

## REGIONAL FIRE-RESCUE DISASTER COORDINATOR

**Position Responsibility:** Command disaster assistance operations at the regional level.

### **Actions:**

- \_\_\_\_\_ Appointed annually by the Chair of the Disaster Committee.
- \_\_\_\_\_ Identifies at least one (1) alternate for the Region.
- \_\_\_\_\_ Appoints Fire-Rescue personnel and other essential personnel within the region to serve as Operations, Plans, Logistics, Administration, EMS Liaison, Liaison, Public Information and their alternates as well as other positions deemed necessary to fill the Incident Management positions prior to or immediately after the disaster.
- \_\_\_\_\_ Serves as Incident Commander for the Fire-Rescue Response Plan in the affected Region. Uses the Statewide Coordinator as liaison for assistance outside of the Region.
- \_\_\_\_\_ Serves as member of the State Disaster Planning Committee.
- \_\_\_\_\_ Identifies County Disaster Coordinators.
- \_\_\_\_\_ Interacts with various Area Emergency Operations Centers in the Region.
- \_\_\_\_\_ Identifies mobilization staging areas for disaster assistance. Updates this information as needed.
- \_\_\_\_\_ Coordinates mutual aid assistance into the disaster area.
- \_\_\_\_\_ Pre-determines equipment, personnel, etc. that are available for response from within the region.
- \_\_\_\_\_ Communicates with the State Fire-Rescue Disaster Coordinator.
- \_\_\_\_\_ Responsible for training of staff, functional leaders, and alternates.
- \_\_\_\_\_ Maintains access to inventories of equipment, personnel, etc. in region.
- \_\_\_\_\_ Utilizes IMS as the management structure and establishes the components of it, as needed in support of the Region's activities.

## **REGIONAL FIRE-RESCUE DISASTER COORDINATOR (Cont)**

- \_\_\_\_\_ Maintains an overhead team for assignment to the State EOC at ESF 4 and 9, Fire Marshals office or advance teams into affected areas.
- \_\_\_\_\_ Prepares (2) task forces available for rapid mobilization within 2 hours of a request.
- \_\_\_\_\_ May serve as a liaison between Unified Command agencies within their region during an activation.

## COUNTY FIRE-RESCUE COORDINATOR

**Position Responsibility:** Serves as the liaison for the Regional Fire-Rescue Disaster Coordinator to the local emergency management authority.

### **Actions:**

- \_\_\_\_\_ Appointed annually by the Regional Disaster Coordinator.
- \_\_\_\_\_ Serves as a liaison for the Statewide Disaster Response Plan within the local EOC.
- \_\_\_\_\_ Identifies a contact for each department in the County.
- \_\_\_\_\_ Identifies each department's ability to provide assistance and what form that assistance will take; personnel, apparatus, etc.
- \_\_\_\_\_ Identifies resources for response; reports and updates this information to the Regional Logistics Officer.
- \_\_\_\_\_ Keeps records for rapid activation of personnel, equipment, etc. in the County.
- \_\_\_\_\_ Updates the Regional Logistics Officer and reports changes of equipment, personnel, etc.
- \_\_\_\_\_ Shall receive and/or assist the affected jurisdiction with their response needs assessment and transmits this through the Local Emergency Manager to the State Coordinator through the Regional Coordinator.
- \_\_\_\_\_ If the County Fire-Rescue Coordinator is in the affected area, the Coordinator becomes the requestor for assistance through the Regional Coordinator.
- \_\_\_\_\_ If the County Fire-Rescue Coordinator is in an unaffected area, resources are gathered as requested by the Regional coordinator.
- \_\_\_\_\_ Utilize IMS as the recognized management system and activate the components of it as needed.

## **INFORMATION OFFICER**

**Position Responsibility:** This is a specialty position deployed through the Plan using an established system developed by the Connecticut Fire Service. Their responsibility is to deploy as requested and work for the requesting agency as tasked to formulate and release information about the incident to news media, the Public, and other appropriate agencies in a timely and accurate manner as approved by the State EOC, Public Information. Represent the CFS in a professional manner.

### **Actions:**

\_\_\_\_\_ Appropriate Regional Coordinator shall contact the PIO Section Deployment Team Committee Chairperson to identify requested resources.

\_\_\_\_\_ A roster of members for the PIO Deployment Team will be kept by the Deployment Team Chairperson.

\_\_\_\_\_ The PIO Deployment Chairperson shall check in and establish communications with the State EOC, ESF 14, Public Information.

\_\_\_\_\_ All Fire Service PIO resources will be coordinated through ESF 4 & 9 at the State EOC. Tasking numbers will be received from the Regional Coordinator and be confirmed to the local agency through the County Coordinator.

\_\_\_\_\_ When deployed to an incident the PIO will serve at the direction of the local agency and assigned local incident commander.

## REGIONAL EMS LIAISON

**Position Responsibility:** Contact, communicate, and coordinate with the EMS private providers and those not directly under the immediate authority of the local fire department within the Region in accordance with the Disaster Response Plan. The emergency medical services function is the responsibility of ESF 8 “Health and Medical.” The Connecticut Fire Service’s Disaster Response Plan is used as the method to mobilize and deploy pre-hospital EMS resources. The Regional EMS Liaison provides a link between the Regional Coordinators and the field for EMS resources, especially those that may not be associated with local fire departments.

### **Actions:**

- \_\_\_\_\_ Appointed by the Regional Coordinator annually.
- \_\_\_\_\_ Check in and establish communications with the Regional Fire-Rescue Coordinator, and receive briefing and assignment.
- \_\_\_\_\_ Identify assisting EMS agencies/jurisdictional representatives and establish communications and link them into the resource availability process.
- \_\_\_\_\_ Provide a point of contact for assisting EMS agencies/jurisdictional representatives, in coordination with the Regional Coordinator and appropriate County Coordinator.
- \_\_\_\_\_ Identify available ALS and BLS units, the number and types of transport units, and personnel that are State certified paramedics or EMT’s, and report these numbers to the Regional Logistics Officer.
- \_\_\_\_\_ Respond to requests for EMS organizational contacts.
- \_\_\_\_\_ Monitor emergency situation and involvement of each EMS agency/jurisdiction.
- \_\_\_\_\_ Monitor incident operations to identify and resolve EMS related inter-organizational coordination problems.
- \_\_\_\_\_ Demobilize at the request of the Regional Coordinator and forward pertinent incident documentation.

## REGIONAL OPERATIONS SECTION OFFICER

**Position Responsibilities:** Management and coordination of all resource deployment from the Region consistent with the Disaster Response Plan. This position is staffed at the determination of the Regional Coordinator.

### **Actions:**

- \_\_\_\_\_ Activate and brief Operations Section branches, groups, and/or divisions, as necessary, to support the mission request.
- \_\_\_\_\_ Participate in the preparation of an incident action plan for resource deployment, after consultation with Operations staff.
- \_\_\_\_\_ Execute the incident action plan.
- \_\_\_\_\_ Contact, assemble and brief all branch, group, and division supervisors.
- \_\_\_\_\_ Implement pre-staging areas as necessary.
- \_\_\_\_\_ Determine on going needs, request additional resources as necessary, and resolve problems reported by subordinates.
- \_\_\_\_\_ Update Regional Fire-Rescue Coordinator, as needed.
- \_\_\_\_\_ Maintain log, including operational times, significant events, names of section personnel, etc.
- \_\_\_\_\_ Brief personnel as to current status of emergency operations and incident action plan objectives prior to deployment and relief.
- \_\_\_\_\_ Implement demobilization of Regional Operations Section, forward all logs and pertinent data for incident documentation.

## REGIONAL PLANNING SECTION OFFICER

**Position Responsibility:** Collect, evaluate and disseminate information about the incident situation and status of resources, prepare strategies for the regional incident action plan, and manage the planning section unit(s). This position is activated at the determination of the Regional Fire-Rescue Coordinator.

**Emergency Actions:**

- \_\_\_\_\_ Check in and obtain briefing from the Regional Fire-Rescue Coordinator.
- \_\_\_\_\_ Organize, activate, brief, and manage planning section units (Situation, Resource, Documentation, Demobilization) as necessary.
- \_\_\_\_\_ Screen incoming damage and casualty information and see that pertinent data is posted to status boards, maps or similar records.
- \_\_\_\_\_ Utilize ICS forms 202-206, 221 as necessary.
- \_\_\_\_\_ Gather complete intelligence regarding the incident situation and status of resources.
- \_\_\_\_\_ Evaluate preliminary disaster information. Determine the extent of damage and estimate the extent of records required to support the emergency operations.
- \_\_\_\_\_ Schedule and facilitate planning meetings with Regional Fire-Rescue Coordinator and staff.
- \_\_\_\_\_ Maintain status of all emergency response resources.
- \_\_\_\_\_ Compile and display incident and resource status summary information.
- \_\_\_\_\_ Assist in preparation of the regional incident action plan for operational periods.
- \_\_\_\_\_ Assemble information on alternative strategies and make recommendations for the plan to the Regional Fire-Rescue Coordinator.
- \_\_\_\_\_ Prepare and distribute regional incident action plan.
- \_\_\_\_\_ Prepare demobilization plan and distribute as necessary.
- \_\_\_\_\_ Brief relief personnel as to plan section/incident status.
- \_\_\_\_\_ Maintain a unit log, including operational times, significant events, names of personnel, etc.
- \_\_\_\_\_ Insure documentation is complete for this section and entire incident.

## REGIONAL LOGISTICS SECTION OFFICER

**Position Responsibility:** Manage resources, which provide for personnel, equipment, facilities, Services, transportation and material in support of the disaster activities. This position is activated at the determination of the Regional Fire-Rescue Coordinator.

### **Emergency Actions:**

\_\_\_\_\_ Organize, activate, brief and manage Logistic Section branches/personnel (County Coordinator, Support Branch, Services Branch, Other), as necessary.

\_\_\_\_\_ Participate in the preparation of the regional incident action plan.

- Advise on current service and support capabilities.
- Prepare service and support elements of the incident action plan.

\_\_\_\_\_ Identify current and future services and support requirements for planned and expected operations.

\_\_\_\_\_ Coordinate and process all requests for additional resources from the Section Chiefs (in conformity with priorities established within the incident action plan).

\_\_\_\_\_ Utilize resources as established within the Statewide Fire-Rescue Disaster Response Plan through the Regional Coordinator or liaison.

\_\_\_\_\_ Maintain a section log including operational times, significant events, contracts, names of personnel, etc.

\_\_\_\_\_ Notify relief personnel of current emergency/logistics status.

\_\_\_\_\_ Demobilize section in conformity with demobilization plan.

\_\_\_\_\_ Forward all pertinent data, logs, reports, paperwork to Plans for incident documentation.



## **REGIONAL FINANCE/ADMINISTRATIVE SECTION OFFICER**

**Position Responsibility:** Manages and coordinates the financial and administrative aspects of the incident. Supplies documentation for reimbursements. This position is activated at the determination of the Regional Coordinator.

### **Emergency Actions:**

- \_\_\_\_\_ Organize, activate and brief administrative units (Time Recording, Legal, Cost Analysis, Compensation and Claims), as necessary.
- \_\_\_\_\_ Attend planning meetings to gather information and provide financial, cost, and administrative analysis.
- \_\_\_\_\_ Provide information to the County Coordinators on reimbursement issues associated with the event.
- \_\_\_\_\_ Obtain and record all financial data and prepare incident cost summaries, as necessary.
- \_\_\_\_\_ Maintain a unit log to include times, significant events, names of personnel, etc. that are assigned to administrative section.
- \_\_\_\_\_ Demobilize Administrative Section in accordance with plan approved by the Regional Fire-Rescue Coordinator.

## LIAISON OFFICER

**Position Responsibilities:** Serves as a Liaison for the Statewide Disaster Coordinator to the Incident Command structure within an impacted area.

\_\_\_\_\_ Appointed by the Statewide Disaster Coordinator or Logistics Section Chief at the State EOC to respond to an impacted area.

\_\_\_\_\_ Assesses the situation at the local emergency operations center and from input gathered from the Incident Commander, Emergency Manager, and Fire Chief.

\_\_\_\_\_ Act as an intelligence source for ESF 4 & 9 and the Office of Emergency Management, reporting back to them on the status from ground zero.

\_\_\_\_\_ Serve as a resource for the local jurisdiction, guiding them on the process to obtain resources through the Disaster Plan.

\_\_\_\_\_ Function as a liaison in the re-deployment of units by advising the local jurisdiction of requests coming from other jurisdictions for resources and by advising the State EOC of the status/need for resources within the jurisdiction where they are currently deployed.

\_\_\_\_\_ Verify that requested resources have, in fact, made it to the requesting jurisdiction and report to ESF 4 & 9 on their status as well as keeping the local jurisdiction advised as to the status of requested but not yet received resources.

\_\_\_\_\_ Evaluate local support of mutual aid resources and determine if needs are being met. Work with requesting agency(s) to address resource support needs.

\_\_\_\_\_ Assist in the demobilization process.

\_\_\_\_\_ Log Plan weaknesses so revisions can be made and identify future training needs.

\_\_\_\_\_ Assist with any questions that come up about the Plan or the reimbursement process.

~~5.~~ Liaison between the local jurisdiction, Division of Forestry, and other agencies for Plan implementation. |

## COMMUNICATIONS UNIT LEADER

**Position Responsibilities:** Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of deployed communication equipment, distribution of communications equipment, inventory of equipment and maintenance of the same.

\_\_\_\_\_ When deployed, this position shall report to the Incident Management structure in place within the requesting agency/jurisdiction.

\_\_\_\_\_ Prepare a regional communications plan to serve the communications needs of the requesting agency/jurisdiction.

- Assess and advise on current communication service and support capabilities.
- Prepare service and support elements of the communications plan.

\_\_\_\_\_ Ensure the communication equipment is deployed, set-up, tested and functioning properly.

\_\_\_\_\_ Coordinate and assure the distribution of portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.

\_\_\_\_\_ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.

\_\_\_\_\_ Assure repair, testing and programming communications equipment, as required.

\_\_\_\_\_ Maintain a section log including operational times, significant events, contracts, unit actions and personnel names.

\_\_\_\_\_ Demobilize in conformity with the Incident Demobilization Plan.

\_\_\_\_\_ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation.

## COMMUNICATIONS TECHNICIAN

**Position Responsibilities:** Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment. In addition, this position may provide technical advice to the requesting agency and/or the Communications Unit Leader.

\_\_\_\_\_ Assure communications equipment is deployed, set-up, tested and functioning properly.

\_\_\_\_\_ Assure communications equipment is utilized to fulfill the critical elements of the established Incident Communications Plan.

\_\_\_\_\_ Coordinate and assure the distribution of portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.

\_\_\_\_\_ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.

\_\_\_\_\_ Assure repair, testing and programming of communications equipment, as required.

\_\_\_\_\_ Maintain a log of all repairs/service performed on equipment while deployed.

\_\_\_\_\_ Provide for the transportation and security of equipment while deployed to, and returning from an affected agency/jurisdiction.

\_\_\_\_\_ Demobilize in conformity with the Incident Demobilization Plan.

\_\_\_\_\_ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation.