

Louisiana Fire Service (LFS)



STATEWIDE EMERGENCY RESPONSE PLAN

ACKNOWLEDGEMENTS

This document is the culmination of a desire to succeed and to improve in our mission to serve and protect the citizens of the State of Louisiana. Through the efforts and leadership of the Louisiana Fire Chief's Association, the Office of the State Fire Marshal and the Louisiana Fire Service Emergency Response Committee, this document was possible. A special thanks goes to the members of the Disaster Response Task Force who brought the original concept forward from an idea to a reality.

Revisions

Date	Change
9/19/06	Deleted page 38, duplicate of Isolated incidents; added revisions page

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PURPOSE OF THE PLAN

1. To provide for systematic mobilization, organization and operation of necessary fire and rescue resources of the state and its political subdivisions in mitigating the effects of emergencies, whether natural or man-caused.
2. To provide comprehensive and compatible plans for the expedient mobilization and response of available fire and rescue resources on a local, regional and statewide basis.
3. To promote annual training and/or exercises between plan participants.
4. To provide an annually updated fire and rescue inventory of all personnel, apparatus and equipment in Louisiana.

AUTHORITY

1. State of Louisiana, Governor's Office of Homeland Security and Emergency Operations
Emergency Operations Plan
2. Memorandum of Understanding with the following agencies
 - a. Office of State Fire Marshal
 - b. Department of Agriculture and Forestry (ESF 4)
 - c. Department of Health and Hospitals (ESF 8)
 - d. Department of Wildlife and Fisheries (ESF 9)
 - e. Department of Environmental Quality (ESF 10)
 - f. Louisiana State Police (ESF 10)
 - g. LOSCO (ESF 10)

CONCEPT AND DESIGN

Key Concepts of the PLAN

The PLAN is directed towards enhancing disaster management and emergency response at the local, parish, and state level of government by:

1. Utilizing the National Incident Management System (NIMS) as a model to manage actions during an emergency.
2. Providing central coordination for Fire-Rescue resource response through Regional Management Teams via Emergency Support Functions (ESF)
 - a. For firefighting through ESF 4
 - b. Providing resources for pre-hospital EMS in coordination with ESF 8.
 - c. For search and rescue through ESF 9
 - d. Provide resources to hazardous material incidents in coordination with ESF 10.
3. Pre-designating responsibilities for leadership and resources at the local, parish, and state levels.

Louisiana Fire Service Emergency Response Committee (LFSERC)

The coordination of the PLAN, including its development, revision, distribution, training and implementation is the responsibility of the LFSERC. The committee will be composed of the following:

- *Louisiana Fire Chief's Association (LFCA) Emergency Response Committee Chair
- *LFCA Emergency Response Committee Vice-Chair
- *Louisiana State Firefighters Association (LSFA), one representative
- *Professional Firefighters Association (PFFA), one representative
- *Louisiana Department of Agriculture and Forestry, (LDAF), one representative

- *Louisiana State University Fire and Emergency Training Institute (LSU-FETI), one representative
- Regional Emergency Response Plan Coordinators (LFS PLAN Regional Coordinator), one representative from each LFCA district (totaling 10)
- Association of Public Safety Communication Officers (APCO), one representative
- Louisiana Emergency Preparedness Association (LEPA), one representative
- Louisiana Urban Search and Rescue (LUSAR), one representative
- Louisiana Department of Environmental Quality (LDEQ), one representative
- Louisiana State Police HazMat (LSP Hazmat), one representative
- Louisiana State Department of Health and Hospitals (DHH) , one representative
- Louisiana Department of Wildlife of Fisheries (LDWF) , one representative
- Louisiana Police Jury Association (LPJA) , one representative
- Louisiana Municipal Association (LMA) , one representative

* denotes members of the Executive Committee

The President of LFCA, with LFCA Board of Directors approval, and consultation with the LFSERC, can add or remove members as deemed necessary for the success of the PLAN.

LFSERC Executive Committee shall be responsible for management, exercise and maintenance of the LFS-PLAN.

LFSERC Meeting Schedule and PLAN Revision Process

LFSERC members are responsible to solicit their respective areas, for recommended revisions to the PLAN. These individuals will provide written comments to the chair by December 15.

The committee chair disseminates the recommended revisions to the LFSERC by January 15.

The committee chair shall convene a pre-conference workshop at least 45 days before the LFCA annual conference.

The LFSERC Chair provides a final draft of the proposed revisions of the PLAN to the LFSERC committee 30 days prior to the LFCA annual conference.

The LFSERC shall meet at the LFCA annual conference to vote on the proposed revisions. A quorum of twelve (12) members is required to conduct business. A majority vote of the assembled members shall be required to adopt the proposed revision.

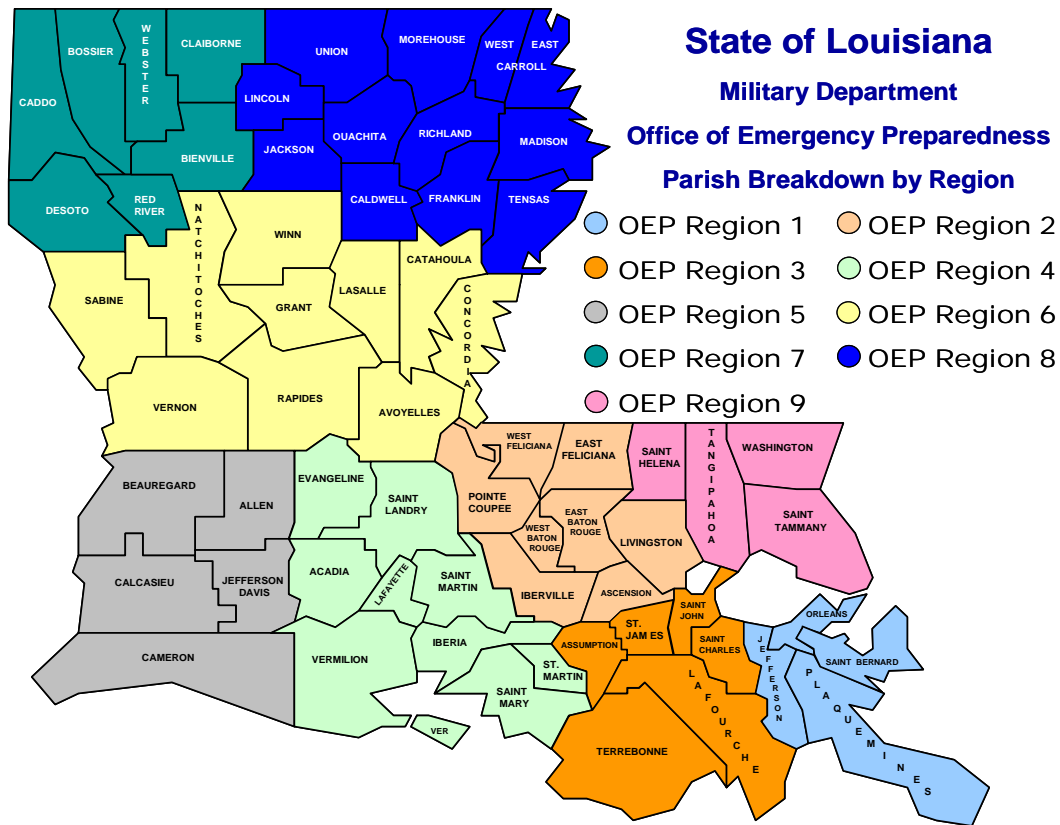
The LFSERC shall meet at the annual LSFA conference and on emergency call by the chair.

An emergency meeting of the executive committee to review urgent issues, may be called by the LFSERC Chair, vice-chair or three or more committee members.

During a plan activation where an emergency meeting has been called, a quorum of members present may alter the plan to meet the needs of that emergency.

Regional Representation

For the purposes of this plan, the Governors Office of Homeland Security and Emergency Preparedness regional districts will be used. (See map below)



The Chair shall appoint a representative for each region to function as the Regional Emergency Response Plan Coordinator (Regional Coordinator). The appointment shall be made by the chair after consultation with representatives from that region. After approval by the committee, the Regional Coordinator shall appoint a Regional Management Team (RMT).

The Regional Coordinator will lead the RMT and appoint multiple alternates for each position. Representatives should be geographically separate in the region, minimizing the possibility of persons being directly affected in the event of an emergency occurring in that region.

Each RMT is responsible for tracking all available resources within the region. The PLAN has incorporated standardized forms for ordering resources into the affected areas. Activity logs and chronological logs that are in compliance with state and federal guidelines are available to participating agencies. The current federal reimbursement schedule for the use of resources will be used when reimbursements are requested. It will be the responsibility of the participating agency to submit reimbursement forms to the appropriate local, state or Federal agency.

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

The organizational structure within each Region utilizes the designated roles of the Model National Incident Management System (NIMS). The RMT appointed by the Regional

Coordinator shall assume the functional responsibilities, outlined on the following page. These include Operations, Planning, Logistics and Finance/Administration. LFS Parish Emergency Response Plan Coordinators (Parish Coordinator) should be appointed for each parish as a vital logistical link from the area. Alternates for each position should be appointed, in the event that the primary person is not available during an emergency. The above appointments should be, if possible, geographically separate from each other in the Region. The individual departments shall then muster resources for the Region in support of the PLAN. The nine Regions comprise the Statewide Emergency Response Network (SERN), which ultimately will receive its direction during an emergency from the State Coordinator. The State Coordinator or his designee will assist with ESF 4 & 9 in the State EOC, with representatives from the Louisiana Fire Service Emergency Response Committee, coordinating resource response into the affected Region.

The LFSERC coordinates resource requests, serving as the Logistics function for statewide resources as requested in or through ESF 4 & 9, and other ESF's. The LFSERC also serves as an advisor to GOHSEP.

The LFSERC have entered into an MOU with:

- Louisiana Department of Environmental Quality
- Louisiana State Police
- Governor's Louisiana Oil Spill Coordinator (LOSCO)
- Department of Health and Hospitals
- Public Health Emergency Preparedness and Response Program
- Louisiana Department of Wildlife & Fisheries
- Louisiana State Fire Marshal

This is relating to periods of activations of the SEOC. Under the agreement, ESF 4, 8, 9 and 10 will work together on deployment of various fire service resources including the Regional Response Teams. The PLAN procedures will form the basis for these requests.

It should be noted that the MOU with DEQ, LOSCO and LSP Hazmat may be activated outside of the plan to allow fire service resources to assist them in hazardous materials response.

Key Positions in the PLAN

Checklists for each position are in the annex of the plan.

State Emergency Response Plan Coordinator (Plan Coordinator): This person shall act as the Chair of the Louisiana Fire Service Emergency Response Committee; be responsible for assigning representatives to assist with staffing in the ESF 4 & 9 at the State EOC and responsible for the oversight and implementation of the PLAN. The Plan Coordinator shall appoint a Vice Chair of the LFCA Emergency Response Committee and alternate(s) as needed with approval of the LFCA Executive Board.

Regional Emergency Response Plan Coordinators (Regional Coordinator): Will coordinate emergency assistance operations at the Regional level and provide resources into the affected area(s) as requested through the plan. Recommends to the State Coordinator the appointment of Parish Emergency Response Plan Coordinators annually for each parish within their region. Recommends to the State Coordinator the appointment of members and alternates to the Regional Management Team. Provides staff to the SEOC during activation when requested. There are a total of nine Regional Coordinators, one per Region, and one statewide Industrial Coordinator with at least one alternate per Region appointed.

SEOC Liaison Officer: When requested, LFSERC representative(s) will staff the SEOC as required to interface between the LFSERC and the SEOC. Regional Coordinators will be responsible for SEOC staffing based on the following chart:

Regions Responsible Months

1, 5 & 7 July, October, January, April
2, 4 & 8 August, November, February, May
3, 6 & 9 September, December, March, June

Regional Coordinators will jointly coordinate the coverage and transmit the names, dates and other important information to the State Coordinator prior to the 25th of the month, which precedes their respective coverage period. The State Coordinator will be responsible for scheduling the necessary training to insure an adequate number of SEOC Liaison Officers.

The SEOC Liaison Officers will be assigned to either the State EOC or the Fire Marshall's office that has set up a room for members to operate out of. These member would take requests from the ESF 4/9 desk in the EOC and locate the resource to fill those requests and report back to the ESF 4/9 desk.

Parish Emergency Response Plan Coordinator (Parish Coordinator): There are sixty-four identified, one per parish. Rural areas may identify one person to handle several parishes. Parish fire chief associations, or like organizations, may be contacted for a name to be submitted to the respective Regional Coordinator for appointment. This position serves as liaison between the Parish Emergency Manager and the Regional and State Coordinators for the PLAN. This person shall coordinate assistance among Fire-Rescue agencies in that parish and will be the primary contact for the regional logistics officer for resources. Alternates should be chosen for this position.

Operations, Planning, Logistics, Finance/Administration, PIO, and Liaison: These positions should be filled from within the Region to support the activation and implementation of the PLAN. It is stressed that these positions are in support of the Resources to the Region, and not to assume Command and Control of the Incident. However, upon the request of the agency having jurisdiction for the incident, separate overhead IMT may be activated for Command and Control operations.

State EMS Liaison: The LFSERC Chair shall appoint (1) one for the State. This position will assist in coordinating the efforts with ESF 8.

State Hazmat Liaison: This position will assist in coordinating the efforts with ESF 10.

State USAR Liaison: This position will assist in coordinating the efforts with ESF 9.

Training Credentials and Minimum Qualification Requirements

The following training credentials and qualifications are to ensure the public safety profile for the communities being served by the LFSERP. This plan will enhance the safety for the responders mobilized to respond in the event of an emergency. Personnel mobilized in conjunction with this plan will be at least 18 years of age and be medically qualified to wear a respirator (SCBA) as per NFPA requirements. The personnel will be covered by their department's or employer's worker's compensation insurance and be adequately trained and qualified for the position tasked. Fire Departments or organizations wishing to participate in the LFSERP will be required to maintain

the certification and training documents and provide proof when requested by the Parish or Regional Coordinator. The Fire Chief or their designee will be required to certify that the deployed personnel are properly trained and medically qualified for the tasking.

All responders must have the NIMS training required for their level of response.

The following are recommended minimum training requirements for the following positions but will not necessarily exclude persons with appropriate experience from participating in this plan as certified by the fire chief of the department.

1. **Firefighter** – Firefighter I, First Responder and a valid CPR card.
2. **Firefighter/EMT** – Firefighter I, NREMT-Basic or Intermediate and LA State certified.
3. **Firefighter/Paramedic** – Firefighter I, NREMT-Paramedic and LA State certified.
4. **Driver/Operator Pumper** – Firefighter I, Driver/Operator, First Responder and a valid CPR card.
5. **Driver/Operator Aerial** – Firefighter I, Driver/Operator, Aerial Operator, First Responder and a valid CPR card.
6. **Company Officer** – must hold a company or chief officer position in their fire department, Firefighter II, Fire Officer I, First Responder.
7. **Chief Officer** – must hold a chief officer position in their fire department, Firefighter II, Fire Officer I and II, or an Associates Degree or Higher, ICS 100, 200, 300, 400, 700 and 800.

Due to the technical expertise required for the positions below, the following criteria must be met.

1. **Hazardous Materials Technician** – Hazardous Materials Awareness, Hazardous Materials Operations, Hazardous Materials Technician 40 hour Training Course and First Responder and a valid CPR card.
2. **Structural Collapse** – Must meet the requirements for NFPA 1006, current edition, first responder and valid CPR card.
3. **Rope Rescue** – Must meet the requirements for NFPA 1006, current edition, first responder and valid CPR card.
4. **Confined Space Search and Rescue** – Must meet the requirements for NFPA 1006, current edition, first responder and valid CPR card.
5. **Vehicle and Machinery Search and Rescue** – Must meet the requirements for NFPA 1006, current edition, first responder and valid CPR card.
6. **Water Search and Rescue** – Must meet the requirements for NFPA 1006, current edition, first responder and valid CPR card.

7. **Wilderness Search and Rescue** – Must meet the requirements for NFPA 1006, current edition, first responder and valid CPR card.
8. **Trench and Excavation Search and Rescue** – Must meet the requirements for NFPA 1006, current edition, first responder and valid CPR card.
9. **Dive Rescue Technician** – Open Water Diver, Dive Rescue Specialist I 24 hour Course, First Aid and a valid CPR card.

The following are minimum training requirements for the key positions within the LFSERP:

1. **State Emergency Response Coordinator (State Coordinator)**-Firefighter II, Fire Officer I and II or Associates Degree or Higher, ICS 100, 200, 300 and 400; IS 700 and 800 or equal training from the NFA or EMI.
2. **Vice Chair same as chair**
3. **Regional Emergency Response Coordinators (Regional Coordinator)** - ICS 100, 200, IS 700 & 800.
4. **SEOC Liaison Officers** - ICS 100, 200, 300, 400; IS 700 and 800, Receive training from the state OEP on EOC operations or equal training from the NFA or EMI. Firefighter II, Fire Officer I and NREMT-Basic.
5. **Parish Emergency Response Coordinator (Parish Coordinator)** - ICS 100, 200, IS 700 & 800.
6. **State EMS Liaison** – NREMT Basic, ICS 100, 200, IS 700 and 800.
7. ***State Haz Mat Liaison** -Trained to the Hazardous Materials Technician level and active in an organization that regularly responds to hazmat incidents. ICS 100, 200, IS 700 and 800.
8. ***State USAR Liaison** - Trained to the USAR Specialist level, and regularly trained or engaged in USAR operations in the course of their duties. ICS 100, 200, IS 700 and 800

STATE OF LOUISIANA EMERGENCY MANAGEMENT

Structure

The emergency management structure in the state of Louisiana is guided by The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993, as amended and sets up a structure, which has four levels of intervention (local, parish, state and federal). The basic concept of the PLAN is the lowest level of government shall have initial responsibility for emergency response and relief, attempting to mitigate the situation with the resources available at that level. Requests for assistance from the next higher level of government will be made when the magnitude of the emergency either exceeds the resources of the local level of government or the resources needed are not available at the local level.

Under The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993, as amended, each parish government is to operate an emergency management agency for the purpose of coordinating emergency relief efforts in that parish. Upon exhaustion of resources at the parish level, requests for State assistance will be made to the GOHSEP.

The State Emergency Operations Center (SEOC) would be activated at this time and will provide direct liaison to the Parish EOC regarding the coordination of state resources operating and/or responding into the affected area. State agencies will provide resources to local government according to the functional responsibilities outlined on the following page. 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.

When local and state resources are determined to be inadequate to respond to the emergency, the Governor will request assistance from outside the state. The requests will be based on state and local damage reports and expenditure reports for emergency-related activities. When the President of the United States declares an emergency or a major disaster, federal assistance would then be authorized to assist State government. In Louisiana, the GOHSEP has been designated as the state agency responsible for coordinating assistance received through federal programs.

Emergency Support Functions (ESF)

ESF	PRIMARY
1 Transportation	Department of Transportation and Development
2 Communications	Governor's Office of Homeland Security and Emergency Preparedness Louisiana National Guard Louisiana State Police
3 Public Works & Engineering	Department of Transportation & Development
4 Firefighting	Department of Agriculture and Forestry
5 Emergency Management	Governor's Office of Homeland Security and Emergency Preparedness
6 Mass Care, Housing and Human Services	Department of Social Services Department of Corrections
7 Resources Support	Governor's Office of Homeland Security and Emergency Preparedness
8 Public Health & Medical Services	Department of Health & Hospitals Louisiana State University Health Care Services Division
9 Search & Rescue	Department of Wildlife and Fisheries
10 Oil Spill, Hazardous Materials and Radiological	Governor – Oil Spill Coordinator Louisiana State Police Department of Environmental Quality
11 Agriculture	Department of Agriculture & Forestry
12 Energy	Department of Natural Resources/Intrastate. Nat. Gas Louisiana Public Service Commission/Power
13 Public Safety and Security	Louisiana State Police Department of Justice
14 Community Recovery, Mitigation and Economic Stabilization	Governor's Office of Homeland Security and Emergency Preparedness Department of Economic Development
15 Emergency Public Information	Governor's Office of Homeland Security and Emergency Preparedness
16 Military Support to Civilian Affairs	Louisiana National Guard

ACTIVATION OF THE PLAN

When a jurisdiction is affected by an emergency situation locally, and the Incident Commander is no longer able to obtain additional assistance from area departments, requests for additional assistance must be directed to the Parish EOC. When the Parish EOC has exhausted all local/regional resources, a request for additional assistance will be made to the State EOC. The request at the State EOC will be forwarded to appropriate ESF. The PLAN will be activated when a request for additional assistance has been made to either ESF 4, 8, 9 or 10 at the State EOC.

Request for Assistance (RFA)

The Incident Commander (IC) upon exhausting all resources at their disposal may request deployment of additional resources through the PLAN. All requests for assistance will be processed through the Parish EOC utilizing the "LFSERP Form 1; Part 1" attached to the E-TEAM request. The requesting agency will complete the top portion of the form, assuring that a detailed explanation of the mission to which those resources will be assigned is included. The requestor must identify exactly what and how many of each resource type will be needed. The form utilizes the accepted resource typing methodology included in NIMS. That request will then be forwarded to the State EOC for processing, through ESF 4 & 9, who will fill the request utilizing the PLAN. Once a Region has committed to filling a request, the responding agency is to complete of the "LFSERP Form 1; Part 2". Care should be taken to assure the proper type of resource and number being committed is completed, for each resource being deployed by the assisting agency. In addition, an hourly estimate of costs for the committed resources and estimated transportation costs to and from home base must be included on this form. That form is to be returned to the State EOC, ESF 4, 8, 9 or 10 desks. From there the form will be sent back to the requesting agency/Parish EOC to fill out the "LFSERP Form 1; Part 3" authorizing the response. They will then send the form back to the appropriate ESF desk and the resource will be mobilized.

Resource Inventory

Each Region will maintain an updated inventory of its equipment, vehicles and personnel, which are available for response within the scope of the PLAN. The participating agencies will review the resource inventory section for completion and submit to their Parish Coordinator, who will gather the resource sheets and pass them on to the Regional Coordinator. It is clearly understood, as is the standard practice with all mutual aid agreements that all equipment, vehicles, and personnel listed will be provided within the PLAN only if available at the time of the request. When a request for assistance is received, the Parish Coordinator will call each participating department to request their available resources for deployment. The Regional Coordinator will utilize the resource inventory as a guide to track and request available resources. The plan will utilize the FEMA/NIMS Integration Center Resource Typing Definitions.

The available resources are to be updated annually.

DEPLOYMENT OF RESOURCES

Critical Concepts

Critical to the success of the deployment section of the PLAN are the three (3) concepts of;

1. Efficient timeframe for deployment
2. The ability to pre-stage resources in advance of a pending emergency
3. Pre-identified Strike Teams and Task Forces within each region

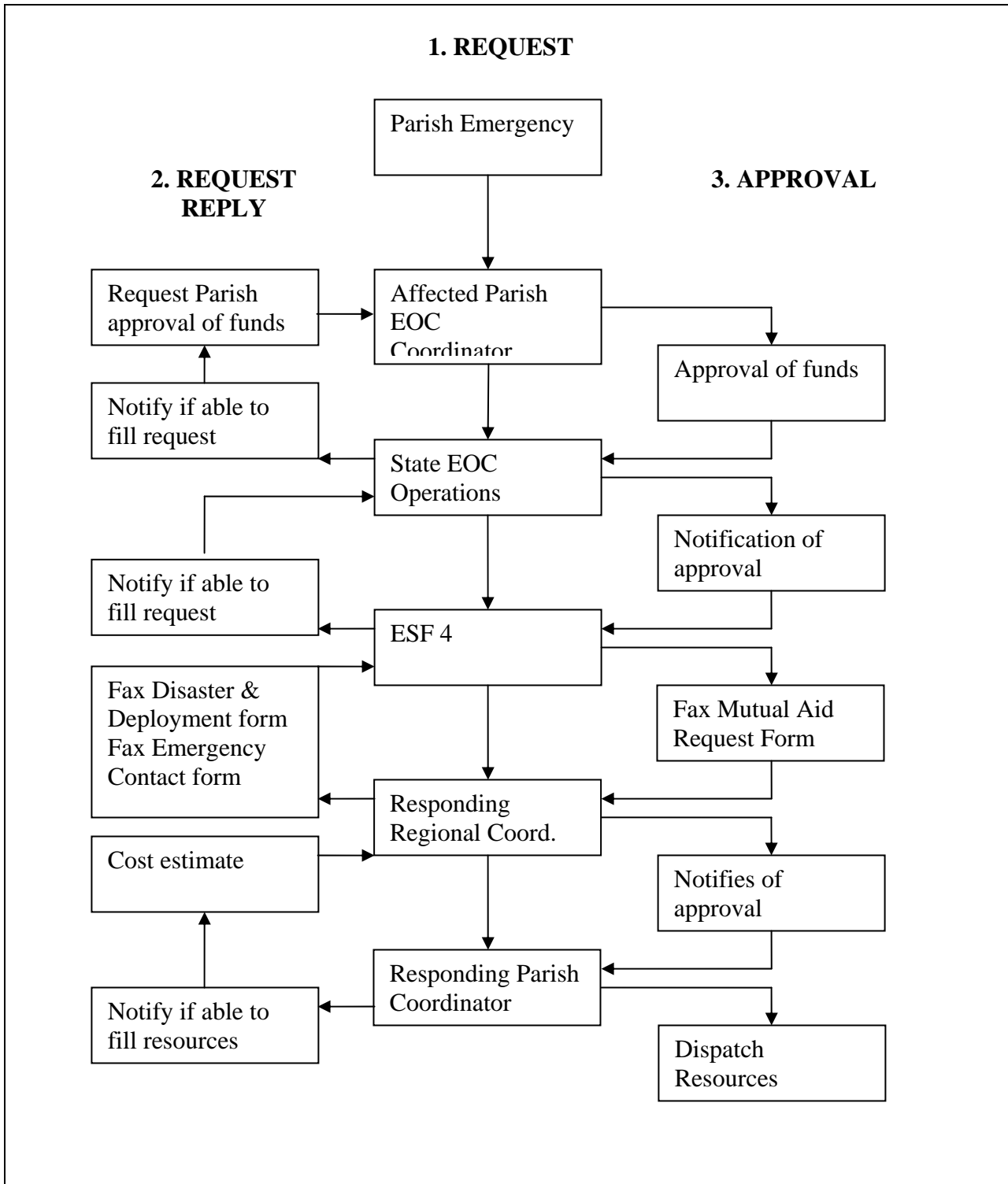
In concert with these concepts, it is critical that all resources deployed are adequately documented and tracked from within each sponsoring Region. In addition, it is imperative that our personnel arrive on scene of an emergency with complete, appropriate PPE. The minimum personal protective equipment (PPE) for all out of jurisdiction assignments through the PLAN shall be full structural PPE, as specified in NFPA Standards. In addition, it is highly recommended that for deployments including wildfire assignments, wildland PPE as specified in NFPA standards be carried as well. Specialized disciplines, such as hazardous materials or USAR teams, shall have the appropriate PPE and equipment to support their deployment.

Time Frame for Deployment: Unless specified otherwise at the time of request, the standard for deployment of resources shall be within three (3) hours of the mission assignment from the State EOC. Under certain circumstances a more rapid deployment may be deemed necessary by the State EOC and authorized as a "Rapid Activation". Time frame for deployment of these missions shall be within one (1) hour of the mission assignment from State EOC. It is anticipated that the pre-identified Strike Teams will fill these resource requests.

Pre-identified Strike Teams: each Region is encouraged to pre-identify Strike Teams, made up of five (5) like resources, and/or Task Forces, made up of five (5) mixed resources. Each Strike Team and/or Task Force is to have a designated, trained Team Leader and common radio communications. The primary mission of the Strike Teams and/or task Forces will be response into areas affected by an emergency, to work within the Command Structure within that affected area. The most common use of these pre-identified teams will be for incident requiring a rapid response; particularly those designated "Rapid Activation". It is anticipated that "Rapid Activations" will peak quickly and terminate within a shorter time frame, thereby allowing for a shorter preparation time. To accomplish the rapid deployment all of the required deployment documentation should be compiled and maintained by the Regional Coordinator in advance.

Pre-Staged Resources: Based on the forecast of an imminent emergency, it may be necessary to stage resources in advance, to better position them geographically for a timely response into an affected area. That decision will be made with the concurrence of the State EOC, the ESF 4, 8, 9 & 10 representatives and the sponsoring Regional Coordinator. Once that mission has been tasked, the resources shall be prepared for deployment and sent to the identified staging area. The staging area designated must be under the direct supervision of a Staging Area Manager, provide the necessary logistical support to accommodate the deployed resources for a prolonged time period and provide a high degree of safety and security for all deployed resources. Once deployed to a staging area, all resources shall be considered in "active mission" status. Staged resources will only be released into an affected area, after confirming mission orders have been issued from the State EOC, ESF 4, 8, 9 or 10 representatives.

Parish Isolated Incident Request for Resources



Resource Definitions

To provide standardization in deployment the Department of Homeland Security resource definitions will be used and specific terminology has been chosen:

Strike Team: Five (5) like units, e.g. Type 1 Engines, with common communications and an assigned Strike Team Leader. The Leader should be in a separate vehicle for mobility and will meet with the Team at a staging area or other designated location and coordinate their response to, and efforts during, the incident.

Task Force: Five (5) units, which need not be identical, e.g. three (3) Type 1 Engines and two (2) Aerials, with common communications and an assigned Task Force Leader. The leader should be in a separate vehicle for mobility and will meet with the team at a staging area or other designated location and coordinate their response to, and efforts during, the incident.

Single Resource: Individual engines, equipment, personnel that may be requested to support the incident. A single resource will be the equipment, plus the individuals required to properly utilize it.

Documentation

Once a Request For Assistance (RFA) has been received by the State EOC, and a Region has agreed to fill that request, the Regional Coordinator must complete an "Emergency Response Team Deployment Form" (LFS PLAN Form 2) and fax it to ESF 4 or 9 at the State EOC or to the Logistics group at the Fire Marshal's office.

The Crew Deployment Form shall contain the following information on each individual being prepared for deployment:

1. **E-TEAM #:** Number generated when a request is entered into the state computer system.
2. **Date/Time Deployed** - to be updated as replacement crews are deployed.
3. **Date/Time Demobilized** - to be updated as the mission is completed.
4. **Full Name** - as it would appear on payroll, social security, etc.
5. **Agency** - sponsoring department.
6. **Social Security Number** - as it appears on the individual's payroll records.
7. **Hourly Wage** - must indicate whether rate includes fringe. If it does not include fringe benefits, then the fringe benefit amount must be indicated in a percentage basis.
8. **Position** - to indicate position within strike team, task force or position filled resource request. (May also indicate fire service rank)
9. **Unit Designation** - apparatus number/designation individual is assigned to.
10. **Comments** - to provide additional information such as; fringe amount, special skills or when providing replacement personnel.

The agency the individual is representing will function as an emergency contact in case an emergency arises.

Mission Orders

The Strike Team Leader, or individual if single resource, will receive mission orders. The Mission Orders will clearly identify:

1. The mission tasking number/E-Team request #.
2. Contact name and telephone number of the staging location in affected area.
3. Directions to staging area (maps are always helpful).
4. Primary mission objective and any special instructions.

5. 24-hour contact numbers for regional coordinator/staff (to allow team leader the ability to submit daily situation reports and any necessary emergency communications).
- Two copies of the Emergency Response Team Deployment Form; one will remain in the possession of the Strike Team Leader, the other will be submitted to the affected area's representative upon reporting to the staging area.

Pre-Hospital EMS Guidelines

The LFSERC and the Louisiana Department of Health and Hospitals, have entered into a Memorandum of Understanding (MOU) to formalize the use of the PLAN to deploy prehospital EMS resources to emergency situations. The general concept of this plan to deploy and track those resources is listed below:

- A request is received by the State EOC through the Parish Emergency Management System for pre-hospital EMS resources through ESF 4 and 9.
- It is the responsibility of the ESF 4 & 9 Officer to ensure that coordination is established with the ESF 8 Officer (s) to ensure that the appropriate Resource is requested and deployed.
- Upon conferring on the appropriate resource the LFS SERC, ESF 4 & 9 Representative will either
 1. Contact Regional Coordinator(s) necessary to fill request, or
 2. Have the ESF 8 locate the necessary resources; if ESF 8 acquires the resource; ESF 4 & 9 will ensure that the appropriate Regional PLAN Coordinator is notified of the deployment. This information will be passed from the Regional Coordinator to the Parish Coordinator.
- Upon notification from ESF 4 & 9 of filling the resource request, the EFS 8, Emergency Coordinating Officer (ECO) shall confirm the mission and authorize payment.
- The resources are then to be deployed and tracked by the Regional Coordinator(s).
- Upon completion of the mission and return of all resources to home base, each provider is responsible for completing the ESF 8 reimbursement process.

LOGISTICAL SUPPORT

Self-Sustaining

The logistical support of mutual aid resources is critical in the management of an emergency effort. It is believed a tiered resource response will be necessary. Initially, units sent to an emergency will be self-sustaining for a period of 72 hours or able to return home each day, unless otherwise advised by the affected jurisdiction that logistical support has been established for the mutual aid forces. It is a fundamental assumption that this logistical support will be established as soon as possible and will be maintained by the agency requesting the resources. This shall include full structural fire, wildland fire, and HazMat PPE as appropriate.

The size of the response sent to the area, the severity of the emergency, the extent of the area involved, and the infrastructure that is still functional within the affected area, will ultimately determine the extent to which logistical support is required.

1. Transportation to and from the area:
 - a) Staging areas, within and outside, the emergency area
 - b) Overnight storage for vehicles
 - c) Maps and directions for responding personnel
 - d) Emergency towing and repairs
 - e) Designating fuel, oil, and water depots
2. Food supplies and preparation:
 - a) Self contained mobile food preparation units

- b) Personnel to prepare/distribute meals
- c) Sanitation and clean up
- d) Food supplies/utensils
- 3. Overnight shelter and rehabilitation areas:
 - a) Provide suitable (secure) overnight shelter
 - b) Environmental considerations (rain, sun/heat, insects)
 - c) Bedding
 - d) Transportation to and from shelter
 - e) Parking and security of apparatus
 - f) Electricity/generator power
 - g) Water and sanitary facilities
 - h) Communications links (in and out of the emergency area)
- 4. CISD considerations
- 5. Affected worker support/assistance

Communications

The key to the successful operation of the various resources into a Region will depend heavily upon the ability of these agencies to communicate effectively among them. It is realistic to assume that in the wake of a major emergency, such as a hurricane, the existing communication system in the affected area will be inoperable or severely compromised. Therefore, responding mutual aid forces must be able to communicate with each other, independent of the local communications network. In addition, common terminology for all voice transmissions must be utilized.

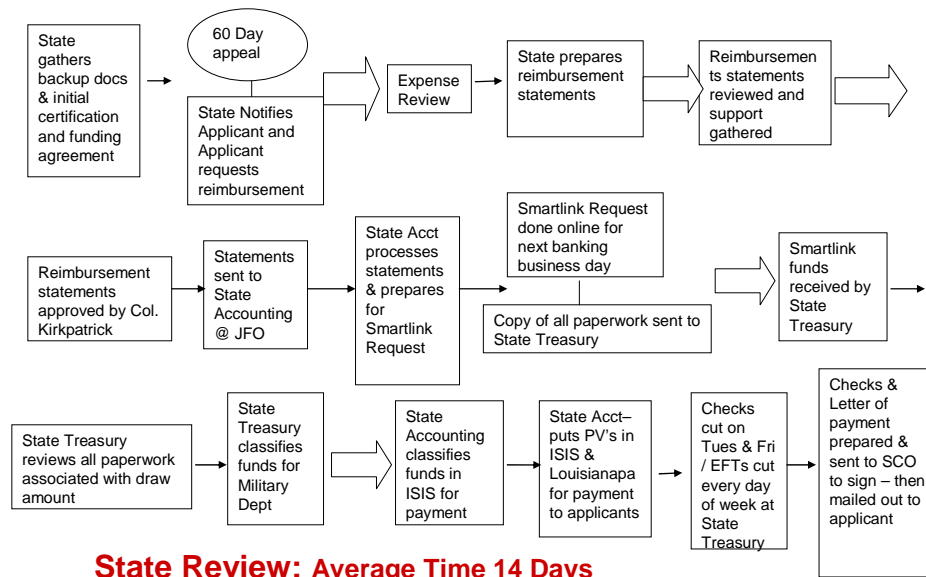
REIMBURSEMENT PROCEDURES

Local/Parish Reimbursement

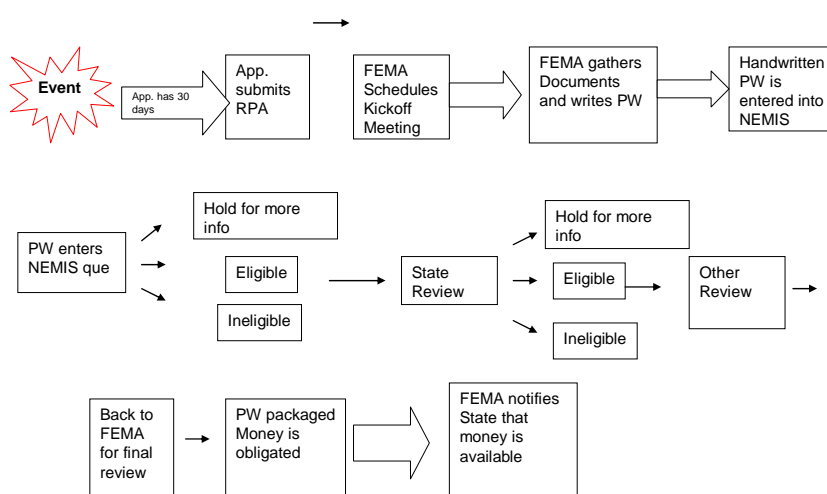
If resources are requested and there is no Presidential Disaster Declaration, then the agency/parish requesting the resource will be responsible for reimbursing the responding agency provided that funding has been made available.

State Reimbursement

If a resource is activated directly from the ESF desk, the lead agency requesting the resource will be responsible for reimbursing the responding agency.



State Review: Average Time 14 Days



FEMA Review: Average Time is 21 Days from receipt of PW by Data Entry

FEMA Reimbursement

All federal reimbursement guidelines can be found in the following documents:

1. State of Louisiana Disaster Recovery Manual (Red Book)
2. The Stafford Act
3. CFR 44: Part 13 & 206
4. www.louisianapa.com (see Resources for Forms to be used to submit claims)

This section serves as a reference for information on emergency cost recovery to assist individuals in documenting emergency related expenditures following a Presidential and/or State

Declaration to facilitate reimbursement from the federal government, the State of Louisiana and the parish's private insurance carriers. This section may appear tedious and burdensome, but it reflects FEMA's requirements and emphasizes the need for close compliance. If the department fails to be comprehensive, detailed, and accurate in the type and extent of documentation, portions of the claim and possibly the entire claim will be disallowed, and the department will be required to absorb these costs.

Reimbursement Eligibility

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

- Be required as the result of the major emergency event
- Be located within a designated emergency area
- Be the legal responsibility of the eligible applicant

FEMA Categories of Work

FEMA provides reimbursement of funds based on the type of emergency-related work that was performed. Each activity for emergency-related work is eligible for a specific amount of reimbursement. Therefore it is imperative that all emergency-related work activities must be identified and documented as one of the following FEMA categories. Under the PLAN, the work most often performed under is Emergency Work: Work performed immediately to save lives and protect improved property and public health and safety, or to avert or lessen the threat of a major emergency. Emergency Work contains two categories: Debris Clearance and/or Protective Measures.

Emergency-Related Expenditures

FEMA will provide reimbursement of expenditures to perform emergency protective measures in emergency-related work.

Reimbursements must be in accordance with Federal Financial Management Annex and 44 CFR, Part 206. Examples of eligible reimbursement activities include, but are not limited to:

1. Payroll expense for personnel operating at the incident
2. Hourly cost to operate capital equipment (fire engines, rescues, etc)
3. Expendable materials used at the incident
4. Equipment leased/purchased specifically for the incident
5. Contracted services made necessary by the emergency

Expenses for Personnel

Expenses for personnel shall be in accordance with federal regulations and individual organization's salary structures.

It should be noted that FEMA will only reimburse salaries for a maximum of 16 hours daily.

Expenses for Equipment

Each department may be eligible for reimbursement of equipment owned by the department used in emergency work. To assist in the reimbursement process, FEMA has developed an equipment rate schedule. The Finance Section Chief should obtain the most recent version of the FEMA equipment rate schedule prior to submitting for reimbursement.

Each request for reimbursement of department owned equipment must contain the following information:

1. E-TEAM Number as issued by STATE EOC

2. Type and description of equipment
3. Location equipment was used
4. Number of hours used each day (show dates)
5. Total hours actually used (no standby time allowed)
6. Category of work performed

Damage/Loss of Equipment

Equipment that is damaged and/or lost during emergency 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. If the documentation is not comprehensive, detailed, and accurate, portions of the claim and possibly the entire claim may be disallowed, and the assisting department will be required to absorb these costs.

Reimbursement Processing

The Parish EOC will coordinate the collection and documentation of all emergency-related forms and supportive documents for final review and submission. The FEMA reimbursement process is unique to each emergency and has led to processing reimbursement funds in a different manner, creating some degree of confusion and problems in reconciliation. Therefore coordination between Parishes is paramount to ensure full and timely reimbursement.

TRAVEL REIMBURSEMENT

This section is intended to be a guide for the processing and submission of reimbursement requests for travel associated with the operation, support, or training for the PLAN. It is not intended to serve as a reimbursement procedure for expenses associated with the deployment of resources under the PLAN.

Travel Purpose

The reimbursement process varies according to the purpose of the travel. Each purpose is subject to limitations, financial restrictions, and method of processing. The two purposes of allowable reimbursement are:

Travel in support of the State EOC

Travel associated with implementation and training on the PLAN: NOTE: this type of travel must be pre-approved by GOHSEP and the SERC Chair or it will not be reimbursed.

Processing

The need for proper and accurate documentation cannot be overemphasized. The processing of travel requests will vary dependent upon the purpose of the travel. Any questions that may arise in the processing of these forms should be directed to the GOHSEP or the FSERC Chair.

Reimbursement Process

Travel expenses, including per diem are eligible for reimbursement when an individual is operating as part of the PLAN emergency response team assigned to the State EOC or filling an assignment in a support role, such as liaison officer, to ESF 4 & 9. Individuals will only be eligible for reimbursement if their activities are authorized, in response to a request for assistance through the PLAN, and the necessary paperwork has been received. Individuals will only be reimbursed for actual travel expenses and will receive a per diem rate for meals as established by the State of Louisiana.

Individuals traveling will be considered in the employment of their own respective agency. Any medical coverage or workers compensation claims will be processed through the individual's place of employment.

A. Travel Reimbursement Form

All requests for reimbursement must be submitted on the normal travel expense forms for the state of Louisiana. Completed travel request vouchers should be submitted as soon as possible after the completion of your travel.

B. Per Diem

Individuals will be paid in accordance with the standard State of Louisiana per diem rate. Receipts are not required for this reimbursement.

C. Lodging

Lodging costs are reimbursed on the basis of the actual costs for accommodations. Individuals are expected to stay in standard rooms and to request a government rate if available. An original receipt indicating payment in full and a zero balance must be submitted with your travel voucher to insure reimbursement.

D. Transportation Costs

Individuals are expected to travel in personal or an agency-owned vehicle when operating in the emergency response plan. Personal vehicle reimbursement is on a per mile basis. Individuals using a personal vehicle will be reimbursed at the current state rate. Individuals using an agency owned vehicle will be reimbursed for the actual cost of the fuel. Original receipts for fuel purchases must be submitted with your travel voucher.

E. Other Expenses

Other expenses including tolls, parking fees, laundry charges, etc. are reimbursable if they are a direct result of your travel. Personal telephone calls, movie rentals or entertainment costs are not eligible for reimbursement. Original receipts must be submitted with your voucher for reimbursement.

PLAN IMPLEMENTATION

Responsibility: The implementation of the PLAN shall remain with the person or persons with incident management authority in the event of an emergency within that jurisdictional area.

Actions:

- _____ Adopt the PLAN and blend into current Incident Management System.
- _____ In the event of an emergency/disaster when mutual aid assistance has been exhausted, the local jurisdiction shall conduct a needs assessment for determining the type and amount of additional resources required.
- _____ The locally affected jurisdiction establishes contact with Parish Coordinator and the Parish Emergency Manager.
- _____ Transmit to the Parish Coordinator what logistical support, equipment, and personnel are needed for the local affected jurisdiction.
- _____ The Parish Coordinator contacts the Regional Coordinator through the Parish Emergency Manager with the needs assessment for the affected jurisdictions within the Parish.
- _____ Regional Coordinator gathers resources within the Region, verifies their response through the Parish Coordinator into the affected jurisdictions and advises State Coordinator which resources (committed or sent) from within the region.
- _____ Regional Coordinator contacts the State Coordinator when resource requests cannot be filled from within the Region.
- _____ The State Coordinator gathers resources from the unaffected Regions and outside Louisiana assistance for response to the affected Counties/jurisdictions through the Regional Coordinator.
- _____ Regional Coordinators contact their Parish Coordinators to notify them of State activation and that resources may be requested.
- _____ The State Coordinator will establish an appropriate Fire Command/IMS structure in close proximity to the State EOC in the Fire Marshal's Office.

Appendix A Key Position Checklists

PRESIDENT OF THE LOUISIANA FIRE CHIEFS' ASSOCIATION

Position Responsibilities: Overall coordination and implementation of the LFS Statewide Emergency Response Plan (PLAN) through the Plan Coordinator.

Actions:

- _____ Annually appoints the Chair of the Association's Emergency Response Committee who also serves as the Statewide Emergency Response Plan Coordinator (Plan Coordinator).
- _____ Notifies the GOHSEP through the Office of State Fire Marshal annually with the identity of the Plan Coordinator.
- _____ Appoints other members to assist the Emergency Response Committee as deemed necessary.
- _____ Communicates with Plan Coordinator on all matters affecting the PLAN.
- _____ Notifies all LFCA Board Members of the PLAN activation.
- _____ Assists Plan Coordinator with the PLAN implementation and management as necessary.
- _____ Contacts adjacent state chiefs' associations, as necessary, to coordinate planning activities.
- _____ Liaison with IAFC for situation updates and assistance needs.
- _____ Attends critiques of the PLAN.

Appendix A Key Position Checklists

LOUISIANA FIRE SERVICE STATEWIDE EMERGENCY RESPONSE PLAN COORDINATOR

(PLAN COORDINATOR)

Position Responsibility: Overall direction, coordination, implementation and management of the LFS Statewide Emergency Response Plan (PLAN).

Actions:

- _____ Appointed annually by the President of the LFCA.
- _____ Serves as Chairman of the LFCA Emergency Response Committee.
- _____ Appoints a Vice Chair of the LFCA Emergency Response Committee.
- _____ Maintains contact with all Regional Coordinators upon appointment.
- _____ Holds regular Emergency Response Committee meetings. These meetings shall be conducted at least semi-annually.
- _____ Represents the Emergency Response Committee to the LFCA Executive Board
- _____ Makes reports to the LFCA membership on the PLAN and the activities of the Emergency Response Committee, at least annually or as needed.
- _____ Assists Regional Coordinators with assigning key staff members for the Plan, as well as Parish Coordinators. Personnel may be drawn from law enforcement, EMS, or other fields as deemed appropriate for the success of the PLAN.
- _____ Insures PLAN updating, training, funding and other administrative functions are on going.
- _____ Notifies the LFCA President when an emergency has occurred or is imminent in Louisiana or adjacent states that may require activation of the PLAN
- _____ Coordinates the PLAN activation.
- _____ Serves as the Incident Commander for the PLAN during its activation.
- _____ Serves as fire service representative/liaison in the State EOC to ESF 4 & 9.
- _____ Assigns qualified personnel to work as Logistics Officers at ESF 4 & 9 in the State EOC in the event of activation.
- _____ Develops appropriate IMS support structure to implement the PLAN. Such a support structure may be activated in cooperation with the Fire Marshal's Office adjacent to the State EOC.

- _____ Serves as the liaison, during the emergency, to the affected Regional Coordinator in providing needed resources from other regions in the state.
- _____ Notifies Regional Coordinators of the PLAN activation and that resources may be required.
- _____ Coordinates and manages the PLAN while implemented.
- _____ Assigns or is assigned as a liaison in the emergency area.
- _____ Coordinates response requests from outside the emergency area.
- _____ Coordinates demobilization of resources and deactivation of the PLAN.
- _____ Critiques response with LFCA Emergency Response Committee and makes appropriate recommendations to LFCA Board for changes in the PLAN.

Appendix A Key Position Checklists

VICE-CHAIR LOUISIANA FIRE SERVICE EMERGENCY RESPONSE PLAN COMMITTEE

Position Responsibilities: Assists the Plan Coordinator in the overall direction, coordination, implementation and management of the LFS Statewide Emergency Response Plan (PLAN).

_____ Appointed annually by the Chairman of the LFCA Emergency Response Committee.

_____ Serves as committee chairman and State Coordinator in the absence of the State Coordinator.

_____ Responsible for coordinating all grants and training programs offered by the LFCA Emergency Response Committee

_____ Serves as the Logistics Officer at the State EOC as necessary.

_____ Provides recommendations on revisions necessary to update the PLAN.

_____ Liaisons with external associations and agencies on training opportunities.

Appendix A Key Position Checklists

REGIONAL EMERGENCY RESPONSE PLAN COORDINATOR (REGIONAL COORDINATOR)

Position Responsibility: Command emergency response assistance operations at the regional level.

Actions:

- _____ Appointed annually by the Chair of the LFCA Emergency Response Committee.
- _____ Identifies multiple alternates 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 an emergency.
- _____ Serves as Incident Commander for the PLAN in the affected Region. Uses the State Coordinator as liaison for assistance outside of the Region.
- _____ Serves as member of the LFCA Emergency Response Committee.
- _____ Identifies Parish Emergency Response Plan Coordinators.
- _____ Interacts with various Parish EOC's in the Region.
- _____ Identifies mobilization staging areas for emergency assistance. Updates this information as needed.
- _____ Coordinates mutual aid assistance into the emergency area.
- _____ Pre-determines equipment, personnel, etc. that are available for response from within the Region.
- _____ Communicates with the State 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.
- _____ Maintains an overhead team for assignment to the State EOC at ESF 4 & 9, Fire Marshals' Office or advance teams into affected areas.
- _____ Prepares (2) task forces available for rapid mobilization within 3 hours of a request.
- _____ May serve as a liaison between Unified Command agencies within their region during an activation.

Appendix A Key Position Checklists

PARISH EMERGENCY RESPONSE PLAN COORDINATOR

(PARISH COORDINATOR)

Position Responsibility: Serves as the liaison for the Regional Coordinator to the Parish emergency management authority.

Actions:

- _____ Appointed annually by the Regional Coordinator.
- _____ Serves as a liaison for the PLAN within the Parish EOC.
- _____ In rural parishes or where there is a single agency providing Fire-Rescue services Parish wide, then one coordinator may represent multiple parishes.
- _____ Identifies a contact for each department in the Parish.
- _____ 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 Parish.
- _____ 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 Parish Emergency Manager to the State Coordinator through the Regional Coordinator.
- _____ If the Parish Coordinator is in the affected area, the Parish Coordinator becomes the requestor for assistance through the Parish EOC.
- _____ If the Parish 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.

Appendix A Key Position Checklists

STATE EMS LIAISON

Position Responsibility: Contact, communicate, and coordinate with the EMS desk at the State EOC in accordance with the PLAN. The emergency medical services function is the responsibility of ESF 8 “Health and Medical.” The Louisiana Fire Service Statewide Emergency Response Plan is used as the method to mobilize and deploy resources as requested.

Actions:

- _____ Appointed by the State Coordinator annually.

- _____ 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 Parish Coordinator.

- _____ Respond to requests for EMS organizational contacts.

- _____ Demobilize at the request of the Regional Coordinator and forward pertinent for incident documentation.

Appendix A Key Position Checklists

REGIONAL OPERATIONS SECTION OFFICER

Position Responsibilities: Management and coordination of all resource deployment from the Region consistent with the 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 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.

Appendix A Key Position Checklists

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 Coordinator.

Emergency Actions:

- _____ Check in and obtain briefing from the Regional 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 emergency 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 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 (RIAP) for operational periods.
- _____ Assemble information on alternative strategies and make recommendations for the RIAP to the Regional Coordinator.
- _____ Prepare and distribute the RIAP.
- _____ 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.

Appendix A Key Position Checklists

REGIONAL LOGISTICS SECTION OFFICER

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

Emergency Actions:

- _____ Organize, activate, brief and manage Logistic Section branches/personnel (Parish Coordinator, Support Branch, Services Branch, Other), as necessary.
- _____ Participate in the preparation of the Regional Incident Action Plan (RIAP).
 - Advise on current service and support capabilities.
 - Prepare service and support elements of the RIAP.
- _____ 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 RIAP).
- _____ Utilize resources as established within the RIAP 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.

Appendix A Key Position Checklists

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 Parish Coordinators on reimbursement issues associated with the event.
- _____ Obtain and record all financial data and prepare incident cost summaries, as necessary.
- _____ Maintains unit logs to include times, significant events, names of personnel, etc. that are assigned to administrative section.
- _____ Demobilize Administrative Section in accordance with Regional Incident Action Plan (RIAP) approved by the Regional Coordinator.

Appendix A Key Position Checklists

AGENCY REPRESENTATIVE

Position Responsibilities: Serves as a Liaison for the State Coordinator to the Incident Command structure within an affected area.

- _____ Appointed by the State 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 GOHSEP, 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 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.
- _____ Serves as Liaison between the local jurisdiction, Department of Agriculture, and other agencies for the PLAN implementation.

Appendix A Key Position Checklists

Personal Equipment Check Sheet

If a major event occurs it could cause extensive damage to community resources, and the amount of mobilized resources will cause more of a drain on the local community resources. To ensure essential personnel needs, mobilized personnel should prepare themselves for a multi-day operation without relief. Personnel will need to bring adequate work clothing based on the weather, and a three-day deployment.

- _____ Food / Water (at least three day supply)
- _____ Full set of NFPA compliant protective Structural Firefighting gear / SCBA (coat, pants, helmet, gloves, suspenders, boots, protective eyewear, and flash hood).
- _____ Full set of Wildland fire PPE (including fire shelter)
- _____ Infectious disease control kit, with basic body substance isolation items (gloves, goggles, pocket mask, etc.)
- _____ Shirts (at least three)
- _____ Sweat shirts (at least three, based on weather)
- _____ Pants (at least three; no shorts while on deployment)
- _____ Socks (at least three pair)
- _____ Boots/Consider extra pair
- _____ Jacket (based on weather)
- _____ Under clothing (at least three sets)
- _____ Personal toiletry items (soap, shampoo, deodorant, toilet paper, shaving kit, towels, etc.)
- _____ Medicines (at least a weeks supply)
- _____ Bed roll & pillow (cot optional)
- _____ Eye glasses / Contact lens (extra set)
- _____ Money
- _____ Identification materials
- _____ Sunscreen