Minnesota State Fire Chiefs Association

Fire Service Intrastate Mutual Aid Plan

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CONCEPT AND DESIGN

Purpose

The purpose of the Minnesota Intrastate Mutual Aid Plan (hereafter known as the Plan) is to provide local fire chiefs with an easy access to large quantities of fire service resources that may be needed in a major fire, disaster or other major emergency. The Plan is based on a series of observed occurrences and shared experiences during recent disasters and major emergencies in the State of Minnesota. It is also an evolution of our past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach to provide fire service resources in quantities beyond the means of any single fire department.

The Minnesota State Fire Chiefs Association created the Plan to provide for the systematic mobilization, deployment, organization, and management of fire service resources to assist local agencies in a major fire, disaster or other major emergency. The local fire service agency is the first tier of defense in responding to the ravages of a disaster. No community has the resources sufficient to cope with all emergencies.

The Plan provides for the rapid activation and response of aid to a community in the event of a localized disaster. These events can include a major fire, train derailments, hazardous materials incidents, wildland fires, domestic terrorism, death of a firefighter, and other events that may overwhelm the local fire department serving the community and its normal mutual aid resources.

Planning Concepts

Each local government is responsible for preparing for, and protecting its citizens against, the destructive forces of a natural or manmade disaster and to provide resources consistent with anticipated local needs. However, no community has the financial resources to fund every contingency or to cope with all potential events. If for no other reason than efficiency and cost containment, mutual aid is a necessity. Basic to Minnesota's emergency planning and response effort is a statewide system of mutual aid in which each jurisdiction relies first upon its own resources. Local governments are encouraged to develop all-risk emergency plans and local mutual aid agreements within their county, region or operational area.

Mutual Aid – Basic Concepts

- Communities are expected to commit their own and local mutual aid resources before requesting statewide mutual aid. However, no fire service agency is expected to reduce its own fire protection capability to an unreasonable level.
- The rendering of mutual aid is voluntary. No community is required to unreasonably deplete its own resources in furnishing mutual aid.
- The decision to provide resources for mutual aid is made on a case-by-case basis by the agency receiving the request to respond.

- Timely notification, and a coordinated build-up and response of mutual aid resources, is essential to a successful mutual aid response.
- The responsible local official in whose jurisdiction an incident has occurred shall remain in charge of the incident.
- All local and mutual aid resources will operate at an incident in accordance with the National Incident Management System (NIMS).

Key Concepts of the Plan

The Plan is directed towards enhancing disaster management at the local, county, and state level of government by:

1. Providing an organized method to activate large quantities of fire department personnel and resources.
2. Establishing the positions, roles, and responsibilities necessary to activate and maintain this plan.
3. Complimenting other disaster plans at the local and state level.
4. Utilizing the National Incident Management System (NIMS) adopted by the State of Minnesota.

Authority

The issue of local delegation of authority is very important to the success of the Plan. While local delegation of authority is required by this plan for any department submitting its resources for utilization in this plan, all departments should be aware of the requirements of Minnesota Statutes, Chapter 12.

Fire departments are encouraged to verify their local governing body's compliance with this provision of state law.

The Minnesota State Fire Chiefs Association (MSFCA) recognizes that any statewide mutual aid should be coordinated with the Emergency Management systems within the state.

This Plan is not intended to replace any local mutual aid agreements but is in place to enhance statewide disaster scenarios.

Any firefighting agency of this state or any private fire company may provide fire protection to any state agency or instrumentality, county, or political subdivision of this state, without a contract to provide fire protection, upon the approval of the governing board of the firefighting agency or private fire company and upon authorization of an officer or employee of the firefighting agency providing the fire protection designated by title of their office or position pursuant to the authorization of the governing board of the firefighting agency.

Each local fire service agency must obtain approval of the jurisdictional governing board such as a city council, board of trustees, or fire district board to send resources. A sample resolution as required in MN Statute Chapter 12 can be found

in (Appendix A).

Training Competencies

The Minnesota State Fire Chiefs Association believes that the underlying success of large mutual aid operations falls back on the training of the individuals involved.

As such the MSFCA recommends that all firefighters and fire officers be at a minimum trained to their appropriate levels. These levels of training are based upon the following standards:

- NFPA 1001, Standard for Fire Fighters Professional Qualifications for Firefighter 1 and Firefighter 2
- NFPA 1002, Standard for Fire Department Vehicle Driver/Operator Professional Qualifications
- NFPA 1021, Standard for Fire Officer Professional Qualifications
- NFPA 1051 or NWCG (National Wildfire Coordinating Group) for wildland firefighters and national incident management team (IMT) qualifications.
- US DOT First Responder
- NIMS Compliance

In lieu of these standards which are in ongoing development within the State of Minnesota we find that these requirements shall be recommendations only.

Certifications are available through the MN Fire Service Certification Board, MN Emergency Medical Services Regulatory Board (EMSRB) First Responder Registration, State Department of Natural Resources (DNR) and federal wildland agencies for certification in wildland firefighters and incident management team positions.

State Map with Regions

The Minnesota State Fire Chiefs Association hereby adopts and acknowledges that the subdivision of the state into regions for the purpose of this document and process is best served by the adoption of the MSFCA State Regions for coordination of the Minnesota Intrastate Mutual Aid Plan.

(Figure 1)

Relationship and Coordination

The MSFCA understands and believes that to assure statewide coordination of all disaster efforts that a tremendous amount of coordination needs to occur between this plan, its operation and the State Fire Marshal Division, the Division of Homeland Security and Emergency Management, and other state agencies.

The state duty officer will be contacted when any activation of the MSFCA Intra-state Mutual Aid plan is requested and implemented. Organizational plan is located in Appendix B.

PLAN MAINTENANCE

Minnesota State Fire Chiefs Association Emergency Management Committee

The coordination of the Minnesota Fire Service Intrastate Mutual Aid Plan, including its development, revision, distribution, training, and exercising is the responsibility of the Minnesota State Fire Chiefs Association. The MSFCA Emergency Management Committee will oversee this process. The committee will be composed of the following:

- State Plan Coordinator (MSFCA EM Committee Chairperson)
- Assistant State Plan Coordinator (MSFCA EM Committee Vice-Chairperson)
- MSFCA Regional Plan Coordinators, one representative from each of the 15 regions
- MN Division of Homeland Security and Emergency Management, one representative
- MN Department of Natural Resources, Division of Forestry, one representative
- MN State Fire Marshal Division, one representative

Organizational Structure and Responsibilities

The MN State Fire Chiefs Association divided the state into 15 regional response areas for the purpose of maintaining the Plan. The regions are designated as numerals 1-15 as shown on the map on page 7. Within each region, a Regional Plan Coordinator is appointed to coordinate the regional fire assets. The Regional Plan coordinator may operate as part of a management team for the region. Each regional management person or team is responsible for tracking all available resources within the region. Alternates for each position should be appointed in the event that the primary person is not available during a disaster. The above appointments should be geographically separate from each other in the region. Regional Coordinators may be combined in some cases for multiple regions. The individual fire departments will be given the opportunity to designate resources available in support of the Plan. The combined resources of the 15 regions comprise the Plan's resource network.

Key Positions in the Maintenance of the Plan

State Plan Coordinator (SPC):
Appointed by the President of the MN State Fire Chiefs Association and is responsible for chairing and directing the MSFCA Emergency Management Committee. The SPC shall be either an active or retired fire service official, preferably with experience in the coordination of local/regional mutual aid systems in accordance with the MSCFA Bylaws. The SPC shall be a member of the MN State Fire Chiefs Association. The SPC shall recommend to the MSFCA President candidates for the positions of Assistant State Plan Coordinator and Regional Plan

Coordinators. The SPC is responsible for coordinating the training and exercising of the Plan on the state level.

Assistant State Plan Coordinator (ASPC):
Appointed by the President of the MN State Fire Chiefs Association and serves as vice-chairperson of the MSFCA Emergency Management Committee. The ASPC shall be either an active or retired fire service official, preferably with experience in the coordination of local/regional mutual aid systems accordance with the MSCFA Bylaws. The ASPC shall be a member of the MN State Fire Chiefs Association. The position is responsible for coordinating all grants and training programs in support of the Plan. The ASPC functions as the liaison to external agencies and associations.

Regional Fire Plan Coordinators (RFC):
Appointed by the President of the MN State Fire Chiefs Association. Coordinates the Plan maintenance at the regional level and inventories resources. The RFC shall be either an active or retired fire service official preferably with experience in the coordination of local/regional mutual aid systems accordance with the MSCFA Bylaws. The RFC shall be a member of the MN Fire Chiefs Association. There are a total of 15 Regional Fire Plan Coordinators, one per region, with at least one alternate per region appointed by the RFC. In some cases regions may be combined for logistical and organizational effectiveness. The RFC is responsible for training and exercising of this plan and the development of a management team for assigned region if necessary on the regional level.

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

ACTIVATION OF THE PLAN

Request for Assistance

When a fire department, governmental entity or community is affected by a disaster situation, the Incident Commander will initially request additional assistance by utilizing the local mutual aid system. The Minnesota Fire Service Intrastate Mutual Aid Plan (hereafter referred to as "the Plan") recognizes that there are several variations of mutual aid systems throughout the State of Minnesota. The Plan is not intended to replace or inhibit the development of any local or regional mutual aid system. When a local jurisdiction has exhausted the available local mutual aid resources, they may activate the Plan by requesting additional assistance from the Minnesota State Duty Officer (MDO). To contact the State Duty Officer (MDO) call 1-800-422-0798 or 651-649-5451.

Activating

To report an emergency to the State such as a tornado, flood, fire, chemical release, or other emergency, the MDO must be notified. The MDO must also be notified to request any type of state, federal or interagency assistance. A checklist for fire departments to use when requesting or responding to a mutual aid is included in Appendix D.

Requesting Agency Procedure

You do not have to be a participating member (sending agency) of the plan to request resources.

For any emergency, the local jurisdiction must first commit local resources. A requesting agency should not exhaust local resources to an unsafe level before calling for either local or statewide assistance. When a fire department's resources and local mutual aid resources are not adequate for the size, nature, complexity or duration of an incident, the Plan should be activated. When the Plan is activated, a search of the statewide Fire and Rescue Resource Inventory will be done to find the closest, most appropriate and available resources outside of the local mutual aid group that match the incident's needs.

MN – State Duty Officer (MDO) Initial Contact
On the initial contact with the MDO, the requesting agency will provide information and answer questions pertinent to the incident and its needs, such as:

- The caller's name, title or position, and the agency they represent.
- Purpose of your call. Keep in mind the MDO gets calls for many types of emergencies and assistance. You must clearly state that your request is for the Statewide Fire Mutual Aid Plan resources so the MDO will know the call must be forwarded to the State Fire Marshal for processing.
- The urgency of the request, i.e. immediate or planned need.

- If you have the advantage of forewarning of a potential disaster, it is prudent to activate the system so that SFMD, HSEM, and designated resources can be alerted and ready to react quickly. In some cases, resources may be placed in a standby mode. This may save valuable response time in later phases of the incident.

- The nature of the problem or anticipated problem, e.g. structure fire, wild land fire, flood, tornado, explosion, HazMat, etc.
- A brief description of the type of assistance needed, structural fire suppression, wildfire suppression, HazMat Team, confined space rescue, collapse rescue, etc.
- A telephone number for the appropriate agency(s) to contact them, e.g. SFMD, DNR, MPCA, etc. This should be a number that has a high probability of being available to receive a call, i.e. not being busy or out of service.

Example:

> "This is Chief Jones of the East Valley Fire Department. We are requesting the Statewide Fire Mutual Aid Plan activation. We have a commercial fire burning out of control that is affecting other businesses. We have committed all of our local and mutual aid resources. We will need additional engine and truck companies. My call back number is 999-888-7777."

Once a request for the Plan resources is made, the MDO will contact the State Fire Marshal's Division. The caller will receive a return call from the State Fire Marshals Division as soon as possible. Based on the nature of the incident and resources needed, the MDO may notify other State agencies as well, e.g. the Minnesota Department of Natural Resources (DNR), Minnesota Pollution Control Agency (MPCA), Minnesota Department of Transportation (MnDOT).

See Appendix E for a diagrams/flow charts on notifications

Example:

> The commercial building contains hazardous materials. The fire has extended to tractor trailer rigs, also containing hazardous materials, parked alongside the building. Contaminated run off water is running in to the storm sewer system and a stream. The request will be relayed to the SFMD; however, because transportation vehicles, the sewer system and a stream are involved, the MDO will also notify the Minnesota Department of Transportation, Minnesota Pollution Control Agency, and the Minnesota Department of Natural Resources.

SFMD Initial Contact

When contact is made with the SFMD, the requesting agency will need to give a detailed description of the incident and resources needed. This will enable the SFMD to find the right resources for the incident. Be prepared to provide the following information as appropriate:

- The type of incident, e.g. structure fire, explosion, etc.
- The area affected, people or property involved
- Anticipated or potential problems. How bad could it get?
- Resources needed. Be specific as to what kind and how many, e.g. five type - 1 engines and an incident management team.
- Anticipated duration of incident
- Reporting location, i.e. staging, with easy to understand directions
- A contact telephone number for responding units.
- Radio travel talkgroup
- Cellular phone number for incident command

Travel Frequency

A travel frequency is the frequency responding units will use to contact the requesting agency upon arrival. This will likely be an ARMER Talkgroup. A VHF channel could also be used if ARMER is not available.

For ARMER system users, the travel talk group may be an identified STAC for response outside of the region and a regional TAC talk group for responses inside of the region. ARMER system talk groups can be patched to VHF fire mutual aid frequencies by dispatch centers to allow interoperability between 800 and VHF responders.

The staging area of the requesting agency should monitor the travel frequency or talk group. Responding units may need to contact staging for directions or other information. Updated incident information or other important information can be relayed to responding units by departments along the travel route. Responding units experiencing mechanical difficulty or other problems can communicate any change in their status or arrival time through local departments along the response route. Cell phones can also be used to communicate, provided phone numbers are available.

When using a statewide frequency or talk group within range of the incident, be aware that this frequency may also be in use as a tactical channel for the incident. Be brief with communications.

Effective radio communication is critical to the successful resolution of any incident. The larger and more complex the incident, the more likely it is that communications problems will occur.

In order to keep communications problems to a minimum:

- Personnel must be familiar with the operation, talk groups, and frequencies available on mobile and portable radio equipment.
- Transmit in plain English – do not use 10 codes.

- Keep radio transmissions brief and to the point.
- Understand the incident's communications plan, including the means for transmitting emergency messages.

Example:

SFMD – "How long do you think you will need these resources and where would you like them to report."

Fire Chief – "I anticipate at least a 12 hour operation. Have them report to the Staging Officer. Staging is located at the Farm Store parking lot, on Highway 241 on the south end of town, just north of the first stop light."

SFMD – "Do you have a telephone or cellular phone number and travel frequency for resources to report in on?"

Fire Chief – "Yes, cellular phone number is 999-888-7777. The travel frequency is state-wide fire mutual aid or STAC-4."

Consideration should also be given to the need for other state resources such as an incident management team or an MSFCA FAST Team.

The SFMD will contact the Regional Coordinator for the affected region to begin providing immediate assistance to the area.

Sending Agency

Participation in the Statewide Mutual Aid Plan as a sending agency is voluntary. Departments with sufficient equipment and personnel to support a state-wide response, without depleting local capabilities, are encouraged to become involved in the program.

Sending agencies should have an inventory of their equipment and specifically what equipment may be utilized in mutual aid situations. This inventory should be available regionally in order to assure the Regional Plan Coordinator have access to the information.

Some of the key expectations of sending agencies include:

- A thorough working knowledge of the National Incident Management System.
  - This assumes that all personnel responding to Statewide Mutual Aid Plan requests are able to operate within a fully implemented incident command system.
- All responding personnel must be qualified and competent in the position they are filling, e.g. company officer, apparatus operator, or firefighter. The sending agency is responsible to determine the suitable professional qualifications of responders.
- Authorization to immediately send resources outside the jurisdiction has been secured from the jurisdiction's governing body. Typically this authorization is in the form of a resolution adopted by your jurisdiction's governing body. (See Appendix A.)

- A department should consider not sending too many resources from their department in order to assure that they can provide local service to their community.
- Internal policies and procedures have been developed and implemented to ensure the department's timely response to a Statewide Mutual Aid Plan request.

Mutual Aid Deactivation Protocols

Scaled deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the Incident Commander. Full deactivation would occur at the termination of the operational elements at the incident.

Resource Inventory

Each fire department should keep an inventory of apparatus and equipment. This inventory is a foundation of the Plan. Regional Plan Coordinators should keep an inventory of the following for their region:

- Listing of all fire Departments in their region
- Contact numbers for the departments – suggest two to three deep for contacts.
- Listing of apparatus / equipment available for mutual aid response
- Listing of specialized equipment in the region

A Regional Resource Inventory could include specialized equipment such as:

- Aircraft crash/rescue
- Cold water rescue
- Trench rescue
- Confined space rescue
- Structural Collapse
- Dive rescue
- Rope rescue
- ATV Tracked Vehicles
- Incident Management Teams
- Full Response HAZMAT Teams
- Chemical Assessment Teams
- Bomb Squads
- Ice rescue
- High angle rescue
- Command vehicle
- Radio systems

Examples of Specialized Resources that are dispatched directly by the State Duty Officer include:

- HAZMAT teams
- Bomb Squads
- Collapsed Rescue Teams
- Incident Management Teams
- Department of Natural Resources (includes helicopters, air tankers, wildfire arson investigation teams, Type 2 nationally qualified Incident Management Teams, wildland search expertise, ICS expertise, radio systems, base camp and firefighting supplies/equipment, etc.)
- National Guard Assets (55th CST)

Other specialized or non-typical resources may be available around the state; however, these will take more time to locate. If a requesting agency knows the location of a specialized piece of equipment, that information should be conveyed to the SFMD when making the request.

The Minnesota State Fire Chief's Association has developed a method of resource typing which is defined in Appendix K, FEMA Guidelines along with completed examples. The list of available resources is to be updated annually or when any significant response capability changes.

A copy of a Resource Inventory Form is listed for reference in Appendix F.

DEPLOYMENT OF RESOURCES

Critical Concepts

Critical to the success of this deployment plan is the concept of efficient timeframe for deployment. In concert with this concept, it is critical that all resources deployed are adequately documented and tracked.

Communities are expected to commit their own and local mutual aid resources before requesting statewide mutual aid. However, no fire service agency is expected to reduce its own fire protection capability to an unreasonable level.

Specialized Resource Response Timeframe:
In many emergency situations, a rapid deployment may be deemed necessary and authorized. Deployed resources shall respond as soon as possible to the designated Staging Area. The Staging Area shall be under the direct supervision of a Staging Area Manager.

Standard Resource Deployment Timeframe:
Unless specified otherwise at the time of request, the standard for deployment of fire service resources shall be within three (3) hours. Unless otherwise stated, the anticipated duration of the deployment will range from 12 hours to a maximum of 72 hours. The Staging Area shall be under the direct supervision of a Staging Area Manager.

Documentation

Once requested resources arrive in the designated Staging Area, it is critical that the documentation process begin. Documentation is important in order to receive funds should the incident become eligible for reimbursement at the State or Federal level. The documentation process is the responsibility of the requesting jurisdiction, but needs to be completed by the sending jurisdiction. The requesting jurisdiction must complete a "Disaster Team Deployment Form". The Disaster Team Deployment Form shall contain the following information on each individual that has been deployed:

- Incident Number - to be issued by the Regional Coordinator or the State Fire Marshal Office.
- Incident Number is the Duty Officer Number assigned at time of call.
- Staging Area Location – as set by the requesting jurisdiction.
- Date/Time Deployed – available through Regional Coordinator or the State Fire Marshal Office and to be updated as replacement crews are deployed.
- Date/Time Demobilized - to be updated as the mission is completed.
- Full Name - as it would appear on payroll, social security, etc.
- Agency - sponsoring department.

- Position - to indicate position within strike team, task force or position filled resource request. (May also indicate fire service rank)
- Unit Designation - apparatus number/designation individual is assigned to.
- Comments - to provide additional information such special skills.
- Emergency Contact - the name of a family member/friend and 24-hour contact number for each team member deployed.

The Disaster Deployment Form is located in Appendix G.

Coordination Information

All requested resources will receive coordination information prior to responding to the incident. The information will clearly identify:

1. Call back telephone number of the Regional Fire Plan Coordinator, EOC, or the State Fire Marshal's Office.
2. Contact name and telephone number of the jurisdiction requesting assistance.
3. Staging area location in affected area.
4. Directions to staging area (maps are always helpful).
5. Any special instructions.

LOGISTICAL SUPPORT

Self-Contained

The logistical support of mutual aid resources is critical in the management of a disaster effort. Logistical support will be established as soon as possible and will be maintained by the agency requesting the resources. Responding personnel should bring clothing and personal hygiene items to support up to a 72 hour mission.

The size of the response sent to the area, the severity of the disaster, the extent of the area involved, and the infrastructure that is still functional within the affected area, will ultimately determine the extent to which logistical support is required. Items to consider may include:

1. Transportation to and from the area:
    a) Staging areas, within and outside, the disaster area
    b) Overnight storage for vehicles
    c) Maps and directions for responding personnel
    d) Emergency towing and repairs
    e) Designating fuel, oil, and water depots
2. Food supplies and preparation:
    a) Self-contained mobile food preparation units
    b) Personnel to prepare/distribute meals
    c) Sanitation and clean up
    d) Food supplies/utensils
3. Overnight shelter and rehabilitation areas:
    a) Provide suitable (secure) overnight shelter
    b) Environmental considerations (rain, sun/heat, insects)
    c) Bedding Transportation to and from shelter
    d) Parking and security of apparatus
    e) Electricity/generator power
    f) Water and sanitary facilities
    g) Communications links (in and out of the disaster area)
4. Critical Incident Stress Debriefing considerations
5. Affected worker support/assistance

Force Protection

Protection of responders will be coordinated with Law Enforcement & Security (ESF 13) based on the nature of the mission and extent of risk to those responders. This protection shall include but not be limited to, protection of personnel and equipment while at a facility, in transit, or at the work site.

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 officers 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, agencies responding under The Plan should be removed from danger until law enforcement can establish a secure environment.

Code of Conduct

This Code of Conduct consists of the rules and standards governing the expected demeanor of members of agencies responding as part of The Plan. Each system member is both a representative of their response team and their Sending/Responding 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 sending Agency.

General Responsibilities:

- It is the responsibility of the Sending Agency to prepare its system members before deployment regarding conduct expectations. Each deployed member is bound by their sending agency's rules, regulations, policies, and procedures.
- 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.

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 regulations regarding the handling of sensitive information including the use of personal communication devices.
- 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, or misuse of prescribed drugs
- Will not consume alcoholic beverages while on duty or subject to call
- Only procure equipment through appropriate channels
- Follow the authority having jurisdiction (AHJ) and federal regulations or restrictions regarding taking and showing pictures of scenes, including victims,

structures, etc.
- 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

Communications

Effective radio communication is critical to the successful resolution of any incident. The larger and more complex the incident, the more likely it is that communications problems will occur.

In order to keep communications problems to a minimum:
- Personnel must be familiar with the operation and frequencies available on mobile and portable radio equipment.
- Transmit clear text messages – do not use 10 codes.
- Keep radio transmissions brief and to the point.
- Understand the incident's communications plan, including the means for transmitting emergency messages.

Interoperable Communications

ARMER- Statewide Public Safety Radio System:
Minnesota is currently operating a statewide public safety communication system known as the ARMER system. This statewide system is fully integrated on to a single public safety communication system providing the highest level of interoperability.

The existence of a common statewide backbone also provides the opportunity to link existing communication systems into the 700/800 MHz trunked environment and the opportunity to coordinate VHF and UHF interoperability resources into that backbone as needed. It also provides a backbone upon which to develop strategies for enhanced interoperable data. By implementing these strategies it provides the opportunity to enhance interoperability with systems that have not reached the end of their lifecycle.

Media Communications

In a disaster or major emergency, the transfer of incident information is in competition with one of the most sophisticated communication systems in the world - the news media. Some widely publicized major incidents, such as the Columbine High School shooting, have demonstrated that the news media may have more information than responding resources. Major news networks can mobilize their crews and be on scene anyplace in the country within two to three hours, and by using local affiliated outlets, major networks can be broadcasting live video images nationwide in an even shorter period of time.

The media can quickly become a hindrance or an asset depending on their access to and the release of accurate information. The solution to this potential problem is the early activation of a local public information plan. To ensure accurate, timely and responsible release of information, all information must flow through one Public Information Officer (PIO).

This person, their location, and a schedule of media releases must be made known. If the media does not have regular and timely access to information through the PIO, they will find it or create it elsewhere. Many incidents have resulted in field units, incident commanders, and private sector spokespersons giving contradicting or inaccurate information. Until an effective plan is implemented, the media will use whatever information it can get, therefore it is essential that the communications plan be activated as soon as possible so that accurate, timely and coordinated information may be disseminated.

The public information plan must be made known to all resource units, the local and state emergency operations center (EOC), and all agencies involved in the response. If the emergency affects a private entity that may also have a communications or information officer, they must also be brought into, and made an integral component, of the incidents public information plan.

Assistance with media communications is available from the Department of Public Safety's Office of Communications. Trained and qualified information officers are also available through the DNR and MNICS Incident Management Teams. Requests for that assistance should be made through the MDO.

ORGANIZATIONAL LIABILITY

Workers' Compensation Coverage

Each participating organization will be responsible for its own actions and those of its employees and volunteers and is responsible for complying with the Minnesota workers' compensation laws.

Automobile/Vehicle Liability Coverage

Each participating organization will be responsible for its own actions and those of its employees and volunteers and is responsible for complying with the Minnesota vehicle financial responsibility laws.

General Liability, Public Officials Liability

To the extent permitted by law and without waiving sovereign immunity, the requesting agency will be responsible for any and all claims, demands, suits, actions, damages, and causes for action related to or arising out of or in any way connected with its own actions, and the actions of its personnel in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of the Plan.

REIMBURSEMENT PROCEDURE

Upon the activation of this plan, this Reimbursement Procedure will be applicable to all requested on-scene and responding agencies. The requesting organization will reimburse the responding organization for all deployment and operational costs to include those related to personnel, use of equipment, and travel. A responding organization may choose to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided to the requesting organization.

Financial Assistance Availability

State

The impact of major or catastrophic emergencies can exceed local financial resources and the area fire departments ability to fulfill the needs of the citizens. Financial aid and assistance may be requested from the State of MN. Financial assistance may be available from a variety of sources within the state on a supplemental basis through a process of application and review. The State Fire Marshal's Office will assist fire departments regarding financial assistance. However, the overall coordination and communications for the broad range of financial assistance that might be available to a community will be coordinated by Minnesota Department of Public Safety – Division of Homeland Security and Emergency Management (HSEM).

Federal

When damages are so extensive that the combined local and state resources are not sufficient, the governor submits a request for an emergency or major disaster declaration to the President through FEMA. A joint FEMA, state and local team will conduct a Preliminary Damage Assessment to determine if there is a need for federal assistance. If federal assistance is justified, the President issues an emergency or major disaster declaration and various emergency or disaster programs are made available. Federal assistance is on a shared cost basis with 75% federal funds and 25% non-federal funds.

Documentation

Any reimbursement, either state or federal, is based on the supporting documentation. The same documentation procedures are applicable to both the state and federal claims. The documentation must be able to stand the test of audit. FEMA reimbursement forms can be referenced in Appendix K. FEMA forms will provide the guidelines and tools needed to set up files and document costs. The NIMS forms are available in a computerized version.

Failure to properly document costs may result in part or the entire claim being Ineligible for reimbursement. It is very important to document the request for mutual aid in addition to documenting costs.

Eligibility

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

- Be required as the result of the emergency or disaster event.
- Have been requested by the impacted jurisdiction and coordinated by this plan.
- Be the legal responsibility of the eligible applicant.

Fire service resources activated by this plan must submit reimbursement claims to the impacted jurisdiction(s).

APPENDICES

Appendix A

RESOLUTION AUTHORIZING DISPATCH AND USE OF FIRE DEPARTMENT EQUIPMENT AND SERVICES BY [ADMINSTRATOR/FIRE CHIEF] IN EMERGENCY SITUATIONS.

Whereas, the [Your City Council, Board, etc.] finds that instances have occurred in the past and can be anticipated in the future wherein there is a danger, by fire, hazard, casualty or other similar occurrences taking place or occurring outside the territorial limits of the [Your Fire Department] and by the suddenness thereof it would be impossible or impractical for the [Your City Council, Board, etc.] to meet and authorize the dispatch and use of [Fire Department] equipment and personnel to combat such fire, hazard, casualty or other similar occurrence: therefore,

Be it Resolved by the [Your City Council, Board, etc.] as Follows:

The [Your City Council, Board, etc.] finds it desirable and necessary to authorize the [Administrator/Fire Chief/other] or his/her designee to exercise discretion, considering at all times and in each case the internal needs of the [Your Fire Department] and its inhabitants to dispatch [Your Fire Department] equipment and personnel as deemed necessary to combat such occurrence whether it takes place within or without the [Your Fire Department] boundaries.

Be it Further Resolved that such dispatch and use as directed by the [Administrator/Fire Chief/other] or his/her designee shall be fully authorized as an act of the [Your Fire Department] and all provisions for compensation of personnel, rental of equipment, liability insurance coverage, workers' compensation insurance and all other safeguards and matters pertaining to the [Your Fire Department], its equipment and personnel, shall apply in each case as if specifically authorized and directed by this [Your City Council, Board, etc.] at such time, whether or not the governing body or authority of the place in which the fire, hazard, casualty or other similar occurrence exists, has previously requested and provided for assistance and the use of the equipment and personnel under a mutual protection agreement or other type protection agreement with the [Your Fire Department].

Further, the [Administrator/Fire Chief/other] or his/her designee shall recall, order, and terminate the use of such equipment and personnel when the need for their use no longer exists, or earlier, when at his discretion it appears in the best interest of the [Your Fire Department].

ADOPTED by the [Your Fire Department] on Date.

_____
Chair

_____
Administrator / Fire Chief / other

ATTEST:

_____
Secretary

Appendix B

MSFCA ORGANIZATIONAL PLAN

PLAN ACTIVATION

Responsibility: The responsibility for activation of this plan shall remain with the person or persons with incident management authority in the event of a disaster within that jurisdictional area.

Actions:

_____ In the event of an emergency/disaster and local/regional mutual aid systems have been exhausted, the local jurisdiction shall determine the type and amount of additional resources required. Requests shall be in accordance with the Resource Inventory guidelines of this Plan.

_____ The local/regional affected jurisdiction establishes contact with the State Duty Officer and requests additional resources.

_____ The State Duty Officer contacts the State Fire Marshals Division for coordination of resources.

_____ The local/regional coordination person or team shall then contact and notify the local County Emergency Manager to inform them of activation of the Plan.

_____ During any major incident, interagency coordination is essential. Upon the activation of the County Emergency Operations Center (EOC), requests for assistance shall be channeled through the local EOC.

_____ The State Fire Marshal division will contact the State Coordinator to advise of the Plan activation.

_____ The State Coordinator notifies the Assistant State Plan Coordinator, the Regional Coordinators, and the MSFCA Board of Directors of the activation of the Plan

_____ The State Coordinator will establish an appropriate contact with the State Fire Marshall Office for short term and longer term needs.

Appendix C

Key Position Checklists

PRESIDENT OF THE MINNESOTA STATE FIRE CHIEFS ASSOCATION (MSFCA)

Position Responsibilities: Overall coordination of the Minnesota Fire Service Emergency Response Plan through the State Plan Coordinator.

Actions:

_____ Annually appoints the Chair of the MSFCA Emergency Management Committee who also serves as the State Plan Coordinator.

_____ Upon recommendation from the State Plan Coordinator, annually appoints the Assistant State Plan Coordinator and the fifteen (15) Regional Plan Coordinators.

_____ Considers and approves/disapproves recommendations from the State Coordinator regarding committee membership.

_____ Notifies the State Fire Marshal annually with the identity of the State Plan Coordinator.

_____ Communicates with State Plan Coordinator on all matters affecting disaster planning.

_____ Assists State Plan Coordinator with plan management as necessary.

_____ Contacts adjacent state fire chief associations, and other fire associations as necessary, to coordinate planning activities.

_____ Liaison with IAFC for situation updates and assistance needs.

_____ Attends critiques of the Plan at his/her discretion.

Appendix C (Continued)

STATE PLAN COORDINATOR

Position Responsibility: Overall coordination, management, maintenance of the Minnesota Fire Service Emergency Response Plan.

Actions:

_____ Appointed annually by the President of the MSFCA.

_____ Serves as Chairperson of the MSFCA Emergency Management Committee.

_____ Recommends candidates for the position of Assistant State Plan Coordinator to the President of the MSFCA.

_____ Recommends candidates for the positions of Regional Plan Coordinators for each of the fifteen (15) response regions to the President of the MSFCA. Obtains input from the County Fire Chief's Associations in each region.

_____ Recommends to the MSFCA President alterations to the Emergency Management Committee as deemed necessary.

_____ Holds regular committee meetings. These meetings shall be conducted at least semi-annually.

_____ Represents the Emergency Management Committee to the Board of Directors of the MSFCA.

_____ Makes reports to the full MSFCA membership on the Plan and the activities of the committee, as needed.

_____ Makes annual written report to the President of the MSFCA.

_____ Insures plan updating, training, and other administrative functions are on-going.

_____ Notifies the President of the MSFCA when the Plan is activated.

_____ Serves as, or designates, Fire Service representative/liaison to the State Fire Marshal's Office operating in the State Emergency Operations Center as needed.

_____ Serves as, or designates, the liaison, during the disaster, to the affected Regional Plan Coordinator as needed.

_____ Critiques responses with committee and makes appropriate recommendations to the MSFCA for changes in the Plan.

_____ Develops a plan to provide for the continued staffing of the position during extended operations.

Appendix C (Continued)

ASSISTANT STATE PLAN COORDINATOR

Position Responsibilities: Assists the State Plan Coordinator in the overall coordination and maintenance of the Minnesota response plan.

Actions:

_____ Appointed annually by the President of the MSFCA.

_____ Serves as chairman and plan coordinator in the absence of the State Coordinator.

_____ Provides recommendations on revisions as necessary to update the Plan.

_____ Liaisons with external associations and agencies on training opportunities.

Appendix C (Continued)

REGIONAL FIRE PLAN COORDINATOR

Position Responsibility: Maintenance and coordination of the Plan at the regional level.

Actions:

_____ Appointed annually by the President of the MSFCA.

_____ Identifies and trains at least one (1) alternate for the region.

_____ Assists local fire departments in maintaining and updating a local resource database. Encourages and assists with updates to the resource list at least semi-annually.

_____ During activation, serves as coordinator for the Plan in the assigned region.

_____ During activation, assigns or is assigned a liaison in the disaster area as needed.

_____ Serves as member of the MSFCA Emergency Management Committee, specific to the Plan.

_____ Appoints County Plan Coordinators as needed with the input of the respective county fire chiefs' associations in the area.

_____ Maintains a "hard copy" of the current resource list of equipment, personnel, etc. within the region that are available for response upon Plan activation.

_____ During Plan activation, communicates with the State Fire Marshal's Office.

_____ Identifies a contact for each department in the region.

_____ Identifies the fire service dispatching points within the region.

_____ Prior to Plan activation, establishes and maintains an on-going dialogue with ~~the~~ local emergency managers.

_____ Assists with the creation/expansion of local, county, and regional mutual aid systems.

_____ Serves as a liaison for the Plan to the local fire service representatives within the Regional or County EOC's when activated as needed.

_____ Assists local jurisdictions with incident documentation for resources requested through this plan.

Appendix D

REQUESTING AGENCY CHECKLIST

Commit local resources first. Establish need.

Call the MNDO at 651-649-5451 or 1-800-422-0798

Back-up Only – 651-296-2233

Give name, rank and name of your agency
Purpose of your call – to request fire and rescue mutual aid
Urgency of request - immediate or planned need
Provide a brief report of the nature of the problem, or anticipated problem
Describe type of assistance required (fire suppression, rescue, etc.)
Provide callback telephone number for SFMD

Initial contact by SFM

Type of incident – structure fire, building collapse, explosion, etc.
Area, people or property affected – special problems or potential
Resources needed – be specific as to type and number.
Anticipated duration of incident
Reporting location (staging, base, fire station, etc,) with good directions
Telephone number for responding units to contact requesting agency if needed
Designate travel talkgroup

Prepare for resource arrival

Staging - check-in procedure, ensure readiness of equipment and personnel
Advise staging or check-in of anticipated resources and time of arrival
Equipment support - repairs, fuel, oil, tires, anti-freeze, etc.
Personnel support - food, water, shelter, sanitation, rehab, relief, rest, medical
Communications - develop plan, provide radios or escorts, and use plain English
Consider new incident action plan and deployment of resources

Second contact by SFM

Record the type and number of responding resources
Record the agency names and unit I.D.'s of responding resources
Record anticipated arrival times
Record available cell phone numbers for responding units
Record Password

Upon arrival of resources

Inspect apparatus, ensure companies are properly matched to assignments
Assign local talkgroup or provide portable radios, if needed
Provide local map or escort as needed
Provide incident briefing and assignment. Maintain accountability
Notify SFMD when resources arrive

Demobilization

Coordinate with SFMD, are resources needed elsewhere?
Feed and rest resources that must travel a long distance
Safety check apparatus
Take inventory for any missing or damaged equipment, document even minor injuries

Use NIMS and ensure proper ICS structure to support operation

Appendix D (Continued)

STATEWIDE MUTUAL AID

INCIDENT COMMANDER'S CHECKLIST

The following checklist is provided for the Incident Commander's use when an Emergency is declared and the fire/EMS statewide mutual aid plan is activated. Organization and delegation of assigned responsibilities to individuals other than the Incident Commander will be required if management will be effective. All Incident Commanders are encouraged to fulfill each area noted on the checklist as soon as possible after statewide mutual aid plan activation.

	Done	Follow-up	Notes
Start keeping a log of events. Have someone stay by your side logging in all important events, situations, information and direction you provide, and people you talk to who are supporting your efforts. Have the individual keep times with all activities.			
Organization. You cannot let yourself become wrapped up in details or tactical operations. Construct an organization of request IMT and delegate other people to assume responsibility of major activities and event requirements. Push yourself away from the table, think about the incident, and begin to plan mid and longer-term actions. What will it be like several days from now?			
Soon after the request for assistance and activation of the statewide fire/EMS/special teams mutual aid plan you will need to provide direction regarding where mutual aid units will report when they arrive. Identify a staging area outside of the perimeter of the event. Assign a staging officer who will manage the incoming resources until you know what and where you'll put them to work. Remember, a tremendous amount of resources will be arriving in the hours to come, be prepared to manage them - perhaps in a high school or shopping center parking lot. Have your staging officer be prepared to talk the same as you with common maps, sectors and work packages for units.			

Start to think of your priorities now and in the mid range. What needs to be done now and over the next 24 hours? What assignments and directions will you give incoming mutual aid units? How big or small of resource packages will you need to accomplish your goals and objectives in dealing with the incident over the next 24 hours?			
Organization will be needed again once you have identified your first 24 hours needs, goals and objectives. Should you assign resources to geographic sectors or by functions or by both? Determine your management structure to accomplish your needs, goals, and objectives.			
The mutual aid units will eventually need to take breaks, rest, eat and other necessities of life. Assign a logistics or R & R sector, or an individual who will manage:			
• Where will mutual aid resources sleep, clean up and relax?			
• How will you feed and water the mutual aid herd?			
• How will you deliver supplies to mutual aid resources working in the field?			
• What ongoing medical support will you provide mutual aid resources?			
• What supplies will you need to support mutual aid resources and where and how will you get them? (Hint, County E/M)			
• Will you maintain a 24 hour operation and if so, what work rest cycles will be planned for mutual aid resources?			
• What plan do you have for refueling vehicles and maintenance/repair of vehicles? Tow Trucks? Repair facility?			
• Often the original staging area can become the hub for a lot of the issues noted – a single rally point for all needs.			
Secondary to organization is records and documentation. As host, the after action records and documentation of the incident are critical. Reimbursement will depend on records. Assign an individual who can become the incident historian, collecting all pertinent records, receipts and events in a single point. After the fact sorting it out will be much easier.			

STATEWIDE MUTUAL

AID PRE-RESPONSE

CHECKLIST

The following items are requirements for participation and response to a statewide mutual aid request.
All participating departments, districts and agencies should strive towards compliance

	Done	***Follow-up***	***Notes***
All fire apparatus responding shall meet the minimal standards of NFPA 1901 regarding the vehicle and its equipment. All squads to be of a heavy-duty type design, typically with rescue equipment, extrication equipment, salvage equipment and basic fire and EMS duty equipment. Ambulances responding within a statewide mutual aid request shall meet minimal licensure requirements of EMSRB as an ALS or BLS unit.			
Fire apparatus responding to a statewide mutual aid response (engines, pumpers, ladder/aerial equipment, squads) shall be staffed with at least four and no more than six trained firefighters, with one of the individuals designated as being in charge as a Company Officer. Brush trucks and tankers require a minimum of two individuals per unit and an individual in charge need not be designated. All ambulances will be staffed with at least two, but no more than three individuals, each meeting the EMSRB licensure requirements to assure an ALS or BLS vehicle's capability.			
Appropriate safety equipment and protective wear shall be with responding units and used when appropriate.			
All departments/districts assigned a response shall do so in the appropriate type of vehicle they are due to respond in. Individuals shall not respond in personally owned vehicles but rather be on the vehicle due to respond.			

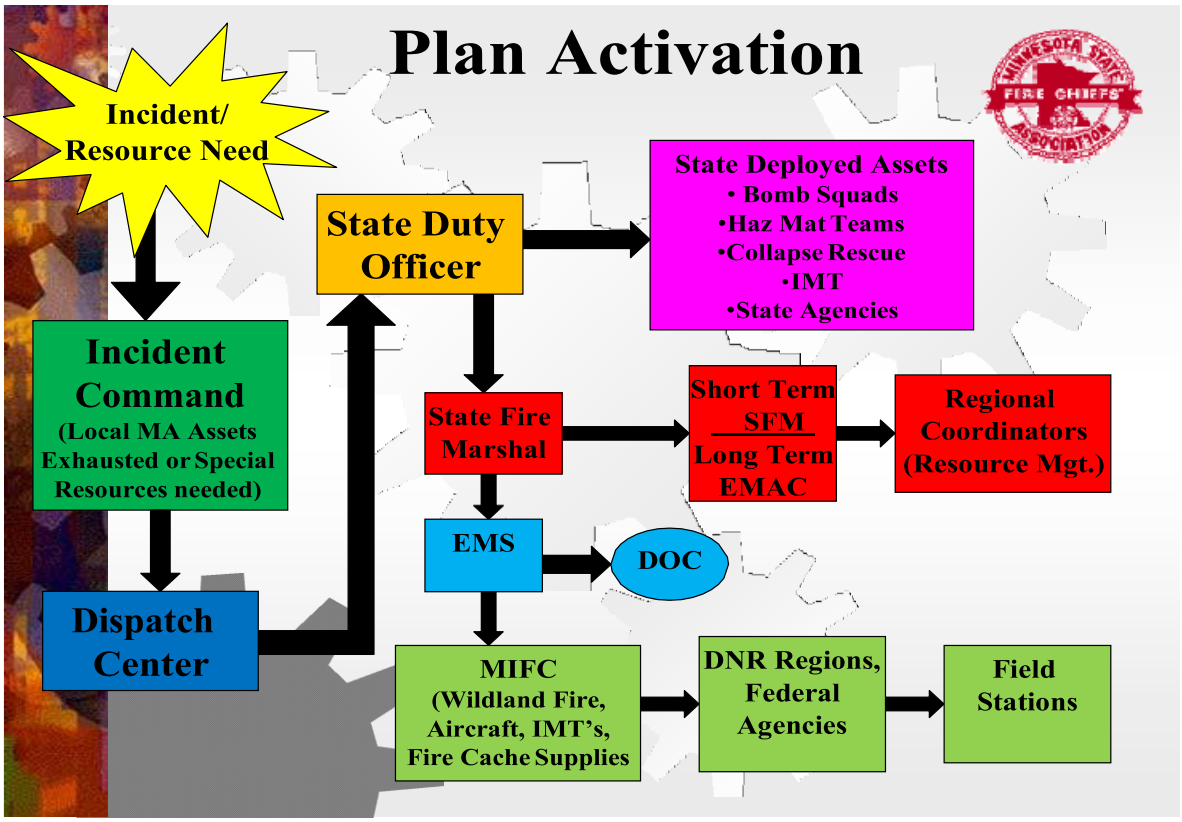
All units will follow directions given during the dispatch with mission number provided by the communications center including the main routing of response caravans. Staging will advise where authorized refueling and support sites have been established along the designated caravan response routes. Any geographic areas sending units, or directed by dispatch, shall attempt to caravan in as a group			

rather than respond as individual units. Response as a package facilitates resource management in the staging area and for command assignments.			
All caravan or individual units shall report in to staging, wherever designated by the host Incident Commander. Upon arriving in staging, the caravan's representative or individual unit's representative shall report to the Staging Officer in order to log-in and receive direction. Accountability of units and personnel will be established. Responding units that by-pass staging shall be relieved of response and assignments and returned to their community.			
Units responding to a statewide mutual aid incident should have the capability to communicate via radio on_____, Minnesota Statewide Fire Mutual Aid (primary) and_____statewide "tac" fireground frequencies. All responding units should remain on the assigned frequency(ies) throughout response and in the staging area. The staging officer will direct frequency assignments and use for tactical operations. Plain talk communications will be used - "ten" signals and codes will not be used.			
Speed of response is secondary to providing a sustained operation under a statewide mutual aid incident. Disaster operations can be expected and units sent to the scene may not be released for days, or in some cases longer. Assuming this will be the case, responding departments should:			
• Prior to response, have personnel take personal toiletries, snacks, bottled water, a change of clothes, blankets/pillow, towels, etc. Prepare themselves for a multi-day operation without relief.			

• Departments who have personnel on the scene may wish to prepare a personnel swap-out schedule whereas, deployed individuals are replaced by fresh troops after several days. Departments who swap personnel out should do so in a group or company and have personnel transported to and from the scene in an official department vehicle.			
All units responding to a statewide mutual aid incident shall maintain a log, which captures all pertinent activities while assigned to the incident. Minimum reporting requirements include:			
• Date and Time of response occurred			
• Individuals assigned			
• Stops while enroute to the incident for service or re-supply			
• Date & time of arrival in staging and Staging Officer's name			
• Incidents or assignments the unit dealt with while involved.			
• Swap-outs of personnel.			
• Expendables used or equipment damaged, lost or left on a scene.			
• Date & time released from incident and by whom (name & agency)			
• Date & time back in their original community's fire station and released from duty			
Departments, districts, and agencies that send resources to a statewide incident shall maintain records of the event and a log of all additional or unusual expenses the department incurred as a direct result of the statewide mutual aid response.			

Copies of all such records and logs kept by the department, district, agency and unit responding, shall be copied and summarized by the department head. Each authorized, directed department/district/agency that responded will be provided the appropriate ICS and other reimbursement forms and directed as to where they should be sent with appropriate documentation.			

Appendix E


Plan Activation
Incident/ Resource Need
State Duty Officer
State Deployed Assets
• Bomb Squads
•Haz Mat Teams
•Collapse Rescue
•IMT
•State Agencies
Incident Command
(Local MA Assets Exhausted or Special Resources needed)
State Fire Marshal
Short Term
SFM
Long Term
EMAC
Regional Coordinators (Resource Mgt.)
EMS
DOC
Dispatch Center
MIFC
(Wildland Fire, Aircraft, IMT's, Fire Cache Supplies
DNR Regions, Federal Agencies
Field Stations

Minnesota Fire Department Regions
Regional Coordinators Contact FD's. Resources Sent!
Incident/ Resource Need
SFM Contacts
IC Contacts
MDO Contacts
MINNESOTA DUTY OFFICER
BCA Operations Center
651-649-5451
1-800-422-0798

Appendix F

RESOURCE ORDER	INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME		3. INCIDENT/PROJECT NUMBER	4. ORDERING OFFICE ADDRESS
5. DESCRIPTIVE LOCATION/RESPONSE AREA		6. SEC	TWN	RNG	8. INCIDENT BASE/PHONE NUMBER(S)	9. AGENCY HAVING JURISDICTION
		7. GPS COORDNATES:				10. FINANCIAL CODE NUMBER (if needed)

12. REQUEST NUMBER	ORDERED DATE/ TIME	FROM / TO	QTY	RESOURCE REQUESTED	NEEDED DATE/TIME	DELIVER TO	14. TO / FROM	TIME	AGENCY	RESOURCE ASSIGNED	ETD ETA	RELEASE DATE	RELEASE TO	TIME ETA

13. **ORDER RELAYED** REQ. NO.	DATE	TIME	TO/FROM	ACTION TAKEN	ORDER RELAYED REQ. NO.	DATE	TIME	TO/FROM	ACTION TAKEN

CONTINUATION SHEET NO._____OF

RESOURCE ORDER	INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME	3. INCIDENT/PROJECT NUMBER	4. OFFICE REFERENCE NUMBER

12. REQUEST NUMBER	ORDERED DATE/ TIME	FROM / TO	QTY	RESOURCE REQUESTED	NEEDED DATE/TIME	DELIVER TO	14. FROM / TO	TIME	AGENCY	RESOURCE ASSIGNED	ETD / ETA	RELEASE DATE	RELEASE TO	TIME ETA

13. **ORDER RELAYED** REQ. NO.	DATE	TIME	TO/FROM	ACTION TAKEN	ORDER RELAYED REQ. NO.	DATE	TIME	TO/FROM	ACTION TAKEN
				This is only a test					

Instructions for Resource Order Form ICS-260
(and ICS-259 series on colored card-stock)
For the Incident Commander, Logistics Section Chief/ Supply Unit Leader an/or Ordering Manager
Utilizing the Minnesota Fire Service Intrastate Mutual Aid Plan

Upon start-up or escalation into a large-scale formal ordering process, The Incident Commander should appoint a Logistics Section Chief (LSC) or Supply Unit Leader or Ordering Manager to manage resource orders. The Ordering Manager (OM will be used hereafter) must establish the ordering system for using and displaying resource ordering information in ways that Ordering Staff and others can easily apply and understand. Standard resource ordering forms will ensure a logical, accountable, and verifiable ordering process. The ICS-260 Adapted for the MN Statewide Mutual Aid Plan is a slight variation to the standard generic form.

Initially, it may be easier to put all initial resource orders on the same resource order form, but it will be easier to track resources if ordered and tracked by separate categories. **As soon as possible, start numbering, tracking and requesting resources by specific categories, as suggested below.** The ICS-259-series forms are the same format as the ICS-260 form, but they are on colored card-stock paper pre-labeled with specific categories of resources such as **Equipment, Overhead (single resource personnel), Crews, Supplies,** and **Aircraft,** etc. Each form has a continuation sheet of the same number. Colored forms can help users maintain and monitor resource order status. It may be advantageous to block out the pre-printed categories with resource categories that better fit the scenario.

The OM needs to develop and require the use of keys/codes, abbreviations, standards of work, and formats such as:

A. **Key for the color/number of form to use for what resource category.** Enter the category name, as suggested above, on each form in the space under Resource Order on the upper left of the first page of the forms.

B. **Distinctive 'Request Number' code and numbering system for use in the** first column of #12 on the form (for example an Overhead ICS-259-13 form could be used and the Request Numbering sequence would be prefaced by O, that is O-001 for the first request). This number is important. It must be unique as it is used to track that resource from order, to assignment, to demobilization;

C. **Standard convention for entering dates and times** [for example set the convention to use date/time groups that are always local time and use the 24 hour clock; so 09-27-09/2015 is Sept. 27th, 2009 at 8:15 PM]. Consistency helps avoid confusion;

D. **Key of abbreviations for use in the 'Deliver To', Agency ID, and under with the names entered in 'From/To' columns** for every supporting and contributing organization (e.g.DRFD for Deer River Fire Dept., GCA for Gold Cross Ambulance, MNSP for Minnesota State Patrol, etc.) and a for incident operations organization elements (e.g. B1 for Branch 1; ICP for Incident Command Post; or ESTG for East Staging; HEOC for Hennepin County Emergency Operations Center).

E. **Resource Requested (5th column of #12) and Action Taken entries (5th column of #13) should use standard FEMA or NWCG resource kind and typing** or specific information to ensure that the resource ordered will meet the incident needs.

(Modified from a 10/3/06 draft by James D. Spitzer, Mulnomah County, Oregon)

Number/Name of Cell	Info. Required & Purpose	Notes
Top of Form (above Cell 12)	**Incident, ordering office, and supporting information.**	Besides Initial date/time, fill in boxes 2 – 5, 8 and 9, at a minimum.
Initial Date/Time	Date/time (local time) that this form was begun. This allows easy chronological posting, sorting, and filing of multiple forms.	Use the following date/time format: (example; **09-27-09/1930** represents Sept. 27, 2009, at 7:30 PM)
2. Incident/Project Name	The incident name assigned by Incident Commander. This uniquely identifies the operation.	Avoid using a person's name. Tying the name to a unique geographic reference and/or event is best. (example, Hugo Tornado)
3. Incident/Project Number	The Incident/Project Number is assigned by the MN Duty Officer.	This is the Duty Officers Incident number.
4. Ordering Office Address	Address of the agency having jurisdiction of the incident.	The main jurisdictional agency or the agency address that the unified commanders agree upon if multi-jurisdictional.
5. Descriptive Location/ Response Area	General location of operations.	Another unique identifier along with #2. (example; Hugo Fire Department, 5323 140th St N, Hugo, MN 55038
6. Sec/Twn/Rng	Generally not applicable. Fill only if known.	Geographic identifier generally only applicable to wildland fire operations.
7. GPS Coordinates	Fill if known or if aircraft will be used on the incident.	Lat. and Long. in decimal degrees minutes is most desirable for aircraft use.
8. Incident Base/Phone Number	Base or ICP name/location where logistics is located and main phone number.	Example; ICP, Hugo Fire Station 651-429-6366 Supply/Ordering 651-123-4567
9. Agency Having Jurisdiction (AHJ)	The primary organization providing Incident Command and this ordering process.	E.g. 'Anytown Fire Dept., or Bad Luck County EOC., etc.
10. Financial Code Number	May be used by AHJ or other agencies to cost code specific incident expenses.	May be assigned by the agency having jurisdiction and/or supporting agencies to help track expenses.

12. First 7 Columns	Resource to order for incident.	Used along with comments in 13 and Remarks on reverse to track status of an order.
12. Column 1st Column **Request Number**	Enter request number unique to this resource.	Enter the number according to the numbering system noted in B above. (O for overhead, E for equipment, S for supplies, etc., followed by sequential numbering starting with 001 for each category, such as O-001, E-023, S-167, etc.)
12. 2nd Column **Ordered Date/Time**	Date/time resource request is ordered from dispatch or other ordering points.	Use date/time convention noted in C above.
12. 3rd Column **From/To**	Initials and/or organization of ordering official placing the order (From) and individual at ordering point taking the order (To)	Use accepted initials and abbreviations as noted in D above.
12. 4th Column **QTY**	Quantity, specify unit of order, such as EA for each, RO for roll, PG for package, KT for kit, etc.	Ensure that resource order matches the request, e.g. do not order 200 boxes of 500 individual items if the need is for 200 individual items.
12. 5th Column **Resource Requested**	Describe resource specifically enough to that what is needed is what is procured. What size, capacity, qualifications, or other characteristics?	Utilize standardized FEMA or NWCG Kinds and Types to describe the resource needed or catalog numbers, or very specific item description.
12. 6th Column **Needed: Date/Time**	Date/Time needed at the 'Deliver To' location and ready to work.	Use date/time convention (see C above) **Do not use ASAP.**
12. 7th Column **Deliver To**	Name incident facility to deliver the resource to.	E.g. Command Post, Staging Area, Warehouse at Incident Base. Have map that shows facilities and addresses of locations including latitude and longitude if deliveries are by air.
13. Order Relayed information	Actions taken in processing orders noted above.	Use same date/time, To/From protocols set by OM and used above. Use this section for greater details or to suggest sources for the ordered resource.
REMARKS (reverse side)	Record important notes.	
14. Resource Assigned information	This area of the form is to track the resource that is assigned to fill the specific Request Number, from assignment, by dispatch or ordering point, through demobilization.	For "Agency" use abbreviations as described in D above. ETD is Estimated Time of Departure from home unit, ETA is Estimated Time of Arrival at the incident.

Appendix G

Disaster Team Deployment Form

Incident Number _____ Order Number _____

Date Deployed _____ Time Deployed _____

Date Demobilized _____ Time Demobilized _____

Sponsoring Agency _____

Crew members: ***Position on Deployment***

Name: _____ _____ _____ _____
First **Middle** **Last**

Name: _____ _____ _____ _____
First **Middle** **Last**

Name: _____ _____ _____ _____
First **Middle** **Last**

Name: _____ _____ _____ _____
First **Middle** **Last**

Emergency Contact Name / Number for Team _____
(24-hour contact number for each team deployed)

Staging Area Location _____
(as set by the requesting jurisdiction)

Unit Designation _____

Apparatus Type _____

Equipment Type _____

Comments _____

_____

Last Updated on 06/10/2022

Appendix H

Minnesota Fire Chiefs Assistance and Support Team - FAST

These teams have been developed by MSFCA to help the Minnesota fire service. Train derailments, floods, tornadoes, or any event that affects your fire department's ability to sustain pre-event fire protection levels may be the time to call for assistance. The FAST Team can provide an assessment of your capabilities, make recommendations, and find resources to provide pre-event service levels. Sometimes our firefighters need time to recuperate and rebuild their lives as well. The FAST Team is the tool to find the people to sustain day-to-day activities, while allowing your people time off to deal with their personal lives.

The MSFCA FAST Teams goal is to support fire department operations. For large or complex incident management, there are highly trained, nationally recognized incident management teams available through the Minnesota Duty Officer. These include the Dakota County Type 4 Team, Minnesota Type 3 All-hazard Team and three MNICS Type 3 Incident Management Teams.

The team is made up of highly trained and experienced fire department Chief Officers. They are from active fire departments in Minnesota and provide a wide variety of skilled backgrounds. The team is a supporting organization that can expand or contract its resources and staffing based on the request of the local fire chief.

The team is under the direction and control of the local fire chief that requests the team. The team works for local authorities and assists by providing a management structure to help coordinate resources needed to regulate a situation.

It is the intent of the MSFCA that cost should not deter activation of a FAST Team. The requesting agency should arrange meals and lodging for the Team. The requesting organization will be responsible for all cost of the FAST Teams deployment. However, the FAST Team members' home unit may choose to assume all or part of the deployment costs.

Appendix I

For more detailed information on the ARMER System in Minnesota refer to

https://dps.mn.gov/divisions/ecn/Pages/default.aspx

https://dps.mn.gov/divisions/ecn/programs/armer/Pages/default.aspx

Appendix J

MINNESOTA INCIDENT MANAGEMENT

TEAMS

Incident Management Teams

With events such as the attacks on the World Trade Centers and Hurricane Katrina, responders are recognizing the need for an incident management system. The National Incident Management System (NIMS) and the Incident Command System, (ICS) and designated incident management teams are designed to fill that need.

There are five levels of incident management, based on complexity. A type 5 incident is your routine a single jurisdiction incident. A type 4 incident is a little more complex with more than one responding agency. A type 3 incident is more complex and is an extended attack that goes beyond one operational period. Type 3 organizations can be formed, with qualified members, at the time of the incident, or may have pre-designate members. They usually work locally or regionally. A type 2 incident can be very complex, may be long duration, and can completely overwhelm the local responders. Members of a type 2 incident management team are trained to a national standard, named to a permanent team, and have developed their teamwork. A type 2 team is normally used in a multi-state region and can be used nationwide. A type 1 team handles the most complex incidents. These teams are a national resource with very highly trained and experienced team members.

There is an all-hazard Minnesota Type 3 Incident Management Team based in the Twin Cities metro area and a type 4 Dakota County all-hazard incident management organization. What most people probably don't know is that we have two nationally qualified type 3 incident management teams in Minnesota with MINICS.

Minnesota Incident Command System (MNICS) was originally established in 1984, as a multi-agency coordination group to support wildland fire suppression, prevention, and training for all wildland agencies in Minnesota. Members of the MNICS organization are: U.S.D.A. Forest Service; Minnesota Department of Natural Resources, Division of Forestry; U.S.D.I.; National Park Service; U.S. Fish and Wildlife Service; Bureau of Indian Affairs; Minnesota Department of Public Safety, Division of Emergency Management; and Minnesota State Fire Chiefs' Association (ex officio member).

What is a MNICS Incident Management Team?
There are two MNICS Type 3 Incident Management Teams in Minnesota. These multi-agency teams were formed to manage large/complex wildland fires that would be beyond the local unit's ability to manage or would prevent them from being able to respond to any further fire activity. In the last few years, the MNICS Teams have managed wildland fires in California, Texas, Michigan, Utah, and Alaska, in addition to large fires in Minnesota. The teams can be requested to assist local jurisdictions with incident management of all-hazard incidents. MNICS teams have been successfully deployed on floods, tornadoes, search and rescue, and in response to gatherings, such as the Hell's Angels and Rainbow Family. It is planned to use the MNICS IMT if the Strategic National Stockpile (SNS) are deployed in Minnesota. The teams are made up of 22 highly trained and experienced management professionals, who have been trained to national standards, to manage complex, long term (3 – 30+ days) incidents.

What can the team do for my jurisdiction?
On wildland fires, the Team can manage large fires or a group of smaller persistent fires. This allows the local wildland agency and fire departments to concentrate more on normal initial attack activities. Twenty-two team members are initially deployed on wildland fires. Team size is adjusted according to the size of the incident.

On incidents other than wildland fires, **the MNICS Incident Management Team is there to support local authorities, not to take command.** The Team will assist with incident management and response, under the direction and control of the local jurisdiction. The team is a modular organization that can expand or contract its organizational structure and staffing based on incident needs and the local jurisdiction's desire. Some of the things the team can do are to provide help in managing the response operations, provide aircraft support, assist in planning, assist in acquiring and tracking resources and personnel, provide logistical support, provide for incident personnel needs, and help track incident costs. Size of the team on non-wildland fire incidents would depend on the tasks the local jurisdiction assigned to the team.

Who does the team work for and who pays?
On wildland fires, the team works for the local State or Federal wildland fire agency and that agency pays the costs. Coordination will be made with the local fire department(s) and the fire chief (or his/her designee) may be incorporated into the team as one of the unified incident commanders.

On incidents other than wildland fire, the team works under the controls, directions, and restrictions of the requesting local jurisdiction. Cost of deploying the team and the team's incident assessment would not be charged to the local jurisdiction. If it is decided that the local jurisdiction would like the team to continue assistance, cost of the team may be covered under a FEMA disaster declaration, State Emergency funds, or by the local requesting jurisdiction. The team will assist in finding alternative funding for the team. The team will confer with the local jurisdiction on any costs they would be liable for before the costs are incurred.

How long does it take to get a team?
Team members normally have kit and personal bags packed and will usually begin traveling within an hour. Depending on incident location, team members should begin arriving in 2 to 6 hours, with most, if not all members, being on site and working within 12 hours.

How do I request a team?
The MNICS Incident Management Team can be ordered through the Minnesota Duty Officer at: 1-800-422-0798, or 651-649-5451, TDD 1-800-627-3529 or 612-297-5353. On wildland fires, the Team can be ordered through or by the local wildland fire agency.

What happens when a team arrives on the scene?
When a team first arrives, they will check in with the local authority in charge. On wildland fires, the team will receive a briefing and begin organizing for transfer of command. On non-wildland fire incidents, the team will need some time to evaluate the incident, determine how they can help, and discuss it with the local authorities. A Request for Assistance (Delegation of Authority) form will be completed by the local authority with assistance from the team. This form will establish what the local authorities want the team to do, who the team reports to, and what authority is given to the team. This request for assistance form will be reviewed daily with local authorities and can be modified at any time by the local requesting jurisdiction.

MNICS Team Components

Twenty-two to twenty-four team members are initially deployed on wildland fires. Team size is adjusted according to the size of the incident. Size of the team on non-wildland fire incidents would depend on the tasks the local jurisdiction assigned to the team. Some of the Team components are:

Team Incident Commander: Is the point of contact for the local authorities and coordinates the activities of the team. Where appropriate, the team incident commander will form a unified command with an incident commander(s) from the local jurisdiction. On non-wildland fires, the MNICS team IC will usually fill the role as a team leader, not as incident commander of the incident.

Public Information Officer: Develops or assists in developing news releases, organizes press briefings, informs local public, and facilitates public informational meetings, at the request of the local jurisdiction.

Emergency Services Liaison: Coordinates with other agencies and jurisdictions that may be affected by the incident, whether or not they are directly involved with the response.

Operations Section: Organizes, coordinates and directs tactical incident response, including aircraft support.

Planning Section: Evaluates current situation, tracks incident resources, obtains forecast information, facilitates meetings and briefings, and develops an incident action plan.

Logistics Section: Orders all personnel, resources and supplies needed. Provides supplies, facilities, services and support needed by the incident personnel.

Communications Unit: Establishes and manages incident communication systems. This unit can provide radios, radio systems and frequencies to get incident communications off local networks.

Finance/Administration Section: Tracks and documents financial costs.

Example of Request for Assistance form:

LOCAL JURISDICTION REQUEST FOR ASSISTANCE For the MNICS INCIDENT MANAGEMENT TEAM

I,_____as the responsible
(Name of person having local authority)

authority for_____, do hereby request
(Local Jurisdiction)

_____, as the MNICS Incident Commander,
(Team Incident Commander)
to do the following assignments during the Incident:
(List tasks that the Team is authorized to do in support of the local jurisdiction and any operational restriction.)

_____

_____

_____

_____

_____

_____

Authorizing Signatures:

Local Authority: _____

Title: _____

Team IC: _____

Date and Time:_____Expiration Date (if any): _____

Appendix K

References

MN State Statute Chapter 12
https://www.revisor.mn.gov/statutes/cite/12

LMC Model Mutual Aid Agreement
http://www.lmc.org/page/1/resource-library.jsp

MN DNR Wildfire area
http://www.dnr.state.mn.us/forestry/fire/index.html

NIMS Forms – National Wildfire Coordination Center
https://training.fema.gov/emiweb/is/icsresource/icsforms/

FEMA Reimbursement Forms
https://www.fema.gov/media-collection/public-assistance-project-worksheets

EMAC Forms
https://www.emacweb.org/

Resource Typing Definitions
https://rtlt.preptoolkit.fema.gov/Public

Appendix L

Revisions Log

Revision Number	Date
Original Issue	January, 2010
Update #1	July, 2022

Appendix M

Field Operational Guide

(FOG)

Available from MSFCA for distribution