ARKANSAS FIRE SERVICE MUTUAL AID PLAN

ANNEX TO THE

ARKANSAS MUTUAL AID PLAN (ARMAP)

AUGUST 2010

Arkansas Association of Fire Chiefs
www.arfirechiefs.org
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CONCEPT AND DESIGN

Purpose

The purpose of the Arkansas Fire Service Mutual Aid Plan (hereafter known as the Plan) is to provide local fire chiefs with 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 Arkansas. 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 Arkansas Association of Fire Chiefs (hereafter known as AAFC) created the Plan as an annex to the Arkansas Mutual Aid Plan (hereafter known as ARMAP) 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.

Scope

Arkansas is susceptible to natural and man-made disasters, therefore accentuating the need for this level of coordination and preparation. The effective management of emergency response personnel during the incipient stage of any major incident and throughout its extended operations will by far, have the most significant impact on life loss and the severity of injuries to the affected population. 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 and other events that may overwhelm the local fire department serving the community and its normal mutual aid resources.

The Plan will serve as the mechanism to commit local fire and special resources to emergencies beyond the scope of their normal mutual aid systems.

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 a simple method to immediately activate large quantities of fire, EMS and specialized 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 Incident Command System (ICS) and the principles of the National Incident Management System (NIMS) which have been adopted by the State of Arkansas.
AUTHORITY

Act 1179 of 2005 established a Statewide Mutual Aid System and sets the framework for statewide mutual aid response. Under that authority the Arkansas Statewide Mutual Aid Plan (ARMAP) was developed to outline the basic guidelines of a statewide mutual aid response.

The purpose of the Plan is to build upon ARMAP and provide for the organized and expedient mobilization and operation of fire service resources in response to extraordinary events, on a statewide basis.

TRAINING COMPETENCIES/PHYSICAL CAPABILITIES

All personnel responding to a plan activation shall have the certification for the position they are filling. At the minimum, they will have met the following minimum requirements:

- Firefighting personnel: State of Arkansas firefighter Act 833 certification consisting of:
  - Introduction to firefighting
  - Protective Equipment and Wildland Firefighting
- Medical personnel: State of Arkansas Basic EMT certification for medical personnel
- All responders: FEMA ICS 100 & 200, NIMS 700 & 800, Hazmat Awareness

Additionally, the local fire chief responding to an activation shall be responsible for insuring that personnel are in adequate physical condition and meet training standards commensurate with the expected tasks to be performed and conditions to be faced.

RELATIONSHIP WITH STATE EMERGENCY OPERATIONS CENTER

The emergency management structure in the state of Arkansas is guided by Arkansas Code Title 12 Chapter 75 and sets up a structure, which has four levels of intervention (local, county, state and federal). The basic concept of the Plan is the lowest level of government shall have the responsibility for emergency response and relief, attempting to mitigate the situation with the resources available at that level. Requests for assistance from the next higher level of government will be made when the magnitude of the disaster either exceeds the resources of the local level of government or the resources needed are not available at the local level.

Under Title 12 Chapter 75, each county government is to operate an emergency management agency for the purpose of coordinating disaster relief efforts in that county. Upon exhaustion of resources at the county level, requests for State assistance will be made to the Arkansas Department of Emergency Management (hereafter known as ADEM). Based on this or other information, the Governor may declare a state of emergency exists, and direct state resources into the affected area.

The State Emergency Operations Center (SEOC) would be activated at this time and will provide direct liaison to the County EOC regarding the coordination of state resources operating and/or responding into the affected area.

State agencies will provide resources to local government according to the functional responsibilities outlined below. These functions are referred to as Emergency Support Functions (ESF). For each
function, a designated State agency will have primary responsibility and will provide resources and leadership relating to that function.

When local and state resources are determined to be inadequate to respond to the emergency, the Governor will request assistance through the Federal Emergency Management Agency (FEMA). The requests will be based on state and local damage reports and expenditure reports for disaster-related activities. When the President of the United States declares an emergency or a major disaster, federal assistance would then be authorized to assist State government. In Arkansas, ADEM has been designated as the state agency responsible for coordinating assistance received through federal programs.

The AAFC will work with response agencies to deploy resources for ESF 4, 8, 9 and 10.

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<tr>
<th>ESF</th>
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<th>RESPONSIBLE STATE AGENCY</th>
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<td>Transportation</td>
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**PLAN MAINTENANCE**

Arkansas Association of Fire Chiefs Mutual Aid Committee

The coordination of the Plan, including its development, revision, distribution, training and exercising is the responsibility of the AAFC. The AAFC Mutual Aid Committee will oversee this process. The committee will be composed of the following:

AAFC State Plan Coordinator (Chairperson)
AAFC Assistant State Plan Coordinator (Vice-Chairperson)
AAFC Regional Plan Coordinators, one representative from each of the regions.
State of Arkansas, Department of Emergency Management (ADEM), one representative
State of Arkansas, Division of State Fire Marshal’s Office, one representative
State of Arkansas, Forestry Commission, one representative
The State Plan Coordinator may recommend to the President and Executive Board of the AAFC that the membership of the committee be altered as deemed necessary for the success of the Plan. The President and Executive Board will consider and approve/disapprove all such recommendations from the State Plan Coordinator.

**Revision Process**

September: The AAFC Mutual Aid Committee members are requested by the committee chair to solicit their respective areas for recommended revisions to the Plan. These individuals will provide written comments to the chair by the November meeting of the AAFC Mutual Aid Committee.

January: At the AAFC Executive Board meeting, the State Plan Coordinator summarizes the recommended revisions to the Plan. The executive board provides preliminary direction as to the scope of the proposed changes and sends it back to the Mutual Aid Committee for final draft.

January: The AAFC Mutual Aid Committee prepares a final draft of the revised AAFC Mutual Aid Plan for distribution to the executive board. The executive board will review the revisions and adopt the AAFC Mutual Aid Plan at the executive board March meeting.

April: The Revised AAFC Mutual Aid Plan will be distributed to all Mutual Aid Plan members and any revisions affecting training and/or operations will be incorporated into the Mutual Aid Plan training packages and distributed accordingly. The updated AAFC Mutual Aid Plan will be posted on the Arkansas Association of Fire Chief’s web site and distributed at the annual convention.

All changes to the AAFC Mutual Aid Plan will documented and included in a Plan Revision Log that will become a part of the Mutual Aid Plan. Additionally, a record of those serving on each review process will documented and included into the Plan Revision Log.

**Organizational Structure and Responsibilities**

The AAFC divided the state into regional response areas for the purpose of maintaining the Plan. The regions, which generally mirror ADEM’s regions, are designated as shown on the following map (figure 1). Within each region, a Regional Plan Coordinator is appointed to form a management team consisting of the Regional Plan Coordinator and the County Plan Coordinators. Each regional management team is responsible for tracking all available resources within the region. County Plan Coordinators must be appointed for each county as a vital logistical link from the area. 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. With the assistance of the County Plan Coordinators, the individual fire departments will be given the opportunity to designate resources available in support of the Plan. The combined resources of the regions comprise the Plan’s resource network.
FIRE SERVICE MUTUAL AID PLAN
REGIONAL CONCEPT

Figure 1

Northeast: Yellow
Central: Green
Northwest: Red
Southeast: Blue
Southwest: Purple
Key Positions in the Maintenance of the Plan

**State Plan Coordinator:** Appointed by the President of the AAFC and is responsible for chairing and directing the Mutual Aid Committee. The State Plan Coordinator shall be either an active or retired fire service official, with experience in the coordination of local/regional mutual aid systems. The State Plan Coordinator shall be a member of the AAFC. The State Plan Coordinator shall recommend to the AAFC President candidates for the positions of Assistant State Plan Coordinator and Regional Plan Coordinators. The State Plan Coordinator is responsible for training, operational readiness and exercising of the Plan on the state level. When requested, the State Plan Coordinator shall be responsible for assigning staffing of technical advisors to at the State EOC and be responsible for the oversight and implementation of the AAFC Mutual Aid Plan and direction of the AAFC Mutual Aid Committee.

**Assistant State Plan Coordinator:** Appointed by the President of the AAFC and serves as vice-chairperson of the Mutual Aid Committee. The Assistant State Plan Coordinator shall be either an active or retired fire service official, preferably with experience in the coordination of local/regional mutual aid systems. The Assistant State Plan Coordinator shall be a member of the AAFC. The position is responsible for coordinating all grants and training programs in support of the Plan. The Assistant State Plan Coordinator functions as the liaison to external agencies and associations.

**Regional Plan Coordinators:** Appointed by the President of the AAFC. Coordinates the Plan maintenance at the regional level and inventories resources with the assistance of the County Plan Coordinators. The Regional Plan Coordinators shall be either an active or retired fire service official preferably with experience in the coordination of local/regional mutual aid systems. The Regional Plan Coordinator shall be a member of the AAFC and appoints County Plan Coordinators annually for each county within their region. There is one Regional Plan Coordinator per region, with at least one alternate per region appointed by the Regional Plan Coordinator. The Regional Plan Coordinator is responsible for training, operational readiness, and exercising of this plan on the regional level. Upon plan activation, Regional Plan Coordinators may be called upon to fulfill resource request and to function as plan liaison to the Incident Commander or assigned agency.

**County Plan Coordinator:** There is typically one person identified per county. Rural areas may identify one person to handle more than one county. County fire chief associations, or like groups, may be contacted for a name to be submitted to the Regional Plan Coordinator for appointment. This position liaisons between the County Fire Chiefs, Emergency Management Coordinator of each county and the Regional and State Plan Coordinators for this plan. This person shall maintain a county inventory of available fire resources. He/she is responsible for operational readiness, training and exercising of this plan on the county level.

**SEOC Liaison Officer:** When requested, the State Plan Coordinator will identify personnel and staff the SEOC as required to interface between the AAFC and the State EOC. The State Plan Coordinator shall be responsible for working with Regional Plan Coordinators to staff the State EOC during an incident.

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

The following is a definition of terms used in the AAFC Mutual Aid Plan.

AGENCY REPRESENTATIVE - An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency’s participation at the incident. In ICS, Agency Representatives report to the Incident Liaison Officer.

ALLOCATED RESOURCES - Resources dispatched to an incident.

APPROPRIATE RESPONSE - The planned strategy for action (in terms of the type, amount, and timing of resources) on an incident, which most efficiently meets incident management objectives under current and expected conditions. The response may range from a strategy of prompt control to one of containment or confinement.

ASSISTING AGENCY - An agency directly contributing tactical or service resources to another agency.

AVAILABLE RESOURCES - Resources available to respond to incidents beyond their local mutual aid area for a specified extended duration of time.

CODEWORD - A code or incident number assigned to the incident and given to the responding agencies. This codeword will be utilized at the mobilization center and staging area to help eliminate self-dispatching.

COORDINATION CENTER - A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents. For the purposes of the Plan this refers to the State EOC.

ESF 4 – Emergency Support Function #4, Firefighting Annex to the National Response Plan

ESF 8 – Emergency Support Function #8, Public Health and Medical Services Annex to the National Response Plan

ESF 9 – Emergency Support Function #9, Urban Search and Rescue Annex to the National Response Plan

ESF 10 – Emergency Support Function #10, Oil and Hazardous Materials Response Annex to the National Response Plan

FIELD OPERATIONS GUIDE (FOG) – Series of incident management templates with position descriptions and responsibilities.

IMMEDIATE NEED RESPONSE - In many emergency situations, a more rapid deployment may be deemed necessary and authorized as an Immediate Need Response. Time frame for deployment of these missions shall be as soon as possible but preferably within thirty (30) minutes of notice from the Plan Coordinator. Unless otherwise stated, the anticipated duration of the deployment will be less than 24 hours.
INTERAGENCY (IA) DISPATCH CENTER - A facility from which resources are assigned to wildland fire incidents.

INCIDENT - An occurrence either human caused or by natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

INCIDENT COMMANDER - The individual responsible for the management of all incident operations at the incident site.

INCIDENT COMMAND SYSTEM (ICS) - A standardized on-scene emergency management concept specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

INCIDENT SUPPORT TEAM (IST) – An organization of overhead personnel operating within the Incident Command System with responsibility for the management of resources to effectively accomplish objectives determined for an incident, under the direction of the local Incident Commander.

JURISDICTIONAL AGENCY - The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

LOCAL DISPATCH - Dispatch offices representing local city/county government emergency response resources. Responds to local incident requests for resources.

MOBILIZATION - The process and procedures used by all organizations (federal, state, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

MOBILIZATION CENTER - An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

MULTI-AGENCY COORDINATION (MAC) GROUP - Representatives of involved agencies and/or jurisdictions who come together to make strategic decisions regarding the prioritizing of incidents, and the allocation of resources. When activated, the MAC Group has the responsibility for coordination of assisting agencies in support of a multi-agency or multi-jurisdictional incidents.

MULTI-AGENCY INCIDENT - An incident where one or more agencies assist a jurisdictional agency or agencies.

MULTI-JURISDICTIONAL INCIDENT - An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation.

MUTUAL AID AGREEMENT - Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) -- Developed by the U. S. Department of Homeland Security Secretary, NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, state, tribal, and local -- use to coordinate and conduct response actions.

OPERATIONAL PERIOD - A defined time period, e.g. 0600 to 0600 hours, in which a specific set of objectives are established for managing incident activities and for which specific resources and personnel are assigned to those activities. For extended incidents, an Operational Period is typically defined as 24 hours.

PLANNED DEPLOYMENT RESPONSE - Unless specified otherwise at the time of request, the standard for a planned deployment of fire service resources shall be within three (3) hours of notice from the Plan Coordinator. Unless otherwise stated, the anticipated duration of the deployment will range from 24 hours to a maximum of 72 hours.

PREPAREDNESS LEVELS - Planned levels of readiness dependent on incident activity, weather, hazard threat, and resource availability.

RESOURCE ASSEMBLY POINT - A location for requested resources to assembly prior to deploying to the incident staging area. This will allow resources from a particular area to respond as a group.

RESOURCE KIND - A classification of resources in the incident command system which refers to function; e.g. hand crew, helicopter, engine, and dozer.

RESOURCE ORDER NUMBER - A unique number assigned by the agency dispatching the resources to the incident. Every resource requested for an incident must have an Order Number assigned to it. The resource order number provides the legal authorization for the movement of incident requested resources and is the reference for all claims.

RESOURCE TYPE - Refers to resource capability. For example a Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource.

RESOURCES - Personnel and major items of equipment available or potentially available to be assigned to incidents. Resources are described in the incident command system by kind and type.

SINGLE RESOURCE - An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

STAGING AREA - Locations set up at an incident where resources can be placed while awaiting a tactical assignment.

STATE EMERGENCY OPERATIONS CENTER (SEOC) - A facility operated by the Arkansas Department of Emergency Management to coordinate the overall response of agencies and assets in support of an incident.

STATE EMERGENCY OPERATIONS PLAN (SEOP) - The state level plan for actions to be taken by government and citizens when disaster threatens or strikes. It consists of assignment of responsibilities to state agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies.
STRIKE TEAM – Specified combinations of the same kind and type of resources, with common communications and a leader. For example, a Engine Strike Team generally consists of 5 engines (meeting the minimum equipment and manning standards) under the control of a Strike Team Leader.

TASK FORCE - A combination of single resources assembled for a particular tactical need, with common communications and a leader.

ACTIVATION OF THE PLAN

When a Fire Department is affected by a disaster situation locally, the Incident Commander is expected to initially request additional assistance by utilizing the local mutual aid system. The Plan recognizes that there are several variations of mutual aid systems throughout the State of Arkansas. The Plan is not intended to replace or inhibit the development of any local or regional mutual aid system. When a local jurisdiction is no longer able to obtain additional assistance through the area mutual aid system, they can request activation of the plan by requesting additional assistance.

For immediate need responses the request may normally be made by the Incident Commander or his/her designee to ADEM’s Duty Officer. During any major incident, interagency coordination is essential. Upon the activation of the County Emergency Operations Center (EOC), planned response requests for assistance shall be channeled from the Incident Commander to the local EOC through the County EOC to ADEM’s Duty Officer. ADEM’s Duty Officer will notify the State EOC of the plan activation. It is recommended that the local judge initiate a disaster declaration for the incident to speed up resource requests.

This does not preclude the Incident Commander from making the request for a planned response if the appropriate EOC has yet to become operational. ADEM’S Duty Officer will make contact with State Fire Plan Coordinator or his designee. Disaster declarations shall be made in accordance with Arkansas Code 12-75-107 and 12-75-108. This declaration will serve to protect personnel from liability and provide continuation of professional licensing.

Request for Assistance
All requests for assistance will be processed through the ADEM’s Duty Officer. Upon receiving a request for assistance, the Central Dispatch Center will complete the Incident Information Form (AAFC Form 2) listing exactly what resources are being requested, what area(s) resources have already been utilized from, the anticipated duration of the mission and nature of the mission to which those resources will be assigned. The Duty Officer will then contact the State Fire Plan Coordinator or his designee and advise them of the plan’s activation. The State Fire Plan Coordinator or his designee will fill the request based upon the information given.

Resource Inventory
Each county will maintain an updated inventory of all equipment, vehicles and personnel. This inventory shall also designate the quantities of resources which are available for response within the scope of the Plan. The participating agencies will review the resource inventory section for completion and submit to their County Fire Plan Coordinator, who will gather the resource sheets and enter the information into the AAFC database. During plan activation, if a department receives a request that they cannot fill, it has the right to refuse. ADEM’S Duty Officer, the State and Regional Coordinators will utilize the resource inventory as a guide to track available resources.
The AAFC has developed a method of typing resources which is indicated in Appendix B, along with completed examples. The list of available resources is to be updated annually in accordance with the following guidelines utilizing the Resource Inventory Forms.

**Directions for Completing the Resource Inventory**

1. List total resources. The Plan works off the general rule that no individual department sends more than 20% of their resources. We all must continue to cover our home territory, regardless of the disaster.

2. On the Department Data Resource Form in specialized resources (other) list resources that need clarification for unusual attributes (Example: personnel that are bi-lingual or sign for the deaf).

Use a separate list, if necessary, for additional resources not typed on these resource lists. Be specific in describing features or qualifications.

**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.

**Time Frame for Deployment**

**Immediate Need Response:** In many emergency situations, a more rapid deployment may be deemed necessary and authorized as an Immediate Need Response. Time frame for deployment of these missions shall be as soon as possible but preferably within thirty (30) minutes of notice from the Plan Coordinator. Unless otherwise stated, the anticipated duration of the deployment will be less than 24 hours. Deployed resources shall respond to the designated Mobilization Center. The Mobilization Center shall be under the direct supervision of a Mobilization Center Manager. It is anticipated that an Immediate Need Response will peak rapidly and will terminate within a shorter time frame, thereby allowing for a shorter preparation time.

**Planned Deployment Response:** Unless specified otherwise at the time of request, the standard for a planned deployment of fire service resources preferably within three (3) hours of notice from the Plan Coordinator. Unless otherwise stated, the anticipated duration of the deployment will range from 24 hours to a maximum of 72 hours. Deployed resources shall respond to the designated Mobilization Center. The Mobilization shall be under the direct supervision of a Mobilization Center Manager.

**Self Dispatch**

Fire Department units and/or individuals shall not self dispatch to plan activations. To ensure proper dispatch procedures and to maintain security of the incident, a codeword shall be issued to responders. The incident codeword shall remain confidential throughout the incident. Units or individuals that can not provide the codeword shall not be deployed and will be instructed to return to their respective communities. It will be the position of the AAFC to recommend taking action to insure that such resources are not utilized and the denial of funding or reimbursement to self dispatched units or personnel.
Resource Tracking

Resource tracking begins at the time of dispatch and is relayed from County Emergency contact point to the Central Dispatch. Resource tracking continues at the incident following NIMS and ICS guidelines. Resource tracking will end when the deployed resource is recorded as having returned to their respective station.

Documentation

Mission Book
Teams or vehicles which are identified by participating agencies to respond as a part of the Plan are to be equipped with a mission book. Such books should include the following:

1. Copy of all ICS forms (multiple copies of ICS 214, Unit Log).
2. Emergency Contact Form.
3. Copy of all vehicle/apparatus registrations.
4. Copy of basic vehicle/apparatus inventory.
5. Copy of “Immediate Need” and “Planned Response” response guide sheets.
6. Instructions on procedures to cover unanticipated en-route expenses.

Prior to responding or while en-route the officer in charge will insure completion of the ICS 214 and the Emergency Contact Form and have them available to present when arriving at the Incident Staging site.

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. The requesting jurisdiction must complete a "Disaster Team Deployment Form" (AAFC Form 7). The local jurisdiction will then forward such information to the Regional Coordinator. The Disaster Team Deployment Form shall contain the following information on each individual that has been deployed:

   Incident # - to be issued by SEOC.
   Staging Area Location – as set by the requesting jurisdiction.
   Date/Time Deployed – available through Central Dispatch Center 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.
   Regular Contact – Telephone number for follow-up contacts as needed.
   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.

Dispatch Information
All requested resources will receive dispatch information prior to responding to the incident. The information will clearly identify:
Call back telephone number of the Central Dispatch Center.
Contact name and telephone number of the jurisdiction requesting assistance.
Staging area location in affected area.
Directions to staging area (maps are always helpful).
Incident number and/or codeword as assigned by SEOC
Assigned radio frequency for mobilization
Any special instructions.

Demobilization

Demobilization from incidents will be relayed through appropriate dispatch channels to notify home units of release of their resources. All assigned resources must follow established demobilization procedures. Termination of ICS is not accomplished until demobilization is complete. Demobilization checklist should be completed for each unit (Form 6).

LOGISTICAL SUPPORT

Self Contained
The logistical support of mutual aid resources is critical in the management of a disaster effort. It is believed a tiered resource response might be necessary. 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 24 hours for an immediate and 72 hours for a planned response.

Communications
The key to the successful operation of the various resources into a region will depend heavily upon the ability of these agencies to communicate effectively among themselves. It is realistic to assume that in the wake of a major disaster, the existing communication system in the affected area will be inoperable or severely compromised. Future considerations may include disaster network communications; however at this time, it remains the responsibility of the requesting jurisdiction to make arrangements for effective communications. Plain language for all voice transmissions must be utilized.

Force Protection

Protection of responders will be coordinated with ESF #16 (Law Enforcement and Security) 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 in transit
Security at the Base of Operations
Protection during search & rescue operations
Protection during firefighting operations

The primary mission of the force protection resources is to assess and detect hostile activity before it becomes a risk to operations. The law enforcement officer must assess, evaluate, and then advise the Leader or the senior operations officer, regarding risk associated with criminal or hostile individuals or groups. Force protection is not allowed unless authorized.
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 Arkansas 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 Arkansas’ vehicle financial responsibility laws.

General Liability and Public Officials
To the extent permitted by law and without waiving sovereign immunity, each participating organization 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.

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 sponsoring agency. Any violation of principles or adverse behavior demonstrated will be looked upon as unprofessional. Such behavior may discredit the good work that the resource completes and will reflect poorly on the entire team’s performance and its sponsoring agency.

1. General Responsibilities
   It is the responsibility of the sponsoring agency to prepare its system members before deployment regarding conduct expectations. Each deployed member is bound by their sponsoring agency’s rules, regulations, policies, and procedures.

   It is the responsibility of the Arkansas Fire Chief’s Mutual Aid Committee to reinforce the Code of Conduct during all planning sessions, team meetings, briefings and to monitor compliance. Any violations must be documented and forwarded to the sponsoring agency involved.

   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.

2. Individual Responsibilities
   As a basic guide, system members will base all actions and decisions on the ethical, moral and legal consequences of those actions. It is in this manner that positive and beneficial outcomes will prevail in all system events. Accordingly system members will:

   Keep the value of life and welfare of the victim constantly in mind
   Remain cognizant of cultural issues including race, religion, gender and nationality
   Abide by all local law enforcement practices, including its policy regarding weapons.
   Abide by all regulations regarding the handling of sensitive information
   Follow local regulations and agency protocols regarding medical care and handling of patients and/or deceased
   Follow prescribed direction regarding dress code and personal protective equipment
   Not carry firearms
Not be in possession of non-prescribed or illegal substances
Will not consume alcoholic beverages while on duty or subject to call back
Only procure equipment through appropriate channels
Follow AHJ and federal regulations or restrictions regarding taking and showing pictures of victims or structures
Not remove any items from an operational work site as a souvenir
Not deface any property
Follow all traffic rules and regulations
Demonstrate proper consideration for other teams’ capabilities and operation practices
Not accept gratuities to promote cooperation
All responding personnel should have proper PPE that is NFPA compliant.

The Disaster Declaration Process

**Local Government Responds** to the emergency or disaster supplemented by neighboring communities and volunteer agencies. If the local government is overwhelmed, the county Emergency Management Agency requests an Emergency Declaration from the County Judge requesting state assistance. It is strongly recommended that a disaster declaration request be initiated prior to or in conjunction of activation of the Plan.

**The State Responds** with state resources, such as the National Guard and other state agencies. If these resources are overwhelmed, then the state requests assistance from the Federal Emergency Management Agency (FEMA);

**Damage Assessment** by local, state, federal and volunteer organization teams determines losses and recovery needs;

**A Major Disaster Declaration** is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to long-term recovery;

**FEMA Evaluates** the request and recommends action to the White House based on the disaster, the local community and the state’s ability to recover;

**The President** considers the request and FEMA informs the governor whether it has been approved or denied. This decision process could take a few hours to several weeks depending on the nature of the disaster.

**REIMBURSEMENT PROCEDURE**

Upon the activation of this plan, this Reimbursement Procedure will be applicable to all 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. Fire Service resources activated by this plan must submit reimbursement claims to the impacted jurisdictions(s). 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. **Agencies responding to incidents under the Plan may or may not be reimbursed for their expenses.** Reimbursement may be provided by the local entity requesting assistance or by the federal government if the incident occurs on federal land, or the incident may be covered by other statutes concerning reimbursement (e.g. hazardous materials incidents). In any case, by participating in the Plan, agencies assume full responsibility for tracking their costs. Furthermore, without valid documentation, no reimbursement will be made.
**Financial Assistance Availability**

STATE- The impact of major or catastrophic emergencies can exceed local financial resources and area fire departments ability to fulfill the needs of the citizens. Financial aid and assistance may be requested from the State of Arkansas. Financial assistance is available from a variety of sources within the state on a supplemental basis through a process of application and review. Fire departments responding under the Plan should contact the County Fire Coordinator and the County Emergency Management Director of the impacted county for the appropriate source of assistance and for application procedures.

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.

**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.
- Have been properly dispatched according to the Plan.
- Be located within a designated emergency or disaster area.
- Be the legal responsibility of the eligible applicant.

**DOCUMENTING DISASTER COSTS**

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. **The record keeping forms and instructions are an annex of ARMAP.** The forms utilized are also available in a computerized version using MS Excel. 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.

Following a major disaster, federal funding may be available to help local governments repair or replace damaged facilities. The primary reason that local governments fail to receive reimbursement is the lack of properly documented disaster costs. Since federal payments are based on Project Worksheets, final inspections and audits, the proper documentation of costs is an absolute requirement. It is not enough just to complete the disaster-related work - that work must be fully and accurately documented!

Documentation should begin immediately during the response to the disaster. The work done for such things as debris removal and emergency protective measures should be documented. A separate file folder should be set up for each location where work is being done. Later, as Project Worksheets are completed, a separate folder should be established for each Project Worksheet. Place the Project Worksheet in its own folder along with all supporting documents to verify claim for potential reimbursement. If in doubt about starting a new folder, start a new folder. It is easier to consolidate folders than it is to separate documentation into new folders.
Accurate documentation will help:
1. Recover all eligible costs.
2. Have the information necessary to develop Project Worksheets.
3. Have the information available for the state and FEMA to validate the accuracy of small projects.
4. Be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation. What is important is to have the necessary information, readily available and that this information is in a usable format.

Remember, reimbursement is tied to documentation. Good records must be kept!

**Record Keeping Forms and Instructions are located in the documentation annex to ARMAP**
Appendix A Plan Activation

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 guidelines of this Plan.

_____ The local/regional dispatch center of the affected jurisdiction establishes contact with ADEMS’s Duty Officer at 501-683-6700 and requests additional resources.

_____ 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 local/regional dispatch center shall then contact and notify the County Plan Coordinator and the local County Emergency Manager to inform them of activation of the Plan.

_____ ADEM’s Duty Officer notifies the State Plan Coordinator or his/her designee of the requested resources and advises the State Coordinator of activation of the Plan.

_____ The State Coordinator will assign codeword.

_____ The Regional Plan Coordinator requests the resources and contacts the requesting dispatch center to verify the response.

_____ The State Coordinator notifies the Assistant State Plan Coordinator of activation of the Plan

_____ The State Coordinator will establish an appropriate contact with the State EOC.
Appendix B Key Position Checklists

PRESIDENT OF THE ARKANSAS FIRE CHIEFS ASSOCIATION

Position Responsibilities: Overall coordination of the Arkansas Fire Service Mutual Aid Plan through the State Plan Coordinator.

Actions:

_____ Annually appoints the Chair of the AAFC Mutual Aid 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 Regional Plan Coordinators.

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

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

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

_____ Assists State Plan Coordinator with plan management as necessary.

_____ Contacts adjacent state fire chief 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 B Key Position Checklists

STATE PLAN COORDINATOR

Position Responsibility: Overall coordination, management, maintenance of the Arkansas Fire Service Mutual Aid Plan.

Actions:

_____ Appointed annually by the President of the AAFC.

_____ Serves as Chairman of the AAFC Mutual Aid Committee.

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

_____ Recommends candidates for the positions of Regional Plan Coordinators to the President of the AAFC. Obtains input from the AAFC District Director and the County Fire Chief’s Associations in each region.

_____ Recommends to the AAFC President alterations to the Mutual Aid Committee as deemed necessary.

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

_____ Represents the Mutual Aid Committee to the Board of Directors of the AAFC.

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

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

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

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

_____ Serves as Fire Service representative/liaison to the State Emergency Operations Center.

_____ Serves as the point of contact, during the disaster, to the affected Regional Plan Coordinator.

_____ Notifies Regional Plan Coordinators of plan activation and the resources that are required.

_____ Assist ADEM with coordination of the reimbursement process.

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

_____ Develops a plan to provide for the continued staffing of the position during extended operations.
Appendix B Key Position Checklists

ASSISTANT STATE PLAN COORDINATOR

**Position Responsibilities:** Assists the State Plan Coordinator in the overall coordination and maintenance of the Arkansas Fire Service Mutual Aid Plan.

_____ Appointed annually by the President of the AAFC.

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

_____ Responsible for coordinating all grants and training programs in support of the Plan.

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

_____ Liaisons with external associations and agencies on training opportunities.
Appendix B Key Position Checklists

REGIONAL PLAN COORDINATOR

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

Actions:

_____ Appointed annually by the President of the AAFC.

_____ Identifies and trains at least one (1) alternate for the Region (preferably a County Plan Coordinator).

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

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

_____ Serves as member of the AAFC Mutual Aid Committee.

_____ Appoints County Plan Coordinators with the input of the County Fire Chiefs’ Associations in the area.

_____ Maintains current resource list of equipment, personnel, etc. within the region that are available for response upon Plan activation. Updates resource list at least semi-annually.

_____ During Plan activation, communicates with the State Plan Coordinator.
Appendix B Key Position Checklists

COUNTY PLAN COORDINATOR

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

**Actions:**

- Appointed annually by the Regional Plan Coordinator.
- Identifies a contact for each department in the county.
- Identifies the fire service dispatching points within the county.
- Maintains current resource list of equipment, personnel, etc. within the county that are available for response upon Plan activation. Updates resource list at least semi-annually.
- Prior to Plan activation, establishes and maintains an ongoing dialogue the local Office of Emergency Management.
- Assists with the creation/expansion of local and county mutual aid systems.
- Serves as a liaison for the Plan to the local fire service representatives within the County EOC.
- Assists local jurisdictions and ADEM with incident documentation and the processing of reimbursement document.
## ARKANSAS ASSOCIATION OF FIRE CHIEFS
### STATE MUTUAL AID PLAN RESOURCE DEFINITIONS

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engine</strong></td>
<td>A vehicle having a pumping capacity of 1000 gpm or greater and a water tank of at least 250 gallons. This unit shall carry at least 1200 feet of 2½ inch or larger supply hose and at least 400 feet of 1½ inch or larger attack line. It shall carry a minimum of 4 SCBA. It should also carry the basic engine company tools and equipment. Note: This classification also includes telesquirts when such vehicles are equipped and operated as an engine company. Minimum staffing of 3 personnel (4 preferred).</td>
</tr>
<tr>
<td><strong>Aerial Platform</strong></td>
<td>A vehicle with an aerial platform capable of reaching a minimum height of 70 feet. This unit may have hose and equipment similar to that recommended by NFPA 1901 and may or may not include a pump and booster tank. It shall carry additional ground ladders and forcible entry tools. It shall carry a minimum of 4 SCBA. Minimum staffing of 3 personnel (4 preferred).</td>
</tr>
<tr>
<td><strong>Aerial Straight</strong></td>
<td>A vehicle with an aerial straight ladder capable of reaching a minimum height of 50 feet. This unit may have hose and equipment similar to that recommended by NFPA 1901 and may or may not include a pump and booster tank. It shall carry additional ground ladders and forcible entry tools. It shall carry a minimum of 4 SCBA. Note: This classification includes straight ladders, snorkels and tele-squirts when equipped and operated as a ladder company. Minimum staffing of 3 personnel (4 preferred).</td>
</tr>
<tr>
<td><strong>Tanker (Tender)</strong></td>
<td>A water transporting vehicle having a minimum capacity of 1500 gallons. The vehicle shall carry a portable drop tank and it is recommended that it have a 250 gpm pump. The unit shall have hose and equipment similar to that recommended by NFPA 1901. Note: This unit shall have a quick dump capacity. Minimum staffing of 1 person (2 preferred).</td>
</tr>
<tr>
<td><strong>Wildland Fire Attack</strong></td>
<td>A vehicle with 4 wheel drive capable of operating in an off road environment with a water tank capacity of at least 150 gallons and at least 50 gpm pump. This unit shall carry at least 400 feet of 1 inch or larger attack hose. Minimum staffing of 2 personnel.</td>
</tr>
<tr>
<td><strong>ALS Ambulance</strong></td>
<td>An ambulance (transporting vehicle) equipped and staffed to provide paramedic advanced life support (ALS) services. Minimum staffing of 2 personnel (1 paramedic, 1 EMT).</td>
</tr>
<tr>
<td><strong>BLS Ambulance</strong></td>
<td>An ambulance (transporting vehicle) equipped and staffed to provide basic life support (BLS) services. Minimum staffing of 2 personnel (2 EMTs).</td>
</tr>
<tr>
<td><strong>Air Supply</strong></td>
<td>A vehicle designed and operated to provide a quantity of purified breathing air, as defined by NIOSH/OSHA. This classification includes those vehicles with mobile cascade systems having a minimum of 4 bottles of 4500 psi or greater and/or mobile units having mobile compressors. Minimum staffing of 1 person.</td>
</tr>
</tbody>
</table>
Special Teams are organized units equipped to handle specific hazards and emergencies. Special Teams are trained and certified in accordance with accepted standards. Such hazards and emergencies may include:

- Hazmat Decontamination
- Hazmat Technical
- Bomb Response
- Heavy Rescue
- Water Rescue
- Dive Rescue/Recovery
- Fast and Cold Water Rescue
- Technical Rescue
- Trench Rescue
- Confined Space Rescue
- Building Collapse
- Rope Rescue
- Mobile Command
- Mobile Communications
- Mobile/Portable Generators
- Class B Foam Units
Appendix D: AAFC Forms

AAFC FORM #1

ARKANSAS FIRE SERVICE
MUTUAL AID PLAN

ARKANSAS FIRE DEPARTMENTS AND DISPATCH CENTERS

TO REQUEST ASSISTANCE (FIRE-RESCUE-HAZMAT)

Whenever the incident resource needs (fire, special teams and/or equipment) exceed the mutual aid capabilities of the affected community (including county or inter-county mutual aid response plans) notify the ADEM’s Duty Officer.

501-683-6700

You will be asked the following:

1. Name of affected jurisdiction and the name of the Fire Department responsible for providing service to that community.

2. Name of the calling agency; name & rank of caller. Call back phone and fax numbers.

3. Incident Commander (name, rank and department) requesting assistance.

4. Type of emergency.

5. Type and number of needed apparatus (i.e. 8 engines, 12 medics and 4 structural collapse teams).

6. Location of Incident Staging Area for incoming responders (use major highways that can be located on highway road maps).

7. Type of response needed: IMMEDIATE (enroute within 30 minutes and be able to be on site for up to 24 hours) OR PLANNED (enroute within 3 hours and be able to be on site for up to 72 hours).
ARKANSAS FIRE SERVICE
MUTUAL AID PLAN

ADEM DUTY OFFICER INCIDENT INFORMATION FORM

Call Received: Date_____________ Time _________________
City of Incident ____________________________  County_________________________
Fire Department in Charge of Incident___________________________________________
Type of Incident___________________________________ __________________________
Counties Already Committed____________________________________________________
Type and Amount of Resources Needed:
____  Engines  ____ Aerials / Platforms  ____ Tanker (Tender)
____  Wildland  ____ BLS Ambulance____ ALS Ambulance
____  Hazmat Team  ____ Technical Rescue  ____  Other (define resource needed)

Immediate Response ☐  Planned Response ☐
* Immediate = 30 min. response. * Planned = enroute within 3 hours.
Onsite up to 24 hours  Onsite up to72 hours

Staging Location (Must be able to locate on a standard highway map)
___________________________________________________ _________________________
Additional Information
___________________________________________________ _________________________
___________________________________________________ _________________________
Requesting Caller _______________________________
Their Call Back # (______) ______ -___________
CODEWORD / INCIDENT NUMBER ASSIGNED TO THIS INCIDENT: ________________
Duty Officer _____________________________________

Appendix D: AAFC Forms
AAFC Form #3

31
ARKANSAS FIRE SERVICE
MUTUAL AID PLAN

ADEM DISPATCH MESSAGE FORM:
CONTACTING STATE FIRE PLAN COORDINATOR

This is Duty Officer ____________________________ with ADEM Dispatch Center
activating the Mutual Aid Plan for a/an

____________________________ in ______________________________

(Type of Incident) (Location – city, county or physical description)

You are requested to dispatch the following equipment from available resources.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This equipment is being requested on a/an:

_____ IMMEDIATE (en route within 30 minutes for up to 24 hours) RESPONSE.

_____ PLANNED (en route within 3 hours for up to 72 hours) RESPONSE.

The CODEWORD / INCIDENT NUMBER for this incident is ______________

(Codeword)

The INCIDENT STAGING AREA location is ________________________________

(Location of the Staging Area)

Tell them to call you back at 501-683-6700 and advise what is being sent.

NOTE TIMES AND NAMES OF CONTACTS

Appendix D: AAFC Forms
AAFC Form #4
ARKANSAS FIRE SERVICE
MUTUAL AID PLAN

ADEM DUTY OFFICER PROCEDURES CHECKLIST

Procedure: ________

 Date ____________

___1. Arkansas Fire Service Mutual Aid Plan AAFC Form #2 completed.

___2. Called requesting agency back to verify the authenticity of the request.

___3. Assigned key personnel to incident i.e. Supervisor, Callers, Recorders.


___5. Dispatch Message AAFC Mutual Aid Plan Form #3 completed.

___6. Plan Coordinators have been notified.

NOTE: Problems and/or directions concerning the operation of this Plan will be resolved, in order of succession, by the:

1. State Plan Coordinator
2. Assistant State Plan Coordinator
3. Regional Plan Coordinator assigned to Central Dispatch
4. Regional Plan Coordinator for the district of occurrence
ARKANSAS FIRE SERVICE MUTUAL AID PLAN

RESOURCE REQUEST FILL FORM

This is ____________________________ with Fire Service Mutual Aid Plan activating the Mutual Aid Plan for a ____________________________ (Name) (Type of Incident)
occurrence in ______________________________________ (Location – city, county or physical description)

NAME OF CONTACT____________________________________ 
CONTACT TELEPHONE NUMBER__________________________
TIME CONTACT MADE_________________________________
You are requested to dispatch the following equipment from available resources:
_________________________________________________________________________________
_________________________________________________________________________________

This equipment is being requested on a:
_____ IMMEDIATE (en route within 30 minutes for up to 24 hours) RESPONSE
_____ PLANNED (en route within 3 hours for up to 72 hours) RESPONSE.

The RESOURCE ASSEMBLY POINT for this incident is ____________________________ (Location of Assembly Point)
The CODEWORD / INCIDENT NUMBER for this incident is ____________________________ (Codeword)
The TRAVEL FREQUENCY ____________________________ (AWIN Radio Channel Number)
The INCIDENT STAGING AREA location is ____________________________ (Location of the Staging Area)

IF THEY SAY YES: Have them proceed with the dispatch and give you a list of responding departments.
Tell them if they have any problems to call ____________________________

IF THEY ARE UNSURE: Have them determine what they can send and call you back at telephone number______________________ within _______ minutes.

NOTIFY ADEM DUTY OFFICER AT 501-683-6700 WHEN REQUEST HAS BEEN FILLED.
Appendix D: AAFC Forms
AAFC Form #6 (1)
ARKNANS FIRE SERVICE
MUTUAL AID PLAN

DEMOBILIZATION CHECKLIST

General Information

☐ The Resource(s) Team Leader will facilitate and coordinate with the local Demobilization Unit Leader all resource releases from an incident.

☐ The Mutual Aid Team Leader(s) will coordinate release through the Requesting Locality's EOC.

☐ Resources will be released after the agreed upon tour of duty, or at such time that the Requesting Locality Emergency Operations Center (EOC) determines a resource is surplus to current missions.

☐ Demobilization activities will be coordinated with the SEOC and deployed Mutual Aid resources as needed.

☐ No resource or Mutual Aid resource will demobilize until authorized to do so by the Requesting Locality.

General guidelines applying to MA resources before leaving the Requesting Locality:

☐ No resource will be released without the approval of the Requesting Locality EOC point of contact.

☐ No personnel resources will be released without having adequate rest time prior to travel (recommended to meet Federal and State DOT guidelines) unless specifically approved in advance by the MA Team Leader or Requesting Locality point of contact.

☐ The MA Team Leader will attempt to debrief all personnel assigned to the incident prior to departure. The debriefing will include:

☐ Confirmation of travel arrangements.

☐ Review of individual responsibilities for demobilization.

☐ Insure that any issued equipment for the incident is returned and all documentation is completed and submitted as required.

Common Responsibilities

☐ Safety of all personnel is paramount during demobilization.

☐ All personnel shall follow the procedures set forth in this checklist and any identified safety operations guidelines.

☐ The Demobilization Form and all other event required documents (i.e., ICS Form 221) should be used to demobilize personnel and redeploy back to their home duty station.

Appendix D: AAFC Forms
AAFC Form #6 (2)

The MA Team Leader shall:
☐ Approve demobilization plans.

☐ Ensure coordination and reporting of demobilization activities with locality authorities and SEOC.

☐ Prepare and execute demobilization plan in coordination with Requesting Locality authorities.

☐ Submit proposed release of resources to Requesting Locality for approval.

☐ Debrief all MA personnel prior to release.

☐ Use Personnel Demobilization Form and review other documents (Personnel Information Form, Work Schedule Form, MA Event Agreements, etc) to ensure all resources are accounted for and properly demobilized.

☐ Fully brief/debrief replacement MA team members on the resources and MA operations status.

☐ Provide final Situation Report to SEOC for posting on the ADEM Incident Status Section of the Website.

☐ Debrief Requesting Locality personnel, complete and submit all demobilization documents and turn SMA operations over to Requesting Locality.

☐ Gather copies of all hard copy and electronic documents, mission records and ensure they are sent to The Arkansas Department of Emergency Management.

**All Deployed Personnel and/or Resources shall:**

☐ Make contact with the MA Team Leader for debriefing and other demobilization instructions as necessary.

☐ Return any equipment checked out for use during deployment.

☐ Submit any documentation as needed or requested by MA Team Leader and the Requesting Locality.

☐ Notify the MA Team Leader and Assisting Locality of safe arrival at home station upon return.
Appendix D: AAFC Forms
AAFC Form #7

ARKANSAS FIRE SERVICE
MUTUAL AID PLAN

RESOURCE DEMOBILIZATION FORM

Resource Activation Date: ________________

Incident Number / Codeword: ________________

Incident Staging Location: _____________________________

Date / Time Deployed: ____________________________ __

Date / Time Demobilized: __________________________ __

Full Name(s) of Personnel (As it would appear on a payroll, if applicable; include SSN if personnel costs to be paid): ________________

Agency: ____________________________

Agency Contact Number: ____________________________ ___

Position Filled on Resource: ____________________________

Unit Designation: ____________________________

Emergency Contact Number: ____________________________

Comments: _______________  __________________________________

________________________________________

________________________________________

________________________________________

Appendix E: Resource Inventory Form
ARKANSAS FIRE SERVICE
MUTUAL AID PLAN

DEPARTMENT DATA RESOURCE FORM

Directions: Please fill in the information requested and return to the AAFC Mutual Aid Plan Working Group. If your department does not have a particular resource, place “n/a” in the blank.

Return Information:

AAFC Mutual Aid Plan Working Group OR: gglenn@maumelle.org
C/o Maumelle Fire Dept. (Please put “mutual aid info.” in title
2000 Murphy Drive
Maumelle, AR. 72113 OR: Fax: 501-851-1365

1. Department Name: ___________________________________________________

2. Department NFIRS I.D.#: ________________________________

3. Dept. Mailing Address (Street,City,Zip):
   ____________________________________________________________

4. County(s) in which dept. provides normal coverage: _______________________

5. Fire Chief or Dept. Contact Info. (Name, Address, Phone, E-Mail):
   ____________________________________________________________

6. Emergency Contact Information:
   a. Dispatch Center (Phone/Address): ________________________________
   b. Dept. Contact Phone: ________________________________
   c. County OEM Coord.: ________________________________
   d. County Fire Service Coord.: ________________________________

7. Radio Communication Information:
   a. Local Radio Frequencies: ________________________________
   b. AWIN radio available (can go with deployed crews): Y / N
8. Department Personnel Information:
   a. Total Paid/Career: ___________ Total On-Duty per Shift: _______
   b. Total Volunteer/Part-Time (fire/rescue responders): ___________
   d. Crew Only for deployment (ea. 4 + 1 Supervisor):
      i. Immediate (up to 24 hrs) ___________
      ii. Planned (up to 72+ hrs.) ___________

9. Equipment – Front Line
   a. Engine/Pumper: ___________
   b. Aerial Platform: ___________
   c. Aerial-Straight: ___________ (includes Snorkels/Tele-squirts when operated as ladder company)
   d. Tanker (Tender): ___________
   e. Wildland Fire Attack: ___________
   f. ALS Ambulance: ________ (state licensed)
   g. BLS Ambulance: ________ (state licensed)

10. Equipment – Reserve (not counted as “first-out or frontline status”)
    a. Engine/Pumper: ___________
    b. Aerial Platform: ___________
    c. Aerial-Straight: ___________ (includes Snorkels/Tele-squirts when operated as ladder company)
    d. Tanker (Tender): ___________
    e. Wildland Fire Attack: ___________
    f. ALS Ambulance: ________ (state licensed)
    g. BLS Ambulance: ________ (state licensed)

11. Specialized Resources:
    a. Air Cascade/Compressor (mobile only): Y / N
    b. Mobile/Portable Generator: Quantity and Capacity: ___________
    c. Class B Foam: (Type and Quantity in Gal.): ___________
    d. Mobile Command Post: ___________
    e. Rope Rescue Team (high angle): Y / N
    f. Structural Collapse Rescue Team: Y / N
    g. Confined Space Rescue Team: Y / N
    h. Trench Rescue Team: Y / N
    i. Water Rescue Team: Y / N
    j. Dive/Recover Team: Y / N
    k. Heavy Rescue Unit: Y / N
    l. Hazmat Team (Technician): Y / N
    m. Bomb/Ordinance Team: Y / N
    n. Other (describe): _________________________________