



# Georgia Search and Rescue Response System

## Mobilization Manual

Georgia Emergency Management Agency

April 1, 2010

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Guide prepared: January 1, 2010

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## FOREWORD

Georgia search-and-rescue (GSAR) involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines and collapsed trenches.

Georgia search-and-rescue task forces are considered "multi-hazard" disciplines, as it may be needed for a variety of emergencies or disasters, including earthquakes, hurricanes, typhoons, storms and tornadoes, floods, dam failures, technological accidents, terrorist activities, and hazardous materials releases. The events may be slow in developing, as in the case of hurricanes, or sudden, as in the case of earthquakes.

*The role of these task forces is to support local emergency responders' efforts to locate victims and manage recovery operations.*

The Georgia Search & Rescue (GSAR) Task Force Mobilization Manual has been prepared to guide GSAR personnel during mobilizing and demobilizing as a result of disaster responses or emergencies.

The State of Georgia GSAR Operations Plan provides a basis for the development and establishment of a system to coordinate, develop, and maintain a State asset capable of locating, extricating, and providing access to medical treatment to victims trapped in collapsed structures and to conduct other life saving operations.

The GSAR capabilities for mobilizing and demobilizing are described in this document.

Questions, comments, and suggested improvement related to this manual are encouraged. Any information, requests for change, or comments should be directed, in writing, to the GSAR Coordinator (Fire Services Coordinator), Georgia Emergency Management Agency, P.O. Box 18055, Atlanta, Georgia, 30316-0055.

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## EXECUTIVE SUMMARY

### INTRODUCTION

The purpose of this document is to outline and describe the elements of the response system adopted by the Georgia Emergency Management Agency to respond to both manmade and natural emergencies throughout Georgia. This document is sub-divided into sections, in check-off sheet format, that describe the critical components of mobilizing and demobilizing Georgia Search & Rescue Task Forces.

Under the State of Georgia Emergency Operations Plan (GEOP), the Georgia Emergency Management Agency (GEMA) has primary responsibility for Georgia Search and Rescue under Emergency Support Function 9 (ESF-9). Several other state agencies and organizations support GEMA during disaster operations.

The purpose of developing Search & Rescue Teams is to help communities that have been overwhelmed by the effects of an emergency by providing specialized resources to assist local jurisdictions in hazard mitigation, search, and rescue of victims affected by the emergency. The focus of this system is to provide "quick strike", in-state capability to ensure maximum survivability of victims.

The mission of the Georgia Search & Rescue (GSAR) Teams is to:

Respond to natural and man-made disasters to provide search and rescue, access to medical support, damage assessment, and assist in the coordination of relief.

Funding for the necessary physical resources, such as specialized search and rescue tools, personal protective equipment (PPE), training, and Base of Operations (BoO) equipment shall be provided by GEMA. Management of these assets ~~are~~ is the responsibility of the Georgia Search & Rescue Task Force local agencies. The physical assets are packaged in GSAR Response trucks/trailers for quick and easy movement to emergency sites. Additional equipment such as Mobile Communications Vehicles (MCV's), Logistics vehicles, Canteen vehicles, Medical Units, Law Enforcement vehicles and Motor Coaches further supports the mobilization.

Human resources necessary to staff the search and rescue task forces come from participating public safety agencies (volunteer or paid) and the Georgia Mutual Aid Group (GMAG). Staffing of personnel is based on individual qualifications and commitments from their sponsoring organizations or employers. The sponsoring organizations absorb personnel costs (unless reimbursement is available) associated with deployment such as salaries and insurance.

### HAZARD ASSESSMENT

The Southeastern United States, and Georgia in particular, has significant potential for large-scale emergencies. Throughout history, tornadoes, hurricanes, severe storms, flooding, occasional earthquakes have caused death and destruction in each area of the state. The topography of Georgia often lends to the incidence of flooding and attracting tornadoes (independently occurring or spawning from hurricanes). The increase of new residents and commercial development throughout Georgia places the citizens at high risk due to the potential of mass casualty and terrorist incidents.

- "El Nino and La Nina" weather patterns will continue to produce unusual and often violent disturbances such as hurricanes, tornadoes and thunderstorms.
- Hurricanes periodically make landfall from the Georgia Coast or via Florida and other states causing widespread damage with potential for mass casualties that will overwhelm local public safety agencies and hospital systems.

- Population shifts from southern states threatened by hurricanes and causing evacuations to Georgia further intensifies the potential for mass casualty incidents.
- Heavy rains cause flash floods as well as widespread flooding that overwhelm the local authorities' ability to search structures and rescue/recover victims affected by these natural emergencies.
- Frequent tornado activity destroys lives and buildings with many injuries.
- Infrequent seismic activity can destroy buildings that will present life-safety problems and infrastructure damage.
- Radical individuals and groups will continue to disrupt the communities by destroying infrastructure and killing civilians and governmental personnel.
- Public safety organizations and their resources will continue to be stretched beyond their ability to deliver timely and effective search and rescue services to victims of emergencies.
- Specialized tools and equipment are necessary to provide search and rescue services in this all-risk environment.
- Rapid, timely, coordinated, and safe deployment of properly trained and equipped rescue personnel is essential to save lives and recover non-savable victims.

Statistics show that 90 percent of savable victims are rescued within the first several hours following entrapment. Because of deployment times of federal US&R resources, the opportunity to successfully rescue victims after a critical incident decreases exponentially with each passing hour. The ~~formation of Search and Rescue Task Forces have~~ formation of Search and Rescue Task Forces has provided immediate relief to victims and the communities they live in.

## **INTRODUCTION**

### **PURPOSE**

The purpose of the Georgia Search and Rescue Task Forces (GSAR) Task Force Mobilization Manual is to outline the GSAR Task Force concept of mobilization, personnel and equipment requirements, policies and guidelines to ensure an organized and efficient response to a critical incident in the State of Georgia; or to other jurisdictions as requested through the Interstate Emergency Management Assistance Compact (EMAC).

This document:

- Describes the composition of the Georgia Search and Rescue Task Forces (GSAR TF's) assets, operating under the Georgia Emergency Management Agency (GEMA).
- Describes the process through which GSAR Task Forces will be alerted, activated, and deployed upon implementation of the State of Georgia Emergency Operations Plan (GEOP) during a major disaster.
- Delineates mobilization responsibilities and roles for each functional position.
- Provides procedures and guidelines for transporting GSAR assets to and from a disaster area.
- Identifies the procedures for demobilization.

The Task Force Operations Manual provides a detailed overview of the GSAR System. GSAR Task Forces have adopted it for use as well as other operational information as provided in the National US&R Response System Field Operations Guide (FOG) and the US&R Incident Support Team (IMT) Operations Manual. Additionally, the reader should refer to the Emergency Support Function (ESF) 9 Annex of the GEOP, in order to understand how the GSAR Task Force functions in the overall State response to a gubernatorial declaration of a disaster.

## **GSAR RESPONSE SYSTEM OVERVIEW**

### **1. DEPLOYMENT MODEL**

The current plan for managing large-scale emergencies within the state of Georgia calls for the utilization of local resources prior to requesting outside assistance. If the incident is larger or more complex than the local public safety agency could effectively manage with their assigned resources, a call will be placed requesting assistance from the adjacent mutual aid organizations within the area. If those mutual aid resources were insufficient, a call to the county Emergency Operations Center (EOC) or directly to the State Operations Center, via notification of the EMA Director, would request additional resources. The SOC or GEMA Communications Center would notify the GMAG Duty Officer, GEMA Field Coordinator, and the GEMA Fire Service Coordinator of the resource request.

When it is determined that an event involving technical rescue has overwhelmed the jurisdiction, a request for assistance will be placed to the Georgia Emergency Management Agency (GEMA) State Operations Center (SOC) and subsequently to the ESF-9 Coordinator for the necessary specialized assets to help mitigate the hazards and provide life-saving efforts.

GSAR Task Forces are listed with GEMA as an available resource. When the ESF-9 Coordinator determines a response of GSAR is necessary, he will contact the GMAG Duty Officer. The GMAG Duty Officer shall notify the appropriate Task Force groups per the Georgia Mutual Aid Box Alarm System (GaMABAS). The determination on which assets will be dispatched would be based on the type of services needed, the magnitude of the incident, the proximity to the emergency site as well as the projected path of the weather disturbance, if applicable. This determination will be made by the ESF-9 Coordinator.

If additional search and rescue assets are necessary, US&R teams from the federal response system will be activated and mobilized to the scene based on State and National declarations. This tiered approach provides a graduated and time-phased deployment model that allocates properly trained and equipped personnel safely and efficiently to the incident within hours of the request for service. Having trained and equipped personnel on the scene in a timely manner assures the unfortunate victims of emergencies the highest survivability profile possible.

The intent of the Task Forces is not to assume command of any incident. The Task Forces are to be used as an Operational asset for the Local Incident Commander. The Task Force shall always work within the scope of the established incident management system established by the on-scene Incident Commander as per the National Incident Management System (NIMS) recommendations.

### **2. TASK FORCE CONCEPT**

The Georgia GSAR Task Force (GSAR TF) is a state resource authorized through GEMA and governed by a Committee comprised of GEMA, Georgia Fire Academy, and the Georgia Forestry Commission. These teams (Task Forces) are designed to provide consequence management assistance to first responders during the initial hours of a critical incident, or until substantial State and Federal assistance can arrive. This specialized operational assistance is an augmentation to local emergency services once it has recognized that incident conditions will exceed local asset capabilities and significant state assets will be required. The GSAR TF's are also capable of operating on behalf of local jurisdiction responders (in cooperation with GMAG) when they are either absent or conditions exceed their internal capabilities.

The GSAR TF's have the ability to respond to any location within the state. These teams will normally function within the existing incident command system established in a jurisdiction as an operational incident support function.

The primary mission of the GSAR TF's are to respond to and assist jurisdictions in effectively addressing the consequences of a critical incident. The team will accomplish this mission in collaboration with, and supported by US&R teams as well as by local, state, and federal resources when state and national declarations have been approved. The response and assistance may include pre-deployment of assets to assist crisis management activities due to a credible threat in Georgia. In addition, the GSAR TF's may be utilized to respond to technological and natural incidents in which the team's training, equipment and expertise can be effectively utilized. The GSAR TF's are also available for response to jurisdictions outside the state as part of EMAC.

GSAR TF's are comprised of three Type 2 Search and Rescue Teams (GSAR TF-4, GSAR TF-5, and GSAR TF-7) providing a coordinated response to disasters in urban and suburban environments. Additionally, GSAR TF's are comprised of 5 Type 3 Search and Rescue Teams (GSAR TF-1, GSAR TF-2, GSAR TF-3, GSAR TF-4A, GSAR TF-6), providing a coordinated response to disasters in urban, suburban, and rural environments. Emphasizing location and extrication of victims trapped in largely populated areas, the Task Forces are capable of responding to State and National disasters including earthquakes, hurricanes, widespread tornadoes, and man-made technological and terrorist events.

According to the [GSAR TF Program Plan](#), each Type 2 Task Force is comprised a minimum of 120 personnel and able to respond 70 personnel within 4 hours throughout the State. Each Type 3 Task Force is comprised of more a minimum of 70 personnel and able to respond 35 personnel throughout the state within 2 hours. These personnel represent many emergency service organizations throughout the state. Designed to be logistically self-sufficient for the first 72 hours of operation, the Task Forces are able to work on the scene of a critical incident for an average of nine (9) days with logistical support.

Upon arrival at an incident, GSARTF personnel will work with the local incident commander (IC) to evaluate the situation, perform a hazard assessment, and determine what assets and resources should be allocated for the incident. Depending on the immediate needs, the responding Task Force can be divided into two groups, each operating in 12-hour shifts on a disaster scene. All Task Force members must be sufficiently cross-trained in search and rescue skill areas to ensure depth of capability and integrated Task Force operations. GSAR TF's are a multi-disciplinary organization that includes four areas of specialists:

- Search operations, including hazard assessment, physical search, canine search, and electronic search
- Rescue operations, including wood, steel, and concrete structures (reinforced and un-reinforced)
- Limited medical treatment, including injured Task Force members and entrapped victims
- Technical support for Task Force operations, including structural integrity assessment, HAZMAT assessment, Weapons of Mass Destruction, and liaison with heavy equipment operators

GSAR TF's bring their own equipment cache to the scene. The specialized equipment includes hydraulic jacks, rams, shoring, high-tech listening devices, hazardous material monitoring equipment, victim location devices, breaching, breaking and lifting equipment, and specialized medical and triage equipment.

GSAR TF's are designed for rapid deployment in an emergency. Type 2 GSAR TF's are based out of Metro Atlanta, Central, and Coastal, Georgia. All GSAR TF members must meet a one-hour window for mobilization.

Four regional Type 3 assets, designated as regional response teams, are based in Augusta, Columbus, Calhoun, and Valdosta. Other search and rescue resources associated with local jurisdictions are also spread throughout the state. Other than assistance with training and equipment procurement issues, and their inclusion in the State Emergency Operations Plan as a regional response capability, these teams are not associated with GSAR TF's. Personnel assigned by their employers as part of these teams, however, may be assets of GSAR TF's if they have applied, been accepted, and have secured a Memorandum of Understanding as specified in the Task Force Operations Manual.

The objectives of the GSAR TF's are to establish and maintain a team of qualified and trained personnel who can:

- Augment local emergency services with enhanced training and equipment
- Identify problems associated with natural or man-made disasters including structural instability presence of hazardous materials, etc and advise the incident commander of protective actions
- Provide relevant information on, assist, and/or conduct GSAR/US&R operations
- Operate as a team in an environment that may be unsafe
- Conduct scene reconnaissance, identify and quantify the hazards of a disaster, advise first responders and the incident commander
- Assist and/or implement victim rescue/extraction
- Provide logistical support to other GSAR and US&R teams including procurement, distribution, maintenance, and replacement of equipment and personnel
- Integrate operations with other GSAR and US&R teams at an incident location.

The GSAR TF's utilizes the following documents in an effort to provide guidance for the program:

**GSARTF Task Force Operations Manual**- This document dictates the policies and procedures of the GSARTF. This document has been adopted as the administrative and operational plan for the entire program.

**National US&R Response System Field Operations Guide (FOG) and the US&R Incident Support Team (IMT) Operations Manual**- These documents provide guidance and procedures on management and tactical teams operations while operating at an emergency.

### 3. TASK FORCE CAPABILITIES

The method by which GEMA accomplishes the ESF-9 mission response under the GEOP is through the Georgia State Fire & Rescue Mutual Aid Response Plan. The primary purpose of this system is to provide a state-wide heavy search and rescue proficiency at the local jurisdiction level that can be deployed to incidents requiring this capability. In order for the Task Force to be able to function in this capacity, it must develop and maintain the following capabilities:

**Physical, canine, and electronic search capability.**

- Rescue operations in a variety of structures, including wood frame, steel frame, non-reinforced concrete, and reinforced concrete.
- Advanced life support capability, specializing in crush syndrome and confined space medicine.
- Structural integrity assessments of structures in rescue operations.
- Hazardous materials assessments in rescue operations.
- Heavy equipment operations for rescue efforts.
- Communications within the Task Force, with the IMT, AHIMT, and with the home jurisdiction.
- Resource accountability, maintenance, and equipment procurement.
- Technical documentation.
- Public information.
- Task Force management and coordination.

**In additional to having the above listed capabilities, the Task Force is structured to be able to operate under the following guidelines:**

- Management and 24-hour operations in two 12-hour shifts.
- Self-sufficiency for 72 hours.
- Report to the POD within 4 hours of activation.
- Cross-trained personnel.
- Standard equipment and training.
- Standard operating procedures.
- Operate under the Incident Command System (ICS) as recommended in the National Incident Management System (NIMS) coordination of the US&R Task Force, and obtaining ESF-9 logistics support

#### **4. INCIDENT SUPPORT TEAM**

The mobilization and use of the GSAR Task Forces provides a significant capability for disaster response and mitigation. The GSAR TF Taskforce leader provides state, AHIMT's, and local officials with technical assistance in the acquisition and utilization of ESF-9 resources through advice, incident command assistance, management and coordination of the GSAR Task Forces, and obtaining ESF-9 logistics support.



**I. Task Force Mobilization Assignments**

<b>Receiving Notifications</b>	<b>Task Force Mobilization Commander – Non-Deploying TFL</b>	<b>TF Management Deploying Task Force Leaders/ Plans Officers</b>	<b>Logistics Lead Logistics Manager</b>	<b>Medical Medical Team Manager</b>	<b>Transportation Assigned Logistics Manager</b>	<b>Admin Support Non-Deploying TFL or Assigned LFR AC or DC, LFR Support Staff</b>
Receiving Notifications	Deployment Management & Safety	Task Force Notifications	Cache Loading & Transport Management Convoy Management	Physician Notification	Coordinate Bus Charter	Public/Media Relations
Initial TF Management Notification	GMAG/GEMA	Task Force Selection Process  Identify if Advance Team is Needed	Coordinate Driver Selection Process	Pharmacy/Hospital/Physician Office Cache Inventory Check	Coordinate Rental of Vehicles for Local Use & at Deployment Destinations	Incident Record Keeping
Backfill for Deploying On-Duty Personnel	Fire Administration Personnel	Establish Communications with GEMA HQ	Medical Cache	Medical Screening of all Deploying TF Members	Coordinate Private Air Charter	Agency Liaison
Initial TF Member Notifications	Task Force documentation requirements (forms in Appendix A)	Forward All Roster and TF Correspondence to GEMA HQ	Set-up of POA/POD In-processing Area, Coordinate with Airport Authority or National Guard for Facility Use for POD For Airlift	Disqualification Process	Coordinate Task Force Agencies Vehicles	Family Coordination
	Non-Deployed Mobilization Personnel Personnel at rally point to assist w/ deployment	FAX Medical Team List to FMACC & GEMA SOC ESF 9	Receive Emergency Procurement Items, Consider Resource Requests from GEMA or IMT	Acquisition of Controlled Medications (Form in Appendix A-11)		
		Prepare Task Force Initial Briefing	Palletization, H/M Certification. Ground/Airlift Shipping Docs	Prepare Medical Kits for Deployment		
		Task Force Initial Planning Force Protection Considerations		Canine Health Certificate Screening		

**II. Receiving Notifications – Actions to be Taken**

This section identifies the information needed by the task force leadership in the event of activation. It also defines the types of notification which may be issued from GEMA/GMAG 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:

- Georgia Emergency Management Agency Headquarters
- Georgia Mutual Aid Group

**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 Georgia Emergency Management Agency's State Operating Center (SOC) may issue an Advisory Notice of the event to Emergency Support 9 (ESF-9) and Georgia Mutual Aid Group. GMAG shall forward advisory information via notification to task force leaders (Task force groups must have been set-up with GMAG communications group prior to activation). 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 Georgia Emergency Management Agency's State Operating Center (SOC) may issue an alert utilizing the GMAG and GEMA notification systems of the event to the appropriate task force (TF5, TF4, TF7, etc) management personnel. The on duty TFL will initiate a call out to task force logistics and plans groups to prepare for possible activation and determine task force member availability for deployment. (Task force groups must have been set-up with GMAG communications group prior to activation). An Alert Order authorizes a limited amount for initial planning and logistics preparation. **An Alert Order does not constitute an order for Activation.** Upon receipt of an Alert Order, the on-duty task force leader shall utilize the GMAG Notification System (via the GMAG duty officer or the Fire Mutual Aid Coordinating Center (FMACC) – (404-320-1505 or 1-888-320-1505) manager)(See Page 4) to complete the following:

- Notify the Logistics Group who will begin notification of the task force leaders and the planning section with the following information: **The TF has been placed on Alert.** TF management personnel (TFL, Assistant TFL, logistics, plans) shall report to the designated point of assembly.

State here where the designated POA is \_\_\_\_\_

State time personnel should arrive \_\_\_\_\_

- The On-Duty shift commander for each agency will coordinate staffing needs to immediately relieve on-duty task force personnel.

Time Completed \_\_\_\_\_ By: \_\_\_\_\_

- Notify Task Force agency personnel utilizing the GMAG and GEMA notification systems: The TF has been placed on Alert,  
Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

Upon arrival of TF Management to the designated point of assembly, the following shall be conducted by the TFL's and Plans Section personnel:

- Notify Task Force members via GMAG and GEMA notification system: GSARS Task Force # \_\_\_\_\_ has been placed on alert for possible deployment. Call \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_ (list 3 phone numbers here) if you are available for deployment. (Advise) Report Time \_\_\_\_\_.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

NOTE: If activation appears imminent, determine time that task force members will be required to report to the designated POA. This will be determined by the "Report to Destination" time on the Activation Order (Appendix A-3), mode of travel, and availability of personnel transport resources. General Rule: Personnel report to designated POA 4 hours prior to departure for ground deployment, 6 hours by air deployment. A call back to task force members verifying the report time may be necessary.

Agency #1 - Notification of \_\_\_\_\_ Fire Department Personnel

In the event of alert or activation, \_\_\_\_\_ Fire Department personnel shall be contacted to inform them of the event. Georgia Search & Rescue Task Force shall utilize the appropriate departments' Chain of Command for the notification process and coordinate the contact of activated department's personnel with appropriate administration. GSAR task force personnel on-duty shall be notified via the department's Chain of Command when possible and that off-duty personnel may be able to be coordinated by GSAR task force management directly. Appropriate agency's administration shall coordinate the release of personnel from duty and coordinate back fill, if needed. The GSAR TFL may also request a liaison officer be sent to designated POA to assist in coordinating possible deployment functions. The Liaison officer will be informed to report to the designated POA. Contact process for liaison as follows:

- Contact name: \_\_\_\_\_ (agency point of contact)
- Hours available: \_\_\_\_\_
  - Office phone #: \_\_\_\_\_
  - Work Cell #: \_\_\_\_\_
  - Home phone #: \_\_\_\_\_
  - Personal Cell#: \_\_\_\_\_

Upon contact with agency administrator, inform of the possible/actual activation of the task force. Provide list of first due personnel from pre-deployment roster. Indicate that all agency personnel participating with GSAR task force should be contacted and placed on heightened alert for possible activation. Agency point of contact will inform appropriate personnel and coordinate contact of agency's personnel and reply within 1 hour with list of personnel available for deployment.

- If initial contact is not available:
- Alternate Contact \_\_\_\_\_ (Name)
  - Office: \_\_\_\_\_
  - Work Cell: \_\_\_\_\_
  - Home: \_\_\_\_\_
  - Personal Cell: \_\_\_\_\_
- If alternate is not available:
- Contact \_\_\_\_\_ (name)
  - Office : \_\_\_\_\_
  - Work Cell: \_\_\_\_\_
  - Home: \_\_\_\_\_
  - Personal Cell: \_\_\_\_\_
- If unable to make contact with any of the above, contact agency communications center @:  
\_\_\_\_\_

Inform Point of Contact of the possible/actual activation of the task force. Provide list of first due personnel from pre-deployment roster. Request that all agency personnel participating with GSAR task force should be contacted and placed on heightened alert for possible activation. Agency Point of Contact will coordinate contact of agency personnel. Agency point of Contact shall reply to GSAR task force within 1 hour with list of personnel available for deployment.

Time agency Contacted: \_\_\_\_\_ By: \_\_\_\_\_

Time of agency Reply with Personnel List: \_\_\_\_\_ By: \_\_\_\_\_

Agency #2 - Notification of \_\_\_\_\_ Fire Department Personnel

In the event of alert or activation, \_\_\_\_\_ Fire Department personnel shall be contacted to inform them of the event. Georgia Search & Rescue Task Force shall utilize the appropriate departments' Chain of Command for the notification process and coordinate the contact of activated department's personnel with appropriate administration. GSAR task force personnel on-duty shall be notified via the department's Chain of Command when possible and that off-duty personnel may be able to be coordinated by GSAR task force management directly. Appropriate agency's administration shall coordinate the release of personnel from duty and coordinate back fill, if needed. The GSAR TFL may also request a liaison officer be sent to designated POA to assist in coordinating possible deployment functions. The Liaison officer will be informed to report to the designated POA. Contact process for liaison as follows:

- Contact name: \_\_\_\_\_ (agency point of contact)
- Hours available: \_\_\_\_\_
  - Office phone #: \_\_\_\_\_
  - Work Cell #: \_\_\_\_\_
  - Home phone #: \_\_\_\_\_
  - Personal Cell#: \_\_\_\_\_

Upon contact with agency administrator, inform of the possible/actual activation of the task force. Provide list of first due personnel from pre-deployment roster. Indicate that all agency personnel participating with GSAR task force should be contacted and placed on heightened alert for possible activation. Agency point of contact will inform appropriate personnel and coordinate contact of agency's personnel and reply within 1 hour with list of personnel available for deployment.

- If initial contact is not available:
- Alternate Contact \_\_\_\_\_ (Name)
  - Office: \_\_\_\_\_
  - Work Cell: \_\_\_\_\_
  - Home: \_\_\_\_\_
  - Personal Cell: \_\_\_\_\_
- If alternate is not available:
- Contact \_\_\_\_\_ (name)
  - Office : \_\_\_\_\_
  - Work Cell: \_\_\_\_\_
  - Home: \_\_\_\_\_
  - Personal Cell: \_\_\_\_\_
- If unable to make contact with any of the above, contact agency communications center @:  
\_\_\_\_\_

Inform Point of Contact of the possible/actual activation of the task force. Provide list of first due personnel from pre-deployment roster. Request that all agency personnel participating with GSAR task force should be contacted and placed on heightened alert for possible activation. Agency Point of Contact will coordinate contact of agency personnel. Agency point of Contact shall reply to GSAR task force within 1 hour with list of personnel available for deployment.

Time agency Contacted: \_\_\_\_\_ By: \_\_\_\_\_

Time of agency Reply with Personnel List: \_\_\_\_\_ By: \_\_\_\_\_

Agency # \_\_\_\_\_ - Notification of \_\_\_\_\_ Fire Department Personnel

In the event of alert or activation, \_\_\_\_\_ Fire Department personnel shall be contacted to inform them of the event. Georgia Search & Rescue Task Force shall utilize the appropriate departments' Chain of Command for the notification process and coordinate the contact of activated department's personnel with appropriate administration. GSAR task force personnel on-duty shall be notified via the department's Chain of Command when possible and that off-duty personnel may be able to be coordinated by GSAR task force management directly. Appropriate agency's administration shall coordinate the release of personnel from duty and coordinate back fill, if needed. The GSAR TFL may also request a liaison officer be sent to designated POA to assist in coordinating possible deployment functions. The Liaison officer will be informed to report to the designated POA. Contact process for liaison as follows:

- Contact name: \_\_\_\_\_ (agency point of contact)
- Hours available: \_\_\_\_\_
  - Office phone #: \_\_\_\_\_
  - Work Cell #: \_\_\_\_\_
  - Home phone #: \_\_\_\_\_
  - Personal Cell#: \_\_\_\_\_

Upon contact with agency administrator, inform of the possible/actual activation of the task force. Provide list of first due personnel from pre-deployment roster. Indicate that all agency personnel participating with GSAR task force should be contacted and placed on heightened alert for possible activation. Agency point of contact will inform appropriate personnel and coordinate contact of agency's personnel and reply within 1 hour with list of personnel available for deployment.

- If initial contact is not available:
- Alternate Contact \_\_\_\_\_ (Name)
  - Office: \_\_\_\_\_
  - Work Cell: \_\_\_\_\_
  - Home: \_\_\_\_\_
  - Personal Cell: \_\_\_\_\_
- If alternate is not available:
- Contact \_\_\_\_\_ (name)
  - Office : \_\_\_\_\_
  - Work Cell: \_\_\_\_\_
  - Home: \_\_\_\_\_
  - Personal Cell: \_\_\_\_\_
- If unable to make contact with any of the above, contact agency communications center @:  
\_\_\_\_\_

Inform Point of Contact of the possible/actual activation of the task force. Provide list of first due personnel from pre-deployment roster. Request that all agency personnel participating with GSAR task force should be contacted and placed on heightened alert for possible activation. Agency Point of Contact will coordinate contact of agency personnel. Agency point of Contact shall reply to GSAR task force within 1 hour with list of personnel available for deployment.

Time agency Contacted: \_\_\_\_\_ By: \_\_\_\_\_

Time of agency Reply with Personnel List: \_\_\_\_\_ By: \_\_\_\_\_

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**Activation Order**

An Activation Order (Appendix A-3) is the acknowledgement from GEMA or GMAG that the task force has been tasked with mobilizing and deploying to an identified incident. An Activation Order will have usually been preceded by an Alert Order. The Activation Order may be in the form of a call out utilizing the GEMA/GMAG notification system sent to the pre-arranged points of contact. These notifications may include the 911 Dispatch Center and the fire chief's office. The Activation Order will outline the type of task force configuration that is being activated (Type 1, 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.

**In the event that an Activation Order was not preceded by an Advisory Notice or Alert Order, the procedures for notifying the Logistics Group and TFL & Planning Group via the GEMA/GMAG notification system 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 keep the local agency fire chief informed as to progress so the chief can keep the appropriate governmental agencies and officials apprised of the situation.

Agency #1 contact \_\_\_\_\_

Contact numbers:

Cell phone: \_\_\_\_\_

Office phone \_\_\_\_\_

Time fire chief Contacted: \_\_\_\_\_ By: \_\_\_\_\_

Time fire chief approval Received: \_\_\_\_\_ By: \_\_\_\_\_

Time administrative agency (Mayor, Commission Chair, etc) approved deployment \_\_\_\_\_

Title & name of administrator granting approval \_\_\_\_\_

Agency #2 contact \_\_\_\_\_

Contact numbers:

Cell phone: \_\_\_\_\_

Office phone \_\_\_\_\_

Time fire chief Contacted: \_\_\_\_\_ By: \_\_\_\_\_

Time fire chief approval Received: \_\_\_\_\_ By: \_\_\_\_\_

Time administrative agency (Mayor, Commission Chair, etc) approved deployment \_\_\_\_\_

Title & name of administrator granting approval \_\_\_\_\_

Agency #3 contact \_\_\_\_\_

Contact numbers:

Cell phone: \_\_\_\_\_

Office phone \_\_\_\_\_

Time fire chief Contacted: \_\_\_\_\_ By: \_\_\_\_\_

Time fire chief approval Received: \_\_\_\_\_ By: \_\_\_\_\_

Time administrative agency (Mayor, Commission Chair, etc) approved deployment \_\_\_\_\_

Title & name of administrator granting approval \_\_\_\_\_

Upon approval by all governmental agencies who are deploying personnel, the mobilization Commander shall reply to GEMA/GMAG within two hours of the Activation Order to confirm mission acceptance. GEMA – 1800-879-4362 or GMAG – 1-888-320-1505. 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.

Time GEMA/GMAG notified of Mission Acceptance: \_\_\_\_\_ By: \_\_\_\_\_

**Additional Support**

**Supporting Agency Points of Contact**

Agency	Representative
Agency's Administrative Office Contact numbers: Office #: _____ Cell #: _____	Name & title _____
GEMA Field Coordinator: Contact numbers: Office #: _____ Cell #: _____	Name & title _____
County/City EMA Director Contact numbers: Office #: _____ Cell #: _____	Name & title _____
OHS/GEMA State Operating Center Phone #: 1-800-879-4362	
Georgia State Patrol – local post Phone #: _____	Name & title _____
Georgia Dept. of Public Safety Carrier enforcement Contact numbers: Office #: _____ Cell #: _____	Name & title _____
American Red Cross Contact numbers: Office #: _____ Cell #: _____	Name & title _____
Georgia National Guard Contact numbers: Office #: _____ Cell #: _____	Name & title _____
US Coast Guard Contact numbers: Office #: _____ Cell #: _____	Name & title _____
Local government purchasing department Contact numbers: Office #: _____ Cell #: _____	Name & title _____

Contact numbers: Office #: _____ Cell #: _____	_____ _____
Local airport authority Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
Public Works/Fleet Services Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
Local Police Department Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
Local Sheriff's Department Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
Georgia Dept of Transportation Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
US DOT Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
Local EMS Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
Georgia Dept. of Natural Resources Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
Georgia Forestry Commission Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____
Local Health Department Contact numbers: Office #: _____ Cell #: _____	Name & title _____ _____

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**III. Task Force Mobilization Commander (TFMC)**

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 TFMC shall act as the local point of contact once the task force has deployed. The TFMC shall assist with coordination of correspondence to/from GEMA/GMAG or any other agency requesting activation, and serve as liaison to the appropriate agency for aircraft acquisition. The TFMC shall assign division leaders and manage the pool of non-deploying personnel to support division leaders. The TFMC shall determine the POA and POD from notification information and verify activation spending limit. The TFMC shall coordinate assignments of administrative personnel.

TFMC Actions:

- Review all GEMA/GMAG notifications and orders for alert/activation.
- Review/confirm alert/activation spending limit authorized by GEMA.
- Confirm that the agency chiefs have been notified of activation.  
Agency #1 phone number: \_\_\_\_\_  
Agency #2 phone number: \_\_\_\_\_  
Agency #3 phone number: \_\_\_\_\_  
Agency #4 phone number: \_\_\_\_\_  
Agency #5 phone number: \_\_\_\_\_  
Agency #6 phone number: \_\_\_\_\_

**Mobilization Staff Assignments**

Mobilization Commander (Non Deploying TFL) \_\_\_\_\_  
Mobilization Safety Officer (Non Deploying Safety Officer) \_\_\_\_\_  
TF Management, TFL's \_\_\_\_\_  
(1 for Type III, 2 for Type II) \_\_\_\_\_  
Lead Logistics Manager \_\_\_\_\_  
Medical Coordinator \_\_\_\_\_  
Transportation, (Assigned Logistics Manager) Admin Support \_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

**Confirm TF Call-Out Notification Process Initiated by TFL's. Consider the following resources:**

▪ **Medical Specialist:**

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

• **Structural Specialist:**

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

• **Heavy Rigging Specialist:**

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

• **Other resources:**

(Haz Mat Unit, Canteen Unit, MCV, Logistics Task Force, EMS, etc.)

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

• **Other resources:**

(Haz Mat Unit, Canteen Unit, MCV, Logistics Task Force, EMS, etc.)

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

**Ensure the following have been included:**

• **Canine Teams**

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

• **Regional Canteen Group**

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

• **Other resources:**

(Haz Mat Unit, Canteen Unit, MCV, Logistics Task Force, EMS, etc.)

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

• **Other resources:**

(Haz Mat Unit, Canteen Unit, MCV, Logistics Task Force, EMS, etc.)

Names: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

- Local government purchasing agent contacted to assist with any emergency procurement needs, if needed:  
Purchasing agent name: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

Task force cellular phone list emailed/faxed to FMACC/GEMA SOC. **(See Page 25 of Mob Manual)**  
FMACC Fax #: 404-320-9930      GEMA ESF9/ESF7/ESF4/ESF10 Fax #: 404-635-7205  
FMACC email: gmag\_ops@mindspring.com      GMAG SOC email: gmagsoc@gmag.org  
Time Phone List emailed/faxed: \_\_\_\_\_ By: \_\_\_\_\_

**Consider requesting satellite phones from GEMA/GMAG.** If requested, email/fax request to FMACC/GEMA at above numbers.

Time request emailed/faxed: \_\_\_\_\_ By: \_\_\_\_\_

Time phone list emailed/faxed: \_\_\_\_\_ By: \_\_\_\_\_

- Prepare medical records for deployment. Suggest placing medical records on a memory stick and securing in a designated location for deployment.

Time Records Prepared: \_\_\_\_\_ By: \_\_\_\_\_

- Make request to local finance department to obtain credit cards for approved personnel:

**If government offices are open:**

Contact finance department informing of need for credit card(s)

Contact #1: \_\_\_\_\_

Contact numbers: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact #2: \_\_\_\_\_

Contact numbers: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Any approved credit card holder can be sent to finance to sign for and receive cards for all deploying card holders. Approved credit card holders include:

TFL's: Names: 1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_

5 \_\_\_\_\_ 6 \_\_\_\_\_

Logistics Managers Names: 1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_

5 \_\_\_\_\_ 6 \_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

**If government offices are closed:**

Contact finance department informing of need for credit card(s)

Phone (one of the following):

Contact #1: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact #2: \_\_\_\_\_

Contact numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Ask to meet at the government building

Inform that credit cards must be accessed and issued for deployment.

Provide name of TF Leader who will meet to obtain cards.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

- 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:**

- The Point Of Assembly (POA) will be:(specific location name/address):  
\_\_\_\_\_

- In-processing shall be conducted at: \_\_\_\_\_

The Point Of Departure (POD) will be: \_\_\_\_\_

Contact the \_\_\_\_\_ Airport Authority to request permission to use

\_\_\_\_\_ as POD.

Local airport authority phone number is: \_\_\_\_\_.

Request contact with: (name) \_\_\_\_\_

- National Guard Logistics Center(if indicated) phone # \_\_\_\_\_ -  
Coordinate with Logistics Manager prior to Calling.

• **If travel is by ground:**

- The POA & POD will be: (specific location name/address)

\_\_\_\_\_

- In-processing shall be conducted at: (specific location name/address)

\_\_\_\_\_

- Buses or other transportation shall report to: (specific location name/address)

\_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

Administrative personnel assistance at POA/POD

- Coordinate assignment of 2 administrative personnel to assist with the documentation for the following functions:
  - Time record keeping – Personnel Check-In/Check-out
  - TF Member personal item declarations
  - Medical screening records
  - Distribution of deployment information to deploying members
  - Confirmation of correct family contact information (Form in Appendix A-12)

Personnel Assigned: \_\_\_\_\_

\_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

Non-deployed task force member assistance at POA/POD

- **Ground Transport** – if additional personnel needed for equipment loading (at specified location) \_\_\_\_\_ contact GMAG for assistance. 5 additional people are recommended. Give specific number requested. \_\_\_\_\_
- **Air Transport** - If additional personnel to assist with pallet build-up are needed at Logistics Center or at Airport, contact GMAG for assistance. 30 additional personnel are recommended. Give specific number requested. \_\_\_\_\_ – Check with Logistics Manager

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

**GSAR Task Force # \_\_\_\_\_  
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:

**GSAR Emergency Operations- Mobilization Command Center**

- \_\_\_\_\_ – GSAR Emergency Operations Center
- \_\_\_\_\_ – GSAR Conference Call Phone
- \_\_\_\_\_ – GSAR Emergency Operations FAX Number

**GSAR Cellular Phones Issued Upon Deployment**

- \_\_\_\_\_ – Task Force Leader (cell)
- \_\_\_\_\_ – Task Force Deputy Leader (cell)
- \_\_\_\_\_ – Task Force Logistics Manager 1 (cell)
- \_\_\_\_\_ – Task Force Logistics Manager 2 (cell)
- \_\_\_\_\_ – Task Force Communication Specialist (cell)
- \_\_\_\_\_ – Task Force Plans Officer (cell)
- \_\_\_\_\_ – Task Force Medical Team Manager (cell)
- \_\_\_\_\_ – TBD (cell)

**GSAR Point of Departure**

- \_\_\_\_\_ Office # – Logistics Manager (name) \_\_\_\_\_ (cell #) \_\_\_\_\_
- \_\_\_\_\_ – Task Force Point of Departure (POD)
- \_\_\_\_\_ – FAX # Task Force Point of Departure (POD)
- \_\_\_\_\_ - Office # - Logistics Specialist (name) \_\_\_\_\_ (cell #) \_\_\_\_\_
- \_\_\_\_\_ – GSAR Administrative Assistant (name) \_\_\_\_\_

**Satellite Phones**

If the task force is traveling by ground, Mobile satellite phones will be in operation. Handheld satellite phones will be placed into service only if cell service is disrupted.

**GSAR MSV Mobile Satellite Phones:**

- |                         |                    |
|-------------------------|--------------------|
| Satellite Phone Number: | Assigned to:       |
| _____                   | assigned to: _____ |

**This list should be faxed to GEMA SOC at 404-635-7205  
& GMAG FMACC at 404-320-9930**

**GEMA voice contact number is: 1-800-879-4362  
GMAG FMACC voice contact number is: 1-888-320-1505**

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**IV. Task Force Management: TFL & Deputy TFL, Plans Team Managers**

**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 TF Light Vehicles or Private Air Charter. Coordinate travel requirements with Logistics Manager.
- The advance team shall contact the IMT or ESF 9 leader to coordinate initial actions to be taken.
  - May consists of up to 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 Base of Operations (BoO) site locations.
- Each person should be self sufficient for 12 – 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 GEMA (reimbursable event) or GMAG (non-reimbursable event), 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) \_\_\_\_\_
- Structures 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: \_\_\_\_\_

### **Task Force Roster System**

- The Red/White/Blue pre-roster system will be utilized as a guideline. The deploying task force leader, deputy task force leader and plans team manager are responsible for developing the roster of task force team members for the mission from the list of deployable personnel generated during the notification process. Task force members who respond to the notification that are assigned to the red, white, or blue team that is currently up for deployment will receive first preference. The second preference for roster purposes will be personnel from the pre-roster team that is up for the next month. The third preference will be personnel from the pre-roster team that is up in two months. If unable to fill a specific position following initial notification, that position will be filled by additional notifications and/or contact via telephone.

### **Roster for Full TF Response – Type II**

**NOTE: These numbers may vary greatly due to additional resources attached to the convoy such as HazMat units, Canteen units, MCV's, Logistic Task Force, EMS, etc.**

**For working one 12 hour shift for each 24 hour day.**

- Air Travel – 35 Person Task Force
- Ground Travel – 45 total personnel. Includes 35 Person Task Force with up to 10 additional personnel to operate support vehicles such as contracted truck or bus drivers. The task force will need to contract for 1 bus for ground response.

**For working two 12 hour shifts for each 24 hour day.**

- Air Travel – 70 Person Task Force
- Ground Travel – 80 total personnel. Includes 70 Person Task Force with up to 10 additional personnel to operate support vehicles such as contracted truck or bus drivers. The task force will need to contract for 2 buses for ground response.

### **Roster for Light Task Force Response – Type III**

**NOTE: These numbers may vary greatly due to additional resources attached to the convoy such as HazMat units, Canteen units, MCV's, Logistic Task Force, EMS, etc.**

**For working one 12 hour shift for each 24 hour day.**

- Air Travel – 18 Person Task Force
- Ground Travel – 24 total task force personnel. The type III task force response is for an 18-person team to travel by ground via GSAR ground support vehicles. Ground support personnel can include up to 6 additional task force personnel to drive task force cache transport vehicles. Members of the deploying 18 person task force may be tasked with operating small utility vehicles if vehicle transport contractor is not used. A 44-52 passenger motor coach with 1 or 2 drivers (depending on distance to be traveled) should be contracted and utilized to carry the main body of the 18 person team. The driver(s) of the motor coach would be in addition to the 18 task force personnel. This motor coach can serve as the TF Command unit while en route and provides shelter and bathroom facilities during mobile operations.

**For working two 12 hour shifts for each 24 hour day.**

- Air Travel – 35 Person Task Force

- Ground Travel – 41 total task force personnel. The type III task force response is for a 35 person team to travel by ground via GSAR ground support vehicles. Ground support personnel can include up to 6 additional task force personnel to drive task force cache transport vehicles. Members of the deploying 35 person task force may be tasked with operating small utility vehicles if vehicle transport contractor is not used. A 44-52 passenger motor coach with 1 or 2 drivers (depending on distance to be traveled) should be contracted and utilized to carry the main body of the 35 person team. The driver(s) of the motor coach would be in addition to the 35 person task force personnel. This motor coach can serve as the TF Command unit while en route and provides shelter and bathroom facilities during mobile operations.

Medical Team Credentialing

- For the purposes of the GSAR deployment, the medical team shall be defined as the minimum of one Advanced Life Support Unit per Georgia DHR standards staffed with at least one paramedic and one EMT.
- Each deploying agency shall be responsible for assuring their staff is meeting current requirements as set forth by Georgia Department of Human Resources.

Task Force and Deputy Task Force Leader and Plans personnel

- **Completion of Task Force Team Roster**

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

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**Canine Team Selection Process – All Deployments**

- Task Force Leaders shall coordinate the selection of qualified canine teams with the designated GSAR Canine Coordinator. Canine Teams shall be considered in the following priority:
  - **GEMA approved Canines ONLY**

GSAR Canine Coordinator (name) \_\_\_\_\_

Contact Numbers: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Canine Teams Selected

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Alternates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ensure Canines Have Current Health Certificate – Refer to Medical Section IV for Health Certificate Process

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

**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 on-duty shift commanders for each agency.
- The on-duty shift commanders will coordinate within their chain of command for each agency to develop the back fill list for relief of on-duty personnel.

On-duty shift commander for each agency coordinates the release of on-duty personnel and development of back fill list.

- Agency #1 on duty shift commander responsible: \_\_\_\_\_
- Agency #2 on duty shift commander responsible: \_\_\_\_\_
- Agency #3 on duty shift commander responsible: \_\_\_\_\_
- Agency #4 on duty shift commander responsible: \_\_\_\_\_
- Agency #5 on duty shift commander responsible: \_\_\_\_\_
- Agency #6 on duty shift commander responsible: \_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

**Vehicle Driver Selection Process**

The designated Lead Logistics Manager shall coordinate the contact and selection of drivers for CDL-required vehicles. The GEMA/GMAG notification system will be used to notify drivers. A driver contact list (Deployment Rate Verification; Appendix A-2) must be set up in the GEMA/GMAG notification system. These contact lists MUST be set up & tested with GMAG communications prior to incident mobilization. Contact GMAG communications (1-888-320-1505) for the notification procedure. Once drivers are identified, the list will be forwarded to the TFL's and Plans Team Manager coordinating the task force deployment roster.

Potential drivers for CDL-required vehicles must be from the approved task force list of drivers (indicated immediately below this paragraph). 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, all according to agency policy. The GSAR Logistics Manager or designated lead Logistics Manager 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. Potential drivers must fill out a Previous 7 Day Record form (Driver Statement of On-Duty Hours; Appendix A-8) to report total hours. 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.

Eligible Driver List as of \_\_\_/\_\_\_/\_\_\_\_ (updated as per departmental policy)

Class A (All TF Trucks) – List names of eligible drivers here (updated as per departmental policy).

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Class B – (Van Trucks Only) – All Class A Drivers listed above plus (updated as per departmental policy):

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**Vehicle Passenger / Driver Assignments**

GSAR **light** utility vehicles provide for the establishment of (2) Command Vehicles and (2) Support Vehicles, (2) canine vehicles and 3 **heavy duty** vehicles. Task force agencies or rental vehicles provide for additional transport/incident capability when motor coach (available from GMAG – 1-888-320-1505) is not available. The following vehicle assignments are provided for consideration for Type III Response when bus is not available and light vehicle transport contractor is not used:

Type III (28 Person) without Motor Coach:

**GSAR TF#\_\_\_(area #)-\_\_\_(task force vehicle #) – example: GSAR TF 21.; This vehicle came from area 2 GSAR TF and the second number, 1, being the first vehicle in their TF numbering system.**

**Light Utility Vehicles**

GSAR TF#\_\_\_(area #)-\_\_\_(task force vehicle #). Suburban type or equivalent - (1) Task Force Leader; (1) Medical Manager, (if available); (1) Plans Manager; (1)Tech info, (if available); (2) Safety Officers (if available).

GSAR TF#\_\_\_(area #)-\_\_\_(task force vehicle #). Suburban type or equivalent - (2) Logistics Managers, (if available); (2) Communications Specialists, (if available); (2) Rescue Specialists, (if available).

GSAR TF#\_\_\_(area #)-\_\_\_(task force vehicle #) 4 x 4 Crew Cab Pick-up – (2) Rescue Specialist; (1) Medical Specialist, (if available); (1)Hazmat Specialist; (1) Structures Specialist, (if available).

GSAR TF#\_\_\_(area #)-\_\_\_(task force vehicle #) 4 x 4 Crew Cab Pick-up – (1) Rescue Specialist; (1) Medical Specialist, (if available); (1) Hazmat Specialist, (1) Structures Specialist, (if available); (1) Technical Search Specialist.

15 Passenger Rental Van or task force agency 4 x 4 Pick-up – (1) Search/Rescue Manager, (2) Canine Specialists, (2) Canines.

15 Passenger Rental Van or task force agency 4 x 4 Pick-up – (1) Search/Rescue Manager, (2) Canine Specialists, (2) Canines.

**Heavy Duty Vehicles**

Van Truck or equivalent – GSAR TF#\_\_\_(area #)-\_\_\_(task force vehicle #)

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Task Force Agency front line truck GSAR TF#\_\_\_(area #)-\_\_\_(task force vehicle #)  
(Semi-Trailer type).

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

**NOTE: These numbers may vary greatly due to additional resources attached to the convoy such as HazMat units, Canteen units, MCV's, Logistic Task Force, EMS, etc.**



**Type III (28 Person) with Motor Coach**

When a motor coach is available (available from GMAG – 1-888-320-1505), it can be established and set-up as a “rolling” TF 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 TF Command Center.

Motorcoach – (1) Task Force Leader; (1) Medical Team Manager, (if available); (1) Plans; (1) Tech Info, (if available); (1) Safety Officer; (1) Structural Engineers, (if available); (1) Communication Specialist; (4) Rescue Specialists; (1) Medical Specialist; (2) Tech Search Specialists; (2) HazMat Specialists.

(1) Bus Driver, if under 650 miles: \_\_\_\_\_(name)

(1) Additional Bus Driver if over 650 Miles: \_\_\_\_\_(name)

Suburban type or equivalent – GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #), Loaded onto the Flatbed Trailer

Suburban type or equivalent – GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #), Loaded onto the Flatbed Trailer

4 x 4 Crew Cab Pick-up - GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #), (1) Logistics Manager, (1) Communication Specialist, (1) Safety.

4 x 4 Crew Cab Pick-up - GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #), (1) Logistics Manager, (1) Medical Specialist, (if available); (1) Structural Engineer, (if available).

15 Passenger Rental Van or task force agency 4 x 4 Pick-up – (1) Search/Rescue Manager, (2) Canine Specialists, (2) Canines.

15 Passenger Rental Van or task force agency 4 x 4 Pick-up – (1) Search/Rescue Manager, (2) Canine Specialists, (2) Canines.

Van Truck – – GSAR TF#\_\_\_\_ (area #)-\_\_\_\_ (task force vehicle #)

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles

**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Task Force Agency front line truck GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) (Semi-Trailer type).

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles

**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Semi-Tractor Trailer – – GSAR TF#\_\_\_\_ (area #)-\_\_\_\_ (task force vehicle #) Flatbed Trailer

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles

**second driver is required**) Driver # 2 (name) \_\_\_\_\_

**NOTE: These numbers may vary greatly due to additional resources attached to the convoy such as HazMat units, Canteen units, MCV's, Logistic Task Force, EMS, etc**

**Type II (70 Person) with 2 Motor Coaches**

In a Type II deployment with 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 GEMA/GMAG. For immediate response via ground for the entire task force, the following configuration examples can be considered:

**Configuration**

Motorcoach 1 – Motor coach can be set up as rolling TF Command Center. Satellite phones (GEMA/GMAG communications – contact #s – GEMA – 1-800-879-4362; GMAG – 1-888-320-1505) and computer equipment can be set up into a rolling office space. This set-up would provide for planning en-route and be the TF Command Center upon arrival until the Base of Operations is set up. Personnel in this motor coach can include:

- (2) TFL's
- (2) Plans Officers
- (1) Safety Officers
- (2) Tech Info Specs
- (2) Structures Specialists (if available)
- (2) Medical Team Managers (if available) **TOTAL = 25 Personnel + 1 or 2 Bus Drivers**
- (2) Rescue Team Managers
- (2) Search Team Managers
- (2) HazMat Managers (if available)
- (2) Medical Specialists (if available)
- (2) Communication Specs

(1) Bus Driver if under 650 miles: \_\_\_\_\_

(1) Additional Bus Driver if over 650  
Miles: \_\_\_\_\_

15 Passenger Rental Van or task force agency 4 x 4 Pick-up – (1) Search/Rescue Manager, (2) Canine Specialists, (2) Canines.

15 Passenger Rental Van or task force agency 4 x 4 Pick-up – (1) Search/Rescue Manager, (2) Canine Specialists, (2) Canines.

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

- (1) Safety Officer
- (4) Rescue Squad Officers
- (16) Rescue Specialists
- (2) Rigging Specialists
- (2) Technical Search Specialists **TOTAL: 39 Personnel + 1 or 2 Bus Drivers**
- (2) Medical Specialists
- (8) HazMat Specialists

(1) Bus Driver, if under 650 miles: \_\_\_\_\_

(1) Additional Bus Driver if over 650 Miles: \_\_\_\_\_

Use the following personnel to convoy these vehicles: **TOTAL = 6 Personnel**

- Suburban type or equivalent – GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle # –  
(1) Logistics Manager, (2) Logistics Specialists - **If Not Trailered**

- Suburban type or equivalent – GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) – (1) Logistics Manager (2) Logistics Specialists – **If Not Trailered**

Use the following personnel to convoy these vehicles: TOTAL = 6 Personnel

- GSAR 4 x 4 Crew Cab Pick-up (GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) – (1) Logistics Manager, (2) Logistics Specialists **or** (2) Rescue Specialists & (1) HazMat Specialist
- GSAR 4 x 4 Crew Cab Pick-up (GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) – (1) Logistics Manager, (2) Logistics Specialists **or** (2) Rescue Specialists & (1) HazMat Specialist

Van Truck – (GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #)  
CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Van Truck – (GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #)  
CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Task Force Agency front line truck GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) (Semi-Trailer type).

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Task Force Agency front line truck GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) (Semi-Trailer type).

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Additional Task Force Agency front line truck GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) (Semi-Trailer type). (If applicable)

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Additional Task Force Agency front line truck GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) (Semi-Trailer type). (If applicable)

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Additional Task Force Agency front line truck GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #) (Semi-Trailer type). (If applicable)

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Additional Task Force Agency front line truck GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #)  
(Semi-Trailer type). (If applicable)

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Semi Tractor (Leased) w/Flatbed Trailer & Forklift - GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #)

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

Semi Tractor (Leased) for GSAR cache trailer GSAR TF#\_\_\_\_(area #)-\_\_\_\_(task force vehicle #)

CDL Support Driver(s) 1. (name) \_\_\_\_\_ (if over 650 miles  
**second driver is required**) Driver # 2 (name) \_\_\_\_\_

**NOTE: These numbers may vary greatly due to additional resources attached to the  
convoy such as HazMat units, Canteen units, Mobile Communication Vehicles, Logistic  
Task Force, EMS Units, etc.**

In the event that no motor coaches are available, (6) 15 passenger vans would need to be considered.  
Contact logistics officer to procure vans if needed. (Vans may be obtained through GMAG if needed)

In the event that the task force light vehicles are transported via auto transport carrier, all personnel  
except 8-10 CDL Support Drivers will travel in the motor coaches.

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### **Convoy Configuration**

GSAR must submit a vehicle plan to GEMA/GMAG 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 II deployment. These vehicles must be in compliance with recognized convoy standards. In the event that no buses are available from GMAG, GSAR TFL shall contact GEMA ESF9 and arrange for additional agency or rental vehicles to be used. Approval of convoy must be given by GEMA/GMAG prior to departure. 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

- (1) Lead Pick-up
- (2) Canine units
- (1) Motor Coach, or (3) Rental Vans, or agency vehicles
- (1) Box Trucks
- (1) Task Force Agency front line truck.
- (1) Semi-Tractor Trailer (2 Suburbans w/Equipment on Trailer)
- (1) Trailing Pick-up

#### Type II

- (1) Lead Pick-up
- (2) Canine units
- (2) Motor Coaches, or (6) Rental Vans, or agency Vehicles
- (2) Box Trucks
- (2) Task Force Agency front line truck.
- (1) Semi-Tractor (Leased) w/Flatbed Trailer (2 Suburbans and (1) 15 K# Forklift)
- (1) Semi Tractor (Leased) for GSAR cache trailer
- (1) Trailing Pick-up

**NOTE: These numbers may vary greatly due to additional resources attached to the convoy such as HazMat units, Canteen units, MCV's, Logistic Task Force, EMS, etc.**

### **Force Protection**

The task force shall consider Force Protection requirements. Task Force Leaders should identify and coordinate requirements for force protection. When deploying multiple task forces, consider conference call (teleconference) to facilitate information relating to the extent & level of force protection required. This call can also be used to coordinate with the Incident Support Team (IMT) during transit and upon arrival at the incident location or task force staging area.

For local force protection, local agency law enforcement can be called to assist with security and protection measures at the point of departure and/or during mobilization. The \_\_\_\_\_(local law enforcement agency) or \_\_\_\_\_ State Patrol can be notified to assist with escort of the task force convoy as may be needed.

Other force protection resources that have agents that may be tasked by GEMA include: Immigration & Customs Enforcement, US Border Patrol, and US Marshals, GBI & Georgia State Patrol. The National Guard or other armed services may also be placed into service to assist with force protection.

In the event that force protection is secured, GSAR logistics will need to be informed of the additional personnel tasked to the task force in order to ensure that support supplies and equipment are included in resource planning.

**GEMA/GMAG Communications**

Deploying Task Force Leaders are responsible for establishing on-going communications with Fire Mutual Aid Coordinating Center (FMAACC) and the GEMA ESF9 position to receive/send mission information. Mission information will be used to prepare initial briefings and assist in determining any additional resources for the task force.

**GEMA Contact Number is 1-800-879-4362**  
**GEMA FAX Number is 404-635-7205**  
**GMAG/FMAACC Contact Number is 1-888-320-1505**  
**GMAG/FMAACC Fax Number is 404-320-9930**

- Task Force Leaders should consider a request for the following information:
  - Assigned IMT Points of Contact
  - Local Incident Points of Contact
  
- Verify the IMT POCs and local incident POCs.

**IMT** point of contact #1: Name \_\_\_\_\_ Phone \_\_\_\_\_

**IMT** point of contact #2: Name \_\_\_\_\_ Phone \_\_\_\_\_

**Local** point of contact #1:

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Local** point of contact #2:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Task Force Leader, Deputy Task Force Leader, and Plans Team Managers

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

Documents to be Forwarded to FMACC and GEMA SOC ESF 9

- Task Force Roster GEMA Form \_\_\_\_\_Deployment Rate Verification (Appendix A-2)\_ – The roster of deploying personnel must be forwarded to FMACC and GEMA SOC ESF 9 prior to departure.
- Signed Activation Order \_\_\_\_\_GEMA/GMAG Form (Appendix A-3)\_– Check with Task Force Mobilization Commander
- Passenger Manifest – For Air Transport Only
- Vehicle Transportation Plan GEMA Form \_\_\_\_\_Deployment Vehicle Inventory (Appendix A-4), Check w/Logistics Manager (Needs sent to FMACC and GEMA SOC ESF 9 and approved prior to departure)
- Any Additional Documentation as Requested by FMACC and GEMA SOC ESF 9

Task Force and Deputy Task Force Leader and Plans personnel

- Completion of Task Force Team Roster \_\_\_\_\_Deployment Rate Verification (Appendix A-2)\_faxed to FMACC and GEMA SOC ESF 9 prior to departure.
- Completion of Signed Activation Order \_\_\_\_\_GEMA/GMAG Form (Appendix A-3)\_faxed to FMACC and GEMA SOC ESF 9
- Completion of Task Force Passenger Manifest (For air transport only)
- Completion of GSAR Transportation Plan \_\_\_\_\_Deployment Vehicle Inventory (Appendix A-4)\_faxed to FMACC and GEMA SOC ESF 9 prior to departure.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

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### 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 (1 operational period) ahead of current task force activities.

### Database Management

During activation procedures conducted at the Fire Mutual Aid Coordination Center (FMACC) the task force database information is utilized via the fire department GSAR agencies to roster the task force and provide needed reports for GSAR, FMACC, and GEMA SOC ESF 9 . In preparation for deployment, this database must be copied onto CD or memory stick so that it can be transferred to the GSAR 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 (GaMABAS). The laptop network (GaMABAS) is a standalone network and is not connected to agency fire department servers but is connected to the FMACC.

### 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 FMACC and GEMA SOC ESF 9 or assigned IMT points of contact. In cases where the task force may arrive at the disaster incident prior to the IMT, the task force should request authority from FMACC and GEMA SOC ESF 9 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:

- Canteen (full kitchen services) provided by Canteen TF3 (Lake Oconee Elks; order through FMACC or GEMA SOC ESF 9) for first team deployed
- 10K or larger forklift for off-loading cache equipment
- TF BoO (Base of Operations) Location Recommendations
- Fuel – Task force carries 600 gallons of gasoline and 600 gallons diesel when traveling by ground, enough for 1<sup>st</sup> operational period
- Lumber to support shoring operations
- Cranes or other heavy equipment
- Other physical resources that may be required due to the nature of the incident

The GSAR Logistics Manager should be tasked with coordinating the above resources and should be provided with available IMT 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 FMACC and GEMA SOC ESF 9 or IMT.

### Travel Routes/Vehicle Coordination – Logistics

For travel by ground, transportation routes should be determined. The route can be checked on Mapquest.com, GoogleMaps.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 Transportation (DOT) 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 a delayed response if not avoided.

#### Vehicle Fuel Range:

GSAR Tractor/Trailers	Fuel Tank Capacity - Diesel 50 Gallons	Range 200 Miles
Semi-Tractor/Trailers	Fuel Tank Capacity – Diesel 300 Gallons	Range 1300 Miles
Motor Coach	Fuel Tank Capacity - Diesel 150 Gallons	Range 600 Miles
Van Trucks/MCV's	Fuel Tank Capacity – Diesel 125 Gallons	Range 650 Miles
Suburbans	Fuel Tank Capacity – Gasoline/Diesel 36 Gal.	Range 450-500 Miles
4 x 4 Pickups/EMS Units	Fuel Tank Capacity – Gasoline/Diesel 30 Gal.	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 the number of lengthy fuel stops. Some vehicles are temperature controlled and the heating/cooling units will be in operation during transport if temperature sensitive items are on board. The GSAR Logistics Manager is in charge of coordinating vehicle operations and can assist with coordination of route development and periodic stops.

#### En Route

It is the expectation of GEMA 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 **must** be issued 2 MRE meals and water during in-processing. Coolers of water, snacks, and fruits **must** be provided for each vehicle. These supplies should carry the task force for the first 12 hours of transport. Additional MRE's and water **must** be carried in the equipment cache and can be accessed at major stopping points. 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 rest periods or 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 (if fuel tenders are not supplied to a convoy) 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 vehicles have a range of 200-600 miles for van trucks, GSAR trucks, Motor Coach, suburbans, MCV's and 1300 miles for semi-tractors. Semi-tractors do not need to receive fuel at every fuel stop as congestion or access may hinder the progress of the convoy. Logistics Managers can coordinate meals with Canteen Unit en route where buses and larger vehicles are staged. During refueling stops, if Canteen Unit is not available in the convoy, logistics managers can coordinate ordering and pick up of meals en route and deliver to where buses and larger vehicles are staged.

#### 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 GEMA/GMAG to stage outside the potential disaster area. The planning section should inquire about possible layovers and coordinate secure locations with FMACC and GEMA SOC ESF 9 and task force logistics managers.

#### Base of Operations (BoO)

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 FMACC and GEMA SOC ESF 9 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. Base of Operations set-up should be coordinated by Logistics.

#### Initial Search & Recon Operations

During ground transport for Type II & III response, the equipment and supplies needed for 2 teams for initial search & recon operations are loaded into the GSAR Task Force Agency front line truck. Initial search & 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 GSAR Database transferred to deployment computers and external back up created
  - Request additional resources from IMT or local jurisdiction to assist TF 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 (Base of Operations) locations from IMT or local jurisdictions if possible prior to departure or while in route. Inform Logistics Manager of possible BoO locations
  - Verify with the IMT or local jurisdiction on the need for initial recon

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

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### Initial Task Force Briefing

The initial task force briefing shall be conducted at the POD. Information obtained from FMACC and GEMA SOC ESF 9 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. INTRODUCTION OF TF, IMT, and AHIMT LEADERS
  2. TIME OF INCIDENT
  3. TYPE OF EVENT
  4. TF ASSIGNMENT (jurisdiction/work site)
  5. LOCATION
  6. MAGNITUDE - IF APPLICABLE
  7. WEATHER CONDITIONS – INCIDENT SITE AND EN ROUTE
  8. CURRENT SITUATION – OPERATIONS UNDERWAY, # OF VICTIMS
  9. DAMAGE ASSESSMENT
  10. HAZARDS/THREATS
  11. DISENGAGEMENTS/TRIGGER POINTS
  12. TIME OF TF DEPARTURE
  13. TRANSPORTATION MODE, issues, and time frames
  14. ANTICIPATED LENGTH OF MISSION
  15. COMMUNICATION PLANS
  16. MEDICAL PLAN
  17. OTHER TASK FORCES ACTIVATED
  18. AGENCY/PERSON REQUESTING TASK FORCE ACTIVATION
  19. TIME OF OFFICIAL ACTIVATION \_\_\_\_\_
  20. ACTIVATION MISSION NO. \_\_\_\_\_
  21. DOCUMENTATION (ICS FORMS 211 AND 214'S & OTHER FORMS AS NEEDED)
  22. POD – FOOD, WATER, REST ROOM, AND SUPPORT FACILITIES
  23. EQUIPMENT OFF LOADING/SECURITY
- Task Force and Deputy Task Force Leader, Plans, Logistics, Administration, Operations, and Safety
- Completion of Task Force Briefing

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

## V. Logistics: Lead 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 GSAR Task Force and check that all functions have been completed. Due to the dynamics of the various types of deployment actions, the logistics section must maintain a deployment manual outlining the procedures to accomplish tasks. The Logistics deployment manual is kept by the Logistics Manager. The Task Force agency responsible for the Logistics Manager position will develop and maintain the manual. The Logistics Manager is in charge of the following areas:

- Cache Deployment Preparation
  - Cache Loading and Preparation for Ground Transport
  - Cache Palletization for Airlift
  - Medical drug/fluid kit (Pharmacy/Hospital/Physician Office) Cache from  
\_\_\_\_\_ Pharmacy/Hospital/Physician Office/Hospital/Physician Office  
Name
- Task Force Fleet Vehicles & Drivers
  - Notification and Selection of CDL Drivers
  - Vehicle Pre-Trip Inspections
  - TF Support Items Prepared for Vehicles
  - Shipping Documentation – Air & Ground
  - ChemTrec – Hazardous Materials Response Information.  
For any inquiries that may be needed: ChemTrec @ 800-424-9300 Ext 1
- 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
  - TF Support Items Purchased/Prepared for Transport
  - Ice, if Needed
  - Fruit – Apples, Oranges, Bananas – Task Force agency has an account

with \_\_\_\_\_. This Charge Card can be obtained through the Task

Force Agency's Finance Department. The Task Force Mobilization Commander (TFMC) will have the card picked up and brought to the POD (page 13, **credit cards for approved personnel**).

- Phone Systems Activation
  - At least 2 Cell Phones are to be obtained from Task Force agencies for assignment to Task Force Management personnel.
  - These numbers shall be distributed to: FMACC and GEMA SOC ESF 9 and/or the local authority
  - The cell phones will be assigned to Task Force Managers at the discretion of the Task Force Leader:

TF Manager Contact #1: \_\_\_\_\_

Contact Cell number: \_\_\_\_\_

TF Manager Contact #2: \_\_\_\_\_

Contact Cell number: \_\_\_\_\_

- CDL vehicle driver selection process completed
- CDL vehicle driver list established
  - Driver assignments completed

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

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 GSAR Staging Area (POD):

Logistics Manager: \_\_\_\_\_  
(name, agency and contact number)

Equipment Cache Coordinator: \_\_\_\_\_  
(name, agency and contact number)

Pharmacy Cache (Paramedic) Transport Assistant: \_\_\_\_\_  
(name, agency and contact number)

TF Vehicle Fleet Coordinator: \_\_\_\_\_  
(name, agency and contact number)

POA Coordinator: \_\_\_\_\_  
(name, agency and contact number)

POD Coordinator: \_\_\_\_\_  
(name, agency and contact number)

- Logistics Manager assigns above logistics personnel

Time Assignments Completed: \_\_\_\_\_ By: \_\_\_\_\_

Equipment Cache Coordinator

Conducts the final packaging of staged equipment.

- For ground transport, request 1-3 non-deploying members to assist
- Add batteries and chargers from charging location to equipment kits
- Add containers to pallets or trucks as required for transport
- Coordinates final loading and netting of equipment pallets
- Load Search/Recon kits into light task force vehicles

- Kit 1 into (GSAR Vehicle ID number and agency identification)
- 

- Kit 2 into (GSAR Vehicle ID number and agency identification)
- 

Equipment Cache Coordinator completes packaging of staged equipment

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

Pharmacy Cache (Paramedic) Transport Assistant

Conducts the pick-up of pharmacy supplies from \_\_\_\_\_ Pharmacy/Hospital/Physician Office. Only authorized personnel will be able to obtain the pharmacy cache. The task force and Pharmacy/Hospital/Physician Office must maintain a list of the authorized personnel which includes logistics and medical personnel. Check that an authorized person is sent to pick up cache.

- Verify \_\_\_\_\_ Pharmacy/Hospital/Physician Office has Been Contacted
- 24 Hour Contact Phone \_\_\_\_\_
- Utilize agency designated Logistics Van to pick-up Pharmacy Cache as necessary
- Travel to \_\_\_\_\_ Pharmacy/Hospital/Physician Office and enter (describe entrance location) \_\_\_\_\_ of Pharmacy/Hospital/Physician Office.
- Pharmacy is located (List specific area of building/complex where pharmaceuticals are located)
- \_\_\_\_\_ of Pharmacy/Hospital/Physician Office.
- Check that Pharmacy/Hospital/Physician Office has added last minute items as listed on laminated sheet stored with drug kits.
- Obtain the following items for deployment:
  - Drug Kits: \_\_\_\_\_ (number for a Type II deployment.)
  - Drug Kits: \_\_\_\_\_ (number for a Type III deployment.)
  - IV solutions as determined by local medical control:
    - \_\_\_\_\_ Quantity (bags/boxes) of Lactated Ringers
    - \_\_\_\_\_ Quantity (bags/boxes) of Normal Saline
    - \_\_\_\_\_ Quantity (bags/boxes) of D<sub>5</sub>W
    - \_\_\_\_\_ Quantity (bags/boxes) of other \_\_\_\_\_
  - Styrofoam Cooler with refrigerated meds as needed

- Sign 2 receipt forms for pharmacy cache. 1 stays with Pharmacy/Hospital/Physician Office, return one copy to Lead Logistics Manager
- Ask Pharmacy/Hospital/Physician Office personnel to assist, if needed.
- Pharmacy cache will need to be transferred to the assigned medical team manager (Paramedic)

Pharmacy Cache Transport Assistant assists with obtaining pharmacy cache.

Transport Assistant #1 (Name) \_\_\_\_\_

Transport Assistant #2 (Name) \_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

#### TF 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 all tire pressures are checked
- Assists drivers to secure load with straps
- Checks that all shipping documentation is present in cab of tractors/trucks
- Assists with travel route development

TF 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 & 4 chairs at Entrance Door
- Have all personnel sign in on ICS 211
- Provide Time Record Forms (ICS 214) & In-Processing Check Sheet (Appendix A-1)
- Provide Personal Item Declaration Forms; **CUSTODY RECEIPT FOR GOVERNMENT PROPERTY** (Appendix A-7) **ON PERSONAL CHARGE** (pre-approved position specific items only)
- Task Force ID's issued to members including Medical Team personnel based on approved task force list provided by Task Force Leader \_\_\_\_\_  
(name, agency & phone number)
- This list should indicate status of completeness of task force personnel forms/paperwork.
- Any other forms/information/items to be distributed (example: State of Georgia temporary employment forms, etc.) Many of these forms can be completed prior to a mobilization and maintained on file by the Plans section. This will expedite the check-in process and should be done as new members join the task force.
- Have 2 additional tables and 8 chairs set up nearby to enable personnel to complete required forms.

Medical Screening

- 1 table & 2 chairs for blood pressure screening
- 3-4 tables & 6-8 chairs set up for exam areas (maintain patient confidentiality)
- Mobilization Kit from designated agency location (indicate location)

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Defibrillator Name/Model \_\_\_\_\_

Personal Equipment/Supplies Issue

- 1 table for item issue
- Issue position cache
- Personnel sign equipment form (**PROPERTY TRANSFER REPORT**) (Appendix A-6)\_as receipt of property & supplies

Communications/GPS Equipment Issue – NOTE: Not Issued on Every Deployment

- 1 table to issue radios and GPS units and/or satellite phones
- Program GPS for incident site
- Personnel sign equipment form (**PROPERTY TRANSFER REPORT**) (Appendix A-6)\_as receipt of property & supplies

Personnel Gear Assembly Area

- Lay out carpet, tarp, etc. in order to protect gear
- Assist personnel by answering questions about packing issued items into gear bags

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 gear bag and web gear not to exceed 80 lbs.
- Cold weather deployment bag not to exceed 20 lbs
- Personal gear (carry-on) – 65 lbs. (strict limit)
- Canine handler allowed up to 110 lbs total weight of all gear bags
- Team member – 185 lbs. total (average for estimation purpose)
- Forward completed weight log to Logistics Manager

POA coordinator completes the set up 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 designated area staging location.

Possible Locations:

- Contact the (Name of Agency) \_\_\_\_\_ to request permission to use (Name of Location) \_\_\_\_\_ as POD.

Agency phone number is: \_\_\_\_\_

Request to contact (Name) \_\_\_\_\_,

office at: (Phone Number) \_\_\_\_\_, or

(Name) \_\_\_\_\_

office at: (Phone Number) \_\_\_\_\_

- National Guard Logistics Center/GEMA (Name) \_\_\_\_\_

office at: (Phone Number) \_\_\_\_\_

Coordinate Staging Area preparation for TF staging for personnel and palletized equipment. Liaison with National Guard Logistics to prepare to load palletized equipment into cargo aircraft.

POD coordinator completes the departure coordination.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

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**VI. Medical: Assigned Medical Specialist or Manager (Paramedic)**

**Physician Notification**

Contact (Name of Medical Agency) \_\_\_\_\_ lead contact:

(Name of Physician) Dr. \_\_\_\_\_, Task Force Medical Director. Inform of possible activation of task force, length of deployment, number of physicians needed to assist with medical screening for in-processing.

**Pharmacy Notification**

Contact \_\_\_\_\_ (Name of Pharmacy/Hospital/Physician Office) to inform of potential of task force activation. Arrange for 1 designated medical specialist (preferably a non-deploying member) 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. The following list of authorized medical personnel has been identified as resource personnel who can be contacted to report to the pharmacy to conduct the inventory checks:

Name, Agency & contact phone number: #1 \_\_\_\_\_

Name, Agency & contact phone number: #2 \_\_\_\_\_

Name, Agency & contact phone number: #3 \_\_\_\_\_

Name, Agency & contact phone number: #4 \_\_\_\_\_

Name, Agency & contact phone number: #5 \_\_\_\_\_

**Coordinate Medical Personnel to Report to GSAR Staging Area (POD)**

From list of medical team personnel who are not deploying, determine if there are 3-5 non-deploying medical specialists who could be sent to the GSAR Staging Area to prepare for in-processing of task force members as they report for deployment. Contact the Logistics Manager (Name) \_\_\_\_\_ at (Phone Number): \_\_\_\_\_ and report number of personnel and their assignment. Upon their arrival at the GSAR Staging Area, access to the medical box (drug kit) will be provided by the assigned Advanced Life Support Unit supplied by (Agency Name) \_\_\_\_\_

Agency Contact Name: \_\_\_\_\_ (Phone Number): \_\_\_\_\_

**Medical Items Stored at Designated Agency**

The task force may maintain medical items at (Name of Location and address) \_\_\_\_\_

\_\_\_\_\_ . These items shall be accessed and properly transferred to the Medical Team at the POA. To access these items contact one of the following:

- EMS Manager (Name) \_\_\_\_\_  
(Phone Number) \_\_\_\_\_
- Agency Duty Chief (Name) \_\_\_\_\_  
(Phone Number) \_\_\_\_\_
- Other Personnel (Name) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

The items include, but may not be limited to:

- Medication Accountability Forms (Appendix A-9) and list of medications to obtain.
- Check to ensure that keys are available for drug boxes.
- Various Controlled Medications

The proper accountability forms (to be provided by agency supplying EMS unit or use form in Appendix A-11) shall be utilized to record and transfer all controlled medications.

Upon fulfilling your responsibilities at the agency's POA, transport all medical items stored at the agency to the GSAR Staging Area (POD). Be sure to lock the box when in transit. Conduct transfer of controlled medications, forms, and other medical support items to deploying medical team manager as needed. Usually Paramedic personnel will handle all procedures in obtaining drugs, handling drugs, and accounting for drugs.

#### **Medical Screening**

Medical screening will be completed by a team of medical personnel to include 2-4 paramedics/nurses and 2 physicians. If possible, these individuals should be non-deploying task force members. Non-GSAR agency paramedics can be considered if enough medical specialists are not available. These personnel should be identified early and instructed to report to the task force leader. Confirm time needed and location of TF 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 (Appendix A-10 & 10B) 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**

A medical mobilization kit is stored at the designated GSAR logistics agency. The kit contains:

- Blank medical evaluation forms to be supplied by Agency Medical Director.
- 4 stethoscopes
- 4 blood pressure cuffs
- 4 thermo scan thermometers & covers
- Ophthalmoscopes and batteries
- Tongue depressors
- Medical check lists
- Documentation supplies – pens, pencils, etc.

#### **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. A minimum of 2 physician stations should be provided, with more stations set up as available physicians arrive to assist.

#### **Vital Signs Station**

This station shall be set-up and staffed by at least 2 agency paramedics. Supplies and equipment required for this station include:

- (Name of Defibrillator) \_\_\_\_\_ with automatic blood pressure cuff (if available)
- Stethoscopes

- Blood pressure cuffs
- Weigh Scale(s)
- Documentation supplies – pens, pencils, etc.

Medical Certification

All task force members will be provided with a medical certification form 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 identified.

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 or physically able to deploy, the task force leader shall be notified to select a replacement.

**Controlled Medications at designated GSAR Logistics Agency**

Controlled medications are securely stored at logistics agency location as per individual agency protocol. To access these items, contact one of the following:

- Agency Name \_\_\_\_\_  
(Individual Name) \_\_\_\_\_  
(Phone Number) \_\_\_\_\_
  
- Agency Name \_\_\_\_\_  
(Individual Name) \_\_\_\_\_  
(Phone Number) \_\_\_\_\_

The proper accountability forms shall be utilized to transfer these items to the deploying Medical Team.

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**Canine Health Screening**

Deploying canines should have current health records indicating fitness for travel and conducting GSAR 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 by the canine manager. The canine manager maintains blank copies of the health certificates on file. 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 designated GSAR Logistics agency. 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:

Clinic #1 (Name) \_\_\_\_\_

(Point of Contact) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

Clinic #2 (Name) \_\_\_\_\_

(Point of Contact) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

Clinic #3 (Name) \_\_\_\_\_

(Point of Contact) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

### **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.

- Upon arrival at the agency medical location, obtain access to the drug and fluid supplies as necessary
  - Perform complete inventory of pack to ensure that all items are present.
  - Check personal BSI equipment for proper size/fit. Examination gloves, safety glasses, disposable masks, etc.
- Control drugs shall be the responsibility of the designated medical team manager (Paramedic) upon receiving them. Medical team manager shall sign and retain chain of custody form delivered with drugs. The GSAR drug accountability form (Appendix A-11) shall be utilized throughout deployment to track usage of controlled medications.
- Medications that require a cool environment will be packaged in cooler when obtained from the Pharmacy/Hospital/Physician Office. Supplying agency 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 logistics manager 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 drug boxes and other supplies are ready for preparation for transport. Drug boxes need secured and supplies loaded into designated containers. All items, including carry-on medical packs and defibrillator need weighed, if transport is by aircraft.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

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**VII. Transportation: 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 FMACC and GEMA SOC ESF 9 for approval of transportation resources. FMACC, GEMA SOC ESF 9, or the logistics agency 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 GSAR Logistics Manager. Transportation support may include, but is not limited to:

- Coordinate delivery of GSAR and/or agency vehicles to staging area (POD)
- Coordinating Airlift Resources with DOD or FMACC and GEMA SOC ESF 9
- GMAG Motor Coach or other Motor Coach Charter for TF personnel
- Private Air Charter to transport TF personnel
- Commercial Air Carrier to transport personnel and equipment cache
- Auto transporter to carry suburban type vehicles 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 will coordinate the screening process for selection of CDL drivers.

GSAR/Agency Vehicles Identified for Deployment

- All GSAR fleet vehicles are assigned to one or more agencies. In the event that these vehicles are in use for travel or training activity, these vehicles must be returned to the original agency location for deployment or alternate vehicles identified.

Only, if approved by GEMA for a declared emergency (reimbursable) or GMAG if state declaration has not occurred (non-reimbursable):

- Two 4 x 4 pick-ups must be identified.  
Pickup Truck #1 (Name of Agency Supplying) \_\_\_\_\_

POC Name \_\_\_\_\_

POC Phone Number \_\_\_\_\_

Pickup Truck #1 (Name of Agency Supplying) \_\_\_\_\_

POC Name \_\_\_\_\_

POC Phone Number \_\_\_\_\_

- These vehicles have been identified for deployment with the Type III task force only when no motor coach is available. If used, the contents in these vehicles must be off-loaded, vehicles fueled, and delivered to the Staging Area (POD).

GEMA/National Guard/DOD Transportation

If deployed by State/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 FMACC and GEMA SOC ESF 9 is critical in securing information about type of aircraft for passenger and palletization requirements. This information must be forwarded to Logistics Manager as soon as it is available. Contact numbers:

- GEMA SOC: 1-800-879-4362
- FMACC: 1-888-320-1505 Ext 7

If deployed by military aircraft, the (Name of Agency) \_\_\_\_\_ shall be notified to assist with palletization and airlift documentation.

- Point of contact for airlift assistance is

(Name) \_\_\_\_\_

(Phone Number 1) \_\_\_\_\_

(Phone Number 2) \_\_\_\_\_

- Point of contact for assistance with cache palletization and shipping documentation; contact:

(Primary POC Name): \_\_\_\_\_

(Phone Number) \_\_\_\_\_

(Home Phone Number) \_\_\_\_\_

(Alternate POC Name) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

(Home Phone Number) \_\_\_\_\_

- If necessary the Agency Director is:

(Name) \_\_\_\_\_

(Phone Number 1) \_\_\_\_\_

(Phone Number 2) \_\_\_\_\_

If deployed by commercial aircraft per FMACC and GEMA SOC ESF 9 direction and assistance, aircraft type and configuration is critical in preparing cache and personnel for deployment. The FMACC and GEMA SOC ESF 9 point of contact coordinating commercial airlift should be placed in contact with the GSAR logistics manager to provide airframe loading configurations.

#### Ground Transportation

For ground transportation, the TF must secure 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. Two (2) motor coaches are needed for Type II deployment. One (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 a motor coach is not available, Motor coaches may travel empty with equipment cache if task force personnel will be flying to destination.

#### Long Haul Motor Coaches

- For 70 Person Type II TF - Request 2 motor coaches.
- For 28 Person Type III TF – Request 1 motor coach.
- Request on-board toilet.
- 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 18 days.

- 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.

For one or more buses contact GMAG Duty Officer at 888-320-1505 (24 hours)

NOTE: In the event that the motor coaches will be traveling empty with the equipment cache, the coaches and drivers can meet with equipment cache en route. This reduces number of driving hours for drivers. The motor coaches can be secured and arranged to meet up with equipment cache while en route. For example: GSAR may be going to Meridian, MS to stage several days prior to landfall of a Hurricane. Equipment cache will travel via ground and TF by aircraft. Equipment cache will leave POD en route to Meridian, MS and personnel will fly in 1 day later. The motor coaches can be secured and arranged to meet up with equipment cache while en route.

**Develop and maintain list of transportation support resources as may be indicated by type/location of incident.**

**Auto Transporter**

An auto transporter can be considered to haul the suburban type vehicles and pickup vehicles. Use of an auto transporter reduces the number of personnel needed to drive individual vehicles, reduces the number of fuel stops needed, and reduces wear and tear on the task force vehicles. An auto transporter should be used when staging of task force equipment cache and vehicles will occur prior to travel of task force members. GSAR agencies must make arrangements with auto transporter(s) to provide services on short notice. This transporter(s) should have access to ample auto transport vehicles and can have an auto transport on location at POD and ready to load within 1–3 hours. GSAR vehicles require the use of a “Stinger-type” auto transport vehicle.

Name of Transporter Company: \_\_\_\_\_

Address: \_\_\_\_\_

POC Name (24 hour) \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_

Fax \_\_\_\_\_

- Travel over 650 miles daily requires use of 2 driver team or transfer of vehicles to another transport while en route. Transporter will assist with determining requirements.

**Private Air Charter – Personnel, Canines, and Limited Equipment**

Name of Air Charter Company #1: \_\_\_\_\_

Address: \_\_\_\_\_

POC Name (24 hour) \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Charter Cost:

Plane Type (example: King Air Turbo Prop) \_\_\_\_\_

Trip Description (example: Atlanta to Miami) \_\_\_\_\_

Cost: \_\_\_\_\_

Plane in air within (Time frame; example 2 hours) \_\_\_\_\_

In Air Travel Time \_\_\_\_\_

Name of Air Charter Company #2: \_\_\_\_\_

Address: \_\_\_\_\_

POC Name (24 hour) \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Charter Cost:

Plane Type (example: King Air Turbo Prop) \_\_\_\_\_

Trip Description (example: Atlanta to Miami) \_\_\_\_\_

Cost \_\_\_\_\_

Plane in air within (Time frame; example 2 hours) \_\_\_\_\_

In Air Travel Time \_\_\_\_\_

**Local Bus Shuttle Services**

If local shuttle bus services are needed:

Name of Bus Service Company #1 \_\_\_\_\_

Address \_\_\_\_\_

POC Name (24 hour) \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_  
Emergency Contact Number \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_  
Name of Bus Service Company #2 \_\_\_\_\_  
Address \_\_\_\_\_  
POC Name (24 hour) \_\_\_\_\_  
Phone Number (Office) \_\_\_\_\_  
Phone Number (Cell) \_\_\_\_\_  
Emergency Contact Number \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

- FMACC and GEMA SOC ESF 9 may be able to provide school buses

**GEMA voice contact number is: 1-800-879-4362**  
**GMAG FMACC voice contact number is: 1-888-320-1505**

Other Bus Service Provider #1 \_\_\_\_\_  
Address \_\_\_\_\_  
POC Name (24 hour) \_\_\_\_\_  
Phone Number (Office) \_\_\_\_\_  
Phone Number (Cell) \_\_\_\_\_  
Emergency Contact Number \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_  
Other Bus Service Provider #2 \_\_\_\_\_  
Address \_\_\_\_\_  
POC Name (24 hour) \_\_\_\_\_  
Phone Number (Office) \_\_\_\_\_  
Phone Number (Cell) \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

In the event that additional or replacement box trucks, semi tractors, and/or trailers are needed contact:

Name of Rental Company #1 \_\_\_\_\_

Address \_\_\_\_\_

POC Name (24 hour) \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Rental Company #2 \_\_\_\_\_

Address \_\_\_\_\_

POC Name (24 hour) \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

When leasing from rental companies, the following info may need to be provided:

Customer Name: \_\_\_\_\_ (Agency Name – example – ABC Fire Department)

Agency Customer Number at Rental Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_ (Address of Agency)

Size and Type of Vehicle #1: \_\_\_\_\_ ( i.e. 24' Refrigerated Box Trucks w/lift gates, Conventional Sleeper Semi Tractor, 48-53' trailer, etc.)

Size and Type of Vehicle #2: \_\_\_\_\_ ( i.e. 24' Refrigerated Box Trucks w/lift gates, Conventional Sleeper Semi Tractor, 48-53' trailer, etc.)

Size and Type of Vehicle #3: \_\_\_\_\_ ( i.e. 24' Refrigerated Box Trucks w/lift gates, Conventional Sleeper Semi Tractor, 48-53' trailer, etc.)

Location where vehicle(s) is/are needed: \_\_\_\_\_  
(i.e. GSAR Staging Area, 16 Forest Parkway (Farmers Market), Forest Park, Ga., 30297)

When is/are the vehicle(s) needed: \_\_\_\_\_ (Provide time needed)

Special Requirements: \_\_\_\_\_ (Ask if they can deliver; if not, contact Logistics Manager to arrange pick-up)

Rental vans or cars that are needed locally:

Name of van/car rental Company #1 \_\_\_\_\_

Address \_\_\_\_\_

POC Name (24 hour) \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Name of van/car rental Company #2 \_\_\_\_\_

Address \_\_\_\_\_

POC Name (24 hour) \_\_\_\_\_

Phone Number (Office) \_\_\_\_\_

Phone Number (Cell) \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Contact vehicle rental agencies at deployment destination. Will need credit card to confirm reservations. Check with mobilization commander to authorize expenditure. All logistics managers should be issued credit cards by their agency to confirm reservations.

- Avis: (Phone Number) \_\_\_\_\_
- Enterprise: (Phone Number) \_\_\_\_\_
- National: (Phone Number) \_\_\_\_\_

- Budget: (Phone Number)\_\_\_\_\_
- Hertz: (Phone Number)\_\_\_\_\_
- Other \_\_\_\_\_(Phone Number)\_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

### **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	Local Agency Pool Vehicles
Motor Coaches	Local Agency School Buses

Obtain rental confirmation numbers, pick up address, contact information, etc.  
Forward rental information to logistics manager and plans manager.



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**VIII. 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 Admin agency fire administration staff.

The following assignments shall be considered and staffed as needed:

Public Information Officer - Name \_\_\_\_\_  
(As assigned) Agency \_\_\_\_\_  
Phone # \_\_\_\_\_

Deployment Recording - Name \_\_\_\_\_  
(Fire Administration Staff) Agency \_\_\_\_\_  
Phone # \_\_\_\_\_

Outside Agency Liaison - Name \_\_\_\_\_  
(Non-Deploying Task Force Leader) Agency \_\_\_\_\_  
Phone # \_\_\_\_\_

Family Coordination Liaison - Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Phone # \_\_\_\_\_

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

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**LIASON WITH OTHER AGENCIES**

An officer, preferably a task force leader, should be appointed as the local liaison officer for each GSAR Task Force. The liaison officer will be responsible for coordination of assistance with outside agencies.

- GEMA SOC 1-800-879-4362
- FMACC 1-888-320-1505
- GEMA Area \_\_\_\_\_ Name of Representative: \_\_\_\_\_  
(Phone Number) \_\_\_\_\_
- Local EMA (county/city) Name of Representative: \_\_\_\_\_  
(Phone Number) \_\_\_\_\_
- Name of jurisdiction Red Cross \_\_\_\_\_  
(Phone Number) \_\_\_\_\_  
(After hours phone number) \_\_\_\_\_  
Name of Representative: \_\_\_\_\_
- TF Logistics Agency Purchasing Department:  
(Phone Number) \_\_\_\_\_  
(After hours phone number) \_\_\_\_\_  
Name of Representative: \_\_\_\_\_
- Local Airport Authority  
(Phone Number) \_\_\_\_\_  
(After hours phone number) \_\_\_\_\_  
Name of Representative: \_\_\_\_\_
- TF Logistics agency Public Works  
(Phone Number) \_\_\_\_\_  
(After hours phone number) \_\_\_\_\_  
Name of Representative: \_\_\_\_\_
- Georgia State Patrol  
(Phone Number) \_\_\_\_\_  
(After hours phone number) \_\_\_\_\_

Name of Representative: \_\_\_\_\_

- Staging Area Agency Police Department, 911 Dispatch Center  
(Phone Number) \_\_\_\_\_  
(After hours phone number) \_\_\_\_\_

Name of Representative: \_\_\_\_\_

- Staging Area Sheriff Department, 911 Dispatch Center  
(Phone Number) \_\_\_\_\_  
(After hours phone number) \_\_\_\_\_

Name of Representative: \_\_\_\_\_

- Georgia Department of Transportation (DOT)  
(Phone Number) \_\_\_\_\_  
(After hours phone number) \_\_\_\_\_

Name of Representative: \_\_\_\_\_

The Task Force liaison officer should establish a scheduled information exchange with any agencies above that are assisting with coordinating efforts with the GSAR TF.

Forward all documentation to the person in charge of deployment record keeping within the administrative division as well as copies forwarded to GEMA ESF 9 and FMAACC.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

### **INCIDENT RECORD KEEPING**

Administrative support personnel will report to administration upon mobilization of the GSAR 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 stolen, and any other costs incurred by the department. Confer with emergency procurement for purchases made during the mobilization.

The task force designate should communicate with the \_\_\_\_\_ Pharmacy/Hospital/Physician Office and request an itemized bill for all controlled drugs, medicines and supplies assembled for the mobilization.

Time Completed: \_\_\_\_\_ By: \_\_\_\_\_

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## **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.

- Additional information can be obtained from GEMA Office of Public Affairs @ 1-800-879-4362

The public information officer shall contact the local media in coordination with GEMA PIO.

A press briefing will be set up, preferably at the mobilization point of departure.

Any team members involved in the press conference should be briefed on the procedures involved.

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 if utilized at POA and/or POD.

### **Media Coordination – Public Information**

GEMA PIO can be called to assist with coordination of media and public information release. The representative may also be able to assist as the Public Information Officer, if desired.

PIO Point of Contacts:

Name of PIO #1: \_\_\_\_\_

(Phone Number) \_\_\_\_\_

(After hours phone number) \_\_\_\_\_

Name of PIO #2: \_\_\_\_\_

(Phone Number) \_\_\_\_\_

(After hours phone number) \_\_\_\_\_

Inform the PIO point of contact that the task force is preparing for activation and request their assistance in coordinating media as they arrive at the Staging Area Briefing Room, or other designated location. Provide a GSAR PIO contact for the PIO representative to meet with upon their arrival at the identified location.

The PIO representative will meet with the GSAR PIO 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.

### **Media Access Program – Embedded Media**

GSAR may need to consider the possibility of embedded media accompanying the task force upon activation. Media Access Packets should be prepared and available in the GSAR Administrative Mobilization Kit maintained by the Administrative agency. These are ready to be distributed to media interested in participating. 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 GEMA PIO Office prior to departure of the task force. Fill out the appropriate PIO notification form (Appendix A-13) found in the media packet and forward to GEMA PIO.

Contact Numbers:

GEMA PIO Office: 1-800-879-4362

## FAMILY COMMUNICATIONS

Family communications will be coordinated by the GSAR Administrative agency utilizing the GMAG and GEMA notification systems

### GSAR Family Member Website

Upon activation and departure of the task force, family points of contact that must be designated in the GSAR database will be able to access information regarding the deployment via the GMAG and/or GEMA internet website at:

[www.gmag.org](http://www.gmag.org)

gema site address?

Click on the "GSAR Family Info" link

User Name: GSAR (lower case)

Password: family (lower case)

Information may include the following:

- Task force roster of deployed personnel
- GSAR 24-hour points of contact
- Conference call information
- Task force status reports
- Incident status reports

**GMAG and GEMA Notification Systems** The GMAG and GEMA notification systems will utilize family emergency contact numbers listed in the GSAR database (see form in Appendix A-12 for information source) to call family members. GSAR family members will be informed of the website address, user name, and password to use to access task force deployment information. The GMAG and GEMA notification systems connect call list for family members has been established and is periodically maintained in our on-line account.

To activate the GEMA/GMAG notification system, See Page 4 of this Mobilization Manual.

Select "GSAR Family Call List" when prompted and use the pre-determined message below.

The standard message below will be sent via the GMAG and GEMA notification systems to family members:

This message is being sent to the designated family points of contact for GSAR task force members. To access information regarding the recent deployment of the task force, please go the GSAR internet website at [www.gmag.org](http://www.gmag.org) and click on the "GSAR Family Information" link. The user name is "gsar", and the password is "family" in lower case letters. If you do not have internet access, you can call 888-320-1505 (GMAG) or 1-800-879-4362 (GEMA) to obtain information regarding the deployment.

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# Georgia Search and Rescue Response System

## DeMobilization Manual

Georgia Emergency Management Agency

January 1, 2010

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## REASSIGNMENT CONSIDERATIONS

The issues in this section will deal only with a reassignment that would result in a significant change of location of an operating Task Force's BoO. This type of reassignment would be a major undertaking because elements of the Task Force would have to be completely repacked and transported. The change of assignment of a Task Force still in transit is considered a diversion and is easier to implement.

GSARTF, in conjunction with appropriate State/ESF9 and mutual aid officials, will carefully assess the ability of a Task Force already established and in operation to accept a tactical reassignment requiring a location change. It is incumbent upon the TFL and Task Force supervisory personnel to make an assessment of the physical and mental condition of their personnel for continued operation. The following factors should be considered:

- Duration of operation already undertaken
- Physical and mental condition of Task Force personnel
- Capability of the remaining cache to support continued operation
- Availability of other Task Forces to handle the identified assignment
- Availability of appropriate transportation

## REASSIGNMENT/DEMOBILIZATION

The TFL will receive a briefing from the IMT or AHIMT regarding any determination of reassignment or demobilization. The following issues should be addressed:

- Official stand-down time
- Reason for reassignment or demobilization
- Transportation requirements
- Departure itinerary
- Transfer of expendable cache supplies or equipment, if any, to the local jurisdiction that should be left to support local needs (as approved by GEMA)
- Permitted cache rehabilitation period
- Permitted personnel rehabilitation period

The TFL should communicate reassignment or demobilization orders and related information back to Georgia SOC/ESF9 and GMAG FMACC, or local state EOC, if established. If communication channels are not available to the TFL, the TFL should request this information be transmitted through the IMT or AHIMT.

**II. Task Force Demobilization Assignments**

<b>Plans Team Manager</b>	<b>Post Operations/Pre-Departure - Logistics Manager</b>	<b>Cache Rehab – Logistics Manager</b>	<b>Vehicle Fleet – Logistics Manager</b>	<b>Medical Screening</b>	<b>Reimbursement</b>	<b>Admin Support</b>
IMT Demobilization Order	Cache Inventory Status / IMT Re-Supply	Cache Rehab Process	Cache Loading & Securing	Pre-Departure Medical Screening for Personnel & Canines	Deployment Purchases – Credit Cards/Invoices	Public/Media Relations
Development of Demobilization Plan	Cache Rehab Hours Estimate	Cache Inventory Reconciliation	Coordinate Driver Preparedness	Submission of TF Injury Reports, Patient Treatment Reports	Personnel Hours/Backfill	Record Keeping
Submission of Required Documents to IMT	Return IMT Issued Equipment on CUSTODY RECEIPT FOR GOVERNMENT PROPERTY ON PERSONAL CHARGE Property Transfers (Appendix A-7)	Equipment Repair or Replacement	Pre-Departure Vehicle Inspections	CISD	Equipment Replacement Costs	Point of Arrival Coordination
Personnel Evaluations	REPORT OF SURVEY (Appendix A-5) Gov't Property Lost Damaged Reports (Appendix A) to IMT/APO	Re-Supply of Expendable Items	Shipping Documentation Bills of Lading Shippers Declarations	Post Deployment Follow-up Medical Screening	Re-Supply Costs	Family Coordination
TF Deployment Surveys	Personal Issue Gear On-site Demobilization	Pharmacy/Hospital/Physician Office Cache – Re-supply and disposal	Vehicle Repair & Service	Post Deployment Canine Physicals	Transportation/ Services Costs	
Personnel Rehab	BoO & Forward Staging Area(s) Demobilization	Report Return to Readiness Status	Return to Readiness		Pharmacy/Hospital/Physician Office Cache Costs	
Post Deployment Hot Wash & After Action Report	Boo Site Return to Pre-Event Status				Submission Of Reimbursement Documentation	

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**II. .... Plans Team Manager**

**Demobilization Planning**

Upon receiving a demobilization order from the IMT, Plans Team Managers shall coordinate with Logistics Team Managers and Task Force Leaders on the conditions of the Demobilization Order. The many functions involved in mobilizing the task force shall need to be coordinated in reverse and additional considerations taken into account in order for the task force to be demobilized and returned to a state of readiness. Some of the conditions of the demobilization order that need to be readily addressed include whether there is mandatory stand down time at or near the incident, the time it will take to demobilize equipment and prepare for transport, personnel rehab time upon return home, and cache rehab time allotted to return the task force to a state of readiness.

**Personnel Performance Evaluations**

Performance evaluations for task force personnel shall be complete during demobilization. The Plans Team Manager shall coordinate the distribution of evaluation forms to task force managers to complete for all assigned personnel and return prior to dismissal of the task force at the designated point of arrival after deployment.

**Deployment Surveys**

Deployment surveys will be distributed to all personnel during demobilization. These surveys provide a method for those who deployed to provide comments about things that went well, things that did not go well, and/or suggestions for improvements to include as best practices or to include in the after action report.

**Personnel Rehab Time**

During the negotiation process of the demobilization plan the task force leader, plans team manager, and IMT will discuss and determine the amount of personnel rehab time that will be authorized upon return to the task force home base. The number of hours authorized will be dependent on the type of event, duration of the activation, and activities conducted during operations.

**Post-Deployment Hot Wash Meeting and After Action Report**

A Post-Deployment Hot Wash meeting will be scheduled within 14 days of return of the task force. The meeting will include the Task Force Leaders that deployed and at least one manager from each of the functional areas of the task force; Plans, Logistics, Rescue, Search, Medical, & HazMat. The hotwash meeting will be conducted to identify strengths and areas of improvement regarding the deployment and prepare information for the After Action Report. The plans team manager in conjunction with the team managers and task force leader(s) are tasked with producing and providing the after action report for all state task force activations. The after action report should include a synopsis of the event, best practices, and lessons learned in order for this information to be disseminated to the GSAR TF and other task forces as a learning tool. The after action report is due 30 days after demobilization from the incident.

**III. Logistics Manager**

**Post Operations/Pre-Departure**

**Cache Inventory Status Review**

Upon notification of proposed demobilization date and time, Logistics Managers will coordinate an inventory status review of cache equipment and supplies access during deployment. This inventory review will include identifying tools and equipment that were used during operations and supplies that were expended and not replaced by the IMT up to the point that the inventory status review was completed. From this status review, an estimate of the rehab hours needed and quantities of re-supply items will be determined. This review will also identify equipment needing repair or replacement so that documentation can be completed and executed with the IMT and/or IMT/Agency Having Jurisdiction (AHJ) prior to departure of the task force from the incident location.

Estimate of Cache Rehab Hours Required

The estimated hours for cache rehab will depend on the type of activation and level of operations. FEMA provides a standard guideline indicating 200 hours for a Type III incident and 400 hours for a Type I incident. These hours may need to be negotiated in consideration of the extent to which the task force was involved in operations. The following list includes types of activations and estimated task force rehab hours required:

Type I – Staging Only Event

40 Hours – .....Deployment Issued Items & Totes  
80 Hours – .....Personal Gear Bags (1 hour per bag)  
30 Hours – ..... Vehicle Off-loading, Cleaning & Maintenance  
60 Hours – Equipment and Supply Rehab & Inventory, Includes Admin Kits, Items Accessed for Training, Ordering and Replacement of Expendable Supplies  
40 Hours – .....Inventory & Maintenance Documentation  
250 Hours

Type I – Search & Recon Event

40 Hours – .....Deployment Issued Items & Totes  
100 Hours – .....Personal Gear Bags  
30 Hours – ..... Vehicle Off-loading, Cleaning & Maintenance  
140 Hours – Equipment and Supply Rehab & Inventory, Includes Search & Recon Kits, Structures Kits, Minor Rescue Equipment, Base of Operations Equipment and Supplies, Communications Equipment, Admin Kits, Ordering and Replacement of Expendable Supplies  
60 Hours – .....Inventory & Maintenance Documentation  
370 Hours

Type I – Collapse Operations Event

40 Hours – .....Deployment Issued Items & Totes  
100 Hours – .....Personal Gear Bags  
40 Hours – ..... Vehicle Off-loading, Cleaning & Maintenance  
300 Hours – Equipment and Supply Rehab & Inventory, Includes Search & Recon Kits, Structures Kits, All Rescue Equipment, Base of Operations Equipment and Supplies, Communications Equipment, Admin Kits, Ordering and Replacement of Expendable Supplies  
80 Hours – .....Inventory & Maintenance Documentation  
560 Hours

Type II – WMD Staging Only

40 Hours – .....Deployment Issued Items & Totes  
80 Hours – .....Personal Gear Bags (1 hour per bag)  
40 Hours – ..... Vehicle Off-loading, Cleaning & Maintenance  
80 Hours – Equipment and Supply Rehab & Inventory, Includes Admin Kits, All WMD Equipment and Items Accessed for Training, Ordering and Replacement of Expendable Supplies  
60 Hours – .....Inventory & Maintenance Documentation  
300 Hours

Type II – WMD Operations Event

40 Hours – .....Deployment Issued Items & Totes  
100 Hours – .....Personal Gear Bags  
40 Hours – ..... Vehicle Off-loading, Cleaning & Maintenance  
300 Hours – Equipment and Supply Rehab & Inventory, Includes Search & Recon Kits, Structures Kits, All WMD Equipment, Moderate Rescue Equipment, Base of Operations Equipment and Supplies, Communications Equipment, Admin Kits, Ordering and Replacement of Expendable Supplies

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80 Hours – .....Inventory & Maintenance Documentation  
560 Hours

Type III – Staging Only Event

20 Hours – .....Deployment Issued Items & Totes  
40 Hours – .....Personal Gear Bags (1 hour per bag)  
30 Hours – .....Vehicle Off-loading, Cleaning & Maintenance  
40 Hours – Equipment and Supply Rehab & Inventory, Includes Admin Kits, Items Accessed for Training, Ordering and Replacement of Expendable Supplies  
30 Hours – .....Inventory & Maintenance Documentation  
160 Hours

Type III – Search & Recon Event

40 Hours – .....Deployment Issued Items & Totes  
100 Hours – .....Personal Gear Bags  
30 Hours – .....Vehicle Off-loading, Cleaning & Maintenance  
80 Hours – Equipment and Supply Rehab & Inventory, Includes Search & Recon Kits, Structures Kits, Minor Rescue Equipment, Base of Operations Equipment and Supplies, Communications Equipment, Admin Kits, Ordering and Replacement of Expendable Supplies  
30 Hours – .....Inventory & Maintenance Documentation  
280 Hours

IMT Issued Equipment - CUSTODY RECEIPT FOR GOVERNMENT PROPERTY ON PERSONAL CHARGE (Appendix A-7) Government Property on Personal Charge

Logistics Managers will maintain a file during deployment for equipment issued by the IMT that would need to be returned upon demobilization of the task force. When items are returned, a status report on the condition of the items should be provided to the IMT Logistics Chief. Appropriate signatures on forms should be obtained to indicate that NE-TF1 has returned the items and a copy of this documentation retained on file showing return of the item by NE-TF1. Include forms with deployment documentation. In the event that equipment issued by the IMT was damaged, destroyed, or missing, a REPORT OF SURVEY form (Appendix A-5) will be filled out and forwarded to the IMT Logistics Chief in order for them to process the replacement of the item(s).

IMT Re-supply

Whenever possible, the task force should work to obtain re-supply of expendable items from the IMT prior to departure for demobilization. This would replenish supplies prior to departure for demobilization and place the equipment cache in a higher state of readiness in the event that the task force was redeployed while en route home. This also reduces the amount of supplies to be reordered and the shipping time to the task force that would be required during cache rehab. All items received from the IMT should be properly documented to maintain accountability. Major items may need to be added to the GSAR inventory database with information pertaining to the method and funding for which these items were acquired. Expiration dates when required should be updated for any expendable items re-supplied by the IMT.

Personnel Issued Gear Inventory

All personnel will be required to conduct a personal issued gear inventory prior to departure from the incident location. The inventory forms and gear packing lists are included in each task force member's gear bags. Demobilization of any deployment issued equipment or supplies for personal use shall also be conducted to enable logistics to estimate the amount of supplies needed and whether any equipment needs replaced or repaired. The collection of these items will also reduce the amount of rehab time needed to place all personal gear bags back into service.

Lost/Damaged Equipment - REPORT OF SURVEY

In the event that equipment or personal gear items are reported lost, damaged, destroyed, or stolen, a complete written report by the person reporting the loss or damage must be given to the TFL. Logistics will assist with any part numbers that may be needed. The task force member is

responsible to provide a statement as to the reason for the loss or damage and sign as the person providing the report. Logistics will coordinate the processing of the form to the IMT and/or IMT/AHJ as required to authorize replacement or repair.

BoO and Forward Staging Area Demobilization

Logistics and Plans will coordinate the timeframe for the demobilization of forward staging areas and the base of operations. Plans will provide a list of the personnel available and logistics will develop a plan based on the operational needs of the various functions that need supported. In most cases, sleeping areas will be demobilized first, with operational areas being demobilized as their functions diminish in preparation for final demobilization.

Convoy Travel Plan

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:

GSAR Tractor/Trailers	Fuel Tank Capacity - Diesel 50 Gallons	Range 200 Miles
Semi-Tractor/Trailers	Fuel Tank Capacity – Diesel 300 Gallons	Range 1300 Miles
Motor Coach	Fuel Tank Capacity - Diesel 150 Gallons	Range 600 Miles
Van Trucks/MCV's	Fuel Tank Capacity – Diesel 125 Gallons	Range 650 Miles
Suburbans	Fuel Tank Capacity – Gasoline/Diesel 36 Gal.	Range 450-500 Miles
4 x 4 Pickups/EMS Units	Fuel Tank Capacity – Gasoline/Diesel 30 Gal.	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. The van trucks are temperature controlled and the heating/cooling units will be in operation during transport if temperature sensitive items are on board. The GSAR Logistics Manager is in charge of coordinating vehicle operations and can assist with coordination of route development and periodic stops.

**Cache Rehab**

Cache Rehab Process

Some cache rehab may take place during demobilization of equipment and supplies prior to departure from the incident or training location. A more comprehensive cache rehab and inventory process shall occur once the task force has returned to its home base. The Logistics Manager will coordinate the schedule for cache rehab and product ordering for replacement or re-supply of cache equipment and/or supplies. It will be the desire to engage task force members who did not deploy to assist with cache rehab. This will provide the opportunity for everyone on the task force to participate as a result of the deployment.

Inventory Reconciliation

Logistics should have identified items during the cache inventory status check prior to departure from the incident or training site that require replacement or repair. During the cache rehab process, a comprehensive inventory should be undertaken to ensure that all inventory quantities are accounted for and replenished as required in preparation for the next deployment. The task force shall utilize inventory lists as checklists to ensure that inventory checks are conducted and to document missing or misplaced items.

Equipment Repair or Replacement

Equipment requiring replacement or repair shall be processed by the GSAR TF Logistics Manager using identified vendors and/or service centers. Equipment requiring repair should be sent out as soon as possible upon return so that it can be returned to service as soon as

possible. Invoices indicating the amounts for repair or replacement of equipment items should be attached to any REPORT OF SURVEY forms (Appendix A-5) that were completed prior to departure from the incident site. This documentation will be required to be included in the reimbursement process.

#### Re-Supply

For items not re-supplied by the IMT prior to departure from the incident or training site, the task force shall utilize identified vendors or distributors to re-supply cache items. All invoices shall be maintained and submitted to be included in the reimbursement process.

#### Return to Readiness

It is the goal of the task force and GEMA that the task force is returned to a state of readiness in regards to the equipment cache within 1-2 weeks of return from deployment. The GSAR program manager shall be informed of the status of the cache throughout the rehab process and upon return to readiness so that our readiness status can be reported to the state program office. The GSAR program manager shall update the status of TF readiness to the State GSAR program upon completion of cache and fleet rehab.

#### Vehicle Fleet

##### Vehicle Inspections

Inspections of all vehicles and support equipment (ATV's, trailers, forklifts, etc) shall be conducted prior to final demobilization and departure from the incident or training site. The IMT will require documentation that these inspections have been completed and that vehicles meet safety standards and are in good working order. The Logistics Manager will coordinate the inspections of all vehicles and support equipment as required and submit documentation to the IMT Logistics Chief, POA Mob, or Transportation Officer as directed. GSAR TF Logistics Managers maintain copies of the IMT required inspection forms in their documentation file kit or clipboard.

##### Decontamination

High priority should be given to the consideration for decontamination of task force vehicles and support equipment prior to departure from the incident or training site. The task force does not want contaminants to be spread throughout the return travel route or back into task force storage facilities. The IMT Logistics Chief and HazMat Coordinator can be contacted to inquire about decontamination resources that may have been set up to complete this process prior to departure from the incident location. GSAR TF's may be directed to a local truck or car wash facility. If the IMT cannot provide this resource, GSAR TF's should carry 2 pressure washers on trucks \_\_\_\_\_ and \_\_\_\_\_ that can be used to decontaminate the vehicles and support equipment. A proper location to conduct decontamination should be located and proper authority provided by the property owner to conduct such operations. The IMT Logistics or IMT HazMat may be able to assist with locating and securing a proper location. The task force carries tyvek suits that can be worn during decontamination procedures.

##### Repair & Service

The Logistics Manager shall coordinate any repairs or service that may be required for task force vehicles and support equipment. In some cases, damage reported to the IMT Logistics Chief or IMT/AHJ may not be able to be repaired until the task force returns home. Damage documented on REPORT OF SURVEY forms (Appendix A-5) and approved for repair by the IMT/AHJ can be repaired upon return and cost submitted with deployment reimbursement documentation.

#### **IV. Medical**

##### Medical Screening

Upon notification that the task force will be demobilized, the medical team should coordinate a plan for final medical screening procedures. This may include basic medical vitals and health screening including filling out various post incident health surveys or questionnaires that may be provided by the IMT Medical Unit Leader. The task force medical team managers shall also be on alert for various signs of physical and mental stress affecting individuals or units of the task force who may have been involved in particularly difficult situations or operations for which their mental or physical health may have been compromised. The medical team shall monitor all task force members for any signs of post incident stress disorders and can consider a briefing on the signs and symptoms to all task force members prior to final demobilization and/or release upon return to home base. Task Force Members deployed to an incident should be monitored following the final operations period and during travel home for any of these signs and/or symptoms. The task force leaders and task force administration shall be informed of any post incident medical issues to be considered so that follow-up procedures can be conducted as may be needed.

#### Injury Reporting

Task force members are considered "State Assets" as a result of being activated for deployment. Any injury, illness, or other medical condition requiring treatment or follow-up procedures will be treated as if the task force member was a state employee. Reporting procedures will involve the completion of the appropriate Department of Labor illness, injury, or death, reporting forms in order to utilize the state injury claims process. In the event that an injury results in lost time from work, the state worker's compensation process will be used to report the incident and be used to reimburse the task force member directly for a lost-time injury or illness. The IMT Medical Unit Leader shall be informed of any task force member related medical condition that arises as a result of participation while on deployment.

#### Submission of Patient Reports

Upon notification of demobilization of the task force, the medical team manager shall confer with the IMT Medical Unit Leader on the medical reports and/or forms that must be completed and filed with the IMT prior to demobilization of the task force. This may include patient treatment reports, task force member injury or illness reports, and Department of Labor forms as may be indicated. Copies of all medical reports or records generated as a result of a deployment shall be forwarded to the Plans Team Manager in a secure envelope at the conclusion of the deployment. These medical documents shall be maintained by the task force as required by local, state, or federal guidelines and for future reference in the event of injury, illness, or follow-up claims and medical procedures.

#### Follow-up Medical Screening

Any reports of post-deployment medical issues should be forwarded to the GSAR TF Medical Director for review. The Medical Director will work in conjunction with the affected individual's personal physician, if required. All deployed task force members are considered state employees for purposes of injury or illness reporting due to their participation on the deployment and the appropriate Department of Labor forms shall be completed. Any post-deployment injury or illness that may be associated with the deployment will also need to be considered for state employee status. State worker's compensation requirements may also be in effect for task force members who may lose time from work due to injury or illness as a result of the deployment.

#### Critical Incident Stress Debriefing

Upon notification that the task force will be demobilized, the task force medical team manager shall confer with the IMT Medical Unit Leader to determine if initial CISD will be required of individuals or the entire task force prior to final demobilization of the task force from the incident location. If CISD is to be conducted, the GSAR Task Force Leader and Plans Team Manager shall be informed so that it can be included in scheduling for demobilization of the task force. In the event that CISD will be conducted upon return to the task force home base, the task force medical team managers inform the task force leaders who will provide notice to the Sponsoring Agency so that arrangements can be made in preparation for the return of the task force. In some cases, task force members travel significant distances to return home upon release from

deployment. The task force will need to correspond with these members to follow up and coordinate CISD meetings at their respective home locations as may be required.

#### Canine Medical Screening

The canines also may require post-incident and/or post-deployment medical screening. The IMT Medical Unit Leader can be contacted to inquire about Veterinary Medical Assistant Teams (VMATs) that may have been activated to support disaster efforts. The VMAT would have the capability to provide post-incident health screenings for the canines prior to final demobilization of the task force. In the event that the canines do not receive post incident health screening prior to final demobilization and return home, the task force shall coordinate health screenings for canines as may be required as a result of their level of operations during deployment. Post-deployment health screenings are a reimbursable cost and should be highly considered when indicated by the activity levels that were experienced during the deployment.

#### **V. Reimbursement**

The State GSAR Program has provided the task force with a reimbursement document which is used to prepare the deployment reimbursement documentation for submission. Records of all deployment purchases via cash, receipts, invoices, credit card statements, etc shall be maintained as documentation for the reimbursement process. Compensation, payroll, and fringe benefit records will be utilized to complete the task force payroll portion. Supporting documents such as the FEMA Form REPORT OF SURVEY (Appendix A-5) shall be included to support the replacement and/or repair of cache equipment.

#### Credit Card Statements

Statements for the GSAR TF issued credit cards are directed to the GSAR Logistics Center to enable the prompt payment of deployment expenses paid via credit card. The credit cards shall be returned to the supplying Agency Finance department upon return from deployment. Members who have been issued credit cards are provided a documentation folder upon activation in which to maintain receipts and a log of all purchases.

#### Personnel Hours/Backfill Hours

Task force personnel are compensated on a "portal to portal" basis generally meaning that they are paid from the time of activation until their return home. Time is calculated for each member depending whether they are affiliated with the sponsoring agency, a participating agency, or as an individual contracted member.

#### Equipment Replacement & Cache Re-Supply

Records of equipment and supply purchases to support the rehab of the equipment cache will be maintained and provided for the reimbursement process. Unless otherwise directed or approved by GEMA, all purchases must be referenced from the currently approved equipment cache list.

#### Transportation & Services

Records of approved contracted bus charter, air charter, and/r rental or leased vehicles shall be maintained and provided as reimbursement documentation. Vehicle maintenance and service costs related to the deployment are also authorized to be included in the costs to be reimbursed.

#### Pharmaceuticals

Most pharmaceuticals are provided and maintained per agreement with the Pharmacy/Hospital/Physician Office cache provider. Some are handled by GSAR TF and through Medical Unit agency. The Pharmacy/Hospital/Physician Office cache cannot be returned once it has been issued by the Pharmacy/Hospital/Physician Office and shall be entirely replaced under costs for the deployment. In some cases, the task force may direct the Pharmacy/Hospital/Physician Office to defer the replacement until some of the first expiration dates are met. For instance, if the task force deployed with the Pharmacy/Hospital/Physician Office cache and very few items were used, the Pharmacy/Hospital/Physician Office cache may be maintained by the Medical Unit in climate controlled conditions. If, during this time, the task

force is deployed again the Pharmacy/Hospital/Physician Office cache will only be billed against one deployment with only minor pharmaceutical re-supply costs submitted on the other reimbursement claim.

#### Submission of Reimbursement Documentation

The task force shall prepare the final reimbursement documentation and submit no later than 90 days after the date of the demobilization order. The task force is authorized to submit a pre-reimbursement estimate of compensation costs and may receive up to 75% of those costs within 30-45 days of deployment. This will help the sponsoring agency to defray the costs for compensation paid out to the deployed members. This also reduces the financial responsibility held by the sponsoring agency until full reimbursement can be authorized by GEMA.

### **VI. Sponsoring Agency Administrative Support**

#### POA Coordination

GSAR TF agencies will assist non-deploying Plans and Logistics personnel with the coordination of the Point of Arrival for the task force upon return from deployment. The GSAR TF Logistics agency or other designated location will need to be prepared for arrival of the task force and for the staging of family awaiting the arrival of their deployed task force member. Items to be considered include the set up of check in/check out table, seating and tables, beverages, and cleaning of restrooms and general reception areas.

#### Family Notification of TF Return

GSAR TF agency will coordinate the notification of family members of the anticipated demobilization and arrival time of the task force. Non-deploying Plans Team Managers can be tasked with supporting the scheduling of events in preparation for arrival of the task force. The list of events can be added to the "Family" website area on the GMAG/GEMA website and the GEMA/GMAG notification system system can be utilized to notify the family points of contact of the impending arrival.

#### TF Arrival Record Keeping

agency administrative staff can be utilized to assist with documentation relating to the return of the task force. This includes out-processing procedures including time records, personal travel documents, and other related documentation needs.

#### Media Coordination

The agency Fire Chief's office in conjunction with non-deploying task force leaders will assist with coordinating media coverage of the return of the task force. Press release information and distribution is handled by GEMA. Staging of media for the coverage of the return of the task force shall be coordinated in order to provide families the first opportunity to welcome back the task force. The media will be provided a briefing by one or more of the deployed task force leaders and access for interviews of deployed task force members will be on a voluntary basis only and as coordinated by task force leadership.

#### Task Force Debriefing

The TFL should ensure that a Task Force debriefing is conducted prior to leaving the POA while the focus is still on the mission. The intent of this debriefing is to highlight issues and accomplishments of the mission. Lessons learned during the mission should be noted and discussed.

This information should be captured in written form for subsequent After-Action Reports.

#### Post-Mission Operational Debriefing

The sponsoring agency should conduct a full post-mission debriefing, as soon as practical following the mission. All Task Force personnel should be actively involved in the critique at some level. In addition, supervisory and other personnel from the sponsoring agency involved in program management and

mobilization should attend.

The purposes of the post-mission debriefing are to:

- Identify all accomplishments of the Task Force
- Identify any problems encountered
- Evaluate improvements for future mobilizations and operations
- Identify the lessons learned
- Identify standards or procedures that should be altered or improved in the GSARTF State Response System

Past experience has shown that all accomplishments, problems, or important issues are not universally known to all members of a response team at the conclusion of a mission. This includes the team leaders or supervisory personnel. The post-mission debriefing should be used to fully identify, discuss, and capture important information from all Task Force personnel and ensure that everyone understands the issues. Task Forces may hold a debriefing session for the entire Task Force or for individual teams or functions and/or for managers and TFLs. The issues identified in the critique should be captured in writing. This information should be incorporated into the Task Force After-Action Report that is submitted to GEMA.

**APPENDIX A-1**

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Task Force Member In-Processing Check Sheet

Name (print): \_\_\_\_\_

Station:	Time Completed:	By:
Check In		
Personal Item Sheet Turned In		
BPA/Vitals		
Medical Screen		
Personal Gear/Tote Issue		
Radio/GPS Issue		
Gear Pack & Inventory Sheet		
Weigh TF Member & Gear, if Required		
Turn In Completed In-Processing Sheet		

Upon completion of In-Processing Checklist, please be seated in Task Force Briefing Area.

Thank you.

Task Force Member In-Processing Check Sheet

Name (print): \_\_\_\_\_

Station:	Time Completed:	By:
Check In		
Personal Item Sheet Turned In		
BPA/Vitals		
Medical Screen		
Personal Gear/Tote Issue		
Radio/GPS Issue		
Gear Pack & Inventory Sheet		
Weigh TF Member & Gear, if Required		
Turn In Completed In-Processing Sheet		

Upon completion of In-Processing Checklist, please be seated in Task Force Briefing Area.

Thank you.

**APPENDIX A-2**

**Deployment Rate Verification**



Task Force:  
Event Name:  
Participating  
Agency:

Name (Last, First):	Social Security #: (enter last four)	Position:	Straight Time Hourly Rate:	Overtime Hourly Rate:	Straight Time Benefit Rate %:	Overtime Benefit Rate %:
1			\$ -	\$ -	0.0000%	0.0000%
2			\$ -	\$ -	0.0000%	0.0000%
3			\$ -	\$ -	0.0000%	0.0000%
4			\$ -	\$ -	0.0000%	0.0000%
5			\$ -	\$ -	0.0000%	0.0000%
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34			\$ -	\$ -	0.0000%	0.0000%

I certify that each Individual's hourly pay and benefit rates listed above are true and correct as of the deployment dates for the event named. I further certify that I have in my possession the necessary documentation to verify the information provided.

\_\_\_\_\_  
Date  
Page \_\_\_\_ of \_\_\_\_

Signature  
  
Printed Name & Title



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Action Order Form			
#:			
ACTIVATION ORDER			
A Sponsoring Agency Chief, Program Manager or Task Force Leader must reply to the National Response Coordination Center (NRCC) ESF-9 (US&R) Desk at _____ with the sponsoring agency's acceptance or refusal of this Order within one hour of its distribution.			
I. Event Information:			
1) Event name: _____			
2) Event description: _____		including a _____ trip.	
3) Action requested: _____ NRCC _____ RRCC _____		4) ARF # requesting this action: _____ Link _____	
5) Other US&R resources involved in this event: _____ (Type I), _____ (Type I) or Alert _____ (Type I) & _____ (Type I).		Warehouse: _____ (Type I) & _____ (Type I).	
Further information can be obtained from the US&R Program Office or from ESF-9 in the NRCC.			
II. Resource Information:			
1) US&R resource requested: _____ Incident Support Team (See attached roster)			
2) US&R resource type: _____		3) # of personnel approved: _____	4) # of Ground Support Personnel (GSP) approved: _____
5) Order effective date & time: _____		6) Time Zone: _____	
Ensure compliance with US&R Program Directive 2005-017			
No additional positions, personnel or equipment are to be included in this response without written approval from the US&R Program Office.			
III. Destination Information:			
1) Method of travel: _____	2) Arrival date & time no later than (NLT): _____	3) 1/17/09 8:00 PM	4) Time Zone: _____
5) Destination name: _____			
6) Address: _____			
7) Destination POC: _____		8) POC Phone: _____	
When traveling by ground, GlobalSat vehicle tracking transmitters shall remain active throughout the course of this mission.			
IV. Instructions / Authorizations:			
1) Other instructions: _____			
Per the Action Requestor you are being ACTIVATED as part of an IST - Advance Element (IST-A) to support FEMA ESF-9 (US&R) activities. An IST organizational chart and a list of activated IST members is attached. YOU SHOULD MAKE PREPARATIONS TO DEPART IMMEDIATELY AS DIRECTED ABOVE. If current weather and travel conditions warrant, please use caution and discretion in reporting by the NLT time specified. Your travel progress should be reported every two hours to ERF-9 in the NRCC at _____.			
Any airline travel reservations must be made through National Travel at _____.			
2) Specific authorizations: _____		Spending Limit: _____	Personnel Rehab hours: _____
Cashier Rehab hours: _____			
The authorizations above are not to be exceeded without written approval from the US&R Program Office.			
Reimbursement of salaries, benefits, backfill and other related costs for this mission will be in accordance with 44 CFR 206, the Response Cooperative Agreement and the Memorandum of Agreement between FEMA and the sponsoring agency for your task force.			
V. Contact Information:			
IST ESF-9 Leader Name: _____		Phone: _____	202
IST ESF-9 Cap. Leader Name: _____		Phone: _____	202
IST Leader Name: _____		Phone: _____	281
IST Ops. Leader Name: _____		Phone: _____	700
VI. Special Instructions / Amendments:			
VII. FEMA Approval:		VIII. Task Force Sponsoring Agency Approval:	
1) Signature: _____	2) Signature: _____	The Task Force:	
Title: _____	Title: _____	<input type="checkbox"/> accepts this Order.	
		<input type="checkbox"/> declines this Order.	
Any questions concerning this Order should be addressed to the US&R Program Office at _____.			

FEMA US&R Form 18-002 (Feb09)

APPENDIX A-3

APPENDIX A-3B

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ACTIVATION ORDER		Incident Support Team 1/17/09 5:00 PM
IX. IST Roster:		
IST Roster	Name: Last, First	Task Force:
1	IST Leader	
2	IST Leader (Deputy)	
3	IST Safety Officer	
4	IST Information Officer	
5	IST Operations Chief	
6	IST Operations Chief (Deputy)	
7	IST Planning Chief	
8	IST Planning Chief (Deputy)	
9	IST Situation Unit Leader	
10	IST Structures Specialist	
11	IST Logistics Chief	
12	IST Logistics Chief (Deputy)	
13	IST Comm. Unit Leader	
14	IST Comm. Unit Leader (Deputy)	
15	IST Medical Unit Leader	
16	IST Medical Unit Leader (Deputy)	
17	IST Transportation Unit Leader	
18	IST PQA / Mob Specialist	
19	IST Hazmat Specialist	
20	IST LNO	
21	IST US&R Specialist 1	
22	IST US&R Specialist 2	
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FEMA US&R Form 18-002 (Feb09)

**APPENDIX A-4**

 <b>Deployment Vehicle Inventory</b> 							
<b>VEHICLE INVENTORY</b> <small>(USE ADDITIONAL SHEET IF NECESSARY)</small>		1. INCIDENT NAME (Task Force / Incident):		2. DATE PREPARED:	3. TIME PREPARED:		
4. VEHICLE INFORMATION:							
a.	b.	c.	d.	e.	f.	g.	
Designation	Description	License Plate	VIN #	Qualcomm Unit ID	POC Name	GVW	Cell / Sat #:
1							
2							
3							
4							
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PAGE: <b>1 of 1</b>		5. PREPARED BY (GROUND SUPPORT UNIT):					

FEMA US&R Form 18-4





**APPENDIX A-6**

<b>PROPERTY TRANSFER REPORT</b>				DATE	
				REPORT NUMBER	
FROM			TO		
RELEASING OFFICE			RECEIVING OFFICE		
ADDRESS-NUMBER AND STREET			ADDRESS-NUMBER AND STREET		
CITY, STATE, AND ZIP CODE			CITY, STATE, AND ZIP CODE		
CUSTODIAN			CONSIGNEE		
TERMS OR AUTHORITY TRANSFER					
LINE ITEM	DESCRIPTION OF PROPERTY	QUANTITY	UNIT VALUE	TOTAL VALUE	
			TOTAL		
SHIPPING INSTRUCTIONS					
APPROVED	SIGNATURE	TITLE		DATE	
RELEASED	SIGNATURE	TITLE		DATE	
RECEIVED	SIGNATURE	TITLE		DATE	

FEMA FORM 61-8 [MS Excel]

**APPENDIX A-7**

<small>FEDERAL EMERGENCY MANAGEMENT AGENCY</small> <b>CUSTODY RECEIPT FOR GOVERNMENT PROPERTY ON PERSONAL CHARGE</b>			
1. ISSUE DATE	2. NAME OF CHARGEABLE EMPLOYEE		
4. CUSTODY RECEIPT NUMBER (Optional)			
7. DESCRIPTION OF PROPERTY ( <i>Show make, model, serial no., FEMA barcode number, and accessories</i> )			
<b>8. CERTIFICATE OF RECEIPT AND RESPONSIBILITY:</b> <i>By my signature below, I acknowledge possession of the Government property listed above. I accept full responsibility for the proper use and protection of the property. I understand that the property is <b>FOR OFFICIAL USE ONLY</b> and it may not be transferred except by return to or approval of the Issuing Official.</i>			
9. SIGNATURE OF CHARGEABLE EMPLOYEE		10. SIGNATURE AND TITLE OF ISSUING OFFICIAL	
11. RETURN DUE DATE	12. EXTENDED TO: BY:	13. DATE RETURNED	14. RECEIVED BY
15. PROPERTY MAY BE REMOVED FROM THE PREMISES <input type="checkbox"/> YES <input type="checkbox"/> NO		16. SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL	
		17. DATE	

APPENDIX A-8

Driver Statement of On-Duty Hours (10/19/07)

**INSTRUCTIONS: Motor carriers when using a driver for the first time or intermittently shall obtain from the driver a signed statement giving the driver's total time on-duty during the immediately preceding 7 days and time at which such driver was last relieved from duty prior to beginning work for such carrier (see Section 395.8(j)(2) Federal Motor Carrier Safety Regulations). NOTE: Hours for any compensated work during the preceding 7 days, including work for a non-motor carrier entity, must be recorded on this form.**

Driver Name (Print): \_\_\_\_\_

Driver's License:

State: \_\_\_\_\_ Number: \_\_\_\_\_ Class: \_\_\_\_\_

Day	1 (Yesterday)	2	3	4	5	6	7	
Date								
Hours Worked								<b>TOTAL HOURS:</b>

I hereby certify that the information given is correct to the best of my knowledge and belief, and that I was last relieved from work at:

\_\_\_\_\_ ! A.M. ! P.M.  
Time

On \_\_\_\_\_  
Day Month Year

**APPENDIX A-9**

**Controlled Medication Accountability Record** (Date \_\_\_\_\_)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

The following schedule II pharmaceuticals were transferred from:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Name Signature Agency

to: \_\_\_\_\_  
Recipient Print Name Signature Agency

on the above date and time. The recipient of this material is solely responsible for its safe keeping and proper dispersal/disposal in accordance with Federal Drug Administration regulations.

Quantity	Description
-	Example: Morphine Sulfate, 1mg/ml, 10ml preloads
_____	_____
_____	_____
_____	_____
_____	_____

**Canine Meds**

Example: Euthasol, 100 ml bottle  
\_\_\_\_\_

**Other**

## Task Force Personnel Info

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**APPENDIX A-10  
(Medical Certificate)**

This side to be filled out by Task Force Member:

Name (print): \_\_\_\_\_

Task Force Position: \_\_\_\_\_

Deployment Name: \_\_\_\_\_

Privacy Act Statement		
Principal Purpose: To provide task force medical authority with information regarding recent medical treatment history. The information is used to determine medical qualification for deployment. Information provided is considered confidential.		
Disclosure is voluntary: Failure to provide the requested information will result in medical disqualification		
Do you currently have any medical or dental problems?	Yes	No
Have you had any medical or dental problems in the last 60 days?	Yes	No
Have you been seen or treated by a health care provider in the last 60 days?	Yes	No
Have you been hospitalized or had surgery in the last 12 months?	Yes	No
Are you currently taking medication, or have you taken prescription medication in the last 60 days?	Yes	No
Are you currently receiving, or have you in the past received VA disability, Worker's Compensation, or any other type of compensation for health or physical reason?	Yes	No
List Current Medications:		
Explain any YES answers above:		
I certify that the above information is true and correct to the best of my knowledge. I further understand that false statements made on this form may cause discharge, dismissal, or disciplinary action.		
Signature:	Date:	

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**APPENDIX A-10B**

**Medical Examination**

**This side to be completed by Task Force Medical Team:**

**Vital Signs:** All readings are to be obtained at rest. Any TF member not meeting the guidelines will be re-evaluated every 20 minutes for a total of 3 evaluations. If unable to pass, the TF Leader will be advised to replace the task force member.

Vital Signs -- Performed by Paramedic or Physician	Considerations / Guidelines	Pass	Fail
BP: #1 / #2 / #3	Systolic < 180 Diastolic < 120		
Pulse: #1 #2 #3	Pulse < 120		
Temperature: _____	Temp < 101 F		
Weight: _____			
<b>Examination -- Performed by Physician</b>			
HEENT Exam:	Ear Infection, Sinus Infection, Sore Throat		
Cardiovascular Exam:	Unstable Angina Chest Pain/Pressure Palpitations Less Than 60 Days Since Surgery Symptomatic Peripheral Vascular Disease		
Pulmonary Exam:	Asthma/COPD Exacerbation Exacerbation Within Prior 2 Weeks Infectious or Contagious Pulmonary Disease Shortness of Breath		
Significant Illness or Surgery:	Currently on temporary modified work assignment or sick leave		
Surgical Procedures:	Post Operative Period If: Still in Rehabilitation Wearing Supportive Devices Sutures in Open Wounds Limited Activity Due to Surgery		
Gastrointestinal Exam:	Diarrhea Bright Red Blood per Rectum Active St Blood / Melena Abdominal Tenderness		
Musculoskeletal:	Casts, Braces Sprains, Strains, Fracture Back or Joint pain Bleeding Disorders		
Hematological:	Taking Anti-Coagulants (other than aspirin) Without Recent Adequate INR Vitamin K		
Endocrine:	Insulin Dependent (Has Adequate Supply?)		
Neurological:	Vertigo Current Migraine Headaches		
Evaluated By: _____		Date: _____	

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**APPENDIX A-12**

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**Family Packet Information Sheets**

#99

Please PRINT CLEARLY!  
Deployed Members Name:

Name of Who You Want Notified:

Notified Street Address:

Notified City:	Notified State:	Notified Zip:
Notified Home Phone:	Notified Work Phone:	Notified Cell Phone:

#100

Please PRINT CLEARLY!  
Deployed Members Name:

Name of Who You Want Notified:

Notified Street Address:

Notified City:	Notified State:	Notified Zip:
Notified Home Phone:	Notified Work Phone:	Notified Cell Phone:

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APPENDIX A-13

## Media Access Informed Consent Form

Whereas, I (NAME) \_\_\_\_\_, representing [Name of organization] \_\_\_\_\_, am about to travel with \_\_\_\_\_, and Whereas, I am doing so entirely upon my own initiative (or my own and my employer's initiative), risk and responsibility; and Whereas, I recognize that covering response/recovery operations at disaster scenes or elsewhere carries with it certain inherent risks to life, limb, and equipment; and Whereas, I recognize that the Georgia Emergency Management Agency (GEMA), and other organizational elements of GEMA, in pursuing the accomplishment of its primary mission, cannot guarantee my personal safety or the safety of my equipment, and I understand that my acknowledgement and execution of this consent and release is a condition to being credentialed to have media access with agency operations and receiving agency assistance or coordination with respect to that coverage.

Now, therefore, in consideration of the permission extended to me, I do hereby for myself, my heirs, executors and administrators, (and on behalf of my employer, if any) release, remise, acquit, satisfy, and forever discharge GEMA and its member officers, agents and employees acting officially or otherwise, from any and all claims, demands, actions or causes of action, on account of my death or on account of any injury to me or my property which may occur from any cause during my stay, travel, and all ground, flight or water operations incident thereto.

I also acknowledge receipt of and agree to abide by any media access ground rules which have been provided to me by the agency, and to withhold any sensitive information which may be accidentally or improperly disclosed to me during the period of granted access or travel. I agree that all interviews with agency employees or employees of agency contractors during the media access will be "on the record" unless stated otherwise. During my stay with \_\_\_\_\_, I will not interfere with any operations. I understand that failure to comply with these restrictions may result in the loss of my or my employer's authorization to accompany \_\_\_\_\_ during mission operations or other agency activities, and may result in cancellation of my or my employer's participation in the agency's media access program.

I represent that I am authorized to execute this consent on behalf of my employer, if any.

\_\_\_\_\_  
Signature

**Date**

**Printed Name:**

**Media organization Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Please provide contact information for a person to be notified in an emergency (preferably next immediate relative):

\_\_\_\_\_  
**Witness** \_\_\_\_\_ **Witness** \_\_\_\_\_  
\_\_\_\_\_

## **Acronyms and Glossary of Terms**

**Use the following link for the National Capital Region, Homeland Security  
Program listing:**

<http://www.ncrhomelandsecurity.org/ncr/glossary.asp#glossary>