

CHAPTER 3 MOBILIZATION

HIGHLIGHTS OF THIS CHAPTER:

- RESPONSE LEVELS
- POINT OF DEPARTURE (POD) LOCATIONS
- ACTIVATION PROCEDURES
- ODOT NOTIFICATION AND ACTIVATION
- REGIONAL TASK FORCE ASSEMBLY AND MOBILIZATION
- CACHE TRANSPORTATION

CHAPTER 3: MOBILIZATION

REQUESTING MOBILIZATION OF URBAN SEARCH AND RESCUE RESOURCES

Under the Authority to respond detailed in Chapter 1, OR-TF1 may be mobilized by the OSFM to assist an agency in meeting the technical requirements of a rescue incident where life safety is imminently threatened or to assist in recovery efforts. When in the judgment of the Local Chief and the County Fire Defense Board Chief, the local and mutual aid resources are not capable of meeting the technical requirements of the rescue incident; OR-TF1 resources may be mobilized. Incidents which may exhaust the technical capability of local resources include:

- Structural collapse with trapped victims
- Collapse of excavations or trenching with entrapment of victims
- Significant collapse of industrial or other equipment with entrapment which requires special tools and technical expertise.
- Trapped victims requiring high angle rescue techniques.
- Entrapment of victims in confined spaces.

OR-TF1 resources may be denied if, in the judgment of the Fire Defense Board Chief and or OSFM:

1. The local fire chief has not exhausted mutual aid resources capable of rendering technical rescue assistance; or
2. The incident does not require a technical rescue response to mitigate life safety or recovery issues.

Mobilizations requested under EMAC or through Oregon Emergency Management (ORS 401.055 – 401.155) shall be initiated through Oregon Emergency Management (OEM). The OSFM shall receive the request from OEM after approval and shall initiate the Task Force Mobilization procedures below.

Resources requested under local mutual aid agreements shall be mobilized through local requests and need not implement the formal mobilization procedures. Use of the State US&R cache shall occur only after a request and approval of OSFM.

Mobilizations under the US&R - ORS 190 agreement shall proceed at the local level after approval by the local chiefs and will not necessarily follow these procedures. Use of the State US&R cache shall occur only after a request and approval of OSFM.

RESPONSE LEVELS

OR-TF1 shall respond at any of three levels:

Level 1: Consultation/Advice – This may occur by phone or on-site with the Task Force Leader. No response from other team members would be ordered.

Level 2: Regional Team Response - ODOT is activated to transport the cache to the incident and the Oregon State Police are requested to escort the cache to the incident location. The Advance Team is mobilized from the appropriate region within the stated deployment objective. The OSFM Incident Management Team is activated. The Advance Team shall determine which additional resources are needed, including requesting Army Air Transport for a helicopter response.

Level 3: Additional regional teams(s) requested by the OSFM-IC once on-scene. Level 3 activations may be ordered as an immediate response level at the discretion of the OSFM. Additional ODOT driver(s) and OSP escort (s) are activated by OSFM. This would be a large scale catastrophic event where it is immediately apparent that a regional response is insufficient.

Notification: Alert and Activation of the OR-TF1 Task Force

Once an incident occurs, or once information is obtained indicating that an incident is imminent, communications between the Oregon State Fire Marshal's Office (OSFM) and the regional OR-TF1 Team will occur. Communication may consist of an advisory, alert, activation request, or a cancellation.

It is not a prerequisite that activation occurs in sequential fashion, i.e. advisory, alert, and activation. Activation may be ordered without prior alert or notification. The following are levels of notification that may occur and shall be coordinated through the on-call regional Task Force Leader.

Advisory

An advisory notice is an informal (information only) notification that appraises the regional OR-TF1 Advance Team members that an event has occurred, or is about to occur, which may require the involvement of OR-TF1 resources. The following procedures shall be followed:

- The OR-TF1 Task Force Leader (TFL) shall request event information from OSFM
- The TFL will notify the on-call Regional Advance Team members of the advisory.
- The TFL will assess the readiness and availability of the regional team equipment and personnel.
- The OSFM shall notify the on-call Incident Management Team of the advisory status.

Alert

An “Alert” or “Stand-by” is an official and formal notification that informs an OR-TF1 regional team that an event has occurred, or is about to occur, that will likely require the “Activation” of the OR-TF1 regional team.

- The Agency Operations Center (AOC) shall notify the designated regional TFL on rotation of the alert status.
- The TFL shall advise regional Advance Team members and shall cause an assessment of readiness to occur.
- The Rescue Team Manager for the Task Force shall notify the team members through the regions notification procedures and identify available resources.
- The TFL shall report the team status back to OSFM within two hours of the “Alert” notification.
- When the “Alert” is transmitted, the regional team should anticipate being upgraded to “Activated” status at any time. Mobilization activities shall be initiated in anticipation of “Activation” and deployment orders.
- The OSFM shall notify the on-call Incident Management Team of the Alert status.
- The OSFM will identify a specific amount of funds for the purchase of equipment, supplies, or services in preparation for activation.
- The OSFM, OSFM-IMT IC and the OR US&R TFL shall consider the need for additional resource elements which may be needed to manage the anticipated or known hazards at the incident. These could include Hazardous Materials Teams or water rescue resources.

Activation

An “Activation” notification is the official request and official authorization for a regional team(s) to mobilize and respond. “Activation” is not always preceded by an “Alert” notification. The availability and readiness of the regional team(s) equipment and personnel shall be assessed and reported back to OSFM within one hour of the “Activation” notification.

If responding, the regional team shall mobilize their personnel and equipment and report to the designated point-of-departure (POD) immediately to prepare for mobilization within 2 hours from the time of initial notification.

Activation Procedures

1. Local Fire Chief

During emergencies which are determined by the local fire chief to be beyond the local technical expertise of the agency, the local fire chief shall: (Refer to Appendix L)

- a. Initiate mitigation efforts and evaluate needs;
- b. Request available mutual aid resources;
- c. Establish an Incident Command System;
- d. Contact the County Fire Defense Board Chief or designee if OR-TF1 resources are to be requested and provide the following information:
 - The location of the incident
 - Type of collapse or hazard
 - Number of individuals trapped
 - Type of construction or materials involved
 - Size of collapse
 - Incident status
 - Resource status
 - Immediate hazards noted – i.e. hazardous materials release
 - Local Chief and the local IC's contact information
- e. Maintain communications with the Fire Defense Board Chief and update changing conditions;
- f. Identify liaison for state teams;
- g. Identify specialist for site information including maps and weather information;
- h. Assist in locating and procuring staging areas, command post and Base of Operations (BoO). The Logistics Manager will work with the plan for the BoO (for OR-TF1) and suggest changes if necessary.

2. County Fire Defense Board Chief

- a. The Fire Defense Board Chief shall confirm that:
 - The incident exceeds the technical capabilities of the local agency;
 - Mutual aid resources have been exhausted;
 - Life safety risks exist or are imminent, and/or technical recovery operations will be required.
- b. Once it is established that OR-TF1 resources are needed, the Fire Defense Board Chief shall contact OERS and request that the activation of a regional US&R team.
- c. OERS shall relay the incident information received from the local County Fire Defense Board Chief to the State Fire Marshal Duty Officer.

- d. The OSFM Duty Officer will contact OSFM Chief Deputy or Agency Representative to ascertain the situation to see if it warrants mobilization of state resources, before contacting the State Fire Marshal.

The State Fire Chief and the Agency Operations Center

The State Fire Chief shall receive the request for OR-TF1 support and obtain incident information from the requesting party. The OSFM may receive the request for the Oregon regional task force through the director of OEM, if assistance through the EMAC or a declaration of emergency has been requested. After relaying the request to the state fire chief the OSFM Chief Deputy shall alert the appropriate task force leader of the possible imminent activation.

The State Fire Chief shall determine the most appropriate response level – consultation and advice, or regional team activation. The OSFM may elect to consult with the TFL and Incident Management IC before determining a response level.

If consultation and advice is the most appropriate response level, the OSFM shall contact the US&R TFL and proceed at that level.

If team activation is determined to be appropriate through the Conflagration Act, the State Fire Chief or Agency Representative shall inform the Governor and request approval to mobilize OR-TF1 resources.

Upon approval by the Governor or upon other orders for activation, the Duty Officer will activate ODOT, the Emergency Resource Center and Oregon State Police.

The Duty Officer will contact the on-call Incident Management IC to mobilize their team. The Duty Officer shall provide the IC the following information:

- US&R Task Force Leader contact information;
- The incident location;
- Local jurisdiction IC contact information
- Situation update.

The OSFM Chief Deputy activates the Agency Operations Center (AOC), Oregon Department of Transportation (ODOT) and Oregon State Police (OSP). The AOC will track state resources activated.

Once the situation status is gathered from the local IC, the Chief Deputy, TFL, and Incident Management IC shall determine the appropriate resources needed to respond. (*The Advance Team, in consultation with the Chief Deputy, may upgrade or downgrade this response after an on-scene size up is obtained*).

In consultation with the TFL and OSFM IC, the OSFM will:

- Determine the need for notification and activation of aviation may be available to provide transportation of the Advance Team to the incident and support for OR-TF1 operations;
- Determine the need for notification and/or activation of the regional HazMat Team;
- Determine the need for activation of other technical resource elements as required.

Once ODOT is activated, the OSFM shall maintain contact with the ODOT Duty Officer and shall provide information regarding the incident staging area location and the recommended approach to the staging area.

The Chief Deputy will receive updates from the county fire chief.

TASK FORCE LEADER

The TFL receives the following information from the OSFM regarding the incident:

- 1) Requesting jurisdiction;
- 2) Location of the Incident;
- 3) Site intelligence including:
 - Type of collapse or hazard;
 - Number of individuals trapped;
 - Type of construction or materials involved;
 - Size of collapse;
 - Weather information;
 - Other hazards noted;
 - Local IC contact information;
 - Local fire chief contact information.

The TFL contacts the local IC to confirm the request has been received and to receive a situation briefing. At that time options for deployment and the needs of the local jurisdiction will be discussed.

For Response Levels 2 or 3, the TFL shall:

- Activate Advance Team members after initial phone briefing;
- Determine the transportation plan of the Advance Team:
 - Ground transportation;
 - Activate Army Air Transport or OSP when appropriate.
- Notify Advance Team members of transportation plan and routes (for the Advance Team);
- Activate appropriate call down/task force notification procedures for the region;
- Consult the Logistics Manager and determine the Point of Departure (POD). The TFL will notify OSFM of the POD location and the OSFM will in turn provide the POD location to the ODOT duty officer.

Points of Departure Locations (POD)

South Region Central: Salem Fire Training Center, Station 6; 2740 25th SE, Salem OR 97301.
Department phone (503) 588-6082 Fax (503) 588-6200.

South Region: Eugene Fire Department Station 2; 1705 W 2nd Ave, Eugene.
Department phone (541) 682-7100 Fax (541) 682-7116

North Region: Traveling West: Hillsboro Fire Department, Ronler Acres Station 3; 4455 NW 229th Hillsboro. Department Phone (503) 615-6615 Fax (503) 615-6622

North Region: Traveling East & South: Tualatin Valley Fire & Rescue; 12400 SW Tonquin Rd, Sherwood Department phone (503) 625-8194 Fax (503) 625-2497

North Region: Traveling East & South: Portland Fire Training Center; 4800 NE 122nd Ave, Portland
Department phone (503) 823-3890

The Advance Team

The Advance Team consists of the following positions:

- a. Task Force Leader;
- b. Logistics Manager;
- c. US&R Safety Officer;
- d. Search Team Manager
- e. Structural Specialist

The on-call Advance Team shall receive the initial briefing from the TFL.

The briefing should include:

- The incident name;
- The incident location;
- Jurisdictional authority;
- The transportation route and plan;
- The staging and check in area;
- The level of response approved;
- Situation briefing including type of incident, construction information, casualties and hazards.

Advance Team members shall depart for response to the incident within 30 minutes from receiving the notification of activation and initial briefing from the TFL.

LOGISTICS MANAGER

The Logistics Manager (LM) will receive a situation briefing and advise the TFL of the POD location. The LM will then notify the Rescue Team Manager and assign that individual as the mobilization manager. Before arrival to the final destination, the LM will consult with ODOT to develop the travel plan for the OR-TF1 team and cache trailer(s). The travel plan shall be submitted to the TFL. Within a short time of arrival to the final destination, the LM will work with TFL and Safety Officer to determine the BoO for OR-TF1. (Refer to 011LOG Logistics Manager Checklist)

RESCUE TEAM MANAGER

The Rescue Team Manager shall be responsible for activating, dispatching and assembling the remaining Task Force resources through the approved regional procedures.

The Rescue Team Manager shall identify and activate all Task Force resources. They shall be dispatched to assemble at the POD and for mobilization within the 2 hour response objective.

The Rescue Team Manager shall cause all check in procedures to be completed prior to mobilization of the Task Force. (Refer to Appendix E for RTM Checklist)

CACHE TRANSPORT AND MANAGEMENT

Oregon Department of Transportation (ODOT) shall provide resources for cache transport and maintenance on-scene. The State of Oregon Emergency Management Plan assigns ODOT as the primary agency for State Support Function #1, Transportation; and #3, Public Works and Engineering.

If requested by the Director of Oregon Emergency Management, ODOT will coordinate the provision of transportation or public works and engineering assistance from state agencies.

The Office of Maintenance coordinates the ODOT emergency response activities and a duty officer is available at all times to receive notifications from the Oregon Emergency Response System (OERS) or from other state agencies requesting ODOT assistance.

ODOT Notification and Activation Procedures:

The ODOT Office of Maintenance Duty Officer in Salem will be notified by the State Fire Marshal of all US&R advisories, alerts and activations.

- ODOT duty officer notifies or activates one of the assigned drivers for the cache being deployed. The ODOT driver shall function as Task Force Transportation Specialist.
- ODOT will provide at least one trained and experienced driver for each trailer that is being deployed. ODOT will assign in advance primary and alternate drivers based on the location of each cache.
- ODOT Office of Maintenance Duty Officer will maintain contact with the driver and activate other ODOT resources as needed, including vans for transport of task force members when required.

The ODOT Duty Officer will dispatch highway maintenance resources as needed to support cache transport to assure a prompt arrival on-scene. This may include the dispatch of snowplows, debris removal equipment, or a mechanic to assist in repairs. If it is snowing, ODOT will provide a snowplow. If there is debris on the road, ODOT will provide heavy equipment to clear the road. ODOT also is capable of providing a mechanic at the scene to help keep the equipment in the cache working. (ODOT has mechanics throughout the state).

Upon activation by the OSFM, the duty officer shall direct the Transportation Specialist to the regional cache area. The driver shall receive cache transportation directions to the POD.

Upon arrival at the incident, the Transportation Specialist shall report to the Logistics Manager for instructions and shall assist as needed to prepare cache for deployment. The Transportation Specialist shall remain on scene and will be assigned responsibilities as per directions of the Logistics Manager.

REGIONAL TASK FORCE ASSEMBLY AND MOBILIZATION

In all cases, the objective for the State's OR-TF1 System is to be "Mobilized" within two (2) hours. This time frame starts when the request for activation is approved and ends when the Oregon US&R regional team leaves the designated point of departure after assembly procedures are completed. The use of privately owned vehicles for the transportation of Advance Team members or other US&R members is prohibited. Only authorized government vehicles will be used.

Designated Point Of Departure

Points of Departure (POD) shall be areas where the OR-TF1 resources assemble prior to mobilization.

Each region shall consider pre-established POD's along major transportation routes in the region. The location of the each POD should be in proximity to participating jurisdictions for convenient reporting of personnel and apparatus, and to the most probable transportation routes to communities in the region. Consideration for a landing zone should be addressed in the event the Army Air Transport is requested for personnel or equipment movement. A GPS coordinate should be established for each POD with LZ capabilities.

Established points of departure should accommodate logistical needs – e.g. restroom facilities, fax and phone, and should have enough parking space for equipment. Fire Stations should be considered as primary POD whenever possible.

Assembly Procedures

Task Force resources not responding as the Advance Team shall assemble at a designated POD. Once assembled, check in procedures shall be performed and documented.

The Rescue Team Manager shall oversee the Task Force mobilization and assembly, and shall appoint the first arriving Rescue Company Officer at the POD to assist with check in and other assembly processes. The following functions shall be performed:

- a. Direct all Company Officer's to confirm that the OR-TF1 personnel are checked-in.
- b. Perform Apparatus Safety Checks and complete ICS 212
- c. Ensure FSP 01a is filled out for each department
- d. Provide Task Force briefing:
 - 1) Introduce members;
 - 2) Provide incident information;
 - 3) Discuss communications plan, including cell phone numbers. Direct all resources to common communication channel for travel to incident and perform communication check prior to departure;
 - 4) Provide transportation routes, rules for convoy to incident, and discuss contingencies for break downs;
 - 5) Identify staging area location and provide maps if available;
 - 6) Discuss rules of conduct and potential safety hazards;
 - 7) Provide basic instructions for arrival at the incident.
- e. Advise AOC of departure, time, route radio contact and ETA.

In all cases, the objective for the State's OR-TF1 System is to be "Mobilized" within two (2) hours. This time frame starts when the request for activation is approved and ends when the Oregon US&R Task Force leaves the designated point of departure after assembly procedures are completed.