

MABAS

Statewide

Mobilizations

Company Officer Orientation

2013

@ MABAS-Illinois





Sectional Overview

1. Preparation
2. Activation
3. Mobilization
4. Deployment
5. Employment
6. Demobilization
7. After Action Activities



Purpose of Orientation

To provide the Company Officer or Single Unit Supervisor an overview, awareness, and guidance of what can be expected, why certain things occur, and how they can optimize this experience for their crew and themselves.



Preparation (Section 1)

- Getting Ready to Go
- Personal, Departmental, Divisional
- Mind, Body, Spirit
- Equipment, Expendables, Supplies
- Credentials, Typing, Certifications
- Mission-Based Mindset
- One Mission, One Team, One Fight
- IFERN Mobiles and Portables
- Starcom – If Issued – Portable or Mobile



Personal Preparation

- Individual readiness checklist
- CIMS and Tier 2 credentials
- FF II-FO I (or equivalent)
- Special Team roster
- 72 hour self-sustained individuals
- Clothing, underwear, food, water
- Prescriptions and unique maintenance items
- Personal cash
- Sleeping bag and/or bedding & air mattress
- Emotional & physical stamina
- Acceptance of conditions – 2 week deployment
- Family at home needs & stability
- Drivers license
- What not to bring:
 - Cell phones
 - Firearms
 - Drugs & Alcohol
 - Fireworks
 - Offensive Material



Departmental Preparation

- Department support checklist
- CIMS, Tier 2, equipment typing
- Mobility support personal bags
- Team support mobility bags
- Water, food, MREs – 72 hour capability
- EMS supplies
- Equipment mobility kit
- Equipment and apparatus readied
- Equipment and apparatus safety checks
- Deployed member family support program
- Contingency plans for 2 week deployment
- Department credit card



Divisional Preparation

- Predetermined department assignments
- Statewide Special Operations Team rosters
- Divisional CIMS, Tier 2, typing
- Divisional dispatch center expertise
- Divisional expedient shelter trailer
- Divisional support equipment (ATV, light tower, etc.)
- Divisional family support program role
- Prepared for a 2 week deployment
- Single person contact as Divisional mobilization coordinator
- Divisional credit card



MABAS HQ – MRC – MCC Preparation

- Statewide mobilization plan – CAD
- IEMA – SEOC staffing
- MRC-MCC 24/7 staffing for deployment
- IC for activation through employment
- IC for return convoy to reconstitution at home base
- Coordination with RED Center
- Coordinating point paperwork, documentation, reimbursement & & audit preparation
- Recognition awards earned and delivered



Types of Activations

- Statewide plan activation – HQ MRC MCC
- Divisional & regional – limited HQ involvement
- In state & out of state
- Non-declaration activation
- Declaration of Disaster
- IEMA authorized (in and out of state)
- EMAC-NEMA authorized (out of state)
- FEMA-NRF authorized (in and out of state)

Non-Allowed – Not Encouraged – Bogus!



- Self activation
- Self dispatched
- Freelance response
- Self generated endorsement
- Telephoning RED, MRC, MCC, IEMA
- Good old boy phone call activation
- All – no pay, no insurance, no pension, no workers comp



Authorized Response

- IEMA directed – MABAS MCC assigned
- RED Center facilitated – Divisions tasked
- Mission number
- Probably validation code issued
- State reimbursed, insured, workers comp (IEMA Act)
- OT/BF applicable (State IEMA Act)
- Stafford Act applicable (Federal/FEMA)
- Division tasks departments



Being a Good Guest

- Understand their losses – sensitivity
- Photography and “pride” shots
- Be compassionate & respectful
- Smile and be approachable
- Understand their customs, courtesies
- Understand their FD SOPs and differences
- Accept taskings with honor
- Strive to accomplish taskings with care & quality
- Quarters – it’s their house
- Convert your way of doing business to their way of doing business
- Do the right thing at the right time for the right reasons
- Say thank you when appropriate
- The host is the IC – the boss
- Respect the rank and position assignments of locals
- Integration of forces
- If there’s disagreement – let the bosses figure out the middle ground solution if deadlocked
- Food sources – safe and credible



Activation (Section 2)

Receipt of Mission Assignment

- From the host department–Division to RED Center
- From the host community emergency manager to IEMA
- Both of the above
- MABAS leadership notified by RED
- RED enters resource parameters in CAD
- RED consults with IEMA – mission number issued
- RED evaluates and activates CAD (3 rounds)
- MABAS HQ staff activates MCC & consults with RED



Activation of Mission Assignment

- RED enters CAD parameters for event
- CAD produces tasking recommendation by Division
- CAD notifies all Divisions of activation – 1st round
- CAD notifies tasked Divisions for mission acceptance – 2nd round
- Notification of Tasking Automatic from CAD – 3rd Round
- CAD advises Divisions accepting mission of report time and reception site location
- Divisional resources assemble at their POD for reception site travel
- Divisional resources given validation code by RED via telephone
- Divisional resources travel to reception site



CAD Parameters – In State

- Stricken Division GPS longitude/latitude
- Stricken Division type of incident
- Stricken Division/department resources requested
- CAD aligns resource response by closest to farthest longitude/latitude to stricken area
- CAD applies 80/20 rule
- CAD auto task notification to selected assisting Divisions until resource request is filled
- Divisional dispatch centers have tasking approval authority unilaterally



CAD Parameters – Out of State

- CAD searches CIMS database for type specific resource being requested
- CAD selects Divisions with greatest quantity of resources/types requested
- CAD recommends to RED dispatcher the Divisions selected as greatest quantity of resource/type requested
- RED dispatcher may apply 80/20 type rule
- RED dispatcher approves CAD recommendation as adjusted
- CAD auto notifies through three (3) rounds
- Out of state response is resource available based versus geo location based



Divisional & Department Mission Acceptance Duties

- Send the correct resource as requested and typed
- Send qualified and certified personnel
- Assure all the Divisions chiefs are notified and aware
- Identify a Divisional mobilization coordinator
- Notify local elected officials of activation
- Prepare for subsequent possible mission taskings
- Maintain contact with MABAS HQ MCC



Activation – Lessons Learned

- Select vehicles that are mechanically dependable and have reasonable MPG for convoys
- The Divisional dispatch center has minutes to respond in accepting a tasking – Executive boards must preauthorize their Divisional dispatch centers on options and actions
- Division units tasked might include a team approach for an engine with two (2) people and chase car towing expedient shelter with two (2) people – be prepared for possibilities
- Divisional/departments direction reference convoys – no one drives more than four hours – rest stops and rotate drivers
- MABAS Division's critical job duty is to maintain accuracy and status of resources in CIMS on MABAS web – CAD data for activation!
- Department chiefs must keep Tier 2 card issuance completed with a recommended 20% staff issued cards excluding statewide Special Team rostered members
- Dump booster tanks during road travel, or limit to one engine in convoy with full booster tank



Mobilization (Section 3)

Local Division's Procedures

- Selection of departments
- Local mobilization checklist
- Deployment support equipment
- POD in Division
- Resources assigned – single/multiple
- Last chance compliance check
- Mobilization and Deployment “Coloring Book”



Augmented Equipment Tasking

- Primary apparatus & support vehicle
- Expedient shelter trailer
- Generator light tower
- ATV with trailer
- Two apiece vehicle assignment
- Driver rotation – four hours - rest



Mobilization Basics

- Qualified FF II – FO I
- Tier 2 card
- Water – 72 hours
- Food (MREs) – 72 hours
- Sleeping bags – air mattresses
- Personal hygiene supplies
- Changes of clothes
- Personal needs (prescriptions, etc.)
- Bug spray, sunscreen, band aids, etc.



Just in Time Briefings

- Deployment basics checklist
- Cash – credit cards
- Use of cell phones/cameras
- Deployment area hazards
- Deployment area environment
- Deployment area customs and procedures
- Timelines and report time compliance
- NIMS - ICS 214 form



RED Center Notification

- When ready to depart Division POD
- Telephone RED Center
- IFERN not to be used
- Obtain validation code
- Identify location reception
- Group integrity – multiple units
- Identify group leader
- Advise RED of your Division's assigned department, vehicle type and number, & personnel names via fax or email before you leave the station!



Reception Site Arrival

- Validation code
- Pre-completed resource roster (ICS 214)
- Receive MSU check-in time
- All personnel with Tier 2 card
- Receive convoy assignment
- Obtain convoy leader's name/agency
- Process & receive "rapid tag" receipt
- Report for supply issue step
- Report to convoy marshaling area
- Receive EMAC Req A copy



Rapid Tag & Processing Steps

- Accountability and documentation
- Daily rapid tag processing
- Handheld units on deployment
- Data in clouds
- Data sent to IEMA (rosters & coverage)
- Daily data sent to MCC & IEMA
- Documentation through daily IAP (in the clouds)
- Document – injury, illness, equipment issues, other situations as needed



Reception Site Supply Issue

- Issued as needed
- Water, MREs, hygiene kit, parkas
- Collapsible bunk
- Towels, soap, bug spray
- As indicated (issued on an as-needed basis)
- Accountable items – signature of issue

Reception Area Convoy Marshaling Area



- Briefings – last chance
- Routing & fuel stops
- Group integrity of convoy
- Staggered push outs
- Vehicle safety inspections
- Fuel top off
- Convoy commander assigned
- Starcom use
- VHF freq use
- Fireground MABAS freqs
- IFERN freq – not a player
- Starcom and MCC
- Driver rotations – 4 hour max

Convoy Support – Push Out & Travel



- MCC operational
- RED Center operational
- Cell phone welfare checks
- Routing, mapping and progress report
- Work rest rotation stops
- Refueling stops – directions
- Local & State law enforcement awareness
- Convoy fleet mechanics and fuel
- SOP for mechanical problems with vehicle
- SOP for roadside assistance, accidents, etc.



MABAS HQ Support

- 24 hour phone & radios
- MRC-MCC
- NIMS organizational structure
- Deployment-mobilization backstop
- Daily conference calls with deployed commanders
- Liaison with IEMA, EMAC, host
- Intel gathering and sharing
- IT data system
- Mapping – geospatial support
- Field needs – supply/logistics
- Medical field support – EMS
- Security needs coordination
- IAP development/coordination
- Tent city matters
- MCC is IC during mobilization
- Bug out – relocation contingencies
- Personnel emergencies – evacuations
- Situation status and monitoring
- Demobilization and reconstitution

Deployment Operations (Section 4)

Pre-Arrival Awareness



- Host operations will know you are coming
- May be sent for just in time rest
- May be sent to tent city for integration within system
- Operational assignments will be provided to you at tent city
- Identify time, location, and functional assignment of newcomers in-brief and pre/post daily ops briefings



Tent City Check-In

- Learn encampment rules
- Tent city check-in is formal process
- Tier 2 cards may be needed
- Billeting assignment given to company
- Company integrity important
- Security briefing probable
- ROEs for daily feedings, R&R time, activities
- Identify ROEs for sick call & injuries
- Identify logistics re supply
- Identify fueling ROEs
- Identify command and mission support staff at tent city – point of documentation

Operational Assignment Information



- Be present at ops briefing
- Identify assignment, mission, goals for operational period
- Identify objectives assigned to your task assignment
- Obtain and review copy of IAP
- Determine following:
 - Operational section/branch assigned to
 - Location of operational mission – maps
 - Assigned frequencies
 - Safety requirements and special interest areas
 - Requesting EMS assistance – injury/illness
 - Your crew's direct supervisor
 - Operational work period assigned
 - Feeding and break times
 - Integration of teams – who & where
 - Key ROEs within operational area
 - Identify how & who can get you help and assistance
- Documentation – handhelds – rapid tag receipts
- Daily equipment safety checks – ROEs for OOS
- Health requirements matched to potential risks – threats - prevention



Deployed Standards and Rules

- Professionalism and duty expected
- Respect and manners
- Honesty and truthfulness
- Directives and deployed forces code of conduct
- Discipline and corrective actions
- Rules and regulations while deployed



Guidance, Rules, and Protocol While Deployed

- Safety
- Alcohol and drugs
- Media contacts
- Sexual harassment and intimidations
- Theft and dishonesty
- Cell phone use and access
- Cameras and photos
- Tent city quiet times
- Smoking areas
- Fighting
- Social media (Twitter, Facebook)
- Others as needed



Corrective Actions and Discipline

- **Company Officer Actions**
 - Responsible for assigned department-division personnel
 - Issues of non-assigned personnel should be dealt with by immediate section or branch chief Company Officer's responsibility to immediately stop inappropriate action and gain control of situation – neutralize the event and report it to their direct supervisor
- **Issued by Section/Branch Chief/Convoy Commander**
 - Oral reprimand with or without documentation to record
 - Recommendation to MABAS IC or Deputy IC for written reprimand or release from deployed assignment
 - Confinement to quarters (tent city) pending corrective action
- **Issued by MABAS IC or Deputy ICs – Consult with MABAS CEO before any official actions are taken**
 - Written reprimand with copy to owning chief
 - Dismissal and release from deployment
 - Arrest – by local authorities for felony
 - Let local law enforcement do their job – hands off by MABAS IC/Deputy IC



MABAS HQ and the IC and Deputy ICs

- IC written reprimands should be copied to MABAS CEO and provide a briefing over the phone ASAP
- Decisions to release a deployed person or company must be agreed to by the MABAS CEO before the action is taken
- MABAS HQ/CEO will advise owning fire chief of all reprimands and releases experienced and circumstances of same
- Owning fire chiefs are responsible for follow up on punitive discipline occurring from a deployed corrective action

Employment (Section 5)



- Employment phase includes all aspects where you are assigned to an IC or Area Command that is directly dealing with mitigation and prevention of the disaster incident
- Whether assigned to a cold, warm, hot zone or in a rest and rehab cycle in a Tent City you are “employed” and assigned to the Incident Commander and operations until officially released to a different phase
- While “employed” absence from duty or an inability to report to duty caused by an unacceptable reason could be considered a violation of your “oath” to serve.



Demobilization (Section 6)

Release from Duty Process

- Release is a formal process
- IC & IAP documented
- Release and close out tent city billets
- Outprocessing requirement
 - Documentation – Tier 2 – rapid tags
 - Medical – injuries – illness
 - Missing & damaged equipment
 - Return convoy scheduling
- Pre-rest period mandatory before driving
- Outprocessing – last chance documentation
- Outprocessing impacts
 - Pay & reimbursements
 - Costs – equipment damage/replacement
 - Injuries/illness – workers comp
 - Pension matters – disability
- Copies hand carried from outprocessing



Demobilization –

- **Methods & Convoy**
 - Plane, train, automobile
 - Flatbed fire trucks (ESF1)
 - Inventory affirmation
 - Convoy-movement schedules
- **Convoy Movement – Back to Home Base**
 - Briefings on proceedings, safety, communications
 - Apparatus inspection
 - Notify MCC & RED upon departure
 - Work rest requirement – 4 hours max driving
 - Routing & refueling defined
 - Overnight stay – rest – no driving straight through if more than 16 hours
 - Welfare checks – phone – MCC to convoy
- **Back in Host Division/Department**
 - Notify RED & MCC
 - Documentation to agency lead
 - Equipment full maintenance routine
 - Reimbursement documentation & forms
 - Not critical follow up matters

After Action Activities (Section 7)



Critique Experience – both Benchmark Best Practices and Lessons Requiring Improvement

AAR – After Action Report – Formal documentation of critique which identifies areas assigned for corrective actions

- Maintain daily log of events
- Identify good and not so good
- Division initiated
- MABAS HQ coordinated
- Critical matters for follow up
 - Injury/illness
 - Workers comp claim
 - Significantly damaged/lost equipment
 - Disciplinary actions
- Understand reimbursement guidelines and deadlines for submission



Case Studies

- Borrow from 41 things ppt.



Questions

Discussion

Closure