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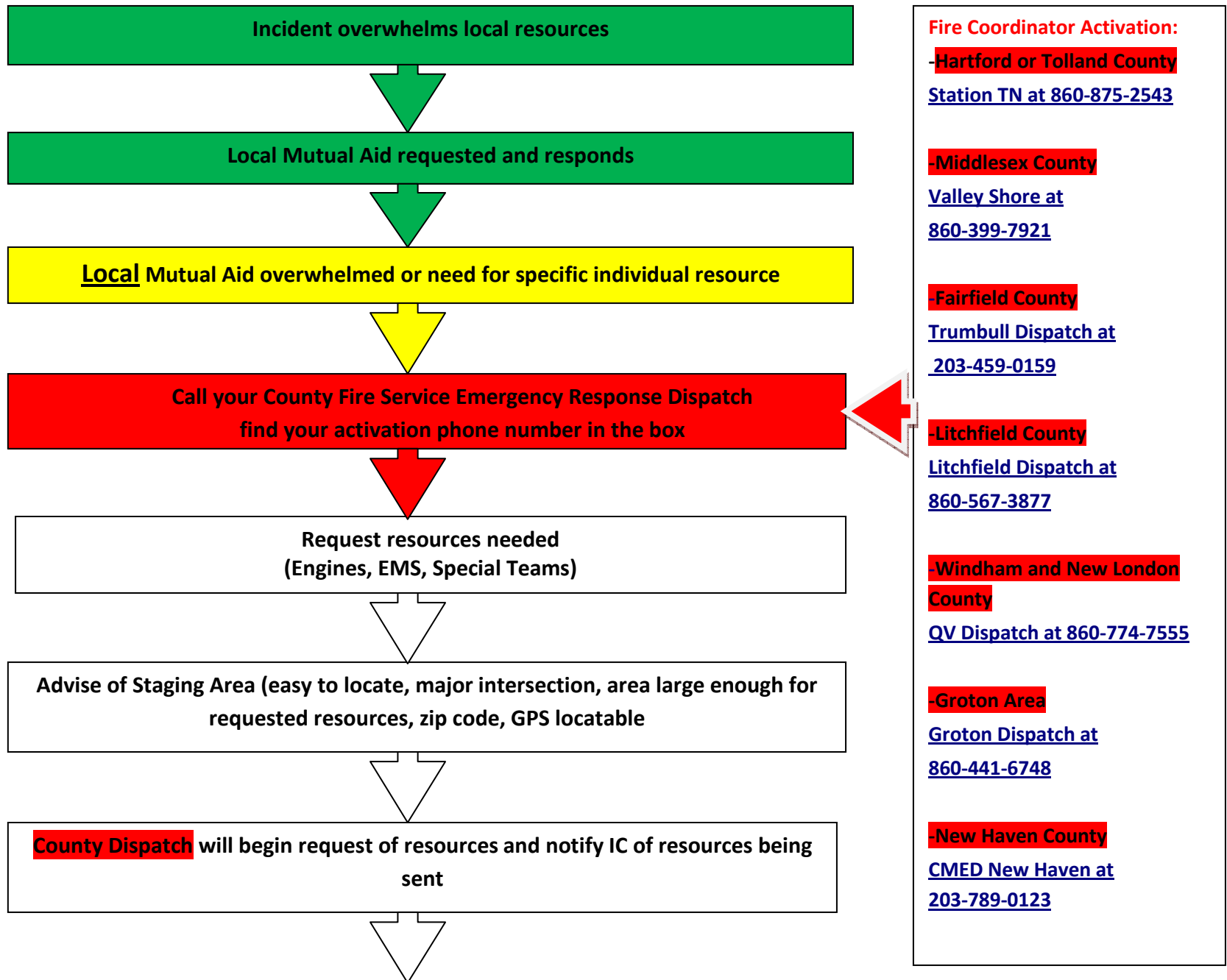
**TURN THE PAGE FOR A
QUICK GUIDE TO
REQUESTING ASSISTANCE
FOR YOUR INCIDENT**

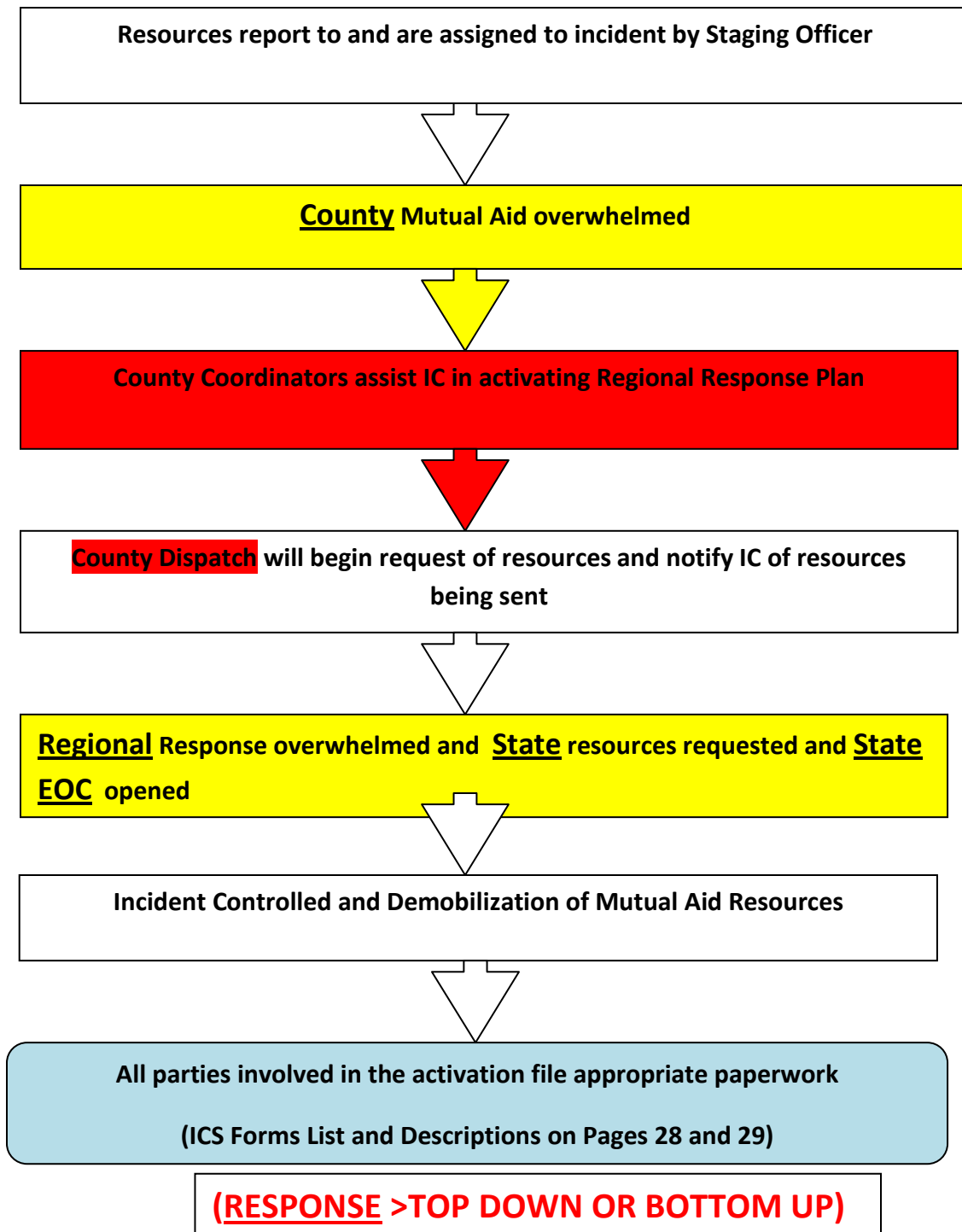
2013

Field Operations Guide

Connecticut Statewide
Fire-Rescue Disaster
Response Plan

Activation Procedures (RESPONSE > TOP DOWN OR BOTTOM UP)





INFORMATION NEEDED

Be ready with 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. 20 engines, 3 taskforces and 4 structural collapse teams).
6. Location of Staging Area (directions use major roadways that can be located on highway road maps).
7. Type of response needed: **HOT** (enroute within 30 minutes and be able to be on site for **up to** 24 hours) OR **COLD** (enroute within 3 hours and be able to be on site for **up to** 72 hours).

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Purpose & Scope of Field Guide

The purpose of this Quick Reference Guide to the Connecticut Statewide Fire Service Disaster Response Plan (SWFSDRP) is to provide first responders a quick reference to the essential operational procedures for requesting and providing mutual aid within the state of Connecticut.

The purpose of the SWFSDRP is to provide guidance for a response to catastrophic emergency incidents of significance involving fire. These include, but are not limited to, incidents that are:

- Beyond the resource capabilities of local response organizations, including local mutual aid resources
- Multiple single significant (major) events occurring that exceed local resources

SWFSDRP was created to provide for the systematic mobilization, deployment, organization, and management of Connecticut local and state fire related resources in order to provide assistance in mitigating the effects of emergencies and disasters through Connecticut and the Nation, when so requested.

Requesting Agency

Recommendations for stricken area units & supporting units

Initial Assessment

What are the:

- Conditions?
- Actions?
- Needs?

What is at risk?

- Who has the jurisdictional responsibility for this incident?

Current Assumptions

Current Actions:

- Strategic goals, tactical objectives and tactics?
- Effectiveness? How to improve?
- Efficiency? How to improve?

Important Considerations

- Request supporting units through proper protocols
- Use County Coordinators to assist with the “Looking at big picture” when requesting help

Have proper amount of command staff to handle responding units; If not request command support.

- Be prepared to supply maps, known hazards etc. to responding agencies
- Realize units responding may not know the area
- Build command staff to appropriate size for support and consider Incident Management Team (IMT)

Considerations for Successful Outcome

- Planning will be a key to your success
- Support units with essentials as soon as possible, fuel, food, shelter, security, etc.
- Consider safety and control of stricken area
- Command needs to listen to reports from field to insure plan is progressing or needs to change
- Suggestions need to be considered and answered professionally
- Assign staging areas large enough for amount of help that may be requested overall
- Staging areas need security provided
- Assign Public Information officer as soon as possible. Press and news will be uncontrollable very quickly
- Give orders clearly and professionally
- Effective work time for all personnel including command personnel is twelve hours (including Command personnel)
- Command staff needs to evaluate overall operations and inform field personnel with constant updates and proper intelligence for the accomplishment of the assignments given
- Have a plan for relief crews and demobilization procedure
- Return units in a timely manner

County Coordinator Role

Coordinators shall have NO AUTHORITY, except as granted them by Command or this Plan.

The job of the County Coordinators shall be:

- Maintain inventory of all county fire assets
- Keep county task forces and strike teams organized
- Assist Command with incident management as requested, prior to arrival of Incident Management Team (IMT)
- Advise Command and dispatch regarding area coverage (coverage of resource depleted, normal response area)
- Implement Statewide Fire-Rescue Disaster Plan
- Serve on Regional and Divisional ESF-4 Committees
- Assist regional dispatch in obtaining, tracking, and covering tied-up fire assets
- Report County conditions and activity to State EOC
- Fill out NIMS forms in anticipation of IMT arrival (esp. 201, 202, 203 and 205) see pages 20-29
- In area-wide emergency, regularly assess all County Fire Departments needs/availability
- Maintain contact with all County TF/ST leaders
- Serve as TF/ST leader if needed

Coordinators may:

- Be requested by Command to assist at a scene
- Be requested by Dispatch for assistance with obtaining resources or coverage
- Respond and offer assistance to Command or Dispatch

Responding Units

Important Considerations

- Bring proper response information or documentation (should be given to you from your dispatch)
- Send qualified personnel for the job
- Be prepared to respond and have all proper suggested equipment and supplies
- Use proper protocols for responding units
- Accept plan and assignment
- Ask for equipment or extra units to accomplish assignment
- Use proper check in and checkout procedures
- Make suggestions to command professionally and accept decision
- Operate safely
- Be able to accept and accomplish assignment with the equipment you have
- Be self sufficient for all your needs for at least 72 hours
- Make sure you understand orders, if not ask for clarification
- Represent yourselves professionally and courteously

- Try to understand the situation and give assistance accordingly
- Do not talk to the media about the incident unless requested by command
- You will need permission to leave once the assignment is accepted
- Let command know of any special circumstances that would cause you not to complete your assignment
- Work professionally with all units assigned
- Use checkout procedure when you have received orders to leave
- Provide all documentation as requested
- Be positive in your critique; use it as a tool for improvement
- Critical comments to personnel that weren't involved will be what is heard and relayed so make your comments and reports as positive as possible
- Understand ICS forms and your specific role and where you fit in at this incident.

Code of Conduct

Guest: Don't respond without an "invitation".	Host: Extend "invitations" thoughtfully and early as needed.
Guest: Accept the plan of the host IC. The host IC should have a plan to use or demobilize the help that has arrived. Tell the host Chief what you need to do your work (hopefully, you brought most of what you need with you.)	Host: As the IC, have a plan (notes, maps, known hazards, etc.). Provide easy access to your system.
Guest: Be Professional. Make suggestions only when necessary. Play your role.	Host: Be Professional. Know what you want. Listen to suggestions. Evaluate suggestions quickly: implement, modify, or discard.
Guest: Operate safely or, please, stay home.	Host: Have a safety system in place or get/build a safety system with the first capable people to arrive.
Guest: Come to work. Be good at the work you represent yourself as capable of doing.	Host: Know what work you want done. Work inside the Risk Management Plan in the procedures (part of the deal). Ask yourself, "Am I capable of managing this incident?" if not get some command help coming early.
Guest: Bring equipment to support your work and your basic needs while you are here. Use the pre-deployment checklist when you pack.	Host: Provide as much support as you can.
Guest: Show up, listen, learn, and help. Be understanding.	Host: Be ready to receive and assign the help you ask for, Have a plan, and communicate it concisely. Manage the work and the responders.
Guest: Be considerate of the conditions under which the hosting IC is operating.	Host: Be cognizant of the fact that the responder has come to assist you.
Guest: Appreciate the opportunity to serve.	Host: Appreciate the assistance you got.

Guest: Recognize the hosting entity and understand their situation.	Host: Understand your situation and explain it concisely.
Guest: Accept whatever assignment you are given and capable of. Do not complain about being assigned whatever might not be not favorite role.	Host: Accommodate the strengths and preferences of guest's where/when you can.
Guest: Do not talk to the media unless the host specifically asks you to.	Host: Make clear who the PIO is. Ask media to work through that role.
Guest: Locate and communicate within the Incident Management System created for the incident.	Host: Make sure everyone is aware of the Incident Management System created for the incident.
Guest: Leave when its time. If you cannot tell when it is time, ask.	Host: When the incident is at the point that you no longer need mutual aid, let them go home.
Guest: Follow the Demobilization Plan.	Host: Have a Demobilization Plan appropriate for the incident.

“When the time for action comes, the time for preparation has passed”.

Force Protection

Protection of responders will be coordinated with ESF 13 (Law Enforcement and Security) based on the nature of the mission and extent of risk to those responders and may include but not be limited to:

- Protection of personnel and equipment while in transit
- Security at the base of operations and Staging Area
- Protection during search & rescue operations
- Protection during rescue operations

Suggested Pre-Deployment List

(Also see checklist on back cover)

- What is the deployment duration? (Plan accordingly, especially if an EMAC deployment)
- What is the reporting location?
- Is there an assembly point to convoy to the incident? (See Convoy Suggestions section)
- What is the reporting time?
- Who does the deployed crew report to on arrival?
- Possibly create “Code Word” to prevent unauthorized response/self-dispatch.
- What is the incident commander’s name?
- What is the command post telephone number?
- What is the mission number?
- What are the emergency contact numbers for all deployed personnel?
- If needed what room and board provisions are there for personnel?
- Prepare go-kit for specific assignment. (suggested items on page 14)
- Provide a cell phone or other contact numbers if known.
- Perform communications check with **all** assigned communications equipment prior to departure.
- Insure all expenditure accountability documents are understood and identified before departure.
- Requisition (the number given to the team EOC or Regional Dispatch)

Things to Consider/Do While Responding

- Response should be defined by requesting Command (**HOT** or **COLD** response-see page 3)
- Make sure you have the code word readily available for arrival at staging
- Begin work on your ICS 214, Unit Log (Forms are in the appendix of this FOG)
- When possible form Strike Teams or Task Forces prior to departure from home area

Equipment Considerations

Each team should consider equipment needs. The following are suggestions:

- Radios with batteries, spare batteries, and chargers
- Flashlights – all shapes and sizes
- Extra batteries for flashlights and battery tools
- Tools – hand, power, and extrication as appropriate to the mission
- Spare SCBA cylinders
- Generator, lights, extension cords, adapters
- Thermal imagers, gas meters
- Fuel for power tools, oil, spare parts
- Tool kit (wrenches, pliers, screwdrivers, etc.)
- Based on activation length (24/72/long term) consider shelter, tents, etc. for Base of Operations
- Cash, credit cards, or purchase orders for team expenses

Personal Items

Each responder should consider their equipment needs. The type of deployment should be considered when choosing personal items. (**HOT** or **COLD** response-see page 3)

The following are suggestions:

- Food / Water (enough for expected duration of deployment)
- Full set of NFPA compliant protective Structural Firefighting gear including SCBA (coat, pants, helmet, fire fighting gloves, suspenders, boots, protective eyewear, and flash hood).
- Full set of wildland/forestry fire PPE (including fire shelter) [for wildland/forestry response only]
- Infectious disease control kit, with basic body substance isolation items
- Shirts appropriate for the weather (at least three)
- Sweat shirts (at least three, based on weather)
- Long pants (at least three; no shorts in the field, shorts OK in camp)
- Socks (at least three pair)
- Boots - consider bringing an extra pair
- Jacket (based on weather)
- Under clothing (at least three sets)
- Personal toiletry items (soap, shampoo, deodorant, toilet paper, shaving kit, towels, etc.)
- Medicines (at least a week's supply)

- Bed roll & pillow (cot optional)
- Eye glasses / Contact lens (extra set)
- Money
- Identification materials
- Sunscreen
- Rain gear
- Heavy-duty work gloves (not to be used for firefighting)
- Cell phone **and charger**

Convoy Travel Suggestions

The following should be the responsibility of the Task Force or Strike Team Leader

- When travelling by convoy check in at the Mobilization Site on time
- Travel with the slowest vehicle leading the convoy (think Ladder or Tanker)
- Make sure at least the front and rear vehicles have a common radio frequency to communicate
- Make sure each vehicle:
 - Knows the travel route
 - Has a map
 - Has a way to contact lead vehicle in an emergency (radio or cell phone)
- Communicate the convoy time of departure and estimated arrival time at the Staging area to your county dispatch center
- Upon arrival at the Staging area, check in with the Staging area manager

Key Position Checklists

SYSTEM ACTIVATION

Responsibility: The responsibility for activation of this system 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 or special resources needed, 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 System.

_____ The local dispatch center or Incident Commander of the affected jurisdiction establishes contact with the appropriate Regional Dispatch Center (SEE PAGE 1) and requests additional resources.

_____ During any major incident, interagency coordination is essential. Upon the activation of the Local/County/Regional/State Emergency Operations Center (EOC), requests for assistance shall be channeled from Top down or Bottom up using appropriate flow.

_____ The local/regional dispatch center or Incident Commander shall then contact and notify the County Coordinator to inform them of activation of the System

_____ The Regional Dispatch Center (SEE PAGE 1) dispatches the requested resources, contacts the requesting dispatch center to verify the response, and advises the State Fire Coordinator of activation of the System

_____ The State Fire Coordinator notifies the State Fire Administrator and the Regional Coordinators of activation of the System

_____ The State Coordinator will establish an appropriate contact with the State Fire Plan Administrator/s and personnel operating within the State EOC if opened.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		
6. Prepared by: Name: _____		Position/Title: _____
ICS 201, Page 1		Date/Time: _____ Signature: _____

INCIDENT BRIEFING (ICS 201)

[illegible]

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
9. Current Organization (fill in additional organization as appropriate):		
<pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- PSC[Planning Section Chief] IC --- OSC[Operations Section Chief] IC --- FASC[Finance/Administration Section Chief] IC --- LSC[Logistics Section Chief] IC --- E1[] IC --- E2[] </pre>		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 3		

INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: Time:	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
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				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 201, Page 4					

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Time From: _____ Date To: _____ Time To: _____
3. Objective(s):	
4. Operational Period Command Emphasis:	
General Situational Awareness	
5. Site Safety Plan Required? Yes ☐ No ☐ Approved Site Safety Plan(s) Located at:	
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): ☐ ICS 203 ☐ ICS 207 ☐ ICS 204 ☐ ICS 208 ☐ ICS 205 ☐ Map/Chart ☐ ICS 205A ☐ Weather Forecast/Tides/Currents ☐ ICS 206 Other Attachments: ☐ _____ ☐ _____ ☐ _____ ☐ _____	
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____	
8. Approved by Incident Commander: Name: _____ Signature: _____	
ICS 202	IAP Page _____ Date/Time: _____

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:			
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:			
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:			
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:			
Chief		Division/Group	
Deputy		Division/Group	
Support Branch		Air Operations Branch	
Director		Air Ops Branch Dir.	
Supply Unit			
Facilities Unit			
Ground Support Unit			
Service Branch			
Director			
Communications Unit			
Medical Unit			
Food Unit			
8. Finance/Administration Section:			
		Chief	
		Deputy	
		Time Unit	
		Procurement Unit	
		Comp/Claims Unit	
		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203		IAP Page _____	Date/Time: _____

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

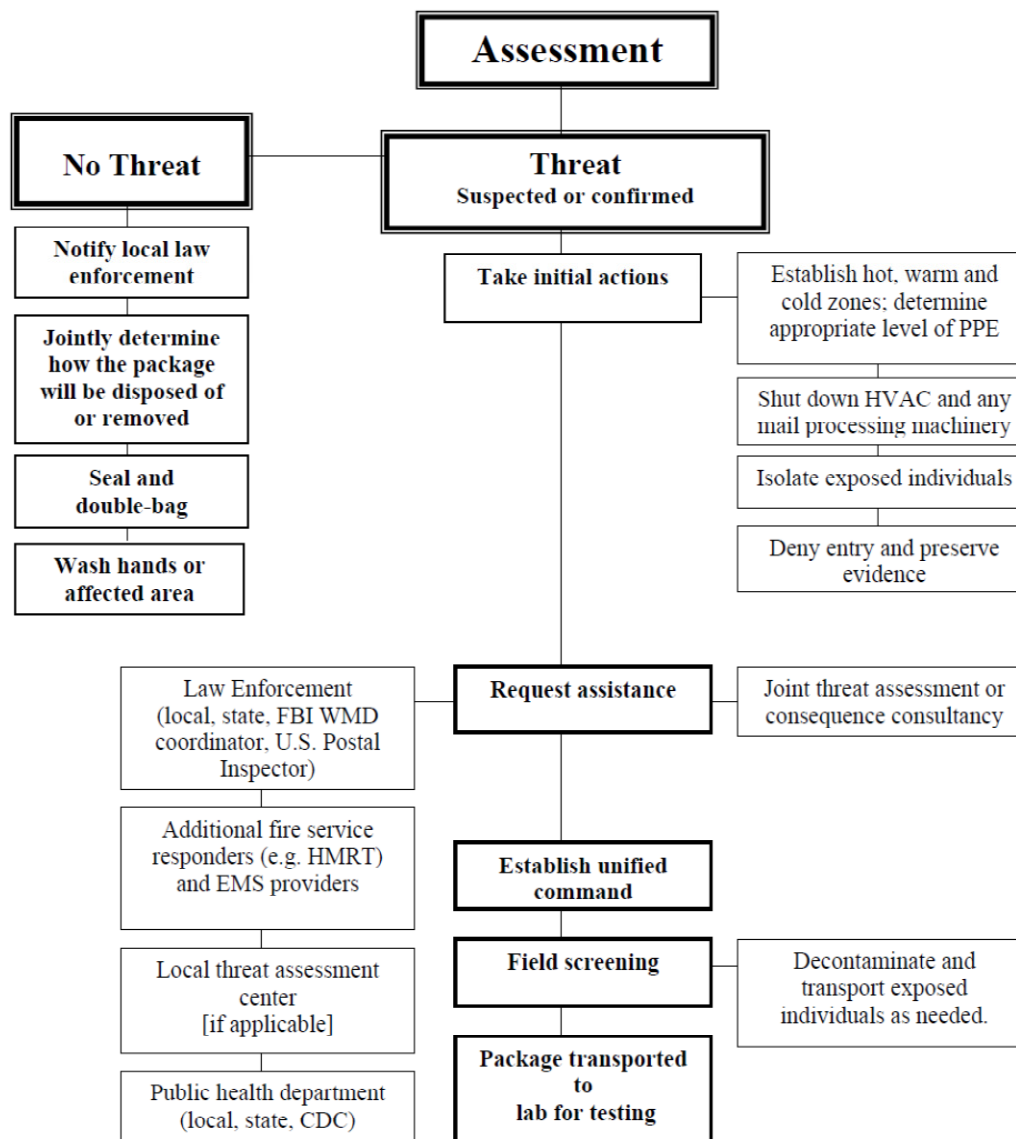
1. Incident Name:				2. Date/Time Prepared: Date: _____ Time: _____				3. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
5. Special Instructions: 										
6. Prepared by (Communications Unit Leader): Name: _____ Signature: _____										
ICS 205			IAP Page _____		Date/Time: _____					

INCIDENT CHECK-IN LIST (ICS 211)

[illegible]

Connecticut FIRE SERVICE EMERGENCY RESPONSE SYSTEM REQUEST FOR HAZMAT TEAM

FIRST RESPONDER DECISION MATRIX *Package with Suspicion of Biological Threat*



ICS FORMS LIST

Incident Command Forms List and Descriptions

This table lists all of the ICS Forms included in this publication.

Notes:

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

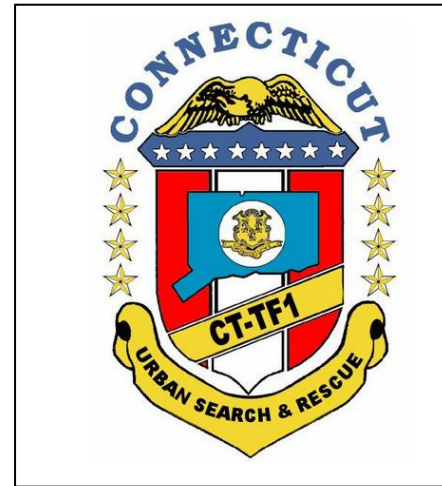
ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart (wall-mount size, optional 8½" x 14")	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List (optional 8½" x 14" and 11" x 17")	Resources Unit/Check-In Recorder
ICS 213	General Message (3-part form)	Any Message Originator
ICS 214	Activity Log (optional 2-sided form)	All Sections and Units
ICS 215	Operational Planning Worksheet (optional 8½" x 14" and 11" x 17")	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 218	Support Vehicle/Equipment Inventory (optional 8½" x 14" and 11" x 17")	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) (may be printed on cardstock)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

CT TF-1 Urban Search and Rescue Team Activation Information

(See checklist on back cover)

■ CAPABILITIES:

- Swift Water Rescue
- Wide Area Search
- Low and High Angle Rescue
- Structural Collapse Rescue
- Trench Rescue
- Confined Space Rescue

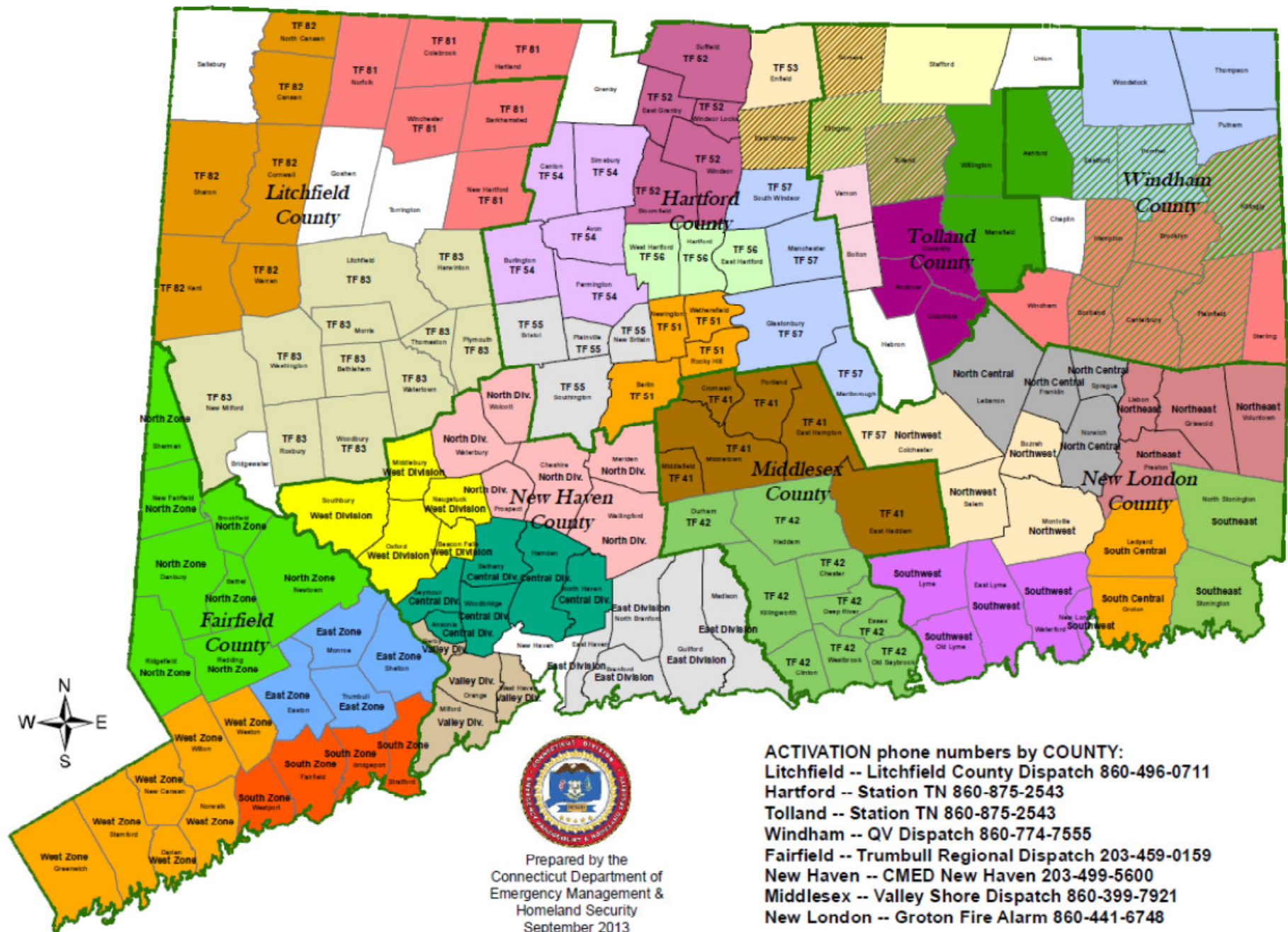


To request and activate the CT-TF1 US&R **Advance Team** to assist the Incident Commander

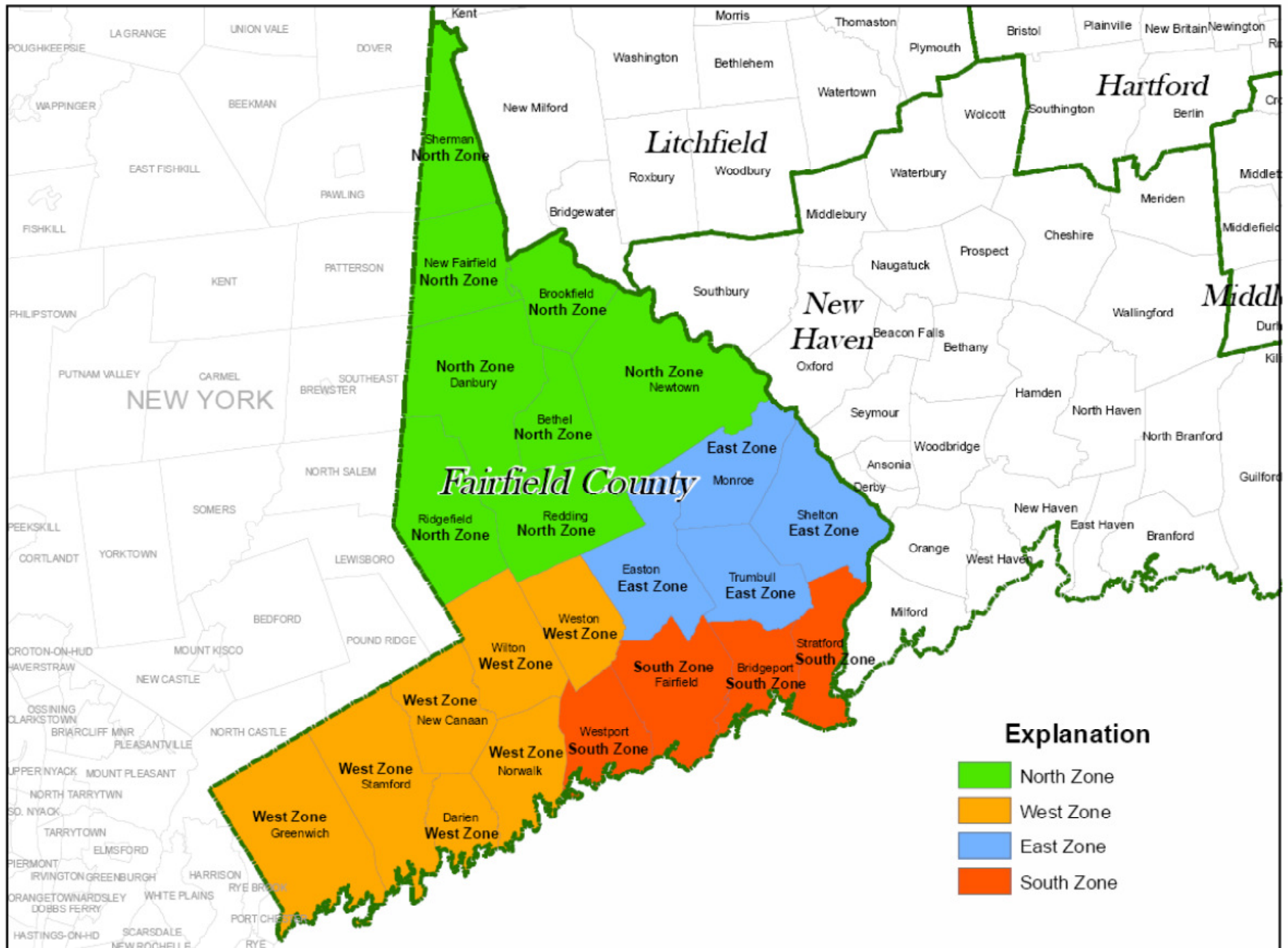
- call the State Police Message Center.

- Message Center - 1-800-842-0200

CONNECTICUT Fire Task Force Map

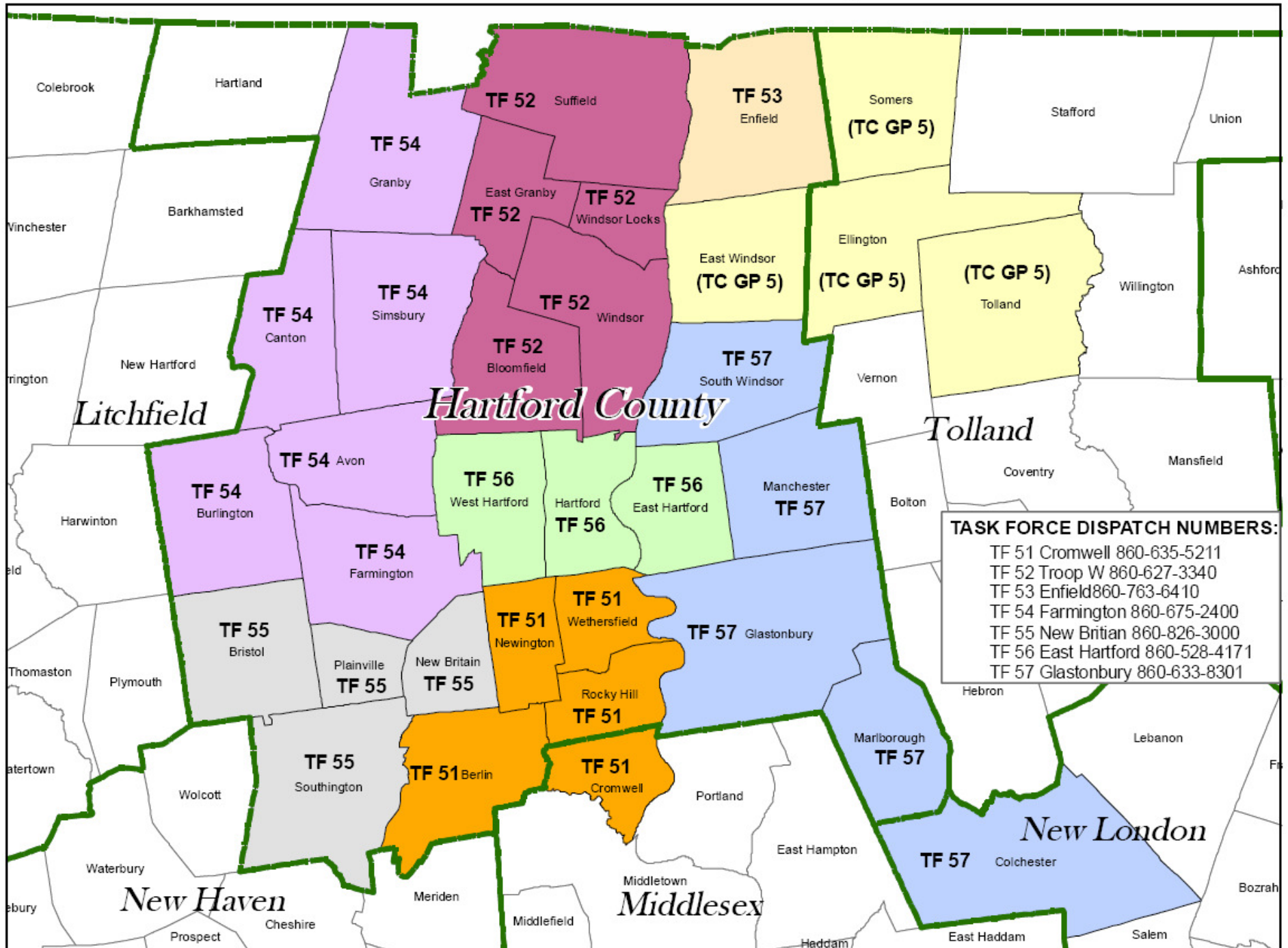


FAIRFIELD COUNTY Task Force Map Trumbull Regional Dispatch - 203-459-0159

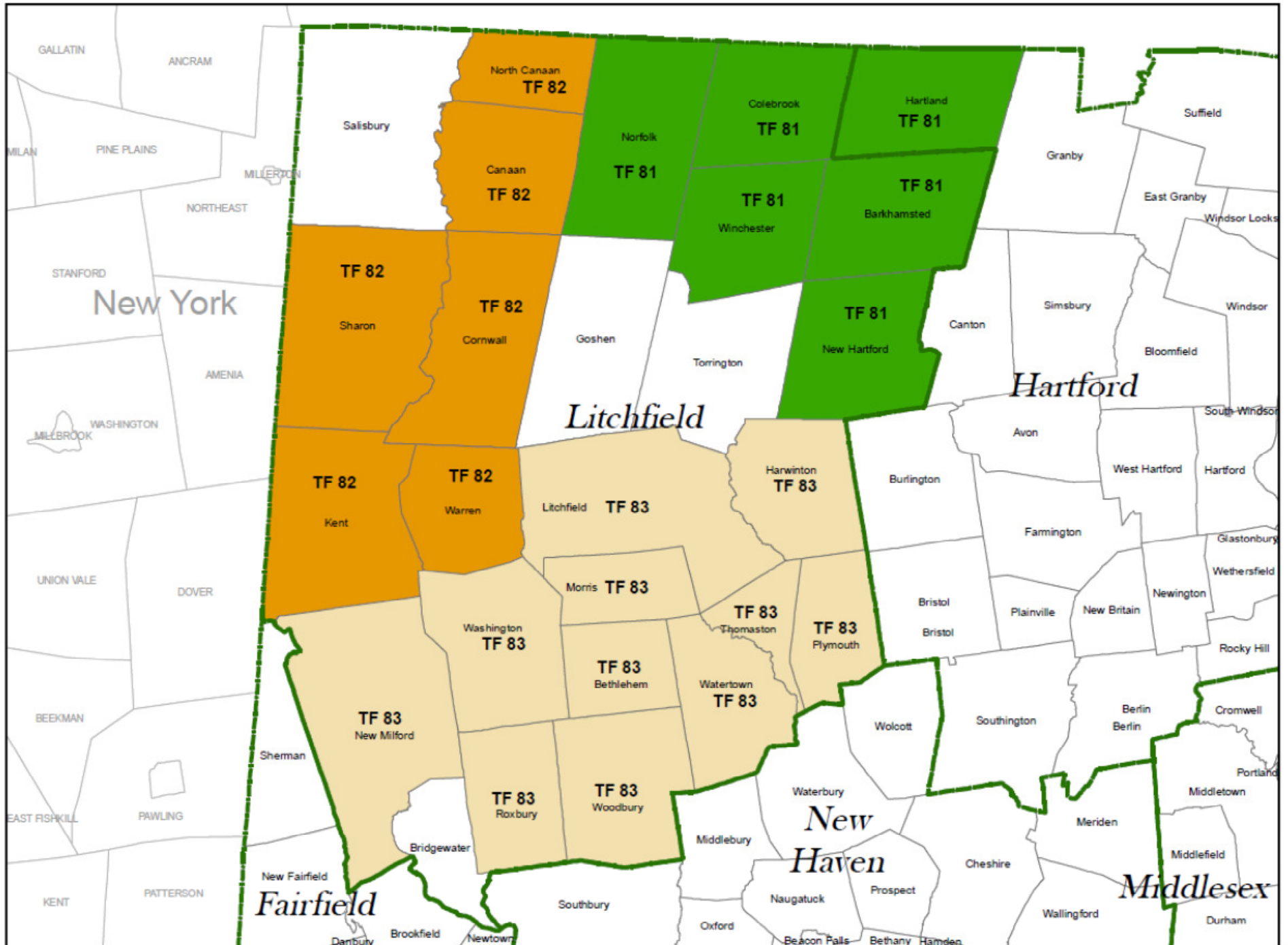


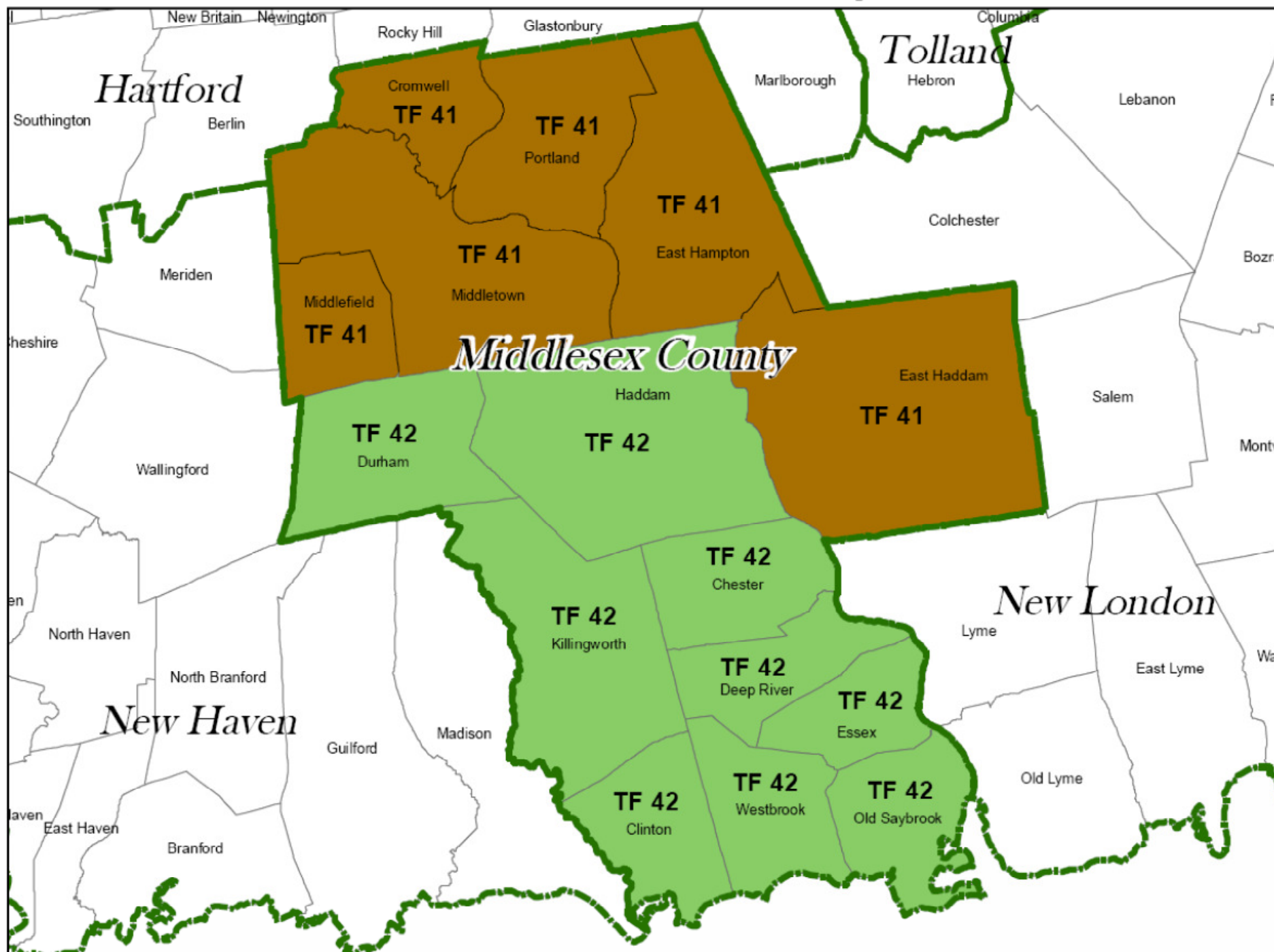
HARTFORD COUNTY Task Force Map

Station TN - 860-875-2543



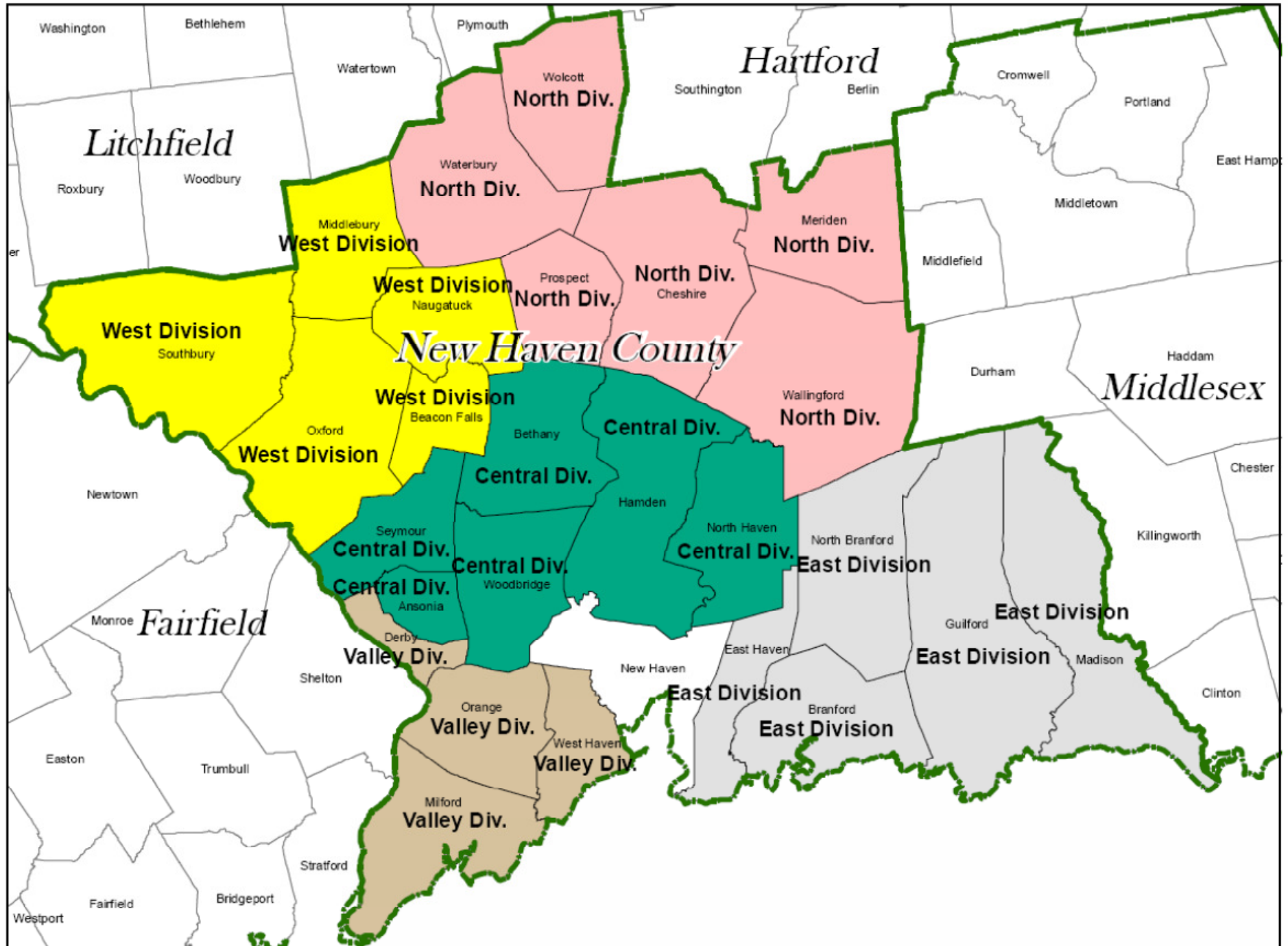
LITCHFIELD COUNTY Task Force Map Litchfield County Dispatch - 860-496-0711





NEW HAVEN COUNTY Task Force Map

Station 203-499-5600

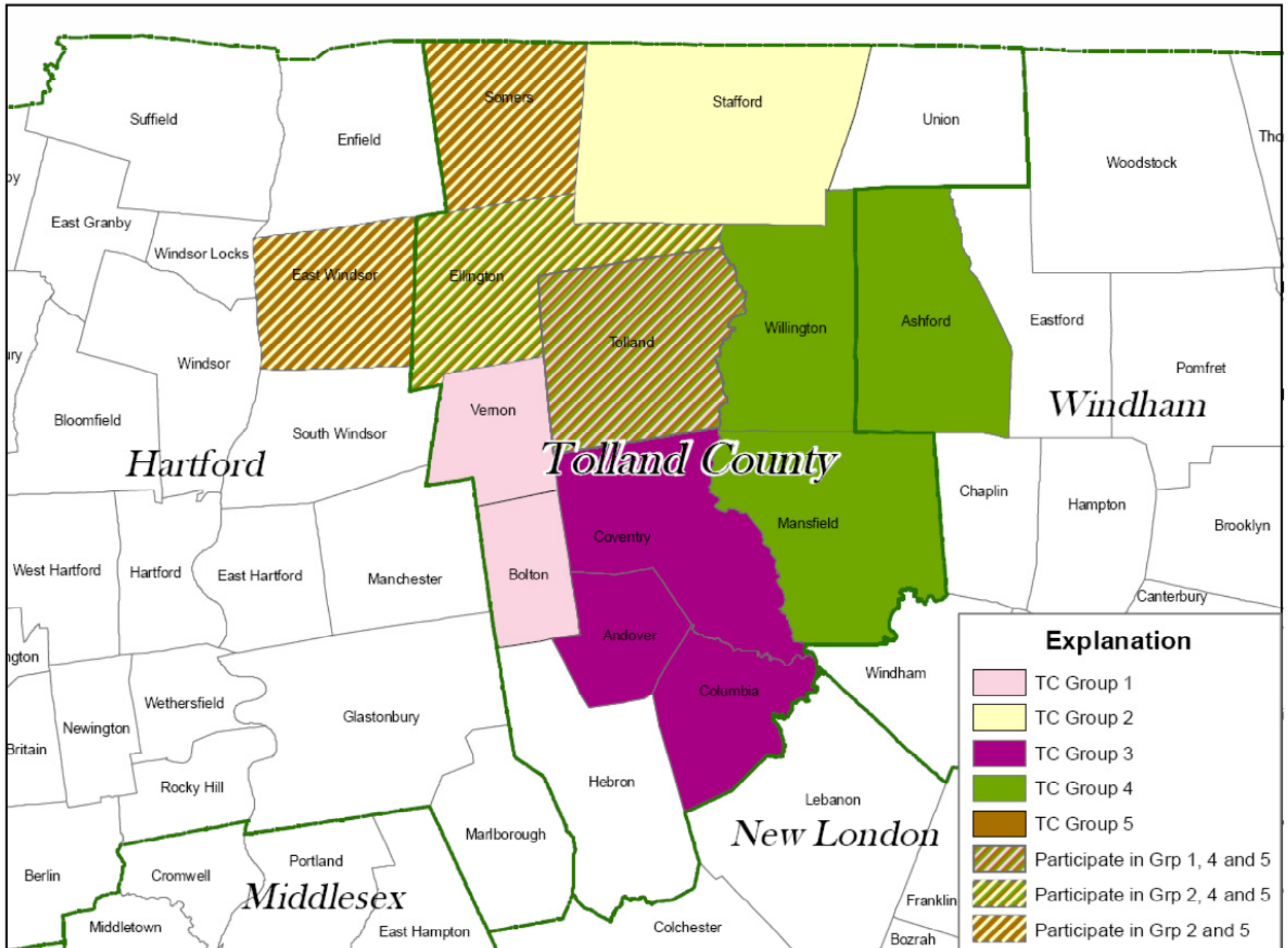


NEW LONDON COUNTY Task Force Map Groton Fire Alarm - 860-441-6748



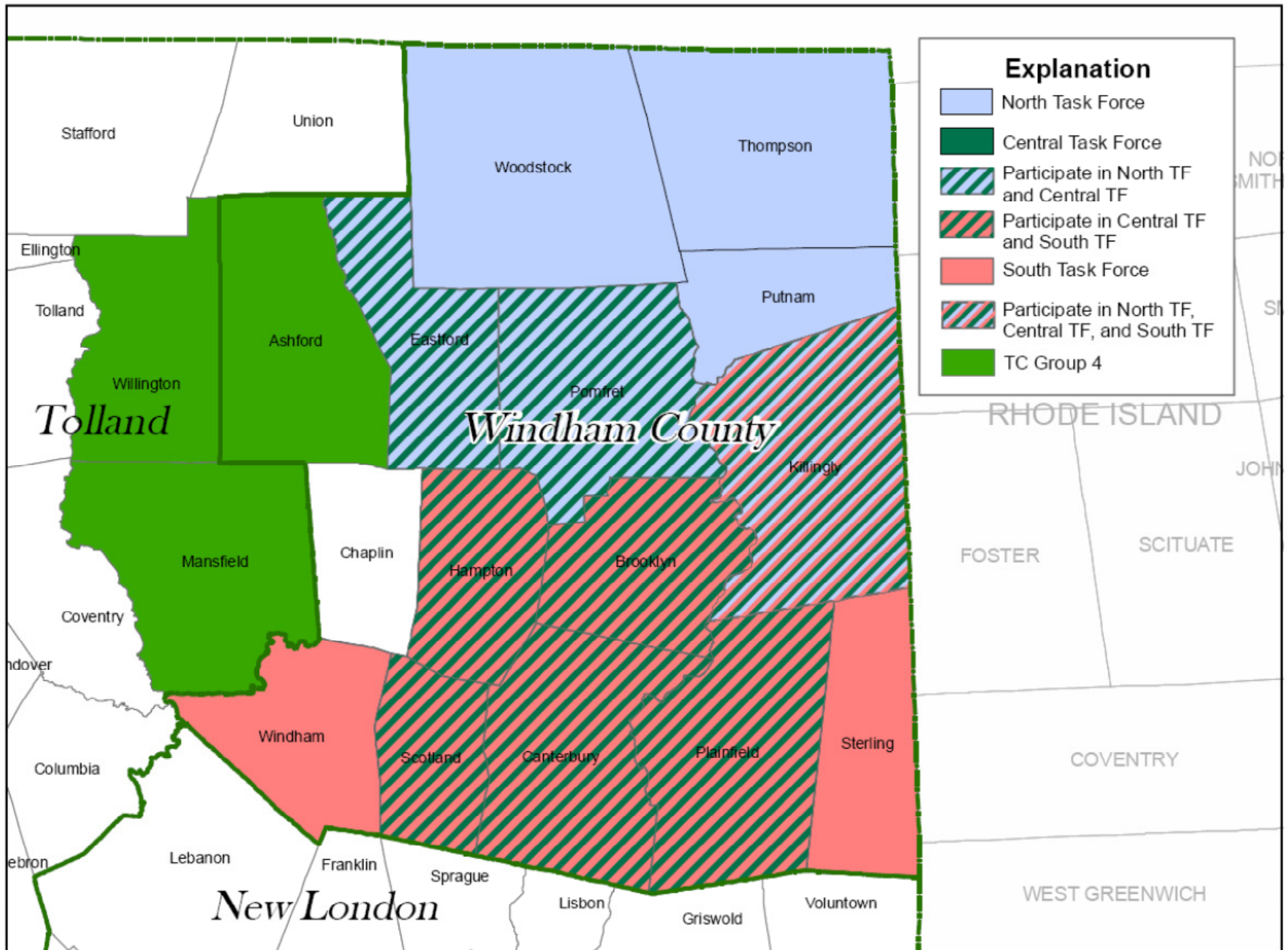
TOLLAND COUNTY Task Force Map

Station TN - 860-875-2543



WINDHAM COUNTY Task Force Map

QV Dispatch - 860-774-7555



Connecticut Fire-Rescue Disaster Response System Quick Check List

What is the response mode? ___HOT ___COLD

What Resource is requested? _____

Who is my contact at my home department? _____

Where is my Mobilization Site? Address _____

Review Convoy suggestions page# 17

Who am I meeting at Mobilization Site? _____

Where is the Staging Area? Address _____

What is the Talk Group or Comm channel? _____

Who do I report to once I am assigned from staging? _____

Make sure to begin an ICS Forms to track duties and assignments. Copies are on pages# 20-27