

MICHIGAN MUTUAL AID BOX ALARM SYSTEM

“Emergency Response Plan”



2021

REVISIONS

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CONCEPT AND DESIGN

Purpose

The purpose of the Mutual Aid Box Alarm System Plan - Michigan (the Plan) is to provide local fire chiefs with easy access to additional fire service resources that may be needed in a major fire, disaster or other major emergency. The Plan is based on a series of observed occurrences and shared experiences during recent disasters and major emergencies in the State of Michigan. It is also an evolution of our past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach to provide fire service resources in quantities beyond the means of any single fire department.

The Michigan Association of Fire Chiefs (MAFC) launched the Plan with assistance from the International Association of Fire Chiefs (IAFC), the Michigan State Police Emergency Management Homeland Security Division (MSP EMHSD), the Bureau of Fire Services, Michigan Fireman's Association and other distinguished fire service providers to provide for the systematic mobilization, deployment, organization, and management of fire service resources to assist local agencies in a major fire, disaster or other major emergency. The local fire service agency is the first tier of defense in responding to the ravages of a disaster. No community has the resources sufficient to cope with all emergencies.

Scope

Michigan is susceptible to natural and man-made disasters, therefore accentuating the need for this level of coordination and preparation. The effective management of emergency response personnel during the incipient stage of any major incident and throughout its extended operations will have the most significant impact on life loss and the severity of injuries to the affected population. The Plan provides for the rapid activation and response of aid to a community in the event of a localized disaster. These events may include major fires, train derailments, tornadoes, hazardous materials incidents, wildland fires, domestic or foreign terrorism and other events that may overwhelm the local fire department. The Plan will serve as the mechanism to commit local fire, Emergency Medical Services (EMS), hazmat response, technical rescue, incident management and other special response resources to emergencies beyond the ability of existing local mutual aid systems.

Key Concepts of the Plan

The Plan is designed to enhance disaster management at the local, county, and state level of government and will:

1. Provide a simple method to immediately activate large quantities of fire, EMS and specialized personnel and resources.
2. Establish the positions, roles, and responsibilities necessary to activate and maintain this plan.
3. Complement other disaster plans at the local and state and federal level.

4. Utilize the Incident Command System (ICS) and the National Incident Management System (NIMS).
5. Serve as the mechanism for the mobilization of resources in a coordinated manner with various state and local agencies.

In addition, activation of the Plan does not diminish local command and control of the incident or the initial response of MABAS-MI resources.

AUTHORITY

The Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501 et seq. (the "Act"), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common and which each might exercise separately.

EQUIPMENT/TRAINING COMPETENCIES/PHYSICAL REQUIREMENTS

All participating agencies shall be responsible for obtaining and maintaining, all licenses, permits, certificates and governmental authorizations for its participating personnel to perform all of their obligations under any response. All personnel and agencies participating in the Plan shall comply with all federal and state laws, rules, regulations and orders applicable to participation in the Plan.

dictated by the Division MABAS Board).

Out of Division Response – Personnel Credentials (Inter Division Response Credentials are

Personnel Resource	Credentials
Fire Apparatus Officer	- Michigan FF I/II Certification - ICS 100, 200, 700, 800 - Hazmat Ops Certification
Apparatus Driver – Operator	- Michigan FF I/II Certification - ICS 100, 200, 700, 800 - Hazmat Ops Certification - BFS Waiver Signed by Chief
Firefighter	- Michigan FF I - ICS 100,200
Fire Strike Team/Task Force Leader	- Michigan FF I/II Certification - ICS 100, 200, 300, 400, 700, 800 - Hazmat Ops Certification

All participating agencies agree that they shall only deploy responders that are in acceptable physical condition to safely perform the duties of their position (fit for duty).

STATE OF MICHIGAN EMERGENCY OPERATIONS CENTER (SEOC)

The Michigan Emergency Management Act (MCL 401 et seq.) (the Act), sets forth the guidelines for disaster/emergency response in Michigan. The State Administrative Agency for Emergency Management/Homeland Security in Michigan is the Michigan State Police (MSP).

In the event an emergency or disaster is beyond the control of local agencies, the Chief Executive Official of a City or County may request additional resources from MSP and/or request the Governor declare a state of emergency or disaster. In the event that an emergency or disaster is beyond the control of State resources, the Governor may request federal resources through FEMA, and request that the President declare a federal state of emergency or disaster.

If an event is beyond the control of local agencies, State agencies will provide resources to local government according to the functional responsibilities outlined below. These functions are referred to as Emergency Support Functions (ESF). For each function, a designated State agency will have primary responsibility and will provide resources and leadership relating to that function. MIMABAS resources may be activate by the SEOC by contacting the RED Center.

- ❑ Direction and Control ESF – Concerned with the activation, organization, and operation of the SEOC and other necessary emergency coordinating facilities.
- ❑ Warning and Communications ESF – Concerned with: 1) the alerting and notification of key officials and the dissemination of warnings and emergency information throughout the state; and 2) the establishment, maintenance, and coordination of communication protocols and links between the SEOC and other state coordinating facilities, local and federal officials, adjacent states, and the Province of Ontario, Canada.
- ❑ Information and Planning ESF – Concerned with information collection, compilation, analysis, dissemination, and strategic planning for potential or actual disasters or emergencies to facilitate rapid and effective incident response and recovery. The Information and Planning ESF includes both damage assessment and public information activities.
- ❑ Health and Human Services ESF – Concerned with incident-related issues that have the potential to affect the provision of necessary health and human services and victims of the incident.
- ❑ Environmental Protection ESF – Concerned with issues that have the potential to impact or have impacted the environment.
- ❑ Resource Support ESF – Concerned with the provision of supplemental human, material, facility, equipment and financial resources to support emergency operations.
- ❑ Public Works and Engineering ESF – Concerned with issues pertaining to incident-related damage and impact to critical public facilities and infrastructure, including the transportation, communications, and energy distribution networks.
- ❑ Public Safety ESF – Concerned with public safety and law enforcement activities in emergency situations, including the safety of persons in state facilities.

PLAN ADMINISTRATION/MAINTENANCE

Michigan MABAS Executive Director/Executive Board

The coordination of the Plan, including its development, revision, distribution, training and exercising, is the responsibility of the Michigan MABAS Executive Director. The Executive Director reports to the Michigan MABAS Executive Board to support Michigan MABAS goals and objectives.

Plan Revision Process

September: The Executive Board members shall recommend any requested revisions to the Plan by written comment to the Chair by the November meeting of the Plan Committee.

January: At the Executive Board meeting, the Executive Board Chair shall summarize the recommended revisions to the Plan. The Executive Board shall provide preliminary direction as to the scope of the proposed changes and sends it back to the Plan Committee for final draft.

January: The Plan Committee shall prepare a final draft of the proposed revisions to the Plan for distribution to the members of the Executive Board. The Executive Board will review the proposed revisions and vote on adoption of the revised Plan at the March meeting.

April: The revised Plan shall be distributed to all Executive Board members and any revisions affecting training and/or operations will be incorporated into the Plan training packages and distributed accordingly. The revised Plan shall be posted on the MAFC Web site.

All changes to the Plan will be documented and included in a Plan Revision Log that will become a part of the Plan. Additionally, a record of those serving on each review process will be documented and included into the Plan Revision Log.

Organizational Structure and Responsibilities

The MIMABAS Executive Board divided the state into seven regional response areas to match a request from MSP EMHSD for the purpose of maintaining the Plan. The regions are designated as numerals 1, 2, 3, 5, 6, 7 and 8 as shown below on Figure 1.

Within each division, a Plan Coordinator shall be appointed and be responsible for the tracking of available resources. Alternate Plan Coordinators should be appointed in the event that the primary person is not available during Plan activation.

With the assistance of the Plan Coordinators, the individual member fire departments will be given the opportunity to designate resources available in support of the Plan. The combined resources of the seven regions comprise the Plan's resource network.

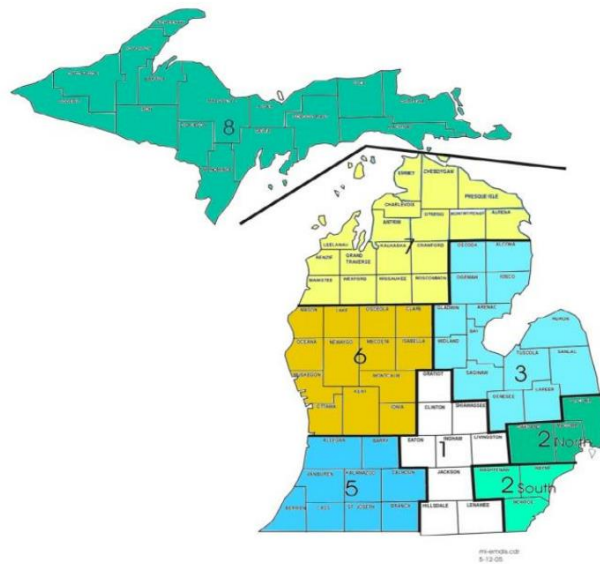


Figure 1 Michigan MABAS Regions

MABAS – MI Organization

See Michigan Mutual Aid Box Alarm System Bylaws

ACTIVATION OF THE PLAN

Intra-Division Mutual Aid

An Intra-Division response is defined as mutual aid to other Fire Departments within the same Division. Intra-Divisional Mutual Aid is supported by the Divisions Dispatch center, same as day to day response dispatching. Intra-Division Box Alarm Cards can be supported by neighboring Divisions.

Out of Division or Inter -Division Mutual Aid

When a community is affected by an event that exceeds their capability, the Incident Commander will initially request additional assistance through their Divisional Dispatch Center. When a local Divisional Dispatch Center is no longer able to obtain additional

assistance within their Division or Neighboring Divisions, they may activate the MABAS-MI plan by requesting support through the State-Wide RED Center.

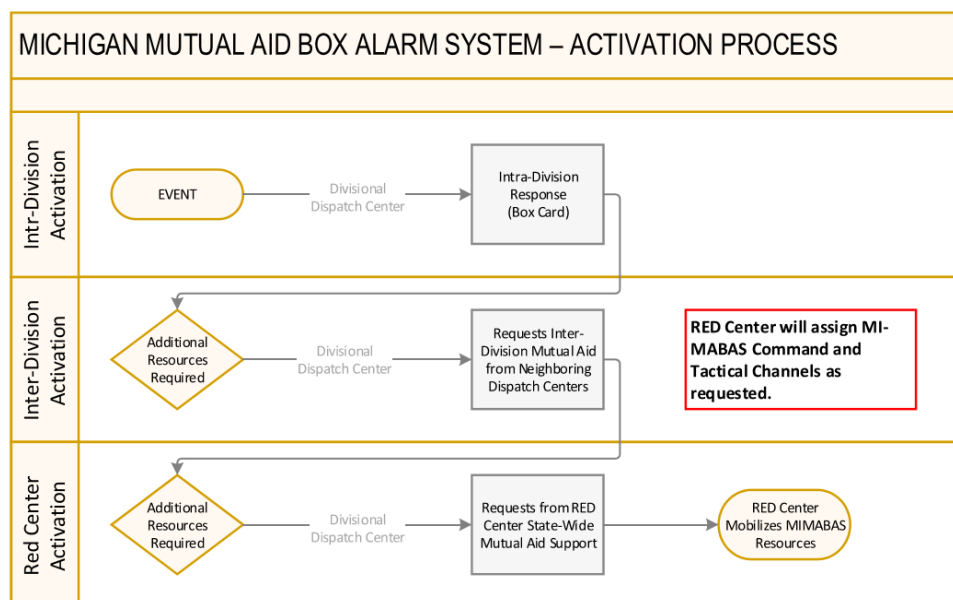
Jurisdictions that have chosen not to participate in the MABAS-MI plan may still request mutual aid from the Michigan Emergency Management Assistance Compact (MEMAC) through their local Emergency Management Office. For immediate need responses, the request shall normally be made by the Incident Commander or their designee to the designated Dispatch Center.

Upon the activation of the local Emergency Operations Center (EOC), planned response requests for assistance shall be channeled from the Incident Commander to the local EOC.

Request for Assistance

All requests for assistance will be processed through the MABAS-MI RED Center and the MABAS-MI Division Dispatch Centers.

Upon receiving a request for State-Wide assistance, the MABAS-MI RED Center will complete the Request for Assistance form listing exactly what resources are being requested, what Division resources have already been utilized, the anticipated duration of the mission and nature of the mission to which those resources will be assigned. The RED Center will advise the Division Dispatch Centers of the request and the tasking.



Resource Inventory

Each Division will maintain an updated inventory of the equipment, vehicles and personnel which are available for response within the scope of the Plan. This inventory shall be maintained by the Division Plan Coordinators. A participating fire department may refuse a request if filling the request would be inappropriate within the Chief or his/her designee's sole discretion.

A method of typing resources is in Appendix "B". The list of available resources shall be updated annually.

Accountability

To develop consistency in incident safety procedures, MIMABAS Divisions should develop and maintain an accountability system that supports intra and inter division mutual aid response.

Mayday Procedure

To develop consistency in incident safety procedures, MIMABAS Divisions should develop and maintain a Mayday procedure that supports intra and inter division mutual aid response.

DEPLOYMENT OF RESOURCES

Time Frame for Deployment

Immediate (Scramble) Response: Time frame for deployment of these missions shall be as soon as possible but preferably within thirty (30) minutes of notice from the Division Dispatch Center. Unless otherwise stated, the anticipated duration of the deployment will be less than 24 hours. Deployed resources shall respond to the designated Staging Area.

Standard Response: The response for a standard deployment shall be within three (3) hours of notice from the Division Dispatch Center. Unless otherwise stated, the anticipated duration of deployment will range from 24 hours to a maximum of 72 hours. Deployed resources shall respond to the designated Staging Area.

EMAC Response: The response for an EMAC deployment shall be within twenty-four (24) hours of notice from the Division Dispatch Center. Unless otherwise stated, the anticipated duration of deployment will range from 7 days to a maximum of 14 days. Deployed resources shall respond to the designated Staging Area.

Self-Dispatch

Responding units and/or individuals shall not self-dispatch to plan activations. To ensure proper dispatch procedures and to maintain security of an incident, a codeword shall be issued to responders. The incident codeword shall remain confidential throughout the

incident. Units or individuals that are unable to provide the codeword will be directed to return to their respective communities. It will be the position of the MABAS Executive Board to take aggressive action to ensure that self-dispatched resources are not reimbursed by any method.

Resource Tracking

Resource tracking begins at the time of dispatch and is relayed Center to the MABAS-MI RED Center. Resource tracking continues at the incident following NIMS and ICS guidelines in accordance with recommendations as outlined in the MABAS-MI Reference Guide. Resource tracking will end when the deployed resource has returned to their respective station.

DOCUMENTATION

Mission Book

Teams or vehicles responding as a part of the Plan shall be equipped with a mission book. Such books should include the following:

- ☐ Copy of all ICS forms (multiple copies of ICS 214, Unit Log).
- ☐ Emergency Contact Form.
- ☐ Copy of all vehicle/apparatus registrations.
- ☐ Copy of basic vehicle/apparatus inventory.
- ☐ Copy of "Immediate Need" and "Planned Response" response guide sheets.
- ☐ Access to a participating agency credit card to cover unanticipated en-route expenses.

Prior to responding, or while en-route, the officer in charge will insure completion of the ICS 214 and the Emergency Contact Form and have them available to present when arriving at Staging.

Once requested resources arrive in the designated Staging Area, it is critical that the documentation process begin. Documentation is important in order to receive funds should the incident become eligible for reimbursement at the State or Federal level. The documentation process is the responsibility of the requesting jurisdiction. The requesting jurisdiction must complete a "Disaster Team Deployment Form". The local jurisdiction will then forward such information to the MABAS-MI Executive Director. The Disaster Team Deployment Form shall contain the following information on each individual that has been deployed:

- ☐ **Incident #** - to be issued by Division Dispatch Center.
- ☐ **Staging Area Location** – as set by the requesting jurisdiction.
- ☐ **Date/Time Deployed** – available through Division Dispatch Center and to be updated as replacement crews are deployed.

- ☐ **Date/Time Demobilized** - to be updated as the mission is completed.
- ☐ **Full Name** - as it would appear on payroll, social security, etc.
- ☐ **Agency** - sponsoring department.
- ☐ **Employee Identification Number** - as it appears on the individuals' payroll records.
- ☐ **Position** - to indicate position within strike team, task force or position filled resource request. (May also indicate fire service rank).
- ☐ **Unit Designation** - apparatus number/designation individual is assigned.
- ☐ **Comments** - to provide additional information such special skills.
- ☐ **Emergency Contact** - the name of a family member/friend and 24-hour contact number for each team member deployed.

Dispatch Information

All requested resources will receive dispatch information prior to responding to the incident. The information will clearly identify:

- ☐ Call back telephone number of the local Dispatch Center.
- ☐ Contact name and telephone number of the jurisdiction requesting assistance.
- ☐ Staging area location in affected area.
- ☐ Directions to staging area (maps are always helpful).
- ☐ Any special instructions.

Demobilization

Demobilization from incidents will be relayed through appropriate dispatch channels to notify home units of release of their resources. All assigned resources must follow established demobilization procedures. Termination of ICS is not permissible until demobilization is complete. Demobilization checklist shall be completed for each unit.

LOGISTICAL SUPPORT

Self-Contained

A tiered resource response may be necessary. Responding personnel should be self-sufficient for up to 24 hours for an immediate response, 72 hours for a standard response.

Communications

It is realistic to assume that in the wake of a major disaster, the existing communication system in the affected area will be inoperable or severely compromised. It is the responsibility of the requesting jurisdiction to make arrangements for effective communications. Plain language for all voice transmissions must be utilized. See MABAS- MI communications plan for specific communications information.

Force Protection

Protection of responders will be coordinated with ESF 16 (Law Enforcement and Security) based on the nature of the mission and extent of risk to those responders. This protection shall include but not be limited to:

- ☐ Protection of personnel and equipment while in transit
- ☐ Security at the Base of Operations
- ☐ Protection during search & rescue operations
- ☐ Protection during rescue operations

The primary mission of the force protection resources is to assess and detect hostile activity before it becomes a risk to operations. The law enforcement officer must assess, evaluate, and then advise the Leader or the senior operations officer, regarding risk associated with criminal or hostile individuals or groups. Force protection is not allowed unless authorized by the SEOC.

CODE OF CONDUCT

All personnel shall strictly adhere to the Code of Conduct as set forth in Appendix "C".

REIMBURSEMENT

Upon the activation of the plan, this Reimbursement policy will be applicable to all on-scene and responding agencies. The requesting organization will be responsible for collecting reimbursement information from each responding fire response agency and submitting such information to the responsible agency for reimbursement.

Upon receipt of reimbursement by the agency, funds will be distributed to the responding agencies that have submitted proper documentation for all deployment and operational costs including costs for personnel, use of equipment, and travel.

Agencies responding to the incidents under MABAS may or may not be reimbursed for their expenses. Reimbursement may be provided by the local entity requesting assistance or by the federal government if the incident occurs on federal land. The incident may also be paid by other statutes concerning reimbursement. MIMABAS Agencies assume full responsibility for tracking costs. Without valid documents, no reimbursement will be made to any responding agency.

Financial Assistance Availability

STATE - The impact of major or catastrophic emergencies can exceed local financial resources. Financial aid and assistance may be requested from the State of Michigan. Financial assistance is available from a variety of sources within the state on a supplemental basis through a process of application and review. Fire departments responding under the

Plan should contact the Division Coordinator and/or the Local Emergency Management Director of the impacted local jurisdiction for the appropriate source of assistance and for application procedures.

FEDERAL - When damages are so extensive that the combined local and state resources are not sufficient, the governor submits a request for an emergency or major disaster declaration to the President through FEMA. A joint FEMA, state and local team will conduct a Preliminary Damage Assessment to determine if there is a need for federal assistance. If federal assistance is justified, the President issues an emergency or major disaster declaration and various emergency or disaster programs are made available. Federal assistance is on a shared cost basis with 75% federal funds and 25% non-federal funds.

Documentation

Any reimbursement, either state or federal, is based on the supporting documentation. The same documentation procedures are applicable to both the state and federal claims. All documentation must be able to stand the test of audit. The guidance Documentation and Cost Recovery may be found at <https://www.fema.gov/public-assistance-resources-and-tools> and will provide the guidelines and tools needed to document and accurately determine costs. These forms are in a fill-able computerized version (forms 90-123, 90-124, 90-125, 90-125, 90-127, 90-128). Failure to properly document costs may result in part of or the entire claim being ineligible for reimbursement. It is also very important to document the request for mutual aid in addition to documenting costs.

Eligibility

To meet Federal eligibility requirements for reimbursement, an item of work must:

- ☐ Be required as the result of the emergency or disaster event.
Have been requested by the impacted jurisdiction.
- ☐ Have been properly dispatched according to the Plan.
- ☐ Be located within a designated emergency or disaster area.
Be the legal responsibility of the eligible applicant.

Fire service resources activated by this plan must submit reimbursement claims to the impacted jurisdiction(s) in order to be eligible for reimbursement.

Categories of Work

The work most often performed under this plan is Emergency Work. This work is performed immediately to save lives, to protect property, for public health and safety, and/or to avert or lessen the threat of a major disaster. Emergency Work contains two categories: Debris Clearance (Category A) and Protective Measures (Category B).

It is possible that certain types of claims may be made under Permanent Work categories. For example, certain damages or losses of facilities and equipment may fall into the permanent Work categories.

Expenses for Personnel

Only the actual hours worked beyond the regular duty time, either overtime or regular time hours, can be claimed for FEMA category A and B (Emergency Work). Pay rates will be in accordance with the existing Collective Bargaining Agreement (CBA), pay ordinance or plan that is enforce at the time of the Plan activation. Standby time is not eligible for reimbursement. If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. CBA). The claim for reimbursement of all personnel costs will be for hours actually worked in excess of an eight-hour response.

In some cases, FEMA may approve reimbursement for overtime costs associated with “backfilling” (replacing personnel that were on duty in order to maintain staffing at the assigned level). To facilitate this reimbursement, the responding department must have a written policy concerning “backfilling” in existence prior to the disaster. The information included in “Documenting Disaster Costs” details the required information and instructions for documenting the department’s personnel costs (Force Account Labor). It also provides guidance for claiming fringe benefit costs and includes a sample rate schedule. Include the incident # as issued by the Division Dispatch Center.

Expenses for Equipment

A department may be eligible for reimbursement for the use of its owned equipment (Force Account Equipment) when it is used in disaster work. To assist in the reimbursement processes, FEMA has developed a “Schedule of Equipment Rates.” The impacted jurisdiction should obtain the most recent version prior to submitting for reimbursement. A suggested form for recording the needed information and instructions can be found in “Documenting Disaster Costs”. The Incident Number as issued by RED Center should also be included.

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or loss must be documented along with sufficient supportive documentation such as video and/or photographs. Factors such as insurance, salvage, and age of the equipment (a Blue Book type of figure) will also be considered. If the documentation is not comprehensive, detailed and accurate, portions of the claim and possibly the entire claim may be disallowed.

Rented Equipment

It is possible that a department may use some rented equipment. These costs may also qualify for reimbursement. Refer the “Documenting Disaster Costs” for the proper documenting of these expenses.

Processing Claims

Each responding department is responsible for preparing the necessary documentation and submitting a claim for resources. Where and how to file a claim is dependent on several factors because of the variety of possible reimbursement sources. The size of the event, the type of event and the type of emergency or disaster declaration can effect which funding sources are available. Some general guidelines are:

- ☐ Time is of the essence.
- ☐ Coordinate reimbursement claims with the local fire department and local emergency management agency responsible for the impacted jurisdiction. The local emergency management program will work with MSP EMHSD for recommendations and guidance for reimbursement.
- ☐ For a reimbursement from the State Disaster Relief Fund, a letter of intent to seek reimbursement must be filed with MSP EMHSD within 14 days. The letter should have an attachment, which includes a list of sites, a brief description of damages, and an estimate of costs.
- ☐ For a federal claim, the Request for Public Assistance form must be filed within 30 days of the designation of the local for public assistance.

Appendix “A” – MABAS - MI Emergency Response Plan DEFINITIONS

AGENCY REPRESENTATIVE - An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. In ICS, Agency Representatives report to the Incident Liaison Officer.

ALLOCATED RESOURCES - Resources dispatched to an incident.

APPROPRIATE RESPONSE - The planned strategy for action (in terms of the type, amount, and timing of resources) on an incident which most efficiently meets incident management objectives under current and expected conditions. The response may range from a strategy of prompt control to one of containment or confinement.

ASSEMBLY POINT (POD) - A designated meeting location for mobilized resources.

ASSISTING AGENCY - An agency directly contributing tactical or service resources to another agency.

AVAILABLE RESOURCES - Resources available to respond to incidents beyond their local mutual aid area for a specified extended duration of time.

BASE OF OPERATIONS (BOO) – An area where deployed personnel are located for food

COORDINATION CENTER - A facility that is used for the coordination of resources in support of one or more incidents. For the purposes of the MABAS – MI Emergency Response Plan includes the follow:

- ☐ ESF 4 – Firefighting
- ☐ ESF 6 – Emergency Medical Response
- ☐ ESF 9 – Search and Rescue
- ☐ ESF 10 – Oil and Hazardous Materials
- ☐ MIMABAS Reference Guides

LOCAL DISPATCH CENTER: The facility from which local fire, emergency medical and special teams are dispatched.

DIVISIONAL DISPATCH CENTER: The facility from which the assets of a MABAS Division are dispatched. This dispatch center provides coordinated dispatch for events within the Division that exceed the capabilities of a local dispatch center when utilizing multiple fire

service agencies. The Divisional Dispatch Center also serves as the point of contact between the Regional Dispatch Center and the local dispatch center(s) within each Division.

interregional requests or State-Wide disasters occur. The MABAS-MI Coordination Center takes resource requests from the SEOC, reviews Box-Alarm resource availability and contacts the appropriate RED Center for resource activation.

INTERAGENCY (IA) DISPATCH CENTER: A facility from which resources are assigned to wildland fire incidents.

INCIDENT: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

INCIDENT COMMAND SYSTEM (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

INCIDENT COMMANDER (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

JURISDICTIONAL AGENCY - The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

LOCAL DISPATCH - Dispatch offices representing local city/county government emergency response resources. Responds to local incident requests for resources.

MOBILIZATION - The process and procedures used by all organizations (federal, state, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

MOBILIZATION CENTER - A location within the Division at which emergency service personnel and equipment are assembled prior to deployment to an event or after release from an incident.

MULTI-AGENCY INCIDENT - An incident where one or more agencies assist a jurisdictional agency or agencies.

MULTI-JURISDICTIONAL INCIDENT - An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation.

MUTUAL AID AGREEMENT - Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) -- Developed by the U. S. Department of Homeland Security Secretary, NIMS establishes standardized incident management processes, protocols, and procedures that all responders -- Federal, state, tribal, and local -- use to coordinate and conduct response actions.

OPERATIONAL PERIOD - A defined time period, e.g. 0600 to 1800 hours, in which a specific set of objectives are established for managing incident activities and for which specific resources and personnel are assigned to those activities. In most cases, an operational period is defined as 12 hours.

PREPAREDNESS LEVELS - Planned levels of readiness dependent on incident activity, weather, hazard threat, and resource availability.

RESOURCE KIND - A classification of resources in the incident command system which refers to function; e.g. hand crew, helicopter, engine, and dozer.

RESOURCE ORDER NUMBER - A unique number assigned by the agency dispatching the resources to the incident. Every resource requested for an incident must have an Order Number assigned to it. The resource order number provides the legal authorization for the movement of incident requested resources and is the reference for all claims.

RESOURCE TYPE - Refers to resource capability (FEMA 808-4 Resource Typing). A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource.

RESOURCES - Personnel and major items of equipment available or potentially available to be assigned to incidents. Resources are described in the incident command system by kind and type.

SINGLE RESOURCE - An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

STAGING AREA - Locations set up at an incident where resources can be placed while awaiting a tactical assignment.

STATE EMERGENCY OPERATIONS CENTER (SEOC) - A facility operated by the Michigan Emergency Management Agency to coordinate the overall response of state government agencies and assets in support of an incident.

STATE EMERGENCY OPERATIONS PLAN (SEOP) - The state level plan for actions to be taken by government and citizens when disaster threatens or strikes. It consists of assignment of responsibilities to state agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies.

STRIKE TEAM - A set number of resources of the same kind and type that have an established minimum number of personnel. For example, a Type 1 Engine Strike Team generally consists of 5, Type 1 Engines (meeting the minimum equipment and manning standards under the control of a Strike Team Leader.

TASK FORCE - Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader

Appendix “B” – MABAS MI RESOURCE TYPING

RESOURCE	CATEGORY	KIND	COMPONENT	METRIC	TYPE I	TYPE II	TYPE III	TYPE IV	OTHER	COMMENTS
Engine	FF ESF #4	Equip	Equip	Pump	1000	50	120	70	50	
			Equip	Tank	400	400	500	750	500	
			Equip	Hose 2.5	1200	1000				3" Allowed
			Equip	Hose 1.5	400	500	1000	300	300	1 3/4" Allowed
			Equip	Hose 1"	200	300	800	300	300	Not required for In-State Response
			Personnel	Number	4	3	3	2	2	Personnel don't have to arrive on same apparatus
Truck (Aerial)	FF ESF #4	Equip	Personnel	Number	4	4				
			Equip	Aerial	75	50				
			Equip	Elev Stream	500	500				
			Personnel	Number	4	3	3	2	2	Personnel don't have to arrive on same apparatus
			Equip	Gr Ladders	115	115				
Brush Truck	FF ESF #4	Equip	Equip	Pump					15	
			Equip	Hose 1					150	
			Equip	Tank					75	
			Personnel	Number					1	
Brush ST										
Crew Transport	FF ESF #4	Equip	Equip	Passengers	30	20	10		4	FF 1&2 Certified, FF PPE/SCBA
Rescue	FF ESF #4	Equip	Personnel	Number	4	3	3			Vehicle/Transp ortation Extrication Equipment (i.e. spreader, cutter, cribbing, etc.)
Squad	FF ESF #4	Team	Personnel	Number	4	3	3			Any apparatus that can transport personnel. DO not have to arrive on same apparatus.
Tanker - Water	FF ESF #4	Equip	Equip	Tank	2000	1000	1000			
			Equip	Pump	300	120	50			
			Personnel	Number	3	2	2			
Tanker ST		Team	Equip			5				
			Equip	Tank		1000				
			Equip	Pump		120				
			Personnel	Number		2				

			Personnel	STL	1					
Tanker TF		Team	Equip	Tanker		3				
			Equip	Engine	2					
			Equip	Tank		1000				
			Equip	Pump		120				
			Personnel	STL	1					
Ambulance	ESF #8	Team	Equip	Care Type	Adv	Adv	Basic	Basic	Non Trans	
			Personnel	Number	1 EMTP, 1 EMT	1 EMTP, 1 EMT	2 EMT	2 EMT	1	Personnel and Equip meet all Michigan Licensing Standards
			Equip	Transport	2 PT	2 PT	2 PT	2 PT		
Ambulance Strike Team	ESF #8	Team	Equip	Transport	2 PT					
				STL	1					
			Personnel	Number	1 EMTP, 1 EMT					
Engine Strike Team	ESF #4	Team	Equip	Engine	5	5	5	5		Type I
			Personnel	STL	1	1	1	1		
			Personnel	Passengers	4	3	3	3		Staffing for each Engine
Fire Task Force	ESF #4	Team	Equip	Engine	3					Type I
			Equip	Aerial	1					Type I
			Equip	Squad	1					Crew Transport - Other (Squad)
			Equip	Ambulance	1					Type I
			Personnel	TFL	1					
Extrication Task Force	ESF #4	Team	Equip	Med Rescue	4					
			Equip	Engine	2					Type I
			Equip	STL	1					
Water Rescue	ESF #4	Team	Equip	Squad	1					
				Ambulance Rescue Boat	2					Type I
					1					

***Recommendation for Strike Teams and Task Force Activations– Divisions should consider a support trailer that can store SCBA's for other member departments that are only deploying personnel, water, air bottles, go bags, gloves, hoods, food and other supplies needed to support the team during the out of division deployment.

Appendix “C” - Hazardous Material Typing

Components	Type I	Type II	Type III
Field Testing	Known Chemicals	Known Chemicals	Known Chemicals
	Unknown Chemicals	Unknown Chemicals	
	WMD Chem / Bio		
Air Monitoring	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide	Combustible Gas Oxygen Carbon Monoxide Hydrogen Sulfide
	Specialty Gases Hydrocarbon Liquid Vapors	Specialty Gases Hydrocarbon Liquid Vapors	
	WMD Chem / Bio		
Sampling: Capturing Labeling Evidence Collection	Known Chemicals	Known Chemicals	Known Chemicals
	Unknown Chemicals	Unknown Chemicals	
	WMD Chem / Bio		
Radiation Monitoring and Detection	Gamma	Gamma	Gamma
	Beta	Beta	Beta
	Alpha; Radionuclide	Alpha	
Chemical Protective Clothing: Ensembles	Liquid-Splash Protective	Liquid-Splash Protective	Liquid-Splash Protective
	Vapor Protective	Vapor Protective	
	Flash Fire Vapor Protective	Flash Fire Vapor Protective	
	WMD Chem / Bio Vapor Protective		
	WMD Chem / Bio Liquid Splash Protective		
Chemical Protective Clothing: Gloves - Boots	NFPA Compliant Replacement	NFPA Compliant Replacement	NFPA Compliant Replacement
	Hi-Temp. Protective Gloves Cryogenic Protective Gloves	Hi-Temp. Protective Gloves Cryogenic Protective Gloves	
	Radiation Protection Gloves		

Components	Type I	Type II	Type III
Technical Reference	Printed and Electronic	Printed and Electronic	Printed and Electronic
	Plume Air Modeling, Map Overlays	Plume Air Modeling, Map Overlays	
	WMD Chem / Bio Sources		
Special Capabilities	Heat Sensing	Heat Sensing	
	Night Vision	Night Vision	
	Digital Photo	Digital Photo	
	Digital Video		
Intervention	Diking, Damming, Absorption	Diking, Damming, Absorption	Diking, Damming, Absorption
	Liquid, Solid Leak Intervention	Liquid, Solid Leak Intervention	Liquid, Solid Leak Intervention
	Vapor Leak Intervention	Vapor Leak Intervention	
	Neutralization, Plugging, Patching	Neutralization, Plugging, Patching	
	WMD Chem / Bio Spill Containment		
Decontamination	Known Chemicals	Known Chemicals	Known Chemicals
	Unknown Chemicals	Unknown Chemicals	
	WMD Chem / Bio		
Communications	In-Suit	In-Suit	In-Suit
	Cell Phone	Cell Phone	Cell Phone
	Wireless Fax, Copy, Web Access	Wireless Fax, Copy, Web Access	Wireless Fax, Copy, Web Access
Respiratory Protection	SCBA	SCBA	SCBA
	APR or PAPR, WMD Chem / Bio Compliant		

MI-MABAS Staffing Levels

Team consists of 18 (Two Deep Roster 36) fully qualified personnel

Company consists of 7 (Two Deep Roster of 14) fully qualified personnel

Appendix “D” – Technical Rescue Typing

MI-MABAS Tier II typing is based on NFPA 1670 (see Appendix A) and NFPA 1006 (Appendix B) required capabilities for individual or all disciplines as described below:

Rope Rescue Operations: Conduct rescues and recoveries in a low angle or a high angle environment which may require pick-off rescues operations.

Rope Rescue Technician: Conduct rescues and recoveries in a low angle or a high angle environment which may require attended litter, horizontal systems (high line), advanced anchoring and lead climbing operations.

Confined Space Operations: Conduct rescues and recoveries in a confined space that is clear and unobstructed so that rescuers may be removed utilizing non entry retrieval systems. The victim can be seen from outside the opening. Rescuers must be able to pass through the opening with all PPE worn per manufacturer’s recommendations. The space must be large

Confined Space Technician: Conduct rescues and recoveries in a confined space that contains a hazardous environment or configuration.

Trench Rescue Operations: Conduct rescues and recoveries in non-intersecting trenches which are eight feet or less in depth and where only traditional sheeting and shoring is used. Severe environmental conditions must not be present and where digging operations do not require the use of supplemental sheeting and shoring

Trench Rescue Technician: Conduct rescues and recoveries in intersecting or non-intersecting trenches which may exceed eight feet in depth and where severe environmental conditions may exist, digging operations may involve supplemental sheeting and where shoring, or manufactured trench boxes or isolation devices would be used.

Structural Collapse Operations: Conduct rescues and recoveries in collapsed structures of light frame ordinary construction and reinforced and unreinforced masonry construction.

Structural Collapse Technician: Conduct rescues and recoveries in all structures including tilt-up construction, reinforced concrete and steel structures.

Water Rescue Ice: Organizations operating at the operations level at ice rescue incidents shall develop and implement procedures for the following: (1) Recognizing the unique hazards associated with ice rescue operations (2) Identifying water and ice characteristics (3) Operating surface support equipment used in water or ice rescue operations (4) Procuring the necessary equipment to perform ice rescue operations (5) Recognizing and dealing with a victim’s hypothermia (6) Employing techniques for access, entry, and egress of divers into the water through an ice hole, if ice diving is performed by the organization.

Surface/Flood Rescue: Organizations operating at the operations level at surface search and rescue incidents shall develop and implement procedures for the following: (1) Assessing water conditions, characteristics, and features in terms of hazards to the victim and rescuer (2) Determining the method of victim entrapment (3) Performing self-rescue and survival swimming, (4) Performing search operations in water moving less than 1 knot.

Swift Water Rescue: Organizations operating at the operations level at swift water search and rescue incidents shall develop and implement procedures for the following:

(1)*Assessing moving water conditions, characteristics, and features in terms of hazards to the victim and rescuer (2) Determining the method of victim entrapment (3)*Using tag lines and tension diagonals (zip lines) (4)*Performing self-rescue and survival swimming in swift water (5) Performance search operations in water moving faster than 1 knot

MI-MABAS Technical Rescue Staffing Levels:

Team consists of 18 (2 Deep Roster 36) fully qualified personnel, which includes one (1) Rescue Manager, one (1) Rescue Safety Officer and two (2) Rescue Squad Officers, with the balance of 14 members trained to the NFPA 1670 level consistent with the chosen MI-MABAS Tier II Special Operations Typing.

Company consists of 7 (2 Deep Roster of 14) fully qualified personnel, which includes one (1) Rescue Manager and one (1) Rescue Safety Officer, with the balance of five (5) members trained to the NFPA 1670 level consistent with the chosen MI-MABAS Tier II Special Operations Typing.

Appendix “E” – UAS Team

A Unmanned Aircraft System (sUAS) Team is an aircraft operations team without a human pilot onboard, also known as a drone. The pilot on the ground has an FAA sUAS or Certificate of Authorization (COA) to fly to collect data for improved situational awareness through remote sensing. The sUAS Team operates under the Air Operations Branch, as established by the Incident Commander (IC). A minimum team is comprised of 1 Pilot in Charge (PIC) and 2 Specialists.

The sUAS Team:

1. Provides situational awareness by transmitting real-time or near real-time imagery, data, or verbal assessment, using multiple technologies, such as photogrammetry, live video, thermal imaging, and lidar, to enhance the Common Operating Picture (COP), planning functions, and Incident Action Plan (IAP) development.
2. Uses various platforms based on mission need, in accordance with FAA Code of Federal Regulations (CFR) Part 107, including:
 1. Fixed wing aircraft under 55 Pounds
 2. Rotary wing aircraft under 55 pounds
 3. Lighter-than-air UAS

Considerations for Ordering:

1. Discuss logistics for deploying this team, such as security, communications, lodging, transportation, power, recharging, fuel, and meals, prior to deployment.
2. This team typically is self-sustainable for 72 hours and is deployable for up to 14 days.
3. Pilot in Command (PIC) determines duty cycle of aircraft based on assignment, environment, terrain, battery life, and other factors affecting performance.
4. Incident Commander (IC) should consider the following needs when ordering:
 1. Collection: A measurable description of each information or image collection task, including image resolution; distribution instructions
 2. Processing: Ability to link platform to satellite; platform-required ground reception and range limitations, if any; data collection media used; delivery points of data on media; media compatibility with end users; turnaround time for analysis
 3. Distribution: Parameters for when, where, and how to disseminate images, information, and data
 4. Storage: Image, data, and information storage locations and servers; time frames for storage and maintenance
 5. Resolution, detail and IR or normal images/movies.
 6. Weather conditions.

7. Duration of the mission.
5. Incident Commander (IC) orders data analysis capabilities separately
6. Incident Commander (IC) provides management and oversight of this team by providing Air Operations Branch staff, including the Air Tactical Group Supervisor and the Air Support Group Supervisor.
7. Incident Commander (IC) should consider mission needs in selecting a Type 1 or Type 2 Team:

Type 1 - sUAS team would have the highest, most robust UASs capability, including, but not limited to: Long term search and rescue, detailed disaster surveys, long flying missions (typically 4 or more fly hours), special multispectral surveys to include at least thermal imaging and/or HazMat surveys. Additionally, this team may have in the field video editing capability and nighttime fly waivers.

Type 2 – sUAS team would be used for shorter flying durations (less than 4 hours), less detailed surveys and/or limited to visual imaging capability.

8. Ensuring Air Operations Branch staff understand sUAS operations, FAA regulations, and requirements of other local, state and Federal agencies having jurisdiction.
9. Incident Commander (IC) and provider should discuss availability of equipment and supplies needed to establish an adequate Ground Control Station, such as a portable system for data management, wireless or networking equipment, batteries, and a specialized communications cache.
10. Based on mission requirements, Incident Commander (IC) and provider should discuss data collection payload options such as:
 - a. Aerial photography
 - b. Full motion video
 - c. Specialized sensors, such as photogrammetry, sonar, radar, infrared, lidar, and hyperspectral
 - d. Infrared thermography (IRT)
11. Discuss mission planning factors, including:
 - a. Time-on-scene and flight duration requirements
 - b. Topography, climate, land and maritime factors, and population density
 - c. Launch and retrieve capabilities; takeoff and line of sight capabilities; first-person view (FPV), beyond line-of-sight view, video piloting; use of multiple controllers; follow-me capability (electronic or tether)
 - d. Operational time (day/night); takeoff and landing terrain; and operational area terrain.

- e. Weather factors (maximum wind speeds, temperature, humidity, and inclement conditions)
 - f. Airports and restricted airspace nearby
12. Incident Commander (IC) and provider should discuss the need for FAA waivers and authorizations, such as permission to fly beyond the visual line of sight, fly at night, fly directly over a person or people, fly multiple aircraft with only one pilot, fly above 400 feet, fly near airports, and fly in other restricted or special-use airspace.
13. This team adheres to FAA restrictions on crew duty according to Title 14 Code of Federal Regulations (CFR) Part 117: Flight and Duty Limitations and Rest Requirements

Appendix “F” - Code of Conduct

General Responsibilities

- ☐ It is the responsibility of the sponsoring agency to prepare responders before deployment regarding conduct expectations. Each deployed member is bound by their sponsoring agency’s rules, regulations, policies, and procedures.
- ☐ It is the responsibility of the MIMABAS Executive Board to reinforce the Code of Conduct during all planning sessions, meetings and briefings and to monitor compliance. Any violations must be documented with appropriate follow up action taken by the MIMABAS Executive Board and the sponsoring agency.
- ☐ It is the responsibility of each responder to abide by this Code of Conduct.

Individual Responsibilities

- ☐ As a basic guide, responders will base all actions and decisions on the ethical, moral and legal consequences of those actions. It is in this manner that positive and beneficial outcomes will prevail in all system events. Accordingly, responders will conform with the following: At no time during a mission will responders take advantage of any situation and/or opportunity that arises for personal gain.
- ☐ Remain cognizant of cultural issues including race, religion, gender and nationality.
- ☐ Abide by all local law enforcement practices, including its policy regarding weapons.
- ☐ Abide by all laws and regulations regarding the handling of sensitive information.
- ☐ Follow local regulations and agency protocols regarding medical care and handling of patients and/or deceased.
- ☐ Follow prescribed direction regarding dress code and personal protective equipment.
- ☐ Not be in possession of non-prescribed or illegal substances.
- ☐ Will neither possess or consume alcoholic beverages while on duty or subject to call back.
- ☐ Only procure equipment through appropriate channels.
- ☐ Follow AHJ and federal regulations or restrictions regarding taking and showing pictures of victims or structures. This is to be all inclusive of any recording device, including cell phones.
- ☐ Not remove any items from an operational work site as a souvenir.
- ☐ Not deface any property.
- ☐ Transit only via approved roadways and not stray into restricted area.
- ☐ Demonstrate proper consideration for other teams’ capabilities and operation practices.
- ☐ Not accept gratuities to promote cooperation.