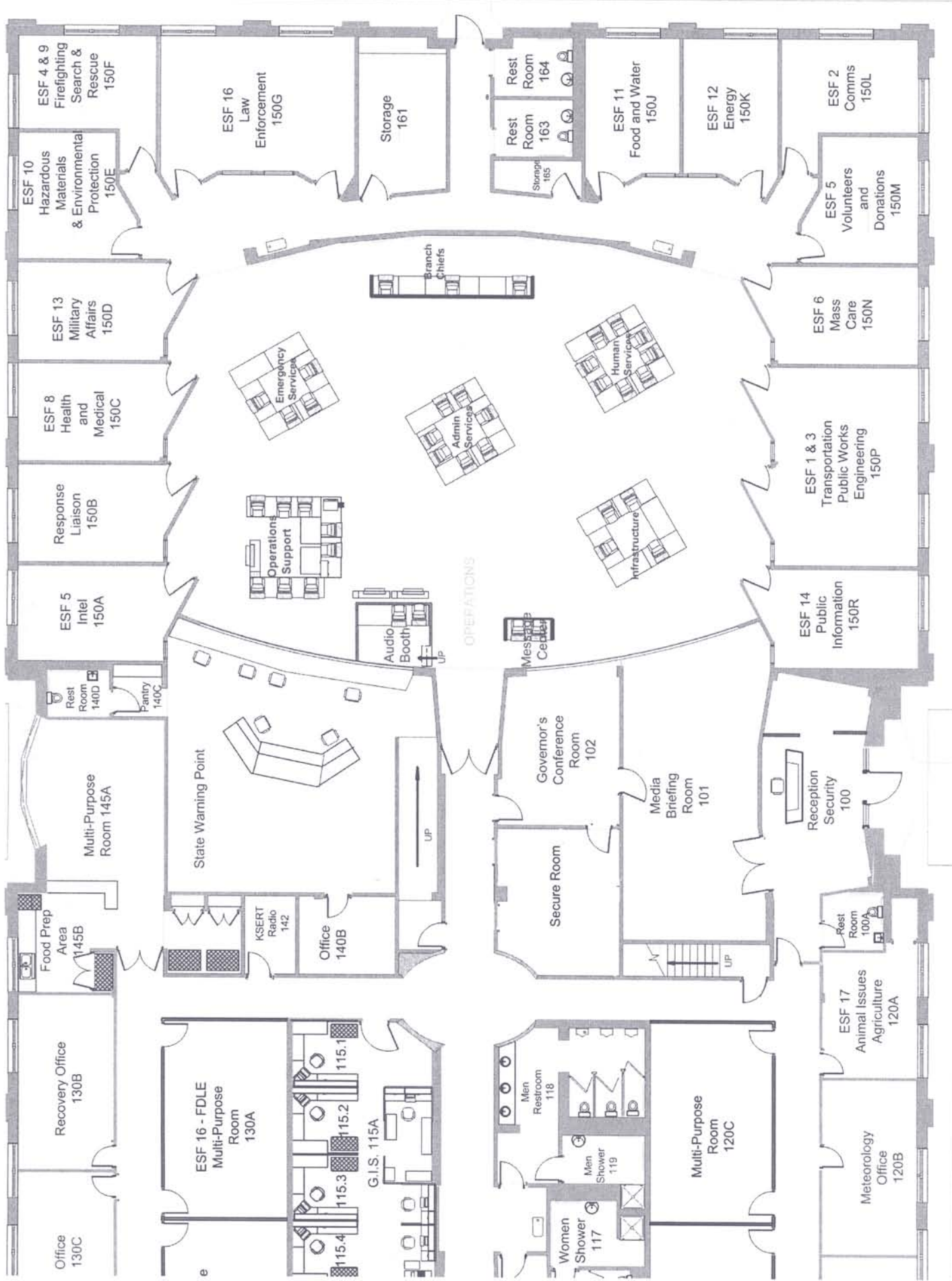


Florida State Fire Marshal

Emergency Support Functions 4 and 9

FFCA SERP Training

April 19, 2006



Office 130C

Recovery Office 130B

Food Prep Area 145B

Multi-Purpose Room 145A

Rest Room 140D

Pantry 140C

State Warning Point

KSERT Radio 142

Office 140B

Audio Booth

UP

Message Center

Governor's Conference Room 102

Media Briefing Room 101

Secure Room

Reception Security 100

Rest Room 100A

ESF 17 Animal Issues Agriculture 120A

Meteorology Office 120B

Multi-Purpose Room 120C

Men Restroom 118

Men Shower 119

Women Shower 117

ESF 16 - FDLE Multi-Purpose Room 130A

115.4

115.3

115.2

115.1

G.I.S. 115A

ESF 5 Intel 150A

Response Liaison 150B

ESF 8 Health and Medical 150C

ESF 13 Military Affairs 150D

ESF 10 Hazardous Materials & Environmental Protection 150E

ESF 4 & 9 Firefighting Search & Rescue 150F

ESF 16 Law Enforcement 150G

Storage 161

Storage 165

Rest Room 163

Rest Room 164

ESF 11 Food and Water 150J

ESF 12 Energy 150K

ESF 2 Comms 150L

ESF 5 Volunteers and Donations 150M

ESF 6 Mass Care 150N

ESF 1 & 3 Transportation Public Works Engineering 150P

ESF 14 Public Information 150R

Infrastructure

Human Services

Admin Services

Emergency Services

Branch Chiefs

Operations Support

[Home](#) / [ESFs](#)

Emergency Support Functions

The State of Florida must be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or potential event is first detected, the State Emergency Operations Center is activated to a level appropriate to the magnitude of the threat. The State's response effort is then initiated through the State Emergency Response Team (SERT), which is comprised of Governor-appointed Emergency Coordination Officers (ECO) from State Agencies and volunteer organizations. These Emergency Coordination Officers are authorized to use the resources of their respective agency or organization to carry out response and recovery missions that are assigned by functions.

All State agencies and volunteer organizations, that comprise the State Emergency Response Team, are grouped into 17 Emergency Support Functions (ESF) to carry out coordination and completion of assigned missions. These functions represent specific response activities that are common to all disasters. Each Emergency Support Function is comprised of one or more Primary agency (ies) serving as the lead and several other agencies and organizations providing support.

The ESF is a mechanism that consolidates multiple agencies that perform similar or like functions into a single, cohesive unit to allow for the better management of emergency response functions (for example, many different state and local agencies have sworn law enforcement officers. Under the ESF concept, these law enforcement agencies all function as one under ESF 16). The ESF concept was developed by the Federal Emergency Management Agency (FEMA) in the late 1980s to address the potential management concerns that would be necessary to coordinate a federal response to a catastrophic earthquake in California. FEMA subsequently implemented the ESF concept in the development of its Federal Response Plan. In Florida, 15 of the 17 ESFs fall under one of four branches in the Operations Section: Emergency Services, Human Services, Infrastructure Support and Operations Support (You will find detailed information on ESF branch assignments in the individual ESF annexes).

ESF #1 Transportation

- [Florida Department of Transportation](#)
- [US DOT](#)
- [US DOT OFFICE OF EMERGENCY TRANSPORTATION](#)
- [FEDERAL AVIATION ADMINISTRATION](#)
 - [Miami Center](#)
- [United States Coast Guard](#)

[Back to Top](#)

ESF #2 Communications

- [Department of Management Services- Wireless Communications](#)
- [FCC Home page](#)
- [FCC Emergency Alert System \(EAS\) page](#)
- [Florida Association of Broadcasters](#)
- [NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION](#)
 - [Public Safety Wireless Advisory Committee Home Page.](#)
- [National Communications System \(NCS\)](#)
- [ESS/Telecommunications Unit , United Nations Office at Geneva](#)
- [The Working Group on Emergency Telecommunications Web!](#)
- [Association of Public-Safety Communication Officials - International](#)
- [National Public Safety Telecommunications Council Home Page](#)

Amateur Radio

- [National RACES \[Radio Amateur Civil Emergency Services\]](#)
- [North Florida Amateur Radio Emergency Services](#)
- [Southern Florida Amateur Radio Emergency Services](#)
- [American Radio Relay League - ARRL](#)
- [California OES Auxiliary Communications Service](#)
- [ACS EMCOMM Bulletins](#)

Radio Emergency Associated Communications Teams (REACT)

- [REACT International](#)
- [Florida Council of REACT Teams](#)
- [Florida Disaster Communications Assistance Teams](#)
- [Florida REACT Teams](#)

Commercial Communications

- [BellSouth](#)
- [ALLTEL Corporation](#)
- [AT&T](#)
- [MCI](#)
- [Sprint](#)

[Back to Top](#)

ESF #3 Public Works

- [Florida Department of Transportation](#)
- [USACE - United States Army Corps of Engineers](#)
- [South Atlantic Division, U.S. Army Corps of Engineers](#)
- [U.S. Army Corps of Engineers, Jacksonville District](#)

Florida Water Management Districts

- [St. Johns River Water Management District](#)
- [Southwest Florida Water Management District](#)
- [South Florida Water Management District](#)
- [Suwannee River](#)
- [Northwest Florida](#)

[Back to Top](#)

ESF #4 Firefighting

- [State Fire Marshal](#)
- [Florida Fire Chiefs' Association](#)
- [Florida's Forest Protection Bureau](#)
- [Florida State Firemen's Association](#)
- [International Association of Fire Chiefs \(IAFC\)](#)
- [FireWise](#)
- [USDA Forest Service](#)

[Back to Top](#)

ESF #5 Information and Planning

Ordinances, Statutes, and Regulations

- [Florida Statutes and Constitution](#)
- [Code of Federal Regulations](#) - CFR Services available online via GPO Access
- [U.S. Code \(searchable\)](#) - U.S. House of Representatives Internet Law Library

Florida Data

- [Florida Cooperative Extension Service](#)
- [Florida's Government Services Direct](#)
- [Florida Information Resource Network Info Server](#)

[Utility Web Data Sites](#)

[Back to Top](#)

ESF #6 Mass Care

- [American Red Cross](#)
 - [Capital Area Chapter of the American Red Cross](#), Tallahassee, Florida
- [Salvation Army](#)
- [Mid-Florida Area Agency on Aging](#)

- Florida Department of Elder Affairs

[Back to Top](#)

ESF #7 Resource Support

- Florida Department of Management Services
- U.S. General Services Administration (GSA)
- SBA'S Disaster Assistance Home-Page

[Back to Top](#)

ESF #8 Health and Medical

- Florida Department of Health
 - DOH Emergency Operations Section ESF#8
 - Florida's Bureau of Emergency Medical Services
- U.S. Department of Health and Human Services
 - Office of Emergency Preparedness
- Centers for Disease Control
- ATSDR Home Page
- WORLD HEALTH ORGANIZATION
- The Global Health Network
- ProMED Electronic Network of Information Exchange

[Back to Top](#)

ESF #9 Search and Rescue

- State Fire Marshal
- Florida Association of Search and Rescue
- Air Force Rescue Coordination Center
- Civil Air Patrol - U.S. HQ
- Florida Wing Civil Air Patrol
- NASAR - NATIONAL ASSOCIATION FOR SEARCH AND RESCUE
- National Disaster Search Dog Foundation
- National Institute for Urban Search and Rescue , USA
- NOAA SARSAT Homepage - SAVING LIVES VIA SATELLITE
- CMC Rescue - CMC ranks among the largest stocking distributors of rescue equipment in the world.
- RescueNet , The Internet Resource for the Rescue Community!
- National Tracking & Cadaver Recovery, Inc
- Florida Special Response Team-A

[Back to Top](#)

ESF #10 Hazmat

Florida

- State Emergency Response Commission
- Florida Department of Environmental Protection

Federal

- US EPA
 - The Office of Solid Waste and Emergency Response
 - Chemical Emergency Preparedness and Prevention Office (CEPPO)
- DOT's Office of Hazardous Materials Safety
- National Response Center Home Page
- National Response Team Home Page
- United States Chemical Safety and Hazard Investigation Board (CSB)

[Back to Top](#)

ESF #11 Food and Water

- Florida's Department of Agriculture and Consumer Services
- USDA's Home Page

[Back to Top](#)

ESF #12 Energy

- Florida Public Service Commission
- Florida Reliability Coordinating Council - (FRCC)
- Florida Electric Cooperatives Association, Inc.
- Florida Power Corporation
- Florida Power and Light Company
- Central Florida Electric Cooperative, Inc.
- Gainesville Regional Utilities
- NORTH AMERICAN ELECTRIC RELIABILITY COUNCIL
- TSIN.COM - Transmission System Information Networks (TSINs) Energy Page
- Department of Energy
 - Office of Fossil Energy (FE)
 - Energy Information Administration
 - Federal Energy Regulatory Commission
- Nuclear Regulatory Commission

[Back to Top](#)

ESF #13 Military Support

- Florida National Guard (FLNG)
- DefenseLINK
 - Director Of Military Support

- [United States Army Homepage](#)
- [U.S. Navy](#)
- [U.S. Air Force home page](#)
- [United States Marine Corps](#)
- [The National Guard](#)
- [U.S. Coast Guard Home Page](#)

[Back to Top](#)

ESF #14 Public Information

[News Sites](#)

[Back to Top](#)

ESF #15 Volunteers and Donations

- [The Governor's Commission on Volunteerism and Community Service](#)
- [National Voluntary Organizations Active in Disaster](#)

[Back to Top](#)

ESF #16 Law Enforcement

State of Florida

- [Florida Attorney General](#)
- [Florida Department of Law Enforcement](#)
- [Florida Department of Corrections](#)
- [Florida Fish & Wildlife Conservation Commission](#)
- [Florida Highway Patrol Home Page](#)
- [Florida Division of Alcoholic Beverages & Tobacco](#)

Federal

- [Federal Bureau of Investigation - Home Page](#)
- [Bureau of Alcohol, Tobacco and Firearms](#)
- [U.S. Customs Web Site](#)
- [U.S. Secret Service](#)
- [U.S. Department of Justice](#)
- [Drug Enforcement Administration](#)
- [United States Marshals Service](#)

[Back to Top](#)

ESF #17 Animal Protection

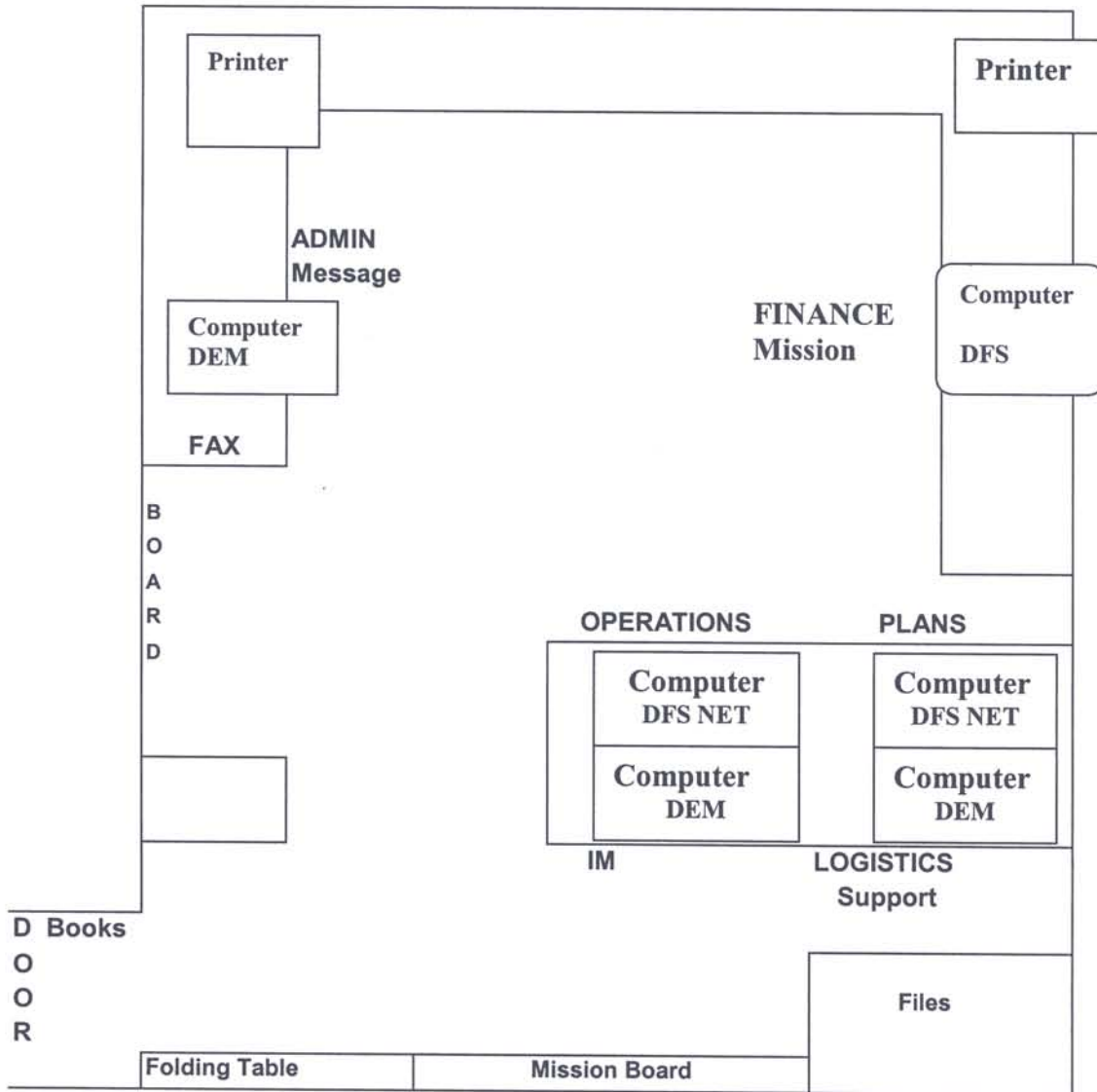
- [Florida's ESF 17 - Division of Animal Industry , Department of](#)

- [Agriculture and Consumer Services](#)
- [FEMA - Animals and Emergencies](#)
- [Florida Animal Disaster Planning Advisory Committee](#)
- [Sunshine State Horse Council](#)
- [Mid-Florida Area Agency on Aging Disaster Plan - Tips: Pets](#)
- [U.S. Humane Society Disaster Center](#)
- [American Humane Association Emergency Animal Relief](#)
- [American Veterinary Medical Association - Veterinary Medical Assistance Teams \(VMATs\)](#)
- [Find Pet-Friendly Lodging at Petswelcome.com](#)

Guide for Distribution of Resource Requests

Infrastructure Branch		Human Services Branch	
ESF 1 & 3 AIRCRAFT BARRICADES BRIDGE INSPECTOR BULLDOZERS CIVIL AIR PATROL CONCRETE BARRIER DEBRIS REMOVAL DUMP TRUCKS AND DRIVERS ELECTRICIANS ENGINEERS FLOOD LIGHTS FORKLIFT FRONT END LOADERS MESSAGE BOARDS OFFICIAL ROAD INFORMATION OVERWEIGHT PERMITS REAR LOADERS SANDBAGS SIGNS STREET SWEEPER TOLLS LIFTED TRAFFIC SIGNAL HEADS TRANSPORT WOOD CHIPPERS	ESF 2 800 LINES AMATEUR RADIO ANTENNA CELL TOWER REPAIR CELLULAR PHONES CONFERENCE CALL BRIDGE EMERGENCY ALERT SYSTEM-EAS FAX MACHINE HAND HELD RADIOS PAGERS PHONES & LINES RADIO TOWER REPAIR OF LANDLINE ESF 7 PROCUREMENT ESF 12 ENERGY INFO GAS LEAKS - LP & NATURAL GAS GENERATORS INSTALLATION CREW LP GAS POWER RESTORATION REFUELING TRUCK	ESF 6 BLANKETS CANTEEN TRUCK CLEANING KITS COMFORT STATION COTS - NON-MEDICAL DIAPERS MEALS PILLOWS SHELTER WORKERS	ESF 11 & 17 ANIMAL SHELTERS BABY FORMULA DRY ICE DRY STORAGE TRAILERS FOOD FOOD PRODUCTS FOOD SAFETY FORESTRY PERSONNEL FORKLIFT ICE INSPECTORS MOBILE KITCHENS REFRIGERATED TRAILER ESF 15 DONATIONS VOLUNTEERS
Emergency Services Branch		Operations Support Branch	
ESF 4 & 9 CHAINSAW CREWS FIRE CREWS FIRE ENGINE FIREFIGHTERS ICS TEAM PA SYSTEM PUMPER TYPE I ENGINES TYPE II ENGINES USAR TEAM WATER TANKER ESF 8 ABUSE INVESTIGATORS AMBULANCES ALS UNIT BLS UNIT AMPULES & SYRINGES CERVICAL IMMOBILIZERS COTS - MEDICAL EMS PERSONNEL INSULIN MED EVAC HELICOPTER MEDICAL CENTER NURSING PERSONNEL OXYGEN UNITS PARAMEDICS PORT-A-LETS SPECIAL NEEDS TRANSPORT TETANUS WATER TESTING	ESF 10 BURN DEBRIS COASTAL SURVEYS DISPOSAL SITES HAZ MAT CLEANUP SAMPLING WATER SEWAGE CLEAN UP ESF 16 COMMAND POST DOT OFFICERS EVACUATION HIGHWAY PATROL LAW ENFORCEMENT PERSONNEL MARINE PATROL ROAD BLOCK SECURITY SMALL AIRCRAFT SMALL BOATS TRAFFIC CONTROL	ESF 13 FRONT END LOADERS GUARDSMEN HELICOPTER HIGH WHEEL VEHICLES LIAISON OFFICERS MREs RIAT TRUCKS VEHICLE MAINTENANCE	<p>OTHER INFORMATIONS: FEIL HOTLINE - 800-342-3557 VOLUNTEER & DONATION HOTLINE - 800-354-3571 FRAUD/PRICE GOUGING HOTLINE - 800-435-7352</p> <p>VENDOR WEBSITE - MYFLORIDA.COM TO BUSINESS LINK TO DOING BUSINESS IN STATE LINK TO VENDORS LINK. ROAD CLOSURES - http://www.fhp.state.fl.us/traffic/</p>

Layout for the ESF 4 and 9 Operations Room





**STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF STATE FIRE MARSHAL**

Policy No.: 1-31 **By Authority of the Division Director:**

Effective: _____

Revised: _____

(1) TITLE

Standard Administrative Procedures
Emergency Support Functions 4, Firefighting and 9, Search and Rescue
State Emergency Operations Center

(2) REFERENCES AND AUTHORITY

Chapter 252 and Chapter 943, Florida Statutes
State of Florida Comprehensive Emergency Management Plan (CEMP)
Department of Financial Services Coordinated Disaster Plan (DOFSCDP)
Division of State Fire Marshal Emergency Operations Plan (SFMOP)
Division of Forestry Fire Suppression Plan (DOFFSP)
The Florida Fire Chiefs' Association Fire/Rescue Emergency Response Plan

(3) PURPOSE AND STATEMENT OF POLICY

It is the responsibility of the Division of State Fire Marshal (SFM) to be prepared to coordinate a variety of disaster-related activities. These activities include Lead Agency for operations at the State Emergency Operations Center (SEOC) for Emergency Support Function (ESF) 4, Firefighting and ESF 9, Search and Rescue.

To facilitate the coordination within the SFM, and with those outside agencies with assigned support roles, the following procedures have been developed:

- **Standard Operations**
- **Administrative Procedures**
- **Wildfire Incidents**
- **Search and Rescue Incidents**
- **Terrorism Incidents**

(4) DEFINITIONS

ECO – Emergency Coordinating Officer

ESF - Emergency Support Function

SEOC – State Emergency Operations Center

STRATEGIC INFORMATION DISTRIBUTION: Strategic Information Distribution (SID) is e-mail prepared (1) by staff manning the State Emergency Operations Center (SEOC) during a limited activation (Level Two) or a full activation (Level One), or (2) by the Administrative Manager during a monitoring only activation (Level Three). The e-mail will be distributed at least once per day in a limited activation, or at least twice per day in a full activation. It will contain general information, such as current situation, plans, forecasts, missions assigned, and any information as determined by the Incident Manager. Distribution is to pre-determined groups, including Department of Financial Services management, with interest in the ESF 4 & 9 operations.

RFA – Request for Assistance

RTAR – Response to Assistance Request

CAP – Civil Air Patrol

WMD – Weapon of Mass Destruction

(5) STANDARD OPERATIONS

(a) Introduction

The SFM is designated as the lead state agency for ESF 4 and 9 at the SEOC. Additionally, the SFM has coordination responsibilities with outside agencies with assigned support functions.

(b) Purpose

This Standard Operating Procedure (SOP) outlines policies, procedures, and responsibilities for organizing and staffing the ESF 4 and 9 operations room at the SEOC.

1. Applicability

This SOP applies to all SFM personnel and support personnel within the:

a. Office of the Director

- b. Bureau of Fire Standards and Training
- c. Bureau of Fire Prevention
- d. Bureau of Fire and Arson Investigations
- e. Fire and Arson Laboratory
- f. Support agencies including the Division of Forestry (DOF), the Florida Fire Chiefs' Association (FFCA), and the Civil Air Patrol (CAP) are assigned to support ESF 4 and 9 operations.

2. References

- a. State of Florida Comprehensive Emergency Management Plan (CEMP)
- b. Department of Financial Services Coordinated Disaster Plan (DOFSCDP)
- c. Division of Forestry Fire Suppression Plan (DOFFSP)
- d. The Florida Fire Chiefs' Association Emergency Response Plan (FFCA-ERP)

(c) Operations

1. The Director, SFM, has authorized the Emergency Coordinating Officer (ECO), or authorized representative, to alert, mobilize, and deploy appropriate SFM personnel and resources to accomplish all support missions assigned to ESF 4 and 9 as outlined in Section V (Administrative Procedures). The ECO will also notify assigned representatives of DOF, FFCA, and other support agencies, of pending activation.

The ECO will also ensure the appropriate staffing level of the ESF operations room to coordinate all ESF 4 and 9 operations as Lead Agency, as well as ensuring the staffing levels of the emergency response teams (see Section V).

2. Operation Status-Response Levels. The Response Levels during emergency events will be in accordance with the Response Levels of the SEOC.
 - a. Level One – Full Scale Activation of State Emergency Response Team (SERT). In a full-scale activation, all primary and support agencies under the state plan are notified. The SEOC will be staffed by Division of Emergency Management (DEM) personnel and all ESF(s).
 - b. Level Two – Partial Activation of SERT. This is limited agency activation for all primary or lead ESF(s) that have specific mission responsibility. The SEOC will be staffed by DEM personnel and necessary ESF(s).

- c. Level Three – Monitoring Activation. Level 3 is typically a “monitoring” phase. Notification will be made to those state agencies and ESF(s) who would need to take action as part of their everyday responsibilities. The SEOC will be staffed with state warning point communicators and DEM staff.
3. Notification Procedures. DEM is responsible for notifying the SFM ECO and the Department of Financial Services Disaster Coordinator of potential/existing emergencies and disasters.
 - a. The ECO or authorized representative will notify the Director and Bureau Chiefs. The ECO will also notify DOF and FFCA of the pending need to support ESF 4 and 9 at the SEOC.
 - b. Upon notification, each SFM Bureau Chief will provide representation in the ESF 4 and 9 operations room as directed (see Section VI).
 - c. Once notified, personnel will receive direction from their designated Incident Manager (IM) for specific assignment and scheduling. IM(s) will task/organize their team as the current situation dictates, and provide team assignments to the ECO.

(d) Staffing

1. Staff representation in the ESF 4 and 9 operations room will be as directed by the ECO or authorized representative per Section VI (Administrative Operations) of this SOP.
2. ESF 4 and 9 staff will consist of personnel assigned from the SFM, and representatives from DOF, FFCA and other support agencies. Organizational and operational guidelines, and duties and responsibilities are contained in this SOP.

(e) Displacement

If the SEOC is impacted or threatened by the potential of a major disaster, DEM may elect to move to an alternate EOC site.

(6) ADMINISTRATIVE PROCEDURES

(a) Introduction

The SFM has primary and lead responsibility for ESF 4 and 9, in coordination and cooperation with a variety of other support agencies including DOF, FFCA, CAP, and the Florida Association of Search and Rescue (FASAR).

(b) Purpose

This guideline outlines policies, procedures and responsibilities for managing, operating, planning, and staffing the ESF 4 and 9 operations room at the SEOC.

(c) Applicability

There are a variety of disaster situations that will compel the ESF 4 and 9 operations room to be notified and/or activated, whether for limited or full activation. These include:

1. Tropical storms and hurricanes
2. Wildfires
3. Tornadoes
4. Flooding
5. Civil disturbance
6. Terrorist incidents
7. Other situations

(d) Duties and Responsibilities

The three operational levels for staffing and operations required by the SFM are:

Notification Only

Limited Operation

Full Operation

(e) Notification Only

Emergency situations that arise in which only the ECO for the SFM will be notified by the SEOC. *(These include situations in which no action is required from the SFM other than monitoring the emergency or potential emergency.)*

1. ECO
 - a. Responsible for responding to electronic pages received from the SEOC, or will have an alternate contact when not available.
 - b. Discuss the situation with the State Coordinating Officer (SCO), the SERT leader, or the duty Operations Chief at the SEOC.

- c. Contact the Incident Managers and Senior Staff of the SFM and brief them of the situation as necessary.
- d. At this time a determination will be made as to whether to activate and staff the ESF 4 and 9 operations room or continue to monitor the situation from outside the SEOC.

(f) Limited Operation

When it is determined that the ESF 4 and 9 operations room should be activated, but with a small or limited staff, a limited operation will include the following:

.....

4. Logistics

- a. The FFCA, in consultation with the ECO, will determine when the current situation requires the staffing of the logistics position within the ESF 4 and 9 operations room of the SEOC.
- b. If FFCA representatives respond from the local area, the position will be staffed within two hours. Should staffing come from outside the local area it may be 5+ hours before the position can be staffed.
- c. Until the FFCA representative arrives at the site, logistical requests involving FFCA resources will be conducted by phone through the Chair of the Emergency Response Committee or designee.
- d. Notify the Plans section of the resources immediately available and the time required to activate them to the disaster area.

.....

(h) Full Operation

There will be times when it is determined that the ESF 4 and 9 operations room should be activated with a full or expanded staff. The staff that will constitute an expanded activation may include, but not be limited to, the following:

.....

6. Logistics

- a. FFCA, in consultation with the ECO, determine when the current situation requires the staffing of the logistics position within the ESF 4 and 9 operations room at the SEOC.
- b. If FFCA representatives respond from the local area, the position will be staffed within two hours. Should staffing come from outside the local area it may be 5+ hours before the position can be staffed.
- c. Until the FFCA representative arrives at the SEOC, all logistical requests requiring FFCA resources will be conducted by phone or email through the Chair of the Emergency Response Committee or designee.
- d. Notify the Plans section of resources immediately available and the time required for deploying them to the disaster area.
- e. Provide relevant input to the ICS 214 log as appropriate.

7. Logistics Section

- a. The Logistics Chief will direct the efforts of logistics support to fill mission requests.
- b. Logistics section will assist the Logistics Chief as directed.
- c. Communicate logistic requests to the regional coordinators.

.....

(i) Mission Requests

There are a variety of ways in which a mission may be conveyed to the ESF 4 and 9 operations room. Regardless of how they originated the following are the general guidelines that will be followed:

.....

4. Logistics Chief

- a. Make contact with regional coordinators to fill mission requests.
- b. Facilitate the RFA process with Operations and with the responding agencies.
- c. Coordinate with planning supporting material, (i.e. maps etc.) that may need to be sent with the responding agencies.
- d. Ensure that the regional coordinators track all resources for each mission and send updated information to Plans.
- e. Ensure that the regional coordinators begin check-in and the tracking process for resources being deployed, to include:
 - (I) Department
 - (II) Apparatus designation and type
 - (III) Personnel names, social security numbers
 - (IV) Name of the Officer in Charge and a contact number
- f. Secure deployment information for inclusion in the mission file.

(j) Request For Assistance/Response To Assistance Request

Once a mission request has been determined to be valid by the IM, the RFA process will begin. **In cases of immediate need (life and death, imminent property loss etc.) as determined by the ECO, IM and/or the Bureau Chief, the IM may waive the completion of this process prior to the mission request being filled.** In this situation, the RFA and RTAR forms will be completed as soon as possible. If the RFA and/or the RTAR is not completed in the field, the process for completing the RFA and RTAR includes the following (See Attachments 4 and 5):

1. RFA form completion

Information necessary for completion of the RFA form may be received via the EM-2000, telephone message, fax, or email. Each of these sources may be utilized to acquire necessary information for completion of the RFA.

- a. Operations will complete all parts of section one with information currently available.

- b. Logistics will complete all parts of section two (Resources Requested) with information currently available.
- c. Administrative support will contact the requestor to obtain necessary information for completion of the request if necessary.
- d. The Logistics Chief will review the Resources Requested section for accuracy, specifically numbers and types of equipment and personnel, and confer with the IM as to the request validity. When request validity is in question, the IM, Logistics Chief and the ECO will confer with the Emergency Services Branch Chief. After establishing validity, logistics will match resources available with those requested.
- e. The Logistics Chief will then match resources available with those requested and notify operations and administrative support of the responding agency(s).

2. RTAR form completion

- a. Logistics will obtain the responder identification information to complete an RTAR for each responding agency.
- b. The Logistics Chief will review the RTAR for accuracy and confer with the IM as to response validity and to determine that it fills the established mission request.
- c. Administrative support will contact the requestor to obtain necessary information for completion of the RTAR if necessary.
- d. Logistics will notify resources to respond and obtain deployment times and locations.
- e. Planning will begin resource tracking with specific emphasis on resource demobilization requirements.
- f. At the time of demobilization, administrative support will complete the demobilization time field on the RFA, RTAR, and in the ESF 4 and 9 mission database.
- g. Administrative support will ensure all sections of the RFA and RTAR are completed and filed with appropriate mission documents.

.....

(8) SEARCH AND RESCUE INCIDENTS

(a) Overview

Within the State of Florida there are a variety of search and rescue organizations that include the following types of search and rescue components:

1. Canine Teams
2. Equine Teams
3. Water Rescue Teams
4. Swift Water Teams
5. Urban Teams

SFM is the State Coordinating Agency for ESF 9, Search and Rescue. FASAR will support the SFM by assisting with logistics in SAR activations. Liaisons to FASAR will be maintained with the Sheriffs' Association, Florida Wildlife Conservation Commission, Civil Air Patrol (CAP) and the Coast Guard to ensure coordination of efforts when conducting independent or joint SAR missions.

FASAR has three representatives in each of the seven emergency management areas of the State. These representatives from the seven areas of the state function as a statewide steering or oversight committee for FASAR.

(b) Requests for SAR resources and/or SAR teams

FASAR has established SOP(s) for team activation and notifications. When a request is received for search and rescue teams and the mission is approved, the following procedure is followed for resource activation:

1. Follow procedures established in Section A.
2. Determine from the requestor the specific mission request, urban search, wilderness search, standing water or swift water search.
3. Contact with the FFCA State Emergency Response Coordinator and assign the mission request.
4. FFCA will facilitate the request through the FASAR structure, FFCA will then report back to ESF 9 what personnel and support equipment is available to deploy.
5. ESF 9 will complete the request for assistance paperwork, issue the ESF 9 mission number, track and demobilize the request as per this SOP.

**REQUEST FOR ASSISTANCE
STATE FIRE MARSHAL – ESF 4 & 9**

Message #:		Date:		Time:		County:		Agency:	
Requestor:	Name:		Tel #:		Fax #:		Net:		
Brief Description of Mission Requested :									
Resources Report:	Date:		Time:		Estimated Resource Release:	Date:		Time:	
On Scene Contact:		Tel #:		Fax #:		Net:			
Resources Report Location:						Staging Tel #:			
Equipment Estimated Daily Work Hrs:		Personnel Estimated Daily Work Hrs:		Mission #:					
Comments/Information/Notes:	Portal to Portal Authorized by Requestor ? Y N (Reimbursement only if authorized prior to mission)								

RESOURCES REQUESTED

Category - Equipment	Type	CCode	Quantity	Comment/Info	Category – Personnel	Type 1	Type 2
Strike Team – Engine					Incident Commander/Manager		
Strike Team – Brush Truck					Chief/Officer – Administration		
Strike Team – WaterTanker					Chief/Officer – Finance		
Strike Team – Other -					Chief/Officer – HazMat		
Aerial – Ladder Truck					Chief/Officer – Liaison		
Aircraft, Fixed Wing					Chief/Officer – Logistics		
Aircraft, Rotary					Chief/Officer – Medical		
Ambulance – ALS					Chief/Officer – Operations		
Ambulance – BLS					Chief/Officer – Planning		
Arson Van – SFM					Chief/Officer – Public Information Officer		
All Terrain Vehicle, Bombardier					Chief/Officer – Safety		
All Terrain Vehicle, Personnel Carrier					Diver – Skin/Scuba – Open Water		
All Terrain Vehicle, Honda type 4 wheel					Diver – Skin/Scuba – Fast Water		
Automobile					Dispatcher – Emergency Medical		
Automobile, Fire/Police					Dispatcher – Fire Service		
Bus					Dispatcher – Public Safety		
Command Trailer					Driver – Engine		
Command Vehicle					Driver Operator		
Fire Engine (structural)					EMT – State Certified		
Foam Truck					EMT/Firefighter		
Kitchen Trailer					EOC Staffing – FFCA,DOF,CAP,FASAR		
Pumper, Fire					EOC Staffing – SFM		
Radio – Cache					Fire Fighter – Structural		
Radio – Mobile					Fire Fighter – Volunteer		
Radio – Portable					Fire Fighter – Forestry		
Radio – Tower					Fire Inspector – State Certified		
Tanker, Water					Fire Inspector – Company Level		
Tender/Trailer, Water					Fire Investigator		
Trailer, Equipment					Fire Officer – Structural		
Trailer, Office					Fire Officer – Volunteer		
Truck, Brush					Fire Officer – Forestry		
Truck, Fire					Mechanic – Mobile – Heavy Equip		
Truck, Pick Up					Mechanic – Mobile – Light Equip		
Truck, Water					Paramedic – State Certified		
Other:					Paramedic/Firefighter		
Other:					SAR Leader		
Other:					SAR Leader - Assistant		
Other:					SAR Member – SFM		
Other:					SAR Member – Urban		
Other:					SAR Member – Urban – w/canine		
Other:					SAR Member – Wilderness		
Other:					SAR Member – Wilderness – w/canine		
Other:					Strike Team / Task Force Leader		
Other:					Strike Team / Task Force – Asst Leader		
Other:					Technician – HazMat		
Other:					Technician – Radio		
Other:					Other:		
Other:					Other:		

**RESPONSE TO ASSISTANCE REQUEST
STATE FIRE MARSHAL – ESF 4 & 9**

Message #:		Mission #:		Responding Agency:	
Approver Name:		Tel #:		Fax #:	
Contact Name:		Tel #:		Fax #:	
Resources Available:	FROM	Date:		UNTIL	Date:
Estimated Hourly Cost for Responding Resources:		Estimated Transportation Costs To and From Home Base:			
Equipment Work Pattern or Hours:		Personnel Work Pattern or Hours:			
Logistics Required:					
Comments/Information/Notes:					Portal to Portal Authorized by Requestor ? Y N (Reimbursement only if authorized prior to mission)

ASSISTANCE PROVIDED

Category - Equipment	Type	CCode	Quantity	Comment/Info	Category – Personnel	Type 1	Type 2
Strike Team – Engine					Incident Commander/Manager		
Strike Team – Brush Truck					Chief/Officer – Administration		
Strike Team – WaterTanker					Chief/Officer – Finance		
Strike Team – Other -					Chief/Officer – HazMat		
Aerial – Ladder Truck					Chief/Officer – Liaison		
Aircraft, Fixed Wing					Chief/Officer – Logistics		
Aircraft, Rotary					Chief/Officer – Medical		
Ambulance – ALS					Chief/Officer – Operations		
Ambulance – BLS					Chief/Officer – Planning		
Arson Van – SFM					Chief/Officer – Public Information Officer		
All Terrain Vehicle, Bombardier					Chief/Officer – Safety		
All Terrain Vehicle, Personnel Carrier					Diver – Skin/Scuba – Open Water		
All Terrain Vehicle, Honda type 4 wheel					Diver – Skin/Scuba – Fast Water		
Automobile					Dispatcher – Emergency Medical		
Automobile, Fire/Police					Dispatcher – Fire Service		
Bus					Dispatcher – Public Safety		
Command Trailer					Driver – Engine		
Command Vehicle					Driver Operator		
Fire Engine (structural)					EMT – State Certified		
Foam Truck					EMT/Firefighter		
Kitchen Trailer					EOC Staffing – FFCA,DOF,CAP,FASAR		
Pumper, Fire					EOC Staffing – SFM		
Radio – Cache					Fire Fighter – Structural		
Radio – Mobile					Fire Fighter – Volunteer		
Radio – Portable					Fire Fighter – Forestry		
Radio – Tower					Fire Inspector – State Certified		
Tanker, Water					Fire Inspector – Company Level		
Tender/Trailer, Water					Fire Investigator		
Trailer, Equipment					Fire Officer – Structural		
Trailer, Office					Fire Officer – Volunteer		
Truck, Brush					Fire Officer – Forestry		
Truck, Fire					Mechanic – Mobile – Heavy Equip		
Truck, Pick Up					Mechanic – Mobile – Light Equip		
Truck, Water					Paramedic – State Certified		
Other:					Paramedic/Firefighter		
Other:					SAR Leader		
Other:					SAR Leader - Assistant		
Other:					SAR Member – SFM		
Other:					SAR Member – Urban		
Other:					SAR Member – Urban – w/canine		
Other:					SAR Member – Wilderness		
Other:					SAR Member – Wilderness – w/canine		
Other:					Strike Team / Task Force Leader		
Other:					Strike Team / Task Force – Asst Leader		
Other:					Technician – HazMat		
Other:					Technician – Radio		
Other:					Other:		
Other:					Other:		