipment/ Personnel | I | II | III | IV | V | VI | VII |
| Engine, Fire (Pumper) | NIMS | Equipment | I | II | III | IV | V | VI | VII |
| Field Mobile Mechanic | FL | Vehicle/ Personnel | I | II | | | | | |
| Fire Boat | NIMS | Equipment | I | II | III | | | | |
| Foam Tender, Firefighting | NIMS | Equipment | I | II | | | | | |
| Fuel Tender (aka Gas Tanker) | NIMS | Equipment | I | II | | | | | |
| Helicopters, Firefighting | NIMS | Aircraft/Team | I | II | III | IV | V | | |
| Incident Management Team (Firefighting) | FL | Team | I | II | III | | | | |
| Light Truck (Illumination) | FL | Vehicle | I | II | | | | | |
| Portable Pump (Firefighting) | FL | Equipment | I | II | III | IV | | | |
| Water Tender, Firefighting (Tanker) | FL | Vehicle/Team | I | II | III | IV | | | |

EMERGENCY MEDICAL SERVICES

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | |
|---|-----------|-------------------|------|----|-----|----|--|--|--|
| Air Ambulance (Fixed-Wing) | NIMS | Aircraft/ Team | I | II | III | IV | | | |
| Air Ambulance (Rotary-Wing) | NIMS | Aircraft/ Team | I | II | III | IV | | | |
| Ambulance Strike Team | NIMS | Vehicles/ Team | I | II | III | IV | | | |
| Ambulance Task Force | NIMS | Vehicles/ Team | I | | | | | | |
| Ambulances (Ground) | NIMS | Vehicle/ Team | I | II | III | IV | | | |
| Emergency Medical Task Force | NIMS | Vehicles/ Team | I | | | | | | |
| Mass Casualty Support Vehicle | NIMS | Vehicle/ Team | I | II | III | | | | |
| Multi-Patient Medical Transport Vehicle | NIMS | Vehicle/ Team | I | II | III | | | | |

HEALTH AND MEDICAL

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | | |
|--|-----------|------|------|----|-----|--|--|--|--|--|
| Critical Incident Stress Management Team | NIMS | Team | I | II | III | | | | | |

PUBLIC INFORMATION

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | | |
|----------------------------|-----------|-----------|------|----|-----|--|--|--|--|--|
| Public Information Officer | NIMS | Personnel | I | II | III | | | | | |

SEARCH AND RESCUE

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | | |
|--|-----------|------|------|----|-----|----|--|--|--|--|
| Canine Search and Rescue Team- Disaster Response | NIMS | Team | I | II | III | IV | | | | |
| Canine Search and Rescue Team- Land Cadaver Air Scent | NIMS | Team | I | II | III | IV | | | | |
| Canine Search and Rescue Team- Water Air Scent | NIMS | Team | I | II | III | IV | | | | |
| Canine Search and Rescue Team- Wilderness Air Scent | NIMS | Team | I | II | III | IV | | | | |
| Canine Search and Rescue Team- Wilderness Tracking/ Trailing | NIMS | Team | I | II | III | IV | | | | |
| Collapse Search and Rescue Team | NIMS | Team | I | II | III | IV | | | | |
| Flood/Swiftwater Rescue Team | FL | Team | I | II | | | | | | |
| Technical Rescue Team (TRT) | FL | Team | I | II | | | | | | |
| Urban Search & Rescue Task Force | NIMS | Team | I | II | | | | | | |
| Wilderness Search and Rescue Team | NIMS | Team | I | II | III | IV | | | | |

HAZARDOUS MATERIALS

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | | |
|-------------------|-----------|------|------|----|-----|--|--|--|--|--|
| HazMat Entry Team | NIMS | Team | I | II | III | | | | | |

LAW ENFORCEMENT

| RESOURCE NAME | NIMS / FL | KIND | TYPE | | | | | | | |
|-------------------------|-----------|------|------|----|-----|----|--|--|--|--|
| Public Safety Dive Team | NIMS | Team | I | II | III | IV | | | | |

APPENDIX D: REGIONAL DEPLOYMENT RUN CARDS

RUN CARD FORM FIELD DEFINITIONS

| FIELD TITLE | DEFINITION |
|---|--|
| RESPONSE RESOURCE SECTION | |
| Response Request Type | Defines the type of resource the Run Card will generate as a response to the requesting department. This will normally be a Strike Team or Task Force, however single resources may also be listed. |
| Team ID | The name given to a Strike Team or Task Force that uniquely identifies that resource from any others. |
| Resource ID | Unique ID assigned to the specific type resource, used by FL-MutualAidNet program. Resource IDs can be located within that program. |
| Region | Enter the FFCA SERP Region number from which the response resources originate. Normally all resources would be from the same region, however, in some instances where the requesting department is located near a regional boundary, resources may be from more than one region. |
| Response County(s) | Enter the name of each County providing a resource, separated by a semicolon. Include the Counties for both Primary and Alternate resources. |
| Regional Dispatch Coordinating Center | Enter the name of the Regional Dispatch Coordinating Center for the region the responding resources are coming from. |
| REQUESTING DEPARTMENT SECTION | |
| Requesting Department Name | The name of the Fire Department completing the Run Card, and receiving the assistance. |
| Effective Date | The date this Run Card is approved by the Requesting Department Authority. |
| Box Alarm # | Run Card # that uniquely identifies this Run Card from all others. |
| Authorized Name | The First and Last name of the Fire Chief, or his designee that is authorized to approve the Run Card for the requesting Dept/Agency. |
| Authorized Signature | The signature of the Fire Chief, or their designee that is authorized to approve the Run Card for the requesting Dept/Agency. |
| Response Area, Location or Building | Enter a description of the response area resources would be sent. This can be a single location or building; a geographical portion of the departments area of response or the entire area of response. |
| AUTOMATIC & LOCAL MUTUAL AID DEPARTMENTS SECTION | |
| County | This cell may be used by the requesting Dept/Agency to enter the name of each county that provides automatic and or Local Mutual Aid responses prior to requesting a Regional Deployment Request. |
| Department(s) | This cell may be used by the requesting Dept/Agency to enter the name of each department that provides automatic and or Local Mutual Aid responses prior to requesting a Regional Deployment Request. |

| FIELD TITLE | DEFINITION |
|--|---|
| Additional Details as Needed | Provide any additional detail as needed. |
| REGIONAL RESPONSE REQUEST RESOURCES SECTION | |
| Individual Resources | Enter the name of each single resource needed to be fill all the positions on the team. |
| Sending Departments | The Dept/Agency name title |
| Primary | Enter the name of the Dept/Agency identified as the primary provider of the listed resource. |
| Alternate-1 | Enter the name of the Dept/Agency identified as the first alternate to provide the listed resource, when the primary Dept/Agency cannot. |
| Alternate-2 | Enter the name of the Dept/Agency identified as the second alternate to provide the listed resource, when the primary and first alternate Dept/Agency cannot. |
| County Dispatch Coordinating Center | Enter the name of the County Dispatch Coordinating Center for the county the responding resources are coming from. |
| SPECIAL INSTRUCTIONS SECTION | |
| Special instructions | Enter any special instructions or details as needed. |

SAMPLE RUN CARD

Florida Fire Chiefs Association, Statewide Emergency Response Plan (SERP)

Regional Deployment RUN CARD

Response Resource

| Response Resource Type | Team ID | Resource ID | Region | Response County(s) | Regional Dispatch Coordinating Center |
|-----------------------------|-----------|-------------|--------|--------------------|---|
| Engine Strike Team (Type-I) | S-501-EST | EST01 | 5 | Orange | Orange County Fire Rescue Communications Center |

Requesting Department

| Requesting Department Name: | Effective Date: | Response Area, Location or Building: |
|-----------------------------|--------------------|---|
| Osceola County Fire Rescue | 10-14-13 | North portion of Osceola County, including all areas except Station-10 first due. |
| Box Alarm # | Authorized Name | Authorized Signature |
| 5-001 | Robert L. Sorenson | |

Automatic & Local Mutual Aid Departments (Request all available resources prior to initiating a Regional Response Request)

| County | Department(s) | Additional Details as Needed |
|--------|---------------|------------------------------|
| | | |
| | | |
| | | |

Regional Deployment Run Card Resources:

| Individual Resources | Sending Departments | | | County Dispatch Coordinating Center |
|----------------------|------------------------------------|---|--------------------------------|-------------------------------------|
| | Primary | Alternate-1 | Alternate-2 | |
| Strike Team Leader | Orange County Fire Rescue Division | Orlando Fire Dept | Winter Park Fire Dept | Orange County Communications |
| Engine | Orange County Fire Rescue Division | Orlando International Airport Fire Rescue | Reedy Creek Emergency Services | Same as above |
| Engine | Orange County Fire Rescue Division | Apopka Fire Dept | | Same as above |
| Engine | Orlando Fire Dept | Maitland Fire Dept | | Same as above |
| Engine | Orlando Fire Dept | Ocoee Fire Dept | | Same as above |
| Engine | Winter Park Fire Dept | Winter Garden Fire Dept | | Same as above |
| | | | | |
| | | | | |

Special Instructions

APPENDIX E: COMMUNICATIONS FREQUENCY PLAN

FREQUENCY PLAN

| FL FIRE MUTUAL AID (FIRST PRIORITY) | | |
|-------------------------------------|-------|---|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 154.265 (Simplex) | None | Fire Mutual Aid Red (mobile/portable only) |
| 154.280 (Simplex) | None | Fire Mutual Aid White (base/mobile) |
| 154.295 (Simplex) | None | Fire Mutual Aid Blue (mobile/portable only) |

| EMERGENCY MANAGEMENT | | |
|----------------------|-------|----------------------|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 39.10 (Simplex) | 156.7 | Emergency Management |
| 39.18 (Simplex) | 156.7 | Emergency Management |

| FL EMS COMM PLAN | | |
|-------------------|-------|--------------------------------|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 155.340 (Simplex) | None | EMS Inter System Mutual Aid |
| 463.175 (Simplex) | 167.9 | EMS Medical Coordination Med 8 |
| 463.175/468.175 | 167.9 | EMS Med 8 Repeater |

| NATIONAL PUBLIC SAFETY | | |
|------------------------|-------|---|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 821.0125/866.0125 | 156.7 | National Public Safety Calling Repeater |
| 821.5125/866.5125 | 156.7 | National TAC 1 Repeater |
| 822.0125/867.0125 | 156.7 | National TAC 2 Repeater |
| 822.5125/867.5125 | 156.7 | National TAC 3 Repeater |
| 823.0125/868.0125 | 156.7 | National TAC 4 Repeater |

| FLORIDA PUBLIC SAFETY | | |
|-----------------------|-------|---|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 853.3875/808.3875 | 210.7 | Florida Public Safety Mutual Aid Repeater |

| AMATEUR RADIO | | |
|----------------------|-------|------------------------------|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 29.60 (FM Simplex) | None | National Channel |
| 52.525 (FM Simplex) | None | 50 MHz FM Calling Frequency |
| 146.52 (FM Simplex) | None | 144 MHz FM Calling Frequency |
| 223.50 (FM Simplex) | None | 220 MHz FM Calling Frequency |
| 446.00 (FM Simplex) | None | 440 MHz FM Calling Frequency |
| 906.50 (FM Simplex) | None | 900 MHz FM Calling Frequency |
| 1294.50 (FM Simplex) | None | 1.2 GHz FM Calling Frequency |

| FL FORESTRY SERVICE | | |
|---------------------|-------|----------------|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 151.235/159.285 | None | Alpha Repeater |
| 151.295/159.300 | None | Bravo Repeater |

| U.S. FORESTRY SERVICE | | |
|-----------------------|-------|------------------------|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 169.175 (Simplex) | 123.0 | Dispatch (Ocala Cache) |
| 169.900 (Simplex) | 123.0 | Fire TAC (Ocala Cache) |

| FEMA | | |
|--------------------------|-------|-------------------------|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| 5.211 (Upper side band) | None | Disaster Communications |
| 10.493 (Upper side band) | None | Disaster Communications |

| UHF FREQUENCY | | |
|----------------|-------|-------------|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| To be supplied | | |

| 700/800 MHZ FREQUENCY | | |
|-----------------------|-------|-------------|
| VHF FREQUENCY | CTCSS | PRIMARY USE |
| To be supplied | | |

APPENDIX F: MARC UNIT CAPABILITIES

OVERVIEW

Each MARC Unit has one each, VHF, UHF and 700/800 MHz repeaters. The VHF repeater has been the center point of incident communications, connecting portables and mobiles with the command center. The UHF repeater has primarily been used to support EMS/Medical operations on the statewide MED-8 channel, but can support local UHF operations. Use of Med-8 requires local agency authorization. For planning purposes, a MARC can be erected and “on-the-air”, with an operating range of about 5 miles in an hour after arrival at the site. To set it up for maximum range will take approximately 2 ½ to 3 hours.

MARC Units are towed to the site. A team of 3-4 trained individuals is required for rapid and safe deployment and should be deployed with the MARC Unit. The deployment team may consist of fire service personnel and/or Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Service (RACES) and/or Division of Forestry volunteers.

REPEATER OPERATIONS VS DIRECT COMMUNICATIONS

In the past when portable and mobile radios were used for incident communications, their effective range was somewhat limited. As an example, in the VHF band portable-to-portable range was about 1.5 miles, while mobile to portable range was about 2.5 miles. At 450 and 700/800 MHz frequencies the direct communications range of both mobiles and portables are less. The basic reason for this limited range is that VHF (and UHF/700/800) communications use “line of site”. As in visual sight, outdoor communication distance is limited by the curvature of the earth, the terrain and type of vegetation. Radio transmission distance is limited to the distance to the horizon. Actual transmission range will depend much more on antenna type and height than the power of the transmitter. Antenna elevation above the ground creates a condition where higher the antenna height, the line of sight distance from one radio to another is increased and, therefore, the effective communications range is increased.

The VHF and UHF portables and VHF mobiles in the eight MARC Unit caches have an extended range, since they operate through a repeater system, utilizing an antenna at heights of up to 100 feet above the ground. This allows communications to be much more extensive and reliable across the entire force working on an incident. Antenna(s) mounted on the mobile towers provide an increased circle of reliable communications during an incident. Working range is proportional to the height of the antenna.

The repeater functions by receiving a signal from a portable or mobile unit and simultaneously re-transmitting that signal, usually at higher power, through an elevated antenna. A common antenna is used for both receiving and transmitting, by employing a device known as a duplexer.

MARC UNIT APPLICATIONS

There are presently six basic methods of using the MARC units. Uses are not limited to the below, but these are the most common, planned uses for the system.

STAND-ALONE ANTENNA SITE

The MARC Unit can be used to provide a temporary tower for antennas that are normally mounted on a rooftop or another tower structure. Scenarios include towers damaged by wind or towers that become structurally impaired due to accidents or sabotage. Example: Temporarily replaced radio system destroyed in fire. Myakka Valley VFD September – October, 1999.

STAND ALONE COMMUNICATIONS SITE

The cache of radios and the mobile antenna tower of a MARC Unit can be utilized to temporarily replace a system that is down or to provide a spare or supplemental system to cover an event. Scenarios of this type could be of an emergency or non-emergency nature, e.g. lightning or fire damage to radio equipment or antennas, parades, races, festivals Example: Blue Angel Air Show, Pensacola, July 12-14, 2000.

TOWER SITE ADJACENT TO INCIDENT COMMAND CENTER

A MARC Unit positioned in close proximity to a temporary Command Center has the capability to provide a platform for elevating various antennas, house repeater equipment in an environmentally controlled enclosure, supply a source of AC power up to 10 kW and furnish, via the radio cache, portable and mobile radios for use by responding units and agencies. Example: Hurricane Charley, Hardee County, 2005

TOWER SITE REMOTE FROM INCIDENT COMMAND CENTER

Frequently, it is necessary or desirable to locate the Command Center remote from the incident field. A MARC Unit can be positioned in the immediate area of the incident and provide communications with and between portable and mobile radios. In this situation, the remote Command Center can use a base station radio from the MARC cache to access the repeater at the incident or use telephone lines and a dispatch console to control the repeater. (This latter set-up would require additional time to install and probably would only be used in incidents that would extend over many days.) The Command Center could be located 15 to 20 miles from the MARC Unit, using a base station radio, and effectively communicate with portables within 10 miles of the MARC tower. Maximum communications distance between Command Center and a portable radio could be up to 25 miles in this scenario. Example: Benton Wildfires in Columbia County, March, 2000.

MUTUAL AID CHECK-IN FACILITY

In a medium to large-scale incident, the ability of responding units to check-in when nearing the incident location is a major logistical and operational issue. A MARC Unit can effectively provide communications with mutual aid responders. In this scenario, the MARC unit would have the ability to communicate on the following frequencies to accept check-in information and give marshaling instructions.

| VHF | 154.280 MHZ SIMPLEX | WHITE CHANNEL | FD |
|---------|---------------------|------------------|----------|
| UHF | 463.175 MHz Simplex | Med. Coord. | EMS |
| 700 MHZ | | National Calling | FD/LE/EM |

The MARC Unit would be positioned on/near the main highway route leading into the incident area and, either using simplex (direct) or repeaters communicate up to 10 miles to the incoming, responding units. A radio or telephone link could be used between the Check-In Facility and the Command Center to relay check-in data.

USE CACHE RADIOS ONLY

There are situations where there is a need for additional radios to enable personnel to communicate in direct or simplex mode during a specific event or incident. Each MARC Cache has 64 Portables and 10 Mobile radios that are pre-programmed with many of the VHF frequencies used in emergencies in Florida. These units may be issued to incident or event personnel to permit them to communicate for the duration of the incident. These radios can be readily programmed to alternate frequencies in the VHF band, if necessary. Example: Mallory Swamp Fire in Lafayette County, June, 2001.

OTHER MARC CONSIDERATIONS

Effect of Antenna Height

The effective coverage area of a MARC Unit Repeater is proportional to the height of the MARC Tower. As the following chart indicates, the expected range increases significantly when the tower is elevated to full height (~100 feet).

| SITUATION | VHF RANGE* | 800 MHZ RANGE* |
|--|-------------------|-----------------------|
| Portable to Portable (No Repeater) | 2.5 Miles | 1.4 Miles |
| Mobile to Portable (No Repeater) | 3.5 Miles | 1.8 Miles |
| Repeater with 25' Antenna to Portable | 6.0 Miles | 3.5 Miles |
| Repeater with 50' Antenna to Portable | 7.5 Miles | 4.0 Miles |
| Repeater with 75' Antenna to Portable | 8.5 Miles | 4.5 Miles |
| Repeater with 85' Antenna to Portable | 8.8 Miles | 5.0 Miles |
| Repeater with 100' Antenna to Portable | 10.0 Miles | 5.5 Miles |

The above repeater/antenna arrangements will have greater range when communicating with mobile units.

There are scenarios where extended communications range is not required or desired. When an incident or event takes place in a relatively confined area, the MARC Tower can be raised to an intermediate height, thereby reducing the range.

An advantage of this set-up is that the MARC Unit can be operational in less time, if it is not necessary to install guy cables and anchors. When the wind speed is below 10 mph and not gusting, the MARC tower can be raised to approximately 25 to 45 feet, without guying. In this type of set-up the MARC Unit can be operational in less than an hour. One important safety rule, is the tower can not be left unattended in this configuration and must be lowered before wind speed/gusting occurs above 35 miles

per hour occur, with one antenna on. The more antennas on the tower the tower must be lowered at lower wind gust (three (3) antennas lower at 25 miles per hour)

Multiple MARC Towers (Planned Future Development)

When an incident takes place over a single, extended area or in a number of adjoining locations, as in very large wildfires or Hurricanes, it is feasible to position more than one MARC Unit in the incident area(s) and extend the overall communications range. In the case of two MARC Units, the area can be expanded in two basic ways.

- In the VHF mode we would need to obtain another repeater other the Alpha repeater. This can come from another Government or Amateur Source. The Command post can then monitor both if needed.
- The use of UHF – VHF link system. At the moment the equipment and frequencies are available, but are in the planning phase.

Also at this time we are working with state Law enforcement on a satellite linking, to any location in the state.

APPENDIX G: PUBLIC INFORMATION OFFICER RESOURCE TYPING

The purpose of Typing resources is to create a standard that can be utilized for all deployments. This will allow for appropriate selection of individuals based upon the type of request and the needs of the event. These Types are based upon levels of training and experience and are in compliance with the Federal NIMS standards. Personnel are rated as Type I, Type II or Type III, with Type I being the highest possible rating.

MINIMUM REQUIREMENTS

All members of the Florida PIO Deployment Team will meet the following minimum requirements: Specific Typing (as listed below) will include the minimum requirements plus the scenarios indicated; must hold current membership in the Florida Association of Public Information Officers (FAPIO) or the Florida Law Enforcement Public Information Officers Association (FLEPIOA); have on file with FAPIO a Letter of Agreement (LOA) for participation authorization from their Authority Having Jurisdiction (AHJ); completed a basic PIO course; two years of public information experience; and attended at least one Deployment Team sponsored training program each year.

| PIO TYPE | TRAINING | EXPERIENCE | CAN SERVE |
|----------|--------------------------------|-----------------------------|-----------------------|
| TYPE I | BASIC & ADV. PIO OR EQUIVALENT | FIVE YEARS + ONE DEPLOYMENT | LEAD PIO, TEAM LEADER |
| TYPE II | BASIC PIO | TWO YEARS | TEAM MEMBER |
| TYPE III | N/A | N/A | LOCAL JIC ONLY |

APPENDIX H: CODE OF CONDUCT

GENERAL RESPONSIBILITIES

This Code of Conduct consists of the rules and standards governing the expected demeanor of members of agencies responding as part of the SERP. Each system member is both a representative of their response team and their Sponsoring Agency. Any violation of principles or adverse behavior demonstrated will be looked upon as unprofessional. 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 FFCA Statewide Emergency Response Committee members or designee(s) 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 taken by the FFCA Statewide Emergency Response Committee, DSFM and the Sponsoring Agency.
- At no time during a mission will system members take personal advantage of any situation and/or opportunity that arises.
- It is the responsibility of each system member to abide by this Code of Conduct.

MEMBER RESPONSIBILITIES

As a basic guide, system 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 system events. Accordingly system members will:

- Keep the value of life and the welfare of the victim 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
- Will not consume alcoholic beverages while on duty or subject to call
- Only procure equipment through appropriate channels
- Follow AHJ and federal regulations or restrictions regarding taking and showing pictures of victims or structures

- Not remove property 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 teams' capabilities and operating practices
- Not accept gratuities to promote cooperation

APPENDIX I: DEPT/AGENCY LIST

To see the full list of all Fire Departments and Partnering Agencies, visit the Florida Fire Chiefs' Association Web Page, and select Statewide Emergency Response Plan (SERP).

www.FFCA.org

1. APPENDIX J: ACTIVATION ORDER



ACTIVATION ORDER
 FLORIDA STATE EMERGENCY OPERATIONS CENTER
 ESF-4/9 DESK
 PH: 850-921-0180 FX: 850-413-9854
ESF49@FLDFS.COM



| AUTHORIZATION | | | |
|---------------|--|--------------------|--|
| Date Issued: | | ESF-4/9 Mission #: | |
| Name & Title: | | EMConstellation #: | |

| REQUEST FOR ASSISTANCE | | | |
|------------------------|--|------------|--|
| Requesting Party: | | Agency ID: | |
| County: | | Region: | |
| Incident Name: | | | |

| MISSION DETAILS | | | |
|-------------------------|----------------------------------|--|--|
| Deployment Date & Time: | | Duration: | |
| Type of Deployment: | <input type="radio"/> | Rapid Deployment (within 1-Hour or less) | |
| | <input checked="" type="radio"/> | Standard Deployment (within 3-Hours) | |
| | <input type="radio"/> | Scheduled Deployment (more than 3-Hours) | |
| Mission Description: | | | |
| Special Capabilities: | | | |
| Special PPE: | | | |

| REPORT TO DETAILS | | | |
|--------------------|--|---------|------|
| Staging Area Name: | | | |
| Address: | | | |
| City: | | ST: | Zip: |
| County: | | Region: | |
| Name/Title: | | Phone: | |

| RESOURCES AUTHORIZED TO DEPLOY | | | | | |
|--------------------------------|---------|----------------------|-----------|--------|--------|
| | TEAM ID | UNIT ID / INDIVIDUAL | AGENCY ID | REGION | County |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Form Revision: 09/01/13

ACTIVATION ORDER (PAGE-2)

| AUTHORIZATION | | | |
|---------------|--|--------------------|--|
| Date Issued: | | ESF-4/9 Mission #: | |
| Name & Title: | | EMConstellation #: | |

| Line # | MISCELLANEOUS ITEMS / MISSION INFORMATION |
|--------|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |

APPENDIX K: SUGGESTED PERSONNEL "GO KIT"

This is a list of items that a responder might want to take during a deployment for up to 96 hours. It is not necessary to take everything and contents may vary with the individual and the logistical capability of the incident. This kit should be pre-assembled, with the exception of perishable items, so that the deployment is not delayed.

AS A MINIMUM:

- 2-3 work uniforms
- Baseball cap or other appropriate hat.
- Appropriate clothing for off-duty wear.
- Jacket appropriate for season and climate.
- Tennis shoes/walking shoes.
- Light weight rain gear.
- Extra underclothing/socks.
- Sunglasses, sunscreen, Chapstick.
- Medications (both prescript and over counter). Don't forget;
 - Advil, Tylenol, etc.
- Contact solution (bring glasses with you)
- Identification/certification cards
- Toiletry items
- Soap, towel, wash cloth
- Toothbrush, tooth paste
- Razor and shaving cream
- Antiperspirant/Deodorant
- Gold balm powder
- Unscented toilettes
- Moisturizing lotion
- Personal hygiene items for women
- Insect Repellant
- Small flashlight w/ spare batteries
- 2-3 bottles of water
- Pre-packaged snack bars
- Leatherman or small pocket/utility knife
- Personal Protection Equipment (PPE); boots, gloves, helmet, bunker gear

- Cash (ATMs may not be operational)

ADDITIONAL ITEMS FOR CONSIDERATION:

- Electronic Equipment
- Computer/printer
- Cell Phone
- Pillow (travel size)
- Alarm Clock.
- Flip flops for shower.
- Sleeping bag
- Tent

APPENDIX L: US NATIONAL GRID INFORMATION

The US National Grid (USNG) is the preferred coordinate system for use by Florida responders. It is functionally identical to Military Grid Reference System (MGRS). It allows for interoperable positional reporting amongst many users and agencies and is primarily for ground-based operations. MGRS and/or USNG is found in hand-held and some vehicle GPS units.

WEB TOOLS:

Allows for determination of USNG coordinates from a computer or to display a field reported coordinate/location on a computer.

- <http://bit.ly/1tFmliF> GMap4
- <http://bit.ly/15Ph0Ai> Mission Manager
- <http://map.floridadisaster.org/gator/map.html> FL-DEM GATOR

GPS SETUP:

- Set map datum to NAD83. If not found, use WGS 84.
- Set coordinate system to: US National Grid (USNG). If not found, use MGRS.
- Dual display with USNG as primary and Lat/Long as secondary, in DD-MM.mmm format only is recommended. See Lat/Long information below.

TYPICAL USNG USE:

Report locations of the incident, staging areas, fuel depots, command posts, etc. with the address if known and the USNG coordinate, which is scalable.

EXAMPLES:

- 900 Nicolson Road, Jacksonville, USNG: 17R MP 38 53 (1000 meter square area containing this address)
- 3699 North Prospect Drive, Sunrise Park, USNG: 17R NJ 749 437 (100 meter square area containing this address)
- 2514 Airport Blvd, Pensacola, USNG: 16R DU 8121 7163 (10 meter square area at this address)
- Parking Lot @ I-110 x I-10, Biloxi, MS, USNG: 16R CU 180 710 (Address not known, determined by Web Tool)

Note: 10 meter square accuracy equates to eight(8) USNG digits and is the same approximate accuracy of a typical hand-held GPS device. If more than eight(8) USNG digits are displayed, the last digit of the easting and northing component is truncated (not reported).

LATITUDE & LONGITUDE:

- Air & water assets supporting ground operations shall utilize USNG/MGRS. When this is not possible, coordinates should be reported using the standard version of Lat/Long. Realize that there are three (3) versions of Lat/Long and this has caused considerable confusion / operational friction in the past. Per the National Search & Rescue Committee (NSARC), only one version of Lat/Long is approved for use; the degrees, minutes, decimal minutes version which is abbreviated as: **DD-MM.mmm**. EOCs and ESFs should have software at the ready to convert between coordinate systems. Such software is available on the Internet.

APPENDIX M: FLORIDA DISASTER ASSESSMENT SNAPSHOT SYSTEM

The “Snapshot Assessment” is a tool used by emergency response personnel to report Preliminary and Intermediate assessments during the Sustained Emergency phase of a disaster utilizing a common measuring device.

KEY ELEMENTS

The following key elements should be evaluated as part of the assessment process:

- Facilities
- Flooding
- Personnel
- Apparatus
- Neighborhood
- Target Hazards

SNAPSHOT ASSESSMENT INSTRUCTIONS

- First, complete an assessment of your immediate location i.e. fire station, shelter, etc.
- After the initial assessment has been completed, the surrounding neighborhood must be assessed.
 - Access a good vantage point, possibly the roof of your location.
 - Assess the structures in all directions.
 - List a street address of a structure in the neighborhood with the zip code.
 - Record the snapshot and flooding scores viewed as an average for the majority of the structures visible from your vantage point.
- After the immediate and neighborhood assessments are completed, assessment on Target Hazards should begin. Target Hazards include but are not limited to:
 - Hospitals
 - Nursing Homes
 - Evacuation Centers
 - Trailer Parks

SNAPSHOT ASSESSMENT PROCESS

ASSESS FOR DAMAGE USING THE 1-4 SCALE AND ASSOCIATED PICTURES:

Snapshot Score 1

Little or no damage



Snapshot Score 2

The structure is damaged but habitable while being repaired



Snapshot Score 3

The structure is damaged and inhabitable



Snapshot Score 4

The structure is damaged and totally destroyed



ASSESS FOR FLOODING USING THE 0, 5, OR 6 NUMBERING SYSTEM

- Flooding Score = 0: Flood water that does not impede access to the structure
- Flooding Score = 5: Flood water that does impede access to the structure
- Flooding Score = 6: Any flood water that is inside the structure

ASSESS FOR INJURIES USING A 0-4 NUMBERING SYSTEM

- Score of 0 = No Injuries, All personnel accounted for

- Score of 1 = Minor Injuries that do not require transport to the hospital
- Score of 2 = Serious Injuries that require transportation to the hospital
- Score of 3 = Multiple Serious Injuries

ASSESS EMERGENCY RESPONSE UNITS USING A 0-3 NUMBERING SYSTEM

- Score of 0 = All units in service
- Score of 1 = All units are in service but need some repairs
- Score of 2 = A specific unit or unit(s) are out of service
- Score of 3 = All units are out of service

APPENDIX N: FORMS

Visit FFCA.org, Statewide Emergency Response, SERP Forms for the latest PDF fillable forms.

FFCA SERP RESOURCE INVENTORY (FORM-1)

Enter the total number of each resource type maintained by the Dept/Agency.

| FFCA SERP RESOURCE INVENTORY (FORM-1) | | REVISED: JAN 2013 |
|---|----------------|-------------------|
| DEPT/AGENCY NAME | DATE COMPLETED | COMPLETED BY |
| | | |
| DEPT/AGENCY PHYSICAL ADDRESS | | |
| ADDRESS | | |
| CITY | | ZIP |
| COUNTY | | REGION |
| FIRE CHIEF/AGENCY ADMINISTRATOR | | |
| TITLE | | |
| FIRST NAME | | |
| LAST NAME | | |
| WORK PHONE | | |
| CELL PHONE | | |
| PAGER | | |
| E-MAIL | | |
| 24-HR POINT OF CONTACT (FOR REQUESTING RESOURCES) | | |
| TITLE | | |
| FIRST NAME | | |
| LAST NAME | | |
| WORK PHONE | | |
| CELL PHONE | | |
| PAGER | | |
| E-MAIL | | |
| DISPATCH CENTER | | |
| PHONE | | |

| PHONE ALT | | | | | | | | | | | |
|-------------------------------|-------------------------------|---|------|---------------------|------|----|-----|----|---|----|-----|
| NOTES | | | | | | | | | | | |
| FL-ESF | RESOURCE CATEGORY | RESOURCE NAME | TIER | KIND | TYPE | | | | | | |
| INCIDENT MANAGEMENT RESOURCES | | | | | I | II | III | IV | V | VI | VII |
| 00 | Incident Management Resources | EOC Finance / Administration Section Chief | I | Personnel | | | | | | | |
| 00 | Incident Management Resources | EOC Operations Section Chief | I | Personnel | | | | | | | |
| 00 | Incident Management Resources | EOC Planning Section Chief | I | Personnel | | | | | | | |
| 00 | Incident Management Resources | Mobile Feeding Kitchen (Mobile Field Kitchen) | I | Equipment | | | | | | | |
| COMMUNICATIONS | | | | | I | II | III | IV | V | VI | VII |
| 02 | Communications | Mobile Communications Center (Also referred to as "Mobile EOC") | I | Vehicle | | | | | | | |
| 02 | Communications | Mobile Communications Unit (Law/Fire) | I | Vehicle | | | | | | | |
| 02 | Communications | Mutual Aid Radio Communications (MARC) | II | Equipment | | | | | | | |
| FIREFIGHTING | | | | | I | II | III | IV | V | VI | VII |
| 04 | Firefighting | Aerial Ladder, Fire | I | Equipment | | | | | | | |
| 04 | Firefighting | Aerial Platform, Fire | I | Equipment | | | | | | | |
| 04 | Firefighting | Air Supply Truck | II | Vehicle/Personnel | | | | | | | |
| 04 | Firefighting | All Terrain Vehicle (ATV) | II | Vehicle/Personnel | | | | | | | |
| 04 | Firefighting | Brush/Woods Truck | II | Vehicle/Team | | | | | | | |
| 04 | Firefighting | Crash Fire Rescue (Airport) | II | Vehicle/Team | | | | | | | |
| 04 | Firefighting | Crew Transport (Firefighting Crew) | I | Equipment | | | | | | | |
| 04 | Firefighting | Engine Strike Team (Fire) | I | Equipment/Personnel | | | | | | | |
| 04 | Firefighting | Engine, Fire (Pumper) | I | Equipment | | | | | | | |
| 04 | Firefighting | Field Mobile Mechanic | II | Vehicle/Personnel | | | | | | | |
| 04 | Firefighting | Fire Boat | I | Equipment | | | | | | | |
| 04 | Firefighting | Foam Tender, Firefighting | I | Equipment | | | | | | | |

| FL-ESF | RESOURCE CATEGORY | RESOURCE NAME | TIER | KIND | TYPE | | | | | | | |
|-----------------------------------|----------------------------|---|------|---------------|----------|-----------|------------|-----------|----------|-----------|------------|--|
| 04 | Firefighting | Fuel Tender (aka Gas Tanker) | I | Equipment | | | | | | | | |
| 04 | Firefighting | Helicopters, Firefighting | I | Aircraft/Team | | | | | | | | |
| 04 | Firefighting | Incident Management Team (Firefighting) | II | Team | | | | | | | | |
| 04 | Firefighting | Light Truck (Illumination) | II | Vehicle | | | | | | | | |
| 04 | Firefighting | Portable Pump (Firefighting) | II | Equipment | | | | | | | | |
| 04 | Firefighting | Water Tanker, Firefighting (Tanker) | II | Vehicle/Team | | | | | | | | |
| EMERGENCY MEDICAL SERVICES | | | | | I | II | III | IV | V | VI | VII | |
| 08 | Emergency Medical Services | Air Ambulance (Fixed-Wing) | I | Aircraft/Team | | | | | | | | |
| 08 | Emergency Medical Services | Air Ambulance (Rotary-Wing) | I | Aircraft/Team | | | | | | | | |
| 08 | Emergency Medical Services | Ambulance Strike Team | I | Vehicles/Team | | | | | | | | |
| 08 | Emergency Medical Services | Ambulance Task Force | I | Vehicles/Team | | | | | | | | |
| 08 | Emergency Medical Services | Ambulances (Ground) | I | Vehicle/Team | | | | | | | | |
| 08 | Health & Medical | Critical Incident Stress Management Team | I | Team | | | | | | | | |
| 08 | Emergency Medical Services | Emergency Medical Task Force | I | Vehicles/Team | | | | | | | | |
| 08 | Emergency Medical Services | Mass Casualty Support Vehicle | I | Vehicle/Team | | | | | | | | |
| 08 | Emergency Medical Services | Multi-Patient Medical Transport Vehicle | I | Vehicle/Team | | | | | | | | |
| 08 | Emergency Medical Services | Rescue (Ambulance-Ground w/FFs) | II | Vehicle/Team | | | | | | | | |
| SEARCH AND RESCUE | | | | | I | II | III | IV | V | VI | VII | |
| 09 | Search and Rescue | Canine Search and Rescue Team- Disaster Response | I | Team | | | | | | | | |
| 09 | Search and Rescue | Canine Search and Rescue Team- Land Cadaver Air Scent | I | Team | | | | | | | | |
| 09 | Search and Rescue | Canine Search and Rescue Team- Water Air Scent | I | Team | | | | | | | | |
| 09 | Search and Rescue | Canine Search and Rescue Team- Wilderness Air Scent | I | Team | | | | | | | | |
| 09 | Search and Rescue | Canine Search and Rescue Team- Wilderness Tracking/Trailing | I | Team | | | | | | | | |
| 09 | Search and Rescue | Collapse Search and Rescue Team | I | Team | | | | | | | | |

| FL-ESF | RESOURCE CATEGORY | RESOURCE NAME | TIER | KIND | TYPE | | | | | | | |
|---------------------------------|--------------------------|-----------------------------------|------|------|--------------------|-----------|------------|-----------|----------|-----------|------------|--|
| | | | | | I | II | III | IV | V | VI | VII | |
| 09 | Search and Rescue | Flood/Swiftwater Rescue Team | II | Team | | | | | | | | |
| 09 | Search and Rescue | Surface Water Rescue Team | II | Team | | | | | | | | |
| 09 | Search and Rescue | Technical Rescue Team (TRT) | II | Team | | | | | | | | |
| 09 | Search and Rescue | Urban Search & Rescue Task Force | I | Team | | | | | | | | |
| 09 | Search and Rescue | Wilderness Search and Rescue Team | I | Team | | | | | | | | |
| HAZARDOUS MATERIALS | | | | | I | II | III | IV | V | VI | VII | |
| 10 | Hazardous Materials | HazMat Entry Team | II | Team | | | | | | | | |
| LAW ENFORCEMENT/SECURITY | | | | | I | II | III | IV | V | VI | VII | |
| 16 | Law Enforcement/Security | Public Safety Dive Team | I | Team | | | | | | | | |
| OTHER RESOURCES | | | | | DESCRIPTION | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

FFCA EXPENSE REPORT (FORM-4)



FLORIDA FIRE CHIEFS' ASSOCIATION EXPENSE REPORT (FORM-4)



Payment is requested for expenses, which were incurred while on official Association business.
(Please submit separate expense reports for each meeting)

| TRAVELER INFORMATION | | | | | |
|----------------------|--|--------|----|--------|--|
| Name: | | | | Report | |
| Street: | | | | | |
| City: | | State: | FL | Zip: | |

| MEETING INFORMATION | | | | |
|-----------------------|-------|-------------|-----------|---------|
| Purpose: | | | | |
| Destination: | | | | |
| Start Date: | | Start Time: | | |
| End Date: | | End Time: | | |
| MILEAGE EXPENSE | MILES | RATE | | DOLLARS |
| Total Miles Traveled: | | \$0.575 | Sub-Total | |

| LODGING & MEALS | # | RATE | | DOLLARS |
|-----------------|---|---------|--|---------|
| Days Lodging | | | | |
| Breakfast | | \$6.00 | | |
| Lunch | | \$9.00 | | |
| Dinner | | \$19.00 | | |
| Sub-Total | | | | |

| OTHER EXPENSES (TIPS, PARKING, TAXI, ETC) | DOLLARS |
|---|---------|
| | |
| | |
| | |
| Sub-Total | |

| TOTAL DUE | DOLLARS |
|-----------|---------|
| Total | |

Signature: _____ Date: _____
 Approved: _____ Date: _____

Receipts, with the exception of mileage, tips, and meals not exceeding the amounts indicated above, must accompany all listed expenses.

DSFM REQUEST FOR ASSISTANCE (RFA)

DSFM REQUEST FOR ASSISTANCE (RFA)
****TO BE COMPLETED BY THE REQUESTING AGENCY****

REVISED JAN 2-13

| REQUESTING PARTY (DEPT/AGENCY) | | | |
|--------------------------------|-------------------------|----------------|--|
| AGENCY NAME: | | | |
| AGENCY ID: | DATE OF REQUEST: | COUNTY: | |

| CONTACT INFORMATION FOR REQUESTING PARTY | | | |
|--|----------------|---------------|--|
| NAME: | | | |
| WORK PHONE: | MOBILE: | PAGER: | |
| E-MAIL: | | | |

| DESCRIPTION OF DAMAGE |
|-----------------------|
| |

| TYPES OF ASSISTANCE NEEDED (ENTER # REQUESTED IN LIST BELOW OR DESCRIBE IN DETAIL HERE) | |
|---|--------------------------------|
| DESCRIPTION OF RESOURCES : | |
| RESOURCE DELIVERY DATE: | RESOURCE DELIVERY TIME: |
| RESOURCE DELIVERY LOCATION: | |

| FFCA TYPED RESOURCE LIST | | | | | | | | | |
|---|------|-----------|------|----|-----|----|---|----|-----|
| RESOURCE NAME | TIER | KIND | TYPE | | | | | | |
| INCIDENT MANAGEMENT RESOURCES (ESF-00) | | | I | II | III | IV | V | VI | VII |
| EOC Finance / Administration Section Chief | I | Personnel | | | | | | | |
| EOC Operations Section Chief | I | Personnel | | | | | | | |
| EOC Planning Section Chief | I | Personnel | | | | | | | |
| Mobile Feeding Kitchen (Mobile Field Kitchen) | I | Equipment | | | | | | | |
| COMMUNICATIONS (ESF (02) | | | I | II | III | IV | V | VI | VII |
| Mobile Communications Center (Also referred to as "Mobile EOC") | I | | | | | | | | |
| Mobile Communications Unit (Law/Fire) | I | | | | | | | | |
| Mutual Aid Radio Communications (MARC) | II | | | | | | | | |
| FIREFIGHTING (ESF-04) | | | I | II | III | IV | V | VI | VII |

DSFM REQUEST FOR ASSISTANCE (RFA)
****TO BE COMPLETED BY THE REQUESTING AGENCY****

REVISED JAN 2-13

| | | | | | | | | | | | | | | | | | |
|---|----|---------------------|----------|-----------|------------|-----------|----------|-----------|------------|--|--|--|--|--|--|--|--|
| Aerial Ladder, Fire | I | Equipment | | | | | | | | | | | | | | | |
| Aerial Platform, Fire | I | Equipment | | | | | | | | | | | | | | | |
| Air Supply Truck | II | Vehicle/Personnel | | | | | | | | | | | | | | | |
| All Terrain Vehicle (ATV) | II | Vehicle/Personnel | | | | | | | | | | | | | | | |
| Brush/Woods Truck | II | Equipment/Personnel | | | | | | | | | | | | | | | |
| Crash Fire Rescue (Airport) | II | Equipment/Personnel | | | | | | | | | | | | | | | |
| Crew Transport (Firefighting Crew) | I | Equipment | | | | | | | | | | | | | | | |
| Engine Strike Team (Fire) | I | Equipment/Personnel | | | | | | | | | | | | | | | |
| Engine, Fire (Pumper) | I | Equipment/Personnel | | | | | | | | | | | | | | | |
| Field Mobile Mechanic | II | Vehicle/Personnel | | | | | | | | | | | | | | | |
| Fire Boat | I | Equipment | | | | | | | | | | | | | | | |
| Foam Tender, Firefighting | I | Equipment | | | | | | | | | | | | | | | |
| Fuel Tender (aka Gas Tanker) | I | Equipment | | | | | | | | | | | | | | | |
| Helicopters, Firefighting | I | Aircraft/Crew | | | | | | | | | | | | | | | |
| Incident Management Team (Firefighting) | II | Team | | | | | | | | | | | | | | | |
| Light Truck (Illumination) | II | Equipment/Personnel | | | | | | | | | | | | | | | |
| Portable Pump (Firefighting) | II | Equipment | | | | | | | | | | | | | | | |
| Water Tanker, Firefighting (Tanker) | II | Equipment/Personnel | | | | | | | | | | | | | | | |
| EMERGENCY MEDICAL SERVICES (ESF-08) | | | I | II | III | IV | V | VI | VII | | | | | | | | |
| Air Ambulance (Fixed-Wing) | I | Aircraft/Team | | | | | | | | | | | | | | | |
| Air Ambulance (Rotary-Wing) | I | Aircraft/Team | | | | | | | | | | | | | | | |
| Ambulance Strike Team | I | Vehicles/Team | | | | | | | | | | | | | | | |
| Ambulance Task Force | I | Vehicles/Team | | | | | | | | | | | | | | | |
| Ambulances (Ground) | I | Vehicle/Team | | | | | | | | | | | | | | | |
| Critical Incident Stress Management Team | I | Team | | | | | | | | | | | | | | | |
| Emergency Medical Task Force | I | Vehicles/Team | | | | | | | | | | | | | | | |
| Mass Casualty Support Vehicle | I | Vehicle/Team | | | | | | | | | | | | | | | |
| Multi-Patient Medical Transport Vehicle | I | Vehicle/Team | | | | | | | | | | | | | | | |
| Rescue (Ambulance-Ground w/FFs) | II | Vehicle/Team | | | | | | | | | | | | | | | |
| SEARCH AND RESCUE (ESF-09) | | | I | II | III | IV | V | VI | VII | | | | | | | | |
| Canine Search and Rescue Team- Disaster Response | I | Team | | | | | | | | | | | | | | | |
| Canine Search and Rescue Team- Land Cadaver Air Scent | I | Team | | | | | | | | | | | | | | | |
| Canine Search and Rescue Team- Water Air Scent | I | Team | | | | | | | | | | | | | | | |
| Canine Search and Rescue Team- Wilderness Air Scent | I | Team | | | | | | | | | | | | | | | |
| Canine Search and Rescue Team- Wilderness Tracking/Trailing | I | Team | | | | | | | | | | | | | | | |
| Collapse Search and Rescue Team | I | Team | | | | | | | | | | | | | | | |
| Flood/Swiftwater Rescue Team | II | Team | | | | | | | | | | | | | | | |
| Surface Water Rescue Team | II | Team | | | | | | | | | | | | | | | |
| Technical Rescue Team (TRT) | II | Team | | | | | | | | | | | | | | | |
| Urban Search & Rescue Task Force | I | Team | | | | | | | | | | | | | | | |
| Wilderness Search and Rescue Team | I | Team | | | | | | | | | | | | | | | |
| HAZARDOUS MATERIALS (ESF-10) | | | I | II | III | IV | V | VI | VII | | | | | | | | |
| HazMat Entry Team | II | Team | | | | | | | | | | | | | | | |
| LAW ENFORCEMENT/SECURITY (ESF-16) | | | I | II | III | IV | V | VI | VII | | | | | | | | |
| Public Safety Dive Team | I | Team | | | | | | | | | | | | | | | |

DSFM REQUEST FOR ASSISTANCE (RFA)
****TO BE COMPLETED BY THE REQUESTING AGENCY****

REVISED JAN 2-13

AUTHORIZED OFFICIAL'S NAME: _____

AUTHORIZED OFFICIAL'S SIGNATURE: _____

DSFM RESPONSE TO ASSISTANCE REQUEST (RTAR)

DSFM RESPONSE TO ASSISTANCE REQUEST (RTAR)

****TO BE COMPLETED BY THE ASSISTING AGENCY****

REVISED JAN 2-13

| ASSISTING PARTY (DEPT/AGENCY) | | | |
|-------------------------------|------------------|---------|--|
| AGENCY NAME: | | | |
| AGENCY ID: | DATE OF REQUEST: | COUNTY: | |

| CONTACT INFORMATION FOR ASSISTING PARTY | | | |
|---|---------|--------|--|
| NAME: | | | |
| WORK PHONE: | MOBILE: | PAGER: | |
| E-MAIL: | | | |

| DESCRIPTION OF RESOURCES AVAILABLE (Enter # of each type available on attached List) |
|--|
| |

| RESOURCE AVAILABILITY DETAILS | | | |
|-------------------------------|--|--------------------------|--|
| DATE AVAILABLE FROM: | | DATE AVAILABLE TO: | |
| ESTIMATED DELIVERY DATE: | | ESTIMATED DELIVERY TIME: | |

| FFCA TYPED RESOURCE LIST | | | | | | | | | |
|---|------|-----------|------|----|-----|----|---|----|-----|
| RESOURCE NAME | TIER | KIND | TYPE | | | | | | |
| INCIDENT MANAGEMENT RESOURCES (ESF-00) | | | I | II | III | IV | V | VI | VII |
| EOC Finance / Administration Section Chief | I | Personnel | | | | | | | |
| EOC Operations Section Chief | I | Personnel | | | | | | | |
| EOC Planning Section Chief | I | Personnel | | | | | | | |
| Mobile Feeding Kitchen (Mobile Field Kitchen) | I | Equipment | | | | | | | |
| COMMUNICATIONS (ESF 02) | | | I | II | III | IV | V | VI | VII |
| Mobile Communications Center (Also referred to as "Mobile EOC") | I | | | | | | | | |
| Mobile Communications Unit (Law/Fire) | I | | | | | | | | |
| Mutual Aid Radio Communications (MARC) | II | | | | | | | | |
| FIREFIGHTING (ESF-04) | | | I | II | III | IV | V | VI | VII |
| Aerial Ladder, Fire | I | Equipment | | | | | | | |
| Aerial Platform, Fire | I | Equipment | | | | | | | |

DSFM RESPONSE TO ASSISTANCE REQUEST (RTAR)

REVISED JAN 2-13

****TO BE COMPLETED BY THE ASSISTING AGENCY****

| | | | | | | | | | | | | |
|---|----|---------------------|----------|-----------|------------|-----------|----------|-----------|------------|--|--|--|
| Air Supply Truck | II | Vehicle/Personnel | | | | | | | | | | |
| All Terrain Vehicle (ATV) | II | Vehicle/Personnel | | | | | | | | | | |
| Brush/Woods Truck | II | Equipment/Personnel | | | | | | | | | | |
| Crash Fire Rescue (Airport) | II | Equipment/Personnel | | | | | | | | | | |
| Crew Transport (Firefighting Crew) | I | Equipment | | | | | | | | | | |
| Engine Strike Team (Fire) | I | Equipment/Personnel | | | | | | | | | | |
| Engine, Fire (Pumper) | I | Equipment/Personnel | | | | | | | | | | |
| Field Mobile Mechanic | II | Vehicle/Personnel | | | | | | | | | | |
| Fire Boat | I | Equipment | | | | | | | | | | |
| Foam Tender, Firefighting | I | Equipment | | | | | | | | | | |
| Fuel Tender (aka Gas Tanker) | I | Equipment | | | | | | | | | | |
| Helicopters, Firefighting | I | Aircraft/Crew | | | | | | | | | | |
| Incident Management Team (Firefighting) | II | Team | | | | | | | | | | |
| Light Truck (Illumination) | II | Equipment/Personnel | | | | | | | | | | |
| Portable Pump (Firefighting) | II | Equipment | | | | | | | | | | |
| Water Tanker, Firefighting (Tanker) | II | Equipment/Personnel | | | | | | | | | | |
| EMERGENCY MEDICAL SERVICES (ESF-08) | | | I | II | III | IV | V | VI | VII | | | |
| Air Ambulance (Fixed-Wing) | I | Aircraft/Team | | | | | | | | | | |
| Air Ambulance (Rotary-Wing) | I | Aircraft/Team | | | | | | | | | | |
| Ambulance Strike Team | I | Vehicles/Team | | | | | | | | | | |
| Ambulance Task Force | I | Vehicles/Team | | | | | | | | | | |
| Ambulances (Ground) | I | Vehicle/Team | | | | | | | | | | |
| Critical Incident Stress Management Team | I | Team | | | | | | | | | | |
| Emergency Medical Task Force | I | Vehicles/Team | | | | | | | | | | |
| Mass Casualty Support Vehicle | I | Vehicle/Team | | | | | | | | | | |
| Multi-Patient Medical Transport Vehicle | I | Vehicle/Team | | | | | | | | | | |
| Rescue (Ambulance-Ground w/FFs) | II | Vehicle/Team | | | | | | | | | | |
| SEARCH AND RESCUE (ESF-09) | | | I | II | III | IV | V | VI | VII | | | |
| Canine Search and Rescue Team- Disaster Response | I | Team | | | | | | | | | | |
| Canine Search and Rescue Team- Land Cadaver Air Scent | I | Team | | | | | | | | | | |
| Canine Search and Rescue Team- Water Air Scent | I | Team | | | | | | | | | | |
| Canine Search and Rescue Team- Wilderness Air Scent | I | Team | | | | | | | | | | |
| Canine Search and Rescue Team- Wilderness Tracking/Trailing | I | Team | | | | | | | | | | |
| Collapse Search and Rescue Team | I | Team | | | | | | | | | | |
| Flood/Swiftwater Rescue Team | II | Team | | | | | | | | | | |
| Surface Water Rescue Team | II | Team | | | | | | | | | | |
| Technical Rescue Team (TRT) | II | Team | | | | | | | | | | |
| Urban Search & Rescue Task Force | I | Team | | | | | | | | | | |
| Wilderness Search and Rescue Team | I | Team | | | | | | | | | | |
| HAZARDOUS MATERIALS (ESF-10) | | | I | II | III | IV | V | VI | VII | | | |
| HazMat Entry Team | II | Team | | | | | | | | | | |
| LAW ENFORCEMENT/SECURITY (ESF-16) | | | I | II | III | IV | V | VI | VII | | | |
| Public Safety Dive Team | I | Team | | | | | | | | | | |

DSFM RESPONSE TO ASSISTANCE REQUEST (RTAR)

REVISED JAN 2-13

****TO BE COMPLETED BY THE ASSISTING AGENCY****

AUTHORIZED OFFICIAL'S NAME: _____

AUTHORIZED OFFICIAL'S SIGNATURE: _____

REGIONAL DEPLOYMENT RUN CARD

Florida Fire Chiefs Association, Statewide Emergency Response Plan (SERP)

Regional Deployment RUN CARD

Response Resource

| Response Resource Type | Team ID | Resource ID | Region | Response County(s) | Regional Dispatch Coordinating Center |
|------------------------|---------|-------------|--------|--------------------|---------------------------------------|
| | | | | | |

Requesting Department

| Requesting Department Name: | | Effective Date: | Response Area, Location or Building: |
|-----------------------------|-----------------|----------------------|--------------------------------------|
| | | | |
| Box Alarm # | Authorized Name | Authorized Signature | |
| | | | |

Automatic & Local Mutual Aid Departments (Request all available resources prior to initiating a Regional Response Request)

| County | Department(s) | Additional Details as Needed |
|--------|---------------|------------------------------|
| | | |
| | | |
| | | |

Regional Deployment Run Card Resources:

| Individual Resources | Sending Departments | | | County Dispatch Coordinating Center |
|----------------------|---------------------|-------------|-------------|-------------------------------------|
| | Primary | Alternate-1 | Alternate-2 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Special Instructions

APPENDIX O: REFERENCE DOCUMENTS

SELECT THE LINK TO VIEW THE DOCUMENT

| DOCUMENT | LINK |
|---|---|
| Statewide Mutual Aid Agreement (SMAA) | http://www.floridadisaster.org/Response/Operations/EMAC/index.htm |
| FEMA Schedule of Equipment Rates | http://www.fema.gov/schedule-equipment-rates |
| Florida Disaster.org | www.floridadisaster.org |
| Florida Public Assistance | http://floridapa.org/ |
| Ambulance Deployment Plan | https://www.florida-elearning.com/course_SCA/ADPDraftFinal43007.pdf |
| FEMA Resource Typing Library Tool (RTLTL) | https://rtlt.ptaccenter.org/Public |
| FFCA SERP Typed Resource Guidance Document | http://www.ffca.org/files/FL-Typed%20Resource%20Guidance%20Document.pdf |
| Florida Gator Map | http://map.floridadisaster.org/GATOR/map.html |
| Florida Comprehensive Emergency Management Plan | http://floridadisaster.org/cemp.htm |
| Florida Field Operations Guide | http://floridadisaster.org/internet_library.htm#FOG |
| SERP Forms | http://www.ffca.org/i4a/pages/index.cfm?pageid=3322 |

NOTES