Utah Task Force One

Mobilization Manual

2016

U.S. Department of Homeland Security
Federal Emergency Management Agency
National Urban Search & Rescue Response System

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II.   Receiving Notifications – Actions to be taken

This section identifies the information needed by the task force leadership in the event of alert/activation. It also defines the types of notification which may be issued from FEMA and the actions taken in response to each notification. It details the notification paging/calling process to contact all task force members. Notifications may be issued by the following entities:

- Federal Emergency Management Agency US&R Branch / ESF-9
- FEMA Region 8 Office Denver
- State of Utah

Types of Notifications

Advisory Notice

Upon the occurrence of a significant disaster event (such as an earthquake) or the possibility of an impending event (such as a hurricane), the Federal Emergency Management Agency's National Response Coordinating Center (NRCC) may issue an Advisory Notice of the event to task forces. UT-TF1 shall forward advisory information via notification to task force members. Task Force leadership shall determine any additional actions necessary for possible deployment. No authorization for local expenditures will occur. **An advisory does not constitute an order for activation**.

Alert Order

Upon the occurrence of a significant disaster event (such as an earthquake) or the possibility of an impending event (such as a hurricane,) the Federal Emergency Management Agency's National Response Coordinating Center (NRCC) may issue an Alert of the event to the task force. UT-TF1 will initiate a call out to determine who might be available for deployment; consider activation of the UT-TF1 Planning section to prepare for possible activation. Limited authorization for local expenditures may be given. **An alert does not constitute an order for activation**. Upon receipt of an Alert Order, the on-duty deputy chief or task force leadership shall initiate the following actions:

Utilize the FEMA Communicator / E-Sponder System (See Page 4) to notify the Logistics Group with the following information: The Task Force has been placed on Alert and report immediately to the Program Office, if available.

Wear US&R uniform and bring any personal care items.

The Program Office & the Assignment Offices will coordinate staffing needs to immediately relieve on-duty UT-TF1 Logistics personnel, and have them report to the UT-TF1 Program Office.

Notify Task Force Leaders and Planning Section personnel via the FEMA Communicator/e-Sponder Notification: The Task Force has been placed on Alert, report immediately to the UT-TF1 Planning Section located in the Program Offices.

Upon arrival of Task Force Management to the Program Office Operations Room, the following shall be conducted by the Task Forces and Plans Section personnel:

Notify Task Force members via FEMA Communicator call out system: UT-TF1 has been placed on alert for possible deployment. Respond to the Task Force office if you are available for deployment. **All UT-TF1 personnel available for deployment should wear their US&R uniform and bring any personal care items.** Personnel who are able to help but not deploying should be informed to wear their US&R uniform and bring personal care items in the event that they replace a member who may be disqualified from deployment.

Activate the Home Base Operations (HBO) and deploy the following forms:

- **ACTIVATION TIMELINE**
- **HBO ORGANIZATIONAL CHART**

FEMA Communicator

Know your Member User ID:

This number tells the system who you are or "qualifies" you for the notification being made. The number is your 10 digit home phone number or if you don't have a home phone or share a home phone with another group member it may be your 10 digit cell phone number.

Respond to the ENS when contacted:

The system will try to contact you by several means i.e. home phone, office phone, cell phone, email etc. If the system reaches you on one of your phones it will ask you to push any number on your phone to retrieve a message. After pushing any number the system will ask for your User ID (with few exceptions, your 10 digit home phone number) followed by the pound sign key (#). The system will confirm your User ID, pass the information or message, give you an opportunity to hear the message again, and end with "Goodbye". IMPORTANT--In order to qualify and avoid additional contact attempts, you must remain on line until the system says Goodbye! Note: In some cases you may or may not be asked if you can respond, this is dependent on the type of notification being sent out. If you can respond it will ask you to press 1 if not you will press 2. Additionally you may be asked to input a time when you can respond, in this case you would input the time in military time i.e. 2100 for 9:00 p.m.

If the system does not reach you on a telephone, you will get a message to call the ENS at either (800) 713-6125 (primary server) or (877) 216-2044 (secondary server) depending on which server the scenario was sent out on. The system will tell you which number to call. Once you have called into the system you will need to follow the instructions above. (NOTE: if you have

called into the system more than 90 minutes after the scenario was activated, you may not be able to retrieve the message because we normally put a 90 minute time limit on the message)

E-Mail / Phone Qualification:

If the system does not reach you via telephone it will e-mail a copy of the message text and/or an email asking you to call either (800) 713-6125 (primary server) or (877) 216-2044 (secondary server).

    A. You can qualify via e-mail by clicking on "Reply" typing "yes" and clicking on "Send".

    B. The second method is to call the ENS on the listed number. Once you have called into the system you will need to follow the instructions in item 2 above. (NOTE: If you call into the system more than 90 minutes after the scenario activation, you may not be able to retrieve the message. Scenarios normally run for 90-minutes.)

Summary Highlights:

- The ENS is voice activated, so the script will not start until you answer the phone with a verbal greeting like "Hello".
- The system will ask for your User ID (with few exceptions, your 10 digit home phone number) followed by the pound sign key (#).
- You will be asked if you can respond, if you can respond it will ask you to press 1 if not you will press 2. Additionally you will be asked to input a time when you can respond, in this case you would input the time in military time i.e. 2100 for 9:00 p.m.
- IMPORTANT--In order to qualify and avoid additional contact attempts, you must remain on line until the system says Goodbye!
- If you call back into the system more than 90 minutes after the scenario activation, you may not be able to retrieve the message. Scenarios normally run for 90-minutes.

Activation Order (18-2)

An Activation Order is the acknowledgement from DHS-FEMA that the task force has been tasked with mobilizing and deploying to an identified incident. An Activation Order may be preceded by an Alert Order. The Activation Order may be in the form of a FAX document sent to pre-determined points of contact, and/or sent via e-mail to the task force points of contact. FAX included in the DHS-FEMA notification system for UT-TF1 includes Task Force Administration, UT-TF1 Administrative Offices. The Activation Order will outline the type of task force configuration that is being activated (Type I, Type III, etc.) and provide authorization for expenditures to accomplish the administrative and task force functions needed to activate, mobilize, and deploy the task force. The order will most likely identify the mode of transportation that the task force is expected to utilize and personnel that support the mode of transportation.

In the event that an Activation Order was not preceded by an Advisory Notice or Alert Order, the procedures for notifying Logistics and Task Force Management in the above section under

"Alert Order" shall be followed.

Upon arrival/notification of Task Force Leadership:

A Task Force Mobilization Commander (Non-Deploying Task Force Leader) is identified and the Mobilization Commander will work with the program administration and SAC's.

SAC Point of Contact: Fire Chief / Deputy Chief / Assistant Chief

Upon approval by the SAC, the Mobilization Commander shall reply to US&R Branch within one hour of the Activation Order to confirm mission acceptance. **FEMA NRCC 202-646-2449 / email to FEMA-NRCC-sarul@fema.dhs.gov.**

The task force will operate on the assumption that all requests for activation will be authorized, unless current local conditions would prohibit a task force mobilization.

Additional Support Supporting Agency Points of Contact

Agency	Representative
FEMA National (202) 646-2701 FEMA EOC (202) 646-2449	Fred Endrikat, Dean Scott, Wanda Kasey
REMA Region VIII	Pete Bakersky
State of Utah (801) 538-3400 (main number) DPS/EM	Judy Watanabe, Kris Hamlet
Red Cross – Disaster Services After Hours:	801-323-7000
Hill Air Force Base After Hours:	801-777-3088/307-221-2255 (c) TSgt Matthew Hubbard 801-777-6339
Unified Fire Authority Finance FAX: After Hours:	801-743-7200
Salt Lake City Airport Authority	801-575-2400 800-595-2442
Utah Highway Patrol Direct Line –	911 801-965-4461
Salt Lake City Police Department	801-799-3000
Salt Lake County Sheriff Department	801-743-7000
Federal Department of Transportation (DOT)	202-366-4000
Utah Department of Transportation	801-965-4000

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III. Task Force Mobilization Commander (Task Force MC)

The Task Force Mobilization Commander shall be selected from the list of non-deploying task force leaders and is responsible for the overall management of the mobilization process for the task force and shall ensure that all necessary responsibilities are completed within each division. The Task Force MC shall act as the local point of contact once the task force has deployed. The Task Force MC shall assist with coordination of correspondence to/from DHS-FEMA HQ or any other agency requesting activation, and serve as liaison to the department of defense for aircraft acquisition. The Task Force MC shall assign division leaders and manage the pool of non-deploying personnel to support division leaders. The Task Force MC shall determine the POA and POD from notification information and verify activation spending limit. The Task Force MC shall coordinate assignments of administrative personnel and assist Logistics.

Task Force MC Actions:

- Review all DHS-FEMA US&R Branch notifications and orders for alert/activation.

- Review/confirm alert/activation spending limit authorized by FEMA.

- Confirm that the SAC has been notified of activation.

- Make Mobilization Staff Assignments in accordance with UT-TF1 HBO guidance

- Mobilization Commander (Non-Deploying TFL)

- Mobilization Safety Officer (Non-Deploying)

- Division A – TFL (one for Type III, two for Type I)

- Division B – Logistics Manager

- Division C – Medical Coordinator

- Division D – Transportation

- Division E – Admin Support

Determine POA/POD & Transportation Mode for the Task Force. Knowledge of the transportation mode is critical in coordinating POA and POD sites.

If travel is by air or ground:

The Point of Assembly (POA) will be:

1. **UT-TF1 Program Office at 6726 South Navigator Drive, SLC, or**
2. **UFA Training Tower at 3950 South 8000 West, Magna, or**
3. **Salt Lake County EOC 3380 South 900 West (south lot) SLC**

In-processing shall be conducted at the UT-TF1 Program Office.

The Point of Departure (POD) will be UT-TF1 Program Office

Buses or other transportation shall report to UT-TF1 Program Office.

Administrative personnel assistance at POA/POD

Coordinate assignment of 2 administrative personnel to assist with the following functions:

- Time record keeping – Personnel Check-In/Check-out
- Task Force Member personal item declarations
- Medical screening records
- Distribution of deployment information to deploying members
- Confirmation of correct family packet information

Non-deployed task force member assistance at POA/POD

- Ground Transport – 6 additional personnel needed for equipment loading at UT-TF1 Program Office – Check with HBO Logistics Manager

- Air Transport -30 personnel to assist with pallet build-up at Program Office or at Airport – Check with HBO Logistics Manager

CDL Vehicle Drivers

- Coordinate with Logistics Manager for selection process of CDL drivers.

Utah Task Force 1
US&R Task Force Phone List

Upon a task force alert or activation the following phones numbers will be in use for the duration of the incident, to provide access to the individuals as listed:

UT-TF1 Emergency Operations-Mobilization Command Center

(801) 842-7742 – UT-TF1 Emergency Program Office

(___)____-_____ – Conference Call Phone (contact Qwest Conferencing Services to set-up:

qwest.conferencing.com 800-860-8000 or 303-804-1698) Reference: *Unified Fire Authority* account

(801) 955-2873, (801) 955-2751 – UT-TF1 FAX Number

UT-TF1 Cellular Phones Issued Upon Deployment

(801)____-_____ – Task Force Leader (cellular)

(801)____-_____ – Task Force Deputy Leader (cellular)

(801)____-_____ – Task Force Logistics Manager 1 (cellular)

(801)____-_____ -- Task Force Logistics Manager 2 (cellular)

(801)____-_____ – Task Force Communication Specialist (cellular)

Additional Cellular Phones in Use: (801)824-3705

UT-TF1 Program Office

(801) 842-7742 – Program Manager

(801) 842-7742 -- Logistics Manager

(801) 955-2873 – Task Force Program Office FAX

(801) 597-0684 – US&R Logistics Specialist

(801) 633-9888 – Training Coordinator

Satellite Phones

If the task force is traveling by ground, satellite cellular phones will be in operation. UT-TF1 sat/cell phone numbers are:

Sat Esn	Telephone Number	Toll Free
19846545	5001803597	877-634-6870
19846071	5001803600	877-634-6884

This list should be faxed to FEMA HQ at 202-646-4684
FEMA NRCC (National Response Coordinating Center) Contact Number is 202-646-2449

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IV. Division A – Task Force Management: TFL & Deputy TFL

Team Roster Procedure

The deploying task force leader, deputy task force leader, and plans personnel will roster the deploying team, from the available personnel from the notification process. The number of personnel required will depend on the type of incident and mode of transportation.

It may be determined that an Advance Team may be required to travel ahead of the remainder of the task force. The following personnel shall coordinate the assignment of the Advance Team:

- Task Force Leader _____
- Deputy Task Force Leader _____
- Plans Team Manager _____

Task Force and Deputy Task Force Leader and Plans personnel assigned.

Time Completed:_____ By:_____

Advance Team

- Travel Mode – Ground or Air. Use Task Force Light Vehicles or Private Air Charter. Coordinate travel requirements with Logistics Manager.
- The advance team shall contact the IST or ESF 9 leader to coordinate initial actions to be taken. Consists of 10 personnel who shall travel in advance of the remainder of the task force. The advance team shall travel with adequate but limited equipment to gather intelligence and conduct initial site surveys and/or possible buildings to be searched.
- The advance team may be tasked with locating potential BoO site locations.
- Each person should be self-sufficient for 24 hours.
- The advance team members are a part of the full or light task force and will be integrated into the task force upon its arrival.

Advance Team Roster – 8-10 Personnel

If an advance search and rescue team is requested or approved by FEMA it may consist of all or some of the personnel listed below depending on type of incident:

Task Force Leader   (1) _____

Safety Officer   (1) _____

Search Team Manager   (1) _____

Structure Specialist   (1) _____

HM Specialist   (1) _____

Canine Specialists	(2)	1. _____
		2. _____
Tech Search Specialist	(1)	_____
Medical Specialist	(1)	_____
Rescue Team Manager	(1)	_____
Logistics Team Manager	(1)	_____

Advanced Team assembled and ready to be deployed (If needed.)

Time Completed: _____ By: _____

UT-TF1 Roster

The deploying task force leader, deputy task force leader and plans team manager are responsible for managing the roster of task force team members for the mission from the list of deployable personnel. Task force members who respond to the notification that are assigned to the red or blue team that is currently up for deployment will receive first preference for vacancies. The second preference for roster purposes will be personnel from the pre-roster team that is up for the next month. Any shortfalls for specific positions, if they occur as a result of the initial notification, will be filled by subsequent notifications or contact via telephone. For specific positions, direct phone calls to individuals for the position(s) to be filled may be preferred.

Task Force and Deputy Task Force Leader and Plans personnel

- Completion of Task Force Team Roster

Release of on-duty personnel and develop back fill list

- On-duty personnel will need to be relieved from duty as soon as possible. This will be coordinated by the Assignment offices and on-duty Battalion Chiefs.
- The assignment office will coordinate with the Battalion Chief of Operations to develop the back fill list for relief of on-duty personnel. This must coordinated back to the program office for reimbursement procedures.

The Assignment Office & On-duty Battalion Chief coordinates the release of on-duty personnel and development of back fill list.

- Assigned: _____

Time Completed: _____ By: _____

Full Task Force Response – Type I (As stated in the 18-2)

- Air Travel – 70 Person Task Force
- Ground Travel – 80 total personnel. Includes 70 Person Task Force with an additional 10 personnel to operate support vehicles. These 10 personnel do not include contracted truck or bus drivers. The task force will need to contract for two, 56-passenger coaches for ground response or appropriate number of vans/SUVs.

Light Task Force Response – Type III (As stated in the 18-2)

- Air Travel – 28 Person Task Force
- Ground Travel – 34 total task force personnel. The light task force response is for a 28-person team to travel by ground via UT-TF1 ground support vehicles. Ground support personnel can include up to six additional task force personnel to drive task force cache transport vehicles. Members of the deploying 28 person task force may be tasked with operating small utility vehicles if vehicle transport contractor is not used. A 44-56 passenger motor coach with 1-2 drivers should be contracted and utilized to carry the main body of the 28-person team. The driver(s) of the motor coach would be in addition to the 34 task force personnel. This motor coach can serve as the Task Force Command unit while enroute and provides shelter and bathroom facilities during mobile operations.

Canine Team Selection Process – All Deployments

- Task Force Leaders shall coordinate the selection of qualified canine teams with the designated UT-TF1 Canine Coordinator. Canine Teams shall be considered in the following priority:
  - FEMA CE Level
  - FSA Level -Deployable by UT-TF1 Standard but may not be by FEMA Standard

UT-TF1 Canine Coordinator
- Canine Teams Selected

1. _____

2. _____

3. _____

20

4. _____

Alternates:

_____

Time Completed:_____ By:_____

- ***Ensure Canines Travel with a Current Health Certificate – Refer to Medical Section IV for Health Certificate Process and Verify Database Records.***

Vehicle Driver Selection Process

The Logistics Manager shall coordinate the contact and selection of drivers for CDL-required vehicles. A driver contact list is set up in the database system. The procedure is in the Logistics Mobilization Manual at the UT-TF1 Program Office. Once drivers are identified, the list will be forwarded to the LTM and PTM coordinating the task force deployment roster.

Potential drivers for CDL-required vehicles must be from the approved task force list of drivers. Drivers on the list may not be eligible at any given time due to lack of driver training requirements, random drug test process, or due to medical reasons.

UT-TF1 LTM or designated lead Logistics Coordinator & Task Force management shall be contacted to verify the eligibility list for current drivers. Driver selection must take into account the number of hours the task force member has worked for all employers in the previous 7 days. Drivers should be selected by determining the least amount of hours worked in the previous 7 days and the amount of rest the driver has had in the previous 7 days. Drivers should not be selected from the previous 24 hour duty-shift where they were not able to have at least 10 hours of uninterrupted rest.

Vehicle Passenger / Driver Assignments UT-TF1 must submit a vehicle plan (Form 18-4) to FEMA prior to departure for deployment. The task force is authorized to take up to 9 total vehicles for a Type III deployment. The task force is authorized up to 12 vehicles for a Type I deployment. These vehicles must be in compliance with **Program Directive 2007-025**. These vehicles include vehicles purchased with federal funds, 1 or 2 contract buses, and a Sponsoring Agency service vehicle, if available. In the event that no buses are available, UT-TF1 shall contact FEMA HQ and arrange for additional fire department or rental vehicles to be used. **Form 18-4** shall be completed and forwarded to FEMA for approval prior to departure of task force. Consult with Logistics Manager for vehicles that should be included on **US&R Form 18-4.**

UT-TF1 light utility vehicles provide for the establishment of (1) Command Vehicles and (2) Support Vehicles. Fire department or rental vehicles provide for additional transport/incident capability when motor coach is not available. The following vehicle assignments are provided

for consideration for Type III Response when light vehicle transport contractor is not used:

Type III (28 Person) without Motor Coach:

4 x 4 Crew Cab Pick-up (1) TFL, (1) Safety Officer, (1) PTM, (1)TIS
4 x 4 Crew Cab Pick-up (2) Logistics Managers, (2) Comm Specialists,
4 x 4 Crew Cab Pick-up (1) Rescue Spec, (1) Med Spec, (1)Hazmat Spec, (1) StS
15 Passenger Rental Van (1) Search/Rescue Manager, (2) Canine Specialists, (2) Canines
15 Passenger Rental Van (1) Search/Rescue Manager, (2) Canine Specialists, (2) Canines
   24' Box Truck – (UT03)
• (2) Class B CDL Support Drivers 1._____2._____
   53' Tractor Trailer – (UT-01)
• (2) Class A CDL Support Drivers 1._____2._____
   53' Tractor Trailer – (UT-02)
• (2) Class A CDL Support Drivers 1._____2._____

Type III (28 Person) with Motor Coach

When a motor coach is available, it can be established and set-up as a "rolling" Task Force Command Center. In consideration of the mobility of the Type III Task Force and the need to use light utility vehicles for Search & Recon, the motor coach may be best utilized as the Task Force Command Center.

Motorcoach – (1) Task Force Leader, (1) Medical Team Manager, (1) Plans, (1) Tech Info, (1) Safety Officer, (1) Structural Engineers, (2) Search/Rescue Managers, (1) Comm Spec,
(4) Canine Specialist w/Canines, (4) Rescue Specialists, (1) Medical Specialist, (2) Tech Search Specialists, (2) HazMat Specialists
Flatbed Trailer 4 x 4 Crew Cab Pick-up (1) Logistics Manager, (1) Comm Spec, (1) Safety
4 x 4 Crew Cab Pick-up (1) Logistics Manager, (1) Medical Specialist, (1) Structural Engineer

28' Box Truck – (UT03)

(2) Class B CDL Support Drivers 1._____2._____

53' Tractor Trailer – (UT-01)

(2) Class A CDL Support Drivers 1._____2._____

53' Tractor Trailer – (UT-02)

(2) Class A CDL Support Drivers 1._____2._____

Type I (70 Person) with 2 Motor Coaches

In a Type I deployment with two (2) motor coaches, the incident type and distance to travel may help determine the type of transportation configuration for task force personnel and vehicles. The task force may also be directed to send the equipment and vehicles ahead of the main body of the task force in the event that air travel will be involved. Consideration should be given to utilizing a vehicle transporter to haul the light task force vehicles when staging of equipment days ahead of the main body has been directed by the NRCC. For immediate response via ground for the entire task force, the following configuration examples can be considered:

Configuration 1: Motor coach 1 – Motor coach can be set up as rolling Task Force Command Center. Satellite phones and computer equipment can be set up into a rolling office space. This set-up would provide for planning en-route and be the Task Force Command Center upon arrival until the Base of Operations is set up. Personnel in this motor coach can include:

TOTAL = 22 Personnel + 2 Bus Drivers

(2) TFLs, (2) Plans Officers, (2) Safety Officers, (2) Tech Info Specs, (2) Structures Specialists, (2) Medical Team Managers, (2) Rescue Team Managers, (2) Search Team Managers, (2) HazMat Managers, (2) Medical Specialists, (1) LTM, (1) Comm Spec

(1) Bus Driver if under 650 miles:_____

(1) Additional Bus Driver if over 650 Miles:_____

Motorcoach 2 – Personnel Shuttle – Upon arrival, motor coach would be readily available to use to shuttle personnel to incident site.

TOTAL: 38 Personnel + 4 Canines + 1 or 2 Bus Drivers

(4) Rescue Squad Officers, (16) Rescue Specialists, (2) Rigging Specialists, (2) Technical Search Specialists, (2) Medical Specialists, (8) HazMat Specialists, (4) Canine Search Specialists, (4) Search Canines

(1) Bus Driver, if under 650 miles:_____
(1) Additional Bus Driver if over 650 Miles:_____

24' Box Truck (UT-03)
(2) CDL Support Drivers 1._____ 2._____
53' Tractor-trailer (UT-01)
(2) CDL Support Drivers 1._____ 2._____
53' Tractor-trailer (UT-02)
(2) CDL Support Drivers 1._____ 2._____
28' Box Truck – (UT-14)

(2) CDL Support Drivers 1._____ 2._____

In the event that no motor coaches are available, (6) 15 passenger vans would need to be considered. Contact Transportation Unit to procure vans if needed.

In the event that the task force light vehicles are transported via auto transport carrier, all personnel except 8 CDL Support Drivers will travel in the motor coaches.

Configuration 2:
4 x 4 Crew Cab pickup (Command 1)   (1) Task ForceL, (1) PTM, (1)TIS, (1) StS
4 x 4 Crew Cab pickup (Command 2)   (1) Task ForceL, (1) PTM, (1)TIS, (1) StS
4 x 4 Crew Cab pickup   (1) LTM, (2) Logistics Specialists, (1) Comm Specialist
4 x 4 Crew Cab pickup   (1) LTM, (2) Logistics Specialists, (1) Comm Specialist

Motor Coach 1 – Remaining *Team 1* Personnel

Safety Officer, (1) Search Team Manager, (1) Tech Search Specialist, (2) Canine Handlers, (2) Canines, (1) Rescue Team Manager, (2) Rescue Squad Officers, (10) Rescue Specialists, (1) Medical Team Manager, (2) Medical Specialists, (1) Hazmat Manager, (4) HazMat Specialists

TOTAL = 27 Personnel + 2 Canines + 1 Driver

(1) Bus Driver if under 650 miles:_____
(1) Additional Bus Driver if over 650 Miles:_____

Motor Coach 2 – Remaining *Team 2* Personnel

(1) Safety Officer, (1) Search Team Manager, (1) Tech Search Specialist, (2) Canine Handlers, (2) Canines, (1) Rescue Team Manager, (2) Rescue Squad Officers, (10) Rescue Specialists, (1) Medical Team Manager, (2) Medical Specialists, (1) Hazmat Manager, (4) HazMat Specialists

(1) Bus Driver if under 650 miles:_____
(1) Additional Bus Driver if over 650 Miles:_____

24' Box Truck – (UT03)
• (2) CDL Support Drivers 1.   2._
28' Box Truck – (UT14)
• (2) CDL Support Drivers 1.   2._
53' Tractor-trailer – (UT02)
• (2) CDL Support Drivers 1.   2._
53'Tractor-trailer – (UT01)
• (2) CDL Support Drivers 1._____   2._____

In the event that no motor coaches are available, (6) 15 passenger vans would need to be considered. Contact Transportation Unit to procure vans if needed.

In the event that the task force light vehicles are transported via auto transport carrier, all personnel except CDL Support Drivers will travel in the motor coaches.

Task Force driver selection process and travel configuration completed.

Time Completed: _____ By: _____

Convoy Configuration   Reference Directive #2007-025

The movement of the convoy is managed by a Logistics Manager who may assign a Transportation Convoy Leader. The lead vehicle in the convoy should contain (1) Logistics Manager, (1) Communications Specialist, and (1) Logistics Specialist to monitor the route plan and work in advance of the main convoy to ensure travel routes are accessible. The main convoy shall consist of these vehicles in this general order:

Type III   *109 linear feet max, total using combination of up to 3 heavy fleet vehicles.*
• (3) Lead Pick-up w/ Logistics Manager/Transportation Convoy Leader
• (1) Motor Coach, or (2) 15-person rental vans
• (1) 53' Tractor Trailers
• (2) 24' - 28' Box Trucks
• (1) Pick-up (with trailer and 2 mules)
• (1) Service vehicle, if available
• (1) Trailing Pick-up

Type I   *215 linear feet max, total using combination of up to 5 heavy fleet vehicles.*
• (4) Lead Pick-up w/ Logistics Manager/Transportation Convoy Leader
• (2) Motor Coaches, or (6) Rental Vans
• (2) 24' – 28' Box Trucks
• (2) 53' Tractor Trailers
• (1) Pick-up (with trailer and 2 mules)
• (1) Trailing pick-up
• (1) Service Vehicle, if available
• (1) Forklift (5,000 to 15,000lb rating)
• (1) Tractor Trailer (Leased), if necessary
    *flatbed trailer carrying forklift and/or command vehicles

Force Protection   Reference Directive #2006-024

The task force shall consider Force Protection measures appropriate for the activation. Task Force Leaders should identify and coordinate requirements for force protection during the National Program Activation Coordination teleconference held prior to deployment of the task force. For local force protection, Salt Lake County Sheriff, Utah Highway Patrol or Salt Lake City

Police Department can be called to assist with security and protection measures during mobilization and escort as needed. UT-TF1 recognizes other resources such as Immigration & Customs, US Border Patrol, and US Marshals and National Guard units that may be tasked by FEMA to provide protection. UT-TF1 logistics shall account for the additional personnel assigned to the task force to ensure that support, supplies and equipment are included in resource planning. Any additional force protection measures shall be implemented and followed as instructed by the Program Office.

FEMA NRCC Communications

Task force leaders are responsible for establishing on-going communications with FEMA to receive mission information. Mission information will be used to prepare initial briefings and determine any additional resources for the task force.

FEMA NRCC Contact Number is 202-646-2449 FEMA NRCC FAX Number is 202-646-4684
- Task Force Leaders should consider a request for the following information:
- Assigned IST Points of Contact
- Local Incident Points of Contact
- Task Force Leader, Deputy Task Force Leader, and Plans Team Managers
- Verify the IST POCs and local incident POCs.

Time Completed: By:

Documents to be Forwarded to FEMA

- Task Force Roster FEMA Form 18-1 – The roster of deploying personnel must be forwarded to FEMA NRCC prior to departure.
- Signed Activation Order 18-2 – Check with Task Force Mobilization Commander
- Passenger Manifest – For Air Transport Only
- Vehicle Transportation Plan FEMA Form 18-4, Check w/Logistics Manager (Needs sent to FEMA NRCC and approved prior to departure)
- Any Supporting Documentation as Requested by FEMA NRCC

Task Force and Deputy Task Force Leader and Plans personnel (see "ACTIVATION TIMELINE")

- Completion of Task Force Team Roster 18-1 faxed to FEMA NRCC prior to departure.
- Completion of Signed Activation Order 18-2 faxed to FEMA NRCC
- Completion of Task Force Passenger Manifest (For air transport only)
- Completion of UT-TF1 transportation plan 18-4 faxed to FEMA NRCC prior to departure.
- Completion of UT-TF1 Medical team roster and faxed or e-mailed to NDMS prior to departure.

Time Completed: By:

Task Force Initial Planning Process

The planning process for operations of the task force is continuous throughout the deployment. As additional mission information becomes available, the planning section should be working 12-24 hours ahead of current task force activities.

Database Management

During activation procedures conducted at the UT-TF1 Program Office the task force database was utilized via the Unified Fire Authority computer server system to roster the task force and provide needed reports for UT-TF1 and FEMA NRCC. In preparation for deployment, this database must be copied onto CD or thumb drive so that it can be transferred to the UT-TF1 laptop network system that will be transported with the task force. Once the database has been transferred, all deployment documentation will be compiled using the laptop network. The laptop network is a standalone network and is not connected to the Unified Fire Authority server.

Additional Resources

As additional mission information becomes available, it is recommended that additional resources that may be needed by the task force en route or upon its arrival be determined in advance. Request for resources may be made through the FEMA NRCC or assigned IST points of contact. In cases where the task force may arrive at the disaster incident prior to the IST, the task force should request authority from

FEMA NRCC to make direct contact with the local incident command system or authority having jurisdiction.

Examples of resources that may be needed by task force upon its arrival or within initial OPS period:

- 5K or larger forklift for off-loading cache equipment.
- Task Force BoO Location Recommendations
- Fuel – Task force carries additional gasoline when traveling by ground, enough for 1st operational period.
- Lumber to support shoring operations
- Water supply
- Breathing air supply
- Generator with distribution hardware/accessories

The UT-TF1 Logistics Manager should be tasked with coordinating the above resources and

should be provided with available IST or local authority contact information. Logistics has the proper forms and knows the procedures that shall be utilized to request additional resources. All requests for services or supplies shall be directed through the logistics manager and approved by the task force leader before forwarding to FEMA NRCC or IST.

Travel Routes/Vehicle Coordination – Logistics

For travel by ground, transportation routes should be determined. The route can be checked on Mapquest.com or other available map software. Routes should follow main traveled interstates or state highways whenever possible to be able to take advantage of available services. The route should be studied for road construction delays. The internet can be utilized to access department of roads websites to check road construction projects in the various states the task force will be traveling through. Weather related events may also cause road damage which could cause delayed response if not avoided.

- Vehicle Fuel Range: Semi-Tractor/Trailers Fuel Carried – Diesel 240 Gallons Range 1440 Miles
- Box Trucks Fuel Carried – Diesel 200 Gallons Range 1200 Miles Gallons
- 4 x 4 Pickups Fuel Carried – Diesel 36 Gallons Range 400-450 Miles

Semi-tractors and van trucks will move slowest during long haul transport. It is recommended that trucks are allowed to reach full range before fueling to minimize lengthy fuel stops. The UT-TF1 Logistics Manager is in charge of coordinating vehicle operations and can assist with coordination of route development and periodic stops.

En Route

Time is of the essence. Stops enroute shall be minimized and short in duration. It is the expectation of FEMA that the task force will be able to mobilize, deploy, and be working at the incident site within 12-16 hours in most cases. Each deploying task force member may be issued MRE meals and water during in-processing. Coolers of water, snacks, and fruits may be provided for each vehicle. These supplies should carry the task force for the first 12 hours of transport. Additional MRE's and water are carried in the equipment cache and can be accessed at major stopping points. When mission-appropriate, the convoy should not have to stop for meals en route. Personnel should be warned about liquid intake to avoid excessive bathroom breaks. Stops should be only for fuel, periodic driver changes, or emergencies. Having all vehicles stop at the same location will cause delay due to lack of bathroom facilities for large numbers of people. Stops with multiple fuel vendors should be considered to break up the large number of vehicles and personnel at the same location. For long-haul vehicles, rest stop areas provide adequate room to park vehicles for bathroom breaks and help to avoid high traffic areas and congestion away from main traveled roads. The task force trucks have an approx range of 1200 miles for box trucks and 1440 miles for tractor-trailers so do not need to stop at every fuel stop as congestion or access may hinder the progress of these vehicles. Buses with personnel should be staged at nearby rest areas when large trucks are fueling.

Task Force Layover

In some cases, the task force will be directed to conduct an overnight layover while en route. A layover may be due to weather related events affecting the response or being tasked by FEMA to stage outside the potential disaster area. The planning section should inquire about possible layovers and coordinate secure locations with FEMA NRCC and task force logistics managers.

Base of Operations

The task force will need to establish a base of operations upon arrival in the affected area or near the incident location. The advance team or planning section should coordinate possible secure locations for the base of operations with FEMA NRCC and/or the local authority. The planning section in coordination with the logistics manager, should discuss the base of operations facilities needs and make assignments to task force groups while en-route to the incident. Copies of the base of operations plan should be available for issue while en route. The Logistics Managers are the Base of Operations Managers. Coordination of set-up should be handled by Logistics.

Initial Search & Recon Operations

During ground transport for Type I & III response, the equipment and supplies needed for 2 teams for initial search & recon operations may be loaded into the UT-TF1 4 x 4 pickups, box truck(s) or combination thereof. Initial search and recon operations can be coordinated quickly as this equipment is assigned to the vehicle and is ready for deployment.

Task Force and Deputy Task Force Leader and Plans personnel confirm initial Planning Process.

- Copy of UT-TF1 Data base transferred to deployment computers and back up on CD or other similar media created.
- Request additional resources from IST or local jurisdiction to assist Task Force upon arrival
- Verify Travel Plan and route prior to departure to include, maps, possible layover locations, and fuel stops. Check with Logistics Manager.
- Secure the BoO locations from IST or local jurisdictions if possible prior to departure or while in route. Inform Logistics Manager of possible BoO locations.
- Verify with the IST or local jurisdiction on the need for initial recon.

Time Completed:_____By:_____

Initial Task Force Briefing

The initial task force briefing shall be conducted at the POD by the Planning Team. Task Force Briefing format is posted in the training room and followed according to format. Information obtained from FEMA notifications, alerts, and/or activations in addition to other intelligence

gathered from reliable sources can be used to inform the deploying task force of the following:

1. TIME OF INCIDENT

2. TYPE OF EVENT

3. LOCATION

4. SCOPE and MAGNITUDE

5. WEATHER CONDITIONS – INCIDENT SITE AND EN ROUTE

6. CURRENT SITUATION – OPERATIONS UNDERWAY, # OF VICTIMS

7. DAMAGE ASSESSMENT

8. TIME OF Task Force DEPARTURE

9. TRANSPORTATION MODE

10. ANTICIPATED LENGTH OF MISSION

11. RADIO OPERATIONS

12. OTHER TASK FORCES ACTIVATED

13. AGENCY/PERSON REQUESTING TASK FORCE ACTIVATION

14. TIME OF OFFICIAL ACTIVATION: _____

Task Force and Deputy Task Force Leader and Plans personnel

Completion of Task Force Briefing

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V. DIVISION B – Logistics: Assigned Logistics Manager

The Logistics Manager is responsible for logistical support for the deployment process. The logistics manager shall supervise all logistics operations in preparation for departure of UT-TF1 and check that all functions have been completed. Due to the dynamics of the various types of deployment actions, the logistics section maintains a deployment manual/transport manual outlining the procedures and resources to accomplish tasks. This manual is kept at the UT-TF1 Program Office. The logistics manager is in charge of the following areas:

- Cache Deployment Preparation
- Cache Loading and Preparation for Ground Transport
- Cache Palletizing for Airlift
- Medical Cache from Amerisource-Bergen Pharmacy
- Task Force Fleet Vehicles & Drivers
- Notification and Selection of CDL Drivers
- Vehicle Pre-Trip Inspections
- Task Force Support Items Prepared for Vehicles
- Shipping Documentation – Air & Ground
- Hazardous Materials Response Information.

For any inquiries that may be needed: ChemTrec @ 800-424-9300 Ext 1 (Account name is "Salt Lake Urban Search & Rescue") Account #

- POA Coordination
- Set up of Mobilization In-Processing Areas
- Check In Desk
- Medical Screening Area
- Distribution of Deployment Issue Items
- Personal Gear Inventory Verification Process
- Personnel & Gear Bags Weigh Station (Airlift Only) POD Coordination
- Task Force Briefing Area
- Bus Loading Area
- Aircraft Loading Area

Emergency Procurement

- Task Force Support Items Purchased/Prepared for Transport
- Ice, if needed
- Fruit – Apples, Oranges, Bananas or other snacks/breakfast foods
- Credit Card secured at UT-TF1 warehouse.
- Satellite Phone Talk Group Activation
- Access Procedure MSV Sat Phone Service; password "firefighter"

Initial Logistics Assignments

Upon alert or activation of the logistics section for possible deployment the logistics manager shall consider the following assignments for logistics personnel reporting to the UT-TF1 Program Office:

Logistics Manager:

Equipment Cache Coordinator:

Pharmacy Cache/Vet Pharma Transport Assistant:

Task Force Vehicle Fleet Coordinator:

POA Coordinator:

POD Coordinator:

Logistics Manager assigns above logistics personnel

Completed: By:

Equipment Cache Coordinator

- Conducts the final packaging of staged equipment.
- For ground transport, request three (3) non-deploying members to assist
- Add any batteries and chargers from charging room to equipment kits
- Add containers to pallets or trucks as required for transport
- Coordinates final loading and netting of equipment pallets

Equipment Cache Coordinator completes packaging of staged equipment

Time Completed: By:

Pharmacy Cache Transport Assistant

The UT-TF1 MTM shall coordinate and/or conduct the pick-up of pharmacy supplies from Amerisource-Bergen and Holladay Veterinary Hospital. Only authorized personnel will be able to obtain the pharmacy cache. At time of activation, task force will dispatch two certified paramedic/medical specialists to retrieve medical cache. The names of the two certified persons will be provided to Amerisource-Bergen & Holladay Veterinary Hospital before they are sent to pick up cache.

- Contact Amerisource-Bergen 801-606-2343 Dave Belanger (cell 801-573-7839) or Mark Lane 801-606-2343
- Contact Holladay Vet Hospital 801-272-5557 or 801-652-8416 (cell) Dr Laura McLain

Madsen
- Utilize UT-TF1 pick-up or SA agency vehicle (if authorized) to pick-up Pharma Caches
- Credentials/Identifications must be displayed in order to obtain pharmacy items
- Obtain all items for deployment as directed by Med Team Manager/PM

1. Sign 2 receipt forms for pharmacy cache.
2. 1 stays with Pharmacy, return one copy to Lead Logistics Manager.
3. Transport pharmacy cache to warehouse/POD as directed.
4. Transfer pharmacy cache to the assigned medical team manager

Authorized/certified persons assigned to retrieve pharmacy cache:

1._____ID verified_____

2._____ID verified_____

Pharmacy Cache retrieval/transport assigned:

Time Completed:_____**By:**_____

Task Force Vehicle Fleet Coordinator

Manages vehicle preparations including inspections and final loading and securing of the equipment cache in preparation for transport.

- Checks all securing systems and/or pallet net systems
- Ensures load is properly distributed on trailers per load plan
- Assists drivers with pre-trip inspection procedures
- Ensures all vehicles are filled with fuel
- Ensures deploying vehicles are inspected, pre-trip; DOT/safety
- Assists drivers to secure load with straps
- Checks that all shipping documentation is present in cab of tractors/trucks
- Assists with travel route development

Task Force Vehicle Fleet coordinator completes vehicle inspections and final load plan.

Time Completed:_____By:_____

Point of Assembly (POA) Coordinator

Coordinates the set-up of the In-Processing Area. The following areas shall be set-up:

Sign-In Table

- 2 tables at Entrance Door
- Provide 211's for Position Specific Sign-in
- Distribute Member HBO packets
- Any other forms/information/items to be distributed

Medical Screening

- 1 table for blood pressure screening
- 3-4 tables set up for exam areas
- Rescue Unit/Units from UFA
- 12 lead monitor/defibrillator with Automatic Blood Pressure

Personal Equipment/Supplies Issue (if necessary)

- 1 table for item issue
- Issue any position-specific items
- Personnel sign form as accountable receipt of property & supplies

Communications Equipment Issue

- Radios
- Accountability of issued equipment

Personnel Gear Assembly Area

- Lay out in open/accessible area
- Assist personnel with questions about packing issued items into gear bags
- Distribute any incidentals

Weigh-in Area (Airlift or When Gear will go onto Transport Trailers)

- Set-up Weigh Scales
- Records all weights on log provided
- Weigh personnel with carry-on items, canines, gear packs
- Total weight of black gear bag and blue web gear not to exceed 65 lbs.
- Cold weather deployment bag not to exceed 20 lbs
- Canine handler allowed up to 100 lbs total weight for all gear bags

- Forward completed weight log to Logistics Manager

POA coordinator completes the setup of the mobilization center and coordinates all phases of the deployment In-Processing.

Time Completed: _____ By: _____

Point of Departure (POD) Coordinator

Assists with coordination of point of departure, if other than UT-TF1 Program Office Possible Locations

ALL POSSIBLE LOCATIONS WILL BE DETERMINED BY THE PROGRAM OFFICE AND THE SPONSORING AGENCY

POD coordinator completes the departure coordination.

Time Completed: _____ By: _____

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VI. DIVISION C -Medical Team Coordinator: Assigned Medical Specialist or Manager

Physician Notification

Contact the Medical Coordinator or Medical Team Manager, Inform of possible activation of task force, length of deployment, number of physicians needed to deploy and to assist with medical screening for in-processing.

Pharmacy Notification

Contact Amerisource-Bergen and Holladay Veterinary Hospital to inform of potential of task force activation. Time permitting, arrange for 2 designated medical specialists (preferably a non-deploying members) to report to the pharmacy to perform inventory and expiration date checks of medical cache. Upon determination of medical specialist who will be assigned to the pharmacy, exchange contact phone numbers so that you can maintain communications. Checklists are pre-positioned with the pharmacy cache. Coordinate the transportation of the pharmacy cache with Logistics and Medical Team Manager as previously discussed in the "Pharmacy Cache Transport Assistant" section of this manual.

Coordinate Medical Personnel to Report to UT-TF1 Program Office

3-5 non-deploying medical specialists or an ALS unit from a SA, will be sent to the UT-TF1 POD/Program Office to prepare for in-processing of task force members as they report for deployment. Contact the Logistics Manager at UT-TF1 Program Office and report number of personnel and their assignment. Upon their arrival at the UT-TF1 Program Office, access to the medical equipment will be provided at the POD/UT-TF1 Program Office.

Medical Cache Accountability

The proper accountability forms shall be utilized to record and transfer all controlled medications. Conduct transfer of controlled medications, forms, and other medical support items to deploying medical team manager.

Medical Screening

Medical screening will be completed by a team of medical personnel to include 1 – 2 physicians and 3-5 paramedics. If possible, these individuals should be non-deploying task force members. Non-US&R Sponsoring Agency paramedics can be considered if enough medical specialists are not available. Confirm time needed and location of Task Force Point of Assembly with Mobilization Commander. The purpose of this screening is to prevent the inclusion of personnel

on the roster who may pose an unacceptably high medical risk to themselves or to the task force in an austere, hazardous disaster environment. The final decision in the fitness for duty of individual task force personnel rests with the deploying medical team manager. The medical team manager shall consult with the task force leaders of any potential disqualifications. The appropriate medical screening forms will be distributed to the task force members upon check-in at the POA. These forms include:

Physical screening forms for vital signs and recent medical history.

Medical Mobilization Kit

The following medical items are on-hand at the UT-TF1 Program Office.

- Blank medical evaluation forms
- stethoscopes
- Blood pressure cuffs
- Thermometers
- Ophthalmoscopes and batteries
- Tongue depressors
- Medical check lists
- Documentation supplies – pens, pencils, etc.
- Other items as needed

Physician Stations

The medical screening area should provide for confidential interviews by the physicians and task force members. Separate rooms would be ideal, but sufficient spacing between screening stations should provide an adequate environment for physician/task force member interaction. If feasible, a minimum of 2 physician stations should be provided, with more stations set up as available physicians arrive to assist.

Vitals Signs Station

This station shall be set-up and staffed by at least 2 Sponsoring Agency paramedic units (contact made through Battalion Chief and VECC). Supplies and equipment required for this station include:

- 12 lead monitor with automatic blood pressure cuff
- Stethoscopes
- Blood pressure cuffs
- Weigh Scale(s) (if flying)
- Documentation supplies – pens, pencils, etc.

Medical Certification

All task force members will be provided with medical certification forms upon arrival for in-processing. The task force member shall answer questions relating to recent health history and certify that the information is accurate and true to the best of their knowledge. Exclusion of any information may be cause for disqualification from deployment.

Medical Evaluation

Each task force member shall submit to having their vital signs taken and medical examination conducted. Task force members who do not comply with the directions of the medical team will be disqualified from deployment and a replacement assigned. Any health or physical limitations causing potential disqualification will be under the discretion of the attending physicians at time of deployment. Task force leaders will be informed of anyone who may be disqualified so that a replacement can be made.

Disqualification Process

The task force relies on the professional expertise of the medical team managers to determine if task force members are able to deploy in consideration of their current physical and health status. All determinations by medical team managers are based on the requirement to deploy a fully healthy and capable task force. If, in the opinion of a medical team manager, a task force member is not medically healthy, physically able, or for any other reason non-deployable, UT-TF1 Program management and the task force leader shall be immediately notified to select a replacement.

Controlled Medications at UT-TF1 Program Office

Several controlled medications are securely stored at the UT-TF1 Program Office. To access these items, contact one of the following:

- Medical Team Manager
- Program Manager
- Logistics Manager

To ensure a proper chain of custody, the proper accountability forms shall be utilized to transfer these items to the deploying Medical Team.

Canine Health Screening

Deploying canines should have current health records indicating fitness for travel and conducting US&R operations. Task force canines shall obtain a health certificate upon activation for both ground and air travel. A health certificate is required when a canine crosses state lines during ground transport or any time that canines travel via air. The certificate shall be issued by

a qualified veterinarian prior to departure. The current health and vaccination records for the canine being certified must be taken with the canine to the veterinary clinic. These records are kept on file at the UT-TF1 Program Office. The task force maintains blank copies of the health certificates on file at the UT-TF1 Program Office. The canine health certificate will be provided to the task force medical team manager prior to deployment and a copy placed in the canine file in the administrative office at the UT-TF1 Program Office. If any deployed canines need the required health certificate screening, the task force has arranged for the following veterinary clinics to provide health screening and certificates upon activation of task force canines:

<div align="center">

Laura McLain Madsen, DVM
Holladay Veterinary Hospital, 24 hour
4732 Highland Drive
Salt Lake City, UT 84117
(801)272-5557

</div>

Medical Cache Preparation at POA

Each member of the task force medical team needs to have an adequate amount of medical supplies and equipment with them at all times during the mobilization phases and throughout the mission. This is necessary so that medical attention could be rendered to any sick or injured task force member at any time during mobilization, transport, or on scene. Medical personnel should assemble appropriate items and ensure that each medical team member is issued these at the point of departure. Medical team managers and specialists shall prepare the medical packs and defibrillation equipment for deployment.

- Using inventory list provided, add all drugs/preparations and IV solutions supplies delivered from U of U pharmacy, UFA or Amerisource-Bergen.
- Perform complete inventory to ensure that all items are present.
- Check personal BSI equip for size/fit. Examination gloves, safety glasses, disposable masks, etc.
- Control drugs shall be the responsibility of the designated medical team manager upon receiving them. Medical team manager shall sign and retain chain of custody form delivered with drugs. The UT-TF1 drug accountability form shall be utilized throughout deployment to track usage of controlled medications. **USE: UT-TF1 Pharmaceutical Accountability Log form**
- Medications that require a cool environment will be packaged in cooler when obtained from Amerisource-Bergen or U of U pharmacy. Pharmacy prepares medications for 24 hour transport time. Check travel time and determine if cooling medium in package is sufficient.
- Obtain necessary defibrillators for deployment. Check with medical coordinator for location.
- Inspect defibrillator and ensure needed accessories and supplies are present.
- Install batteries, if necessary and perform system operational checks.

Upon completion of medical pack inventory/supply process and defibrillator set-up, contact

logistics manager and inform that carts and other supplies are ready for preparation for transport. Carts need secured and supplies loaded into designated containers. All items, including carry-on medical packs and defibrillator need weighed, if transport is by aircraft.

Signed: _____

Time Completed: _____

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VII. DIVISION D – Transportation Support: Assigned Logistics Manager

Overview

Transportation Support will facilitate the procurement of transportation needs for task force support. Transportation mode(s) must be determined prior to contracting with any support agency or business. The task force shall coordinate with FEMA NRCC for approval of transportation resources. Unified Fire Authority purchasing department may be needed to assist with contracting of transportation resources. All transportation requirements and resource procurements must be discussed and communicated to the UT-TF1 Logistics Manager. Transportation support may include, but is not limited to:

- Coordinate readiness of UT-TF1 vehicles
- Coordinating Airlift Resources with DOD or FEMA NRCC
- Motor Coach Charter for Task Force personnel
- Private Air Charter to transport Task Force personnel
- Commercial Air Carrier to transport personnel and equipment cache
- Auto transporter to carry suburban's and pickup trucks
- Local personnel shuttle services
- Rental vehicles for local and/or destination use.
- Combination of ground and air travel resources.

NOTE: The Logistics Manager/Task Force Administrators will coordinate UT-TF1 task force vehicle fleet stored at the Program Office & will coordinate screening process for selection of CDL drivers.

UT-TF1 Vehicles Identified for Deployment

- All UT-TF1 fleet vehicles are stored at the UT-TF1 warehouse/Program Office. In the event that these vehicles are in use for travel or training activity, these vehicles must be returned to the Program Office for deployment or alternate vehicles identified.

FEMA/DOD Transportation

If deployed by Federal authority, travel may be by ground or by air or a combination of ground and air. If by air, airlift may be by military or commercial aircraft. Contact with FEMA NRCC and/or US Department of Transportation is critical in securing information about type of aircraft for passenger and palletize requirements. This information must be forwarded to Logistics Manager as soon as it is available. Contact numbers:

- FEMA EOC: 202-646-2449
- US DOT in Washington DC: 800-873-2471

- Hill Air Force Base (HAFB) 7290 Wardley RD Layton, UT 84056, see POCs within this manual

If deployed by commercial aircraft per FEMA direction and assistance, aircraft type and configuration is critical in preparing cache and personnel for deployment. The FEMA point of contact coordinating commercial airlift should be placed in contact with the UT-TF1 logistics manager to provide airframe loading configurations.

Ground Transportation (Motor Coaches)

Utah Trailways 3091 South Main St. 801-466-5001, fax 801-466-5026
24 hour POC: Cody Sargent 801-330-1463, Dick Maben 801-330-1462, Jason Ensign 801-520-2375

LeBus 542 South 2350 West 801-975-0202, fax 801-975-0289
24 hour POC: Jennifer Phillips 801-975-0202 ext 304

Lewis Stages   549 West 500 South   801-359-8677   fax 801-359-5121
24 hour POC   Mike Austin 801-502-3721, Taylor Ferrin 801-598-6526, Jeff Burton 8435-731-6460, Jeff Wilhelm   435-649-4591

For ground transportation, the Task Force has vehicles to transport the entire equipment cache. Transportation for personnel must be considered. The type of task force being deployed must be identified in making decisions on transportation resources needed for personnel. 2 motor coaches are needed for Type I deployment. 1 motor coach is recommended for a Type III task force but the task force can deploy a Type III task force without a motor coach if none are available.   Motor coaches may travel empty with equipment cache if task force personnel will be flying to destination.

1. For 70 Person Type I Task Force -Request two (2) motor coaches. Request 102 inch wide models ONLY.
2. For 28 Person Type III Task Force – Request one (1) motor coach. Request 102 inch wide models ONLY.
3. Request on-board toilet and on-board entertainment monitors.
4. Buses and drivers will stay with the team for the duration of the incident. Inform bus company to prepare drivers for extended stay, up to 14 days.
5. For response in which the task force will travel more than 650 miles, 2 drivers for each motor coach need to be requested. Or the possibility of shuttling drivers ahead of convoy for relief.

Private Air Charter

Million Air Salt Lake City
303 N 2370 W
SLC, Utah 84116
801-359-2085, 800-752-5382

**Charters may be arranged with most airlines offering service in/out of SL International Airport.

SLC International Airport

776 North Terminal Drive
Salt Lake City, Utah   84116
Telephone 801-575-2400
Toll free 800-595-2442

Executive Director   Maureen Riley
801-575-2408

Director, Administration & Commercial Services   John Buckner
801-575-2420

Director, Operations   Randy Berg
801-575-2425

Transportation Safety Administration   866-289-9673

Local Bus/Shuttle Services (see also motor coach carriers)

Utah Transit Authority   3600 So 700 W
Emergency Preparedness Planning Director:
Randy Park 801-237-1944 office, 801-243-0254 cell, 801-446-4666 home
Emergency Operations:
CJ Stewart 673-7723 cell, 282-5275 home; Rick Cook 673-7743 cell, 965-0501 home

UFA Logistics 6726 So Navigator Drive West Jordan, Utah
Duty call-out   801-455-3285

TRUCK RENTAL (box trucks, tractors, trailers)

- Penske Truck Leasing 2211 So 2000 W   801-972-2202

24 hour (1) Tim Larson 801-330-7273 (2) Jason Chappell 801-381-1378

Size and Type of Vehicle: i.e. 24' Refrigerated Box Trucks w/lift gates, Conventional Sleeper Semi Tractor, 48-53' trailer, etc.

Rental vans/SUV's/cars local

Enterprise Car Rental   (acct number ZX47075)   State Contract # MA985
2231 So State 801-487-7555, after hrs 801-487-7597 Manager: Don Bell
404 So State 801-534-1888, after hrs 801-534-1892 Manager: Ryan Bergeson
SLC Airport 801-537-7433

24 hour contacts for Enterprise:
Jim Crowder, Director 801-736-7314 office, 801-330-3084 cell
Peter Nardelli, Regional Corporate Acct Mgr 801-736-7345 office, 801-330-0633 cell

Rental vans/SUV's/cars national

Contact vehicle rental agencies at deployment destination. <u>Will need credit card to confirm reservations.</u> Check with mobilization commander to authorize expenditure. All logistics managers will be issued credit cards to confirm reservations.

- Avis: 800-831-2847
- Enterprise: 800-736-8222
- National: 800-227-7368
- Budget: 800-527-0770
- Hertz: 800-654-3131
- Thrifty: 800-367-2277

Transportation Resources

Develop and maintain list of alternate transportation support resources as may be indicated by type/location of incident.
- Use Transportation Resource Sheet on next page.
- Semi Tractors & Trailers
- Straight Box Trucks
- Light Utility Vehicles
- Passenger Vans
- Other Rental Vehicles
- Motor Coaches

Obtain rental confirmation numbers, pick up address, contact information, etc.

Forward rental information to logistics manager and plans manager.

Transportation Resource Sheet

Type of Vehicle	Company/Confirmation #	Contact Person/Phone Number

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VIII. DIVISION E – Administrative Support Division

The administrative support division is responsible for media coordination, incident record keeping, serving as a liaison with other agencies, and coordinating information to family members of those deployed. Support personnel for this division can be requested from the mobilization commander or utilize available fire administration staff. The following assignments shall be considered and staffed as needed:

Public Information Officer: _____

Sponsoring Agency Liaison: _____

Liaison with other agencies

An officer, preferably a non-deploying task force leader, should be appointed as the local liaison officer for UT-TF1. The liaison officer will be responsible for coordination of assistance with outside agencies.

- FEMA National (202) 646-2701, FEMA EOC (202) 646-2449 Name of Representative: Fred Endrikat, Dean Scott, Wanda Casey
- FEMA Region VIII Name of Representative: Pete Bakersky

The department liaison officer should establish a scheduled information exchange with any agencies above that are assisting with coordinating efforts with UT-TF1. Forward all documentation to the person in charge of deployment record keeping within the administrative division.

Incident record keeping

Administrative support personnel will report to administration upon mobilization of the US&R response task force.

Assignment shall be tasked to track and account for all staff hours involved in the mobilization and mission. This would include:

- personnel responding on the mission
- personnel required to backfill the responders
- personnel supporting the task force mobilization/demobilization

Assignment shall be tasked to create reports accounting for all other costs involved in the mission, cost or value of any equipment expended, lost, damaged or stole, and any other costs incurred by the department. Confer with emergency procurement for purchases made during the mobilization. All documentation to ensure proper procedures is located on the Task Force File Server.

The task force designate should communicate with the pharmacy and request an itemized bill for all controlled drugs, medicines and supplies assembled for the mobilization.

MEDIA COORDINATION

The assigned public information officer should coordinate with the mobilization incident commander to ensure that the information being given to the media is standardized and non-conflicting.

1. Additional information can be obtained from: FEMA Office of Public Affairs (202) 646-4600
2. The public information officer shall contact the local media.
3. A press briefing will be set up, preferably at the mobilization point of departure.
4. Any team members involved in the press conference should be briefed on the procedures involved.
5. The public information officer should provide assistance to any team member's spouse or family who is interviewed by the media. This should include scheduling, transportation to/from studios, etc. This should be coordinated with fire administration and the CISD team.

Media Coordination – Public Information

The Unified Fire Authority can be called to assist with coordination of media and public information release.

Point of Contacts:
UFA (801)743-7200

Inform the point of contact that the task force is preparing for activation and request their assistance in coordinating media as they arrive at the Task Force Administrative Conference Room, UT-TF1 Program Office, or other designated location. Provide a UT-TF1 contact for the representative to meet with upon their arrival at the identified location.

The representative will meet with the UT-TF1 contact at the designated location to receive initial information about how to assist with coordinating media for access to the mobilization process and keeping the media informed about potential briefings and interviews.

FEMA Media Access Program – Embedded Media

UT-TF1 may need to consider the possibility of embedded media accompanying the task force upon activation. The media access program requires the media to be self-sufficient and provide their own transportation. Any media traveling with the task force need to be reported to the FEMA Public Affairs Office prior to departure of the task force.

Contact Numbers: FEMA Public Affairs Office: 202-646-4600

Family communications

Family communications will be coordinated by the Sponsoring Agency utilizing the UT-TF1 internet website and TeleWeb.

UT-TF1 Family Member Website Upon activation and departure of the task force, family points of contact as designated in the UT-TF1 database will be able to access information regarding the deployment via the UT-TF1 internet website at:

www.utahtaskforce1.org
Click on the "UT-TF1 Family Info" link (Activated during deployments)
User Name: UT-TF1 (lower case) Password: family (lower case) Information may include the following:
• Task force roster of deployed personnel
• UT-TF1 24-hour points of contact
• Conference call information
• Task force status reports
• Incident status reports

TeleWeb

The TeleWeb will utilize family emergency contact numbers listed in the UT-TF1 database to call family members. UT-TF1 family members will be informed of the website address, user name, and password to use to access task force deployment information. The TeleWeb call list for family members has been established and is periodically maintained in our on-line account.
To activate the TeleWeb System, See this Mobilization Manual.
Select "UT-TF1 List" when prompted and use the pre-determined message below.

The standard message below will be sent via TeleWeb to family members:

This message is being sent to the designated family points of contact for UT-TF1 task force members. To access information regarding the recent deployment of the task force, please go the UT-TF1 internet website at www.utahtaskforce1.org and click on the "UT-TF1 Family Information" link.

The user name is "UT-TF1", and the password is "family" in lower case letters. If you do not have internet access, you can call 801-743-7200 to obtain information regarding the deployment.

Teleconferencing capabilities

Serving multiple functions as a back-up to the TeleWeb communications and as a conferencing service for Task Force meetings at time of deployment and/or with Program Office.   The following can be set-up and functional within 15-20 minutes from the first call.   Domestic or International service with as many lines as is necessary and with many options.

Qwest Communications   Set-up: 800-860-8000 or 303-804-1698 User Account "Unified Fire Authority"