2023

Version 1

3/10/2023



Swiftwater Rescue Example Standard Operating Guidelines

# **Plan Maintenance**

The preparation and maintenance of the state of Tennessee’s Special Operations Guide will be the responsibility of the Tennessee Special Operations Governance Committee in conjunction with the:

1. TN Special Operations Credentialing Committee
2. TEMA Development Program Manager

The TN Special Operations Credentialing Committee will review the document, after action reviews of deployments, and lessons learned from credentialing processes at least annually and provide proposed updates to the Governance Committee to reflect any necessary changes. The Governance Committee will vote to update this guide every two years unless the Governance Committee votes to update more frequently.

## Revision Log

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# **Program Overview**

The Tennessee Special Operations Response Program is a cooperative program between the Tennessee Emergency Management Agency (TEMA) and the Tennessee Fire Chief’s Association’s Mutual Aid System (TMAS) utilizing state and local resources from multiple disciplines to create a network of highly trained and properly equipped response teams (TN-SORT) deployable to mutual aid requests for technical rescue and special operations assignments statewide and nationally. This program will support the resource needs as outlined in the *Tennessee Emergency Management Plan* (TEMP) for the Emergency Support Functions (ESF) 4- Firefighting, ESF 9- Search and Rescue, and ESF-10 Hazardous Materials.

The program is created by a formal working sub-committee of the TFCA’s Mutual Aid Committee with the support of TEMA, the Tennessee Association of Rescue Squads (TARS), and State Parks.

All local jurisdictions within the state are vulnerable from time to time for the need of additional outside resources to be deployed due to magnitude of the incident, available resources, and/or local capability limits. The state and local response agencies represented in the program include fire service, emergency management, law enforcement, emergency medical and rescue squads.

The purpose of this guide is to create the framework for the creation and maintenance of the TN-SORT program. This framework includes standards of conduct, minimum training and equipment requirements, credentialing process, and activation procedures. The capabilities of this program include, but not limited to: Urban Search and Rescue (US&R), Swiftwater/ Floodwater Rescue Teams (WRT), Hazardous Materials (Haz-Mat), Rope Rescue, and Technical Rescue capabilities.

In all cases, the teams/individuals activated as part of this program will perform their duties for the benefit of the citizens and constituents of the impacted area when deployed. They shall conduct the operations of the TN-SORT with loyalty, integrity, and impartiality, without allowing prejudice, favoritism, or the opportunity for personal gain to influence their decisions or actions or to interfere with serving the public interest.

It is the responsibility of the sponsoring (response) agency/ team to prepare its team members before deployment regarding conduct expectations and training. Each deployed member is duty-bound by their sponsoring agency’s rules, regulations, policies, and procedures. Any violations must be documented, with appropriate follow-up action taken by the sponsoring agency.

The accreditation process as outlined in this document will serve as a guide to create the minimum standards for all teams throughout the state. While accreditation is not a requirement for local agencies or teams to establish or operate within their local jurisdictions, it will be a requirement for out of state responses. Additionally, for in-state activations, credentialled teams will be deployed as the primary agencies to coordinated mutual aid responses through the ESF 4, 9, and 10 functions.

# **Mission**

Save lives utilizing a highly trained network of technical rescue teams deployable 24/7/365.

# **Vision**

The vision of the TN-SORT is to create a statewide system of technical rescue and special operations teams that will assist state and local governments in times of disasters or large-scale incidents. The teams will be highly trained, properly equipped, and capable of deploying in an efficient and quick manner when requested.

# **Goals**

* Conduct analysis of current technical rescue/ special operations capabilities throughout the state.
* Identify gaps in capabilities in relation to risk.
* Establish minimum training, equipment, and activation procedures for response teams.
* Develop formal credentialing process for technical rescue/ special operations teams.
* Create relationships between state and local resources to increase the effectiveness and efficiency of responses statewide.

# **Deployment**

For the purposes of team deployment on EMAC and Mutual-Aid missions, it is the responsibility of the team to ensure that all rostered personnel are fully qualified and meet the defined criteria for deployment.

# **Code of Conduct**

All representatives shall adhere to the following code of conduct to build public trust and ensure equitable treatment for all.

### Expectations:

TN SORT members are expected to conduct themselves in a professional, ethical manner at all times. Remember, you are representing your state and organization as well as yourself when deployed. Failure to follow Special Operations Program policy could result in removal from the task force and all evidence of violation(s) forwarded to the member’s employer.

Many times, we are deployed to areas that are experiencing an event that is one of, if not the worst, events of their lives. For that reason:

* Be considerate of the conditions under which the hosting Chief or organization is operating.
* **Be nice**. Make suggestions politely but keep working while you are talking. Play your role.
* Operate safely or, please, stay home.
* Listen a lot. Help quietly.
* Appreciate the opportunity to serve.
* Do not talk to the media unless the host specifically asks you to.

### Code of Conduct:

Responding personnel will conduct themselves in the following manner.

* Keep the value of life and the welfare of the victim constantly in mind
* Remain aware of cultural issues including race, religion, gender, and nationality
* No pictures or information will be posted on any social media without the express consent of the team commanders
* Abide by all regulations regarding the handling of sensitive information
* Follow local regulations regarding medical care and handling of patients and/or deceased
* Always maintain your safety gear and clothing
* No firearms or other weapons allowed by non-law enforcement personnel
* Not be in possession of non-prescribed or illegal substances
* Not consume alcoholic beverages while on duty or subject to call
* Only procure equipment through appropriate channels
* Do not take anything without proper authorization
* Be sure your supervisor always knows your location
* Travel only using approved roadways and not stray into restricted areas
* Demonstrate proper consideration for other team’s capabilities and operating practices
* Not accept gratuities
* Willingly accept missions as assigned

# **SOG: Team Membership & Management**

### SOG Number: 001

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Purpose

To establish minimum requirements to have and maintain membership on the (INSERT TEAM NAME).

### Scope

This guideline applies to all members of the (INSERT TEAM NAME) that respond to incidents involving Swiftwater or flood situations.

### Procedure

All members must meet the set of minimum requirements below to be a part of the (INSERT TEAM NAME):

1. Team members must be full time, part time, or volunteer members of an agency (sponsoring or participating).
2. Pass the TEMA Special Operations Program Swim Test
3. Be current on technician-level training in technical rope and Swiftwater rescue.
4. Be certified to at least the Haz-Mat Awareness level.
5. Be current on CPR & bloodborne pathogen (BBP) training.
6. Completed A-100 Basic Aviation Safety class
7. NWS Storm & Flood Training
8. Have a current Fit for Duty release on file with their respective organizations.
9. Have a recommendation for team inclusion from their organization.

Team members must do the following to maintain membership on the (INSERT TEAM NAME).\*\*

1. Attend the continuing training (see *Training SOG*) offered at their organization and as many of the quarterly team drills as possible.
2. Pass the TEMA Special Operations Program Swim Test.
3. Stay current on their technician-level rope and Swiftwater rescue training.
4. Stay current on CPR & BBP training.
5. Have a current Fit for Duty release on file with their organization.

\*\* *Members not meeting the requirements to maintain team membership will be placed on inactive status and cannot deploy with the water rescue team.*

### Team Management

Each agency should establish a **point of contact** (POC) for the water rescue team. This POC will be responsible for:

1. Coordinating their respective agency’s administrative duties
2. Passing information from/to the water rescue team
3. Ensuring weekly or bi-weekly technical training is being conducted at their agency
4. Working to help schedule the quarterly training drills

### Team Program Manager

The (INSERT TEAM NAME) will have a Team Program Manager who will coordinate the overall function of the team. Some responsibilities include:

1. Serve as the POC for the team to the agency (sponsoring and participating) Chiefs.
2. Working with the point of contact (POC) for each agency to schedule training
3. Working with the agency POCs to make ensure training files are kept up to date
4. Schedule and conduct an after-action review (AAR) for each deployment
5. Serve as Point of Contact for TEMA

### Team Leader

The water rescue team will have several personnel trained to the Team Leader level. It is desirable for someone trained to the Team Leader level to supervise the team on every deployment.

In addition to the training required of team members, Team Leaders will also have:

* L 984 All Hazards Task Force/Strike Team Leader
* IS 703 NIMS Resource Management
* ICS 300 & 400
* SAR Management Training

While not required, Boat Operator training is desirable for the Team Leader.

Other water rescue team positions are listed with their training requirements in the *Training* SOG.

### Mission Ready Package

Each agency Chief or POC will be responsible for maintaining and submitting a Mission Ready Package (MRP) for their personnel and equipment. MRP’s must be kept up to date with payroll and benefits information for team members and current equipment. MRP’s will be submitted to the Team Program Manager at least annually or any time the MRP changes.

The Team Program Manager will maintain a master Team Mission Ready package with all personnel and equipment listed.

Updates to the Mission Ready Package will be completed at a minimum on an annual basis by the Team Program Manager. Updated MRP’s must be submitted to the TEMA Team Development Manager by no later than 15 July of every year. As team members are added, removed, or have a change in status, it is recommended that the MRP be updated regularly to reflect any changes. A current MRP provides the team with accurate information that is critical to ensuring an expedited response and accurate reimbursement process.

# **SOG: Training**

### SOG Number: 2

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Purpose

The purpose of this guideline is to establish a uniform approach to training for Swiftwater/flood rescue operations. Swiftwater/flood rescue is a technical operation that involves specialized training and equipment. This SOG will provide the training required – both initial and ongoing – for (INSERT TEAM NAME) members.

### Scope

This guideline applies to all members of the (INSERT TEAM NAME) that respond to incidents involving Swiftwater or flood situations.

### Procedure

It is the intent of the (INSERT TEAM NAME) to provide a level of service that meets or exceeds the NFPA 1006*: Standard for Technical Rescue Personnel Professional Qualifications* and NFPA 1670: *Standard on Operations and Training for Technical Search and Rescue Incidents* standards for Swiftwater Rescue Operations.

**Initial Required Training** – The training required to be on the (INSERT TEAM NAME) is based on FEMA Swiftwater/Flood Search and Rescue Technician and TEMA Special Operations Program Guides.

**Swiftwater/Flood Rescue Technician training:**

* NFPA complaint Swiftwater Rescue Technician course
* NFPA compliant Technical Rope Rescue Technician course
* NIMS 100, 200, 700, 800
* Haz-Mat Awareness
* CPR/First Aid
* Bloodborne Pathogens
* NWS Storm & Flood Training
* A-100 Basic Aviation Safety
* Completed swim test

**Boat Bowman and Operators also need the following additional training:**

* GPS / Land Navigation
* Watercraft Operations (powered & paddle) Training

**Team Leader Level Training also includes:**

* L 984 All Hazards Task Force/Strike Team Leader
* IS 703 NIMS Resource Management
* ICS 300 & 400
* SAR Management Training

***\*ALL team members must have a current Fit for Duty release.***

**Continual Training** – The team should train at their respective organizations at least quarterly. Weekly or bi-weekly training to keep skills sharp is recommended. There will be quarterly training drills scheduled at various locations to allow the team members to build relationships, improve team skills, and preplan certain areas. The responsibility to plan these training days will be a shared one with each organization that contributes personnel and equipment to the team taking turns planning and hosting a drill. Training will be recorded with a roster and topic and stored on the cloud drive.

### TEMA Special Operations Program Swim Test

**Required Annual Swim Test for Credentialing**

**200 Meter Swim**: The rescuer must swim 200 meters, using a forward stroke, without stopping and without the use of swim aids such as dive mask, fins, snorkel, or flotation devices. Stopping or standing up in the shallow end of the pool at any point during this exercise will constitute a failure of this evaluation station. If using a pool, there shall be no pushing off the edge when making a turn.

**12-minute tread**: Using no swim aids and wearing only a swimsuit, the diver will stay afloat by treading water, drownproofing, bobbing, or floating for 12 minutes with hands only out of the water for the last 2 minutes.

**100-Meter Inert Rescue Tow**: The swimmer must push or tow an inert victim without assistance on the surface for 100 meters nonstop. If a manikin is unavailable, the victim should be in personal floatation device and not assist with swimming during the rescue.

**Depth Dive**: Free dive to a depth of 9 ft (2.7 m) and retrieve an object or swim under water for 75’.

There shall be no more than fifteen minutes in between completion of each step.

Rescuers must complete all aspects of requirements to show ability to operate within water environments.

### Training Records

Each member will have their own training file on the shared cloud drive that has their scanned certificates for each training category (technical rescue, EMS, NIMS, position task book, etc.). An example can be found on the cloud drive.

It is the responsibility of each organization to keep the records for their personnel updated.

Records for continuing training should document the topic, operation, equipment used/needed, and the time. These records should be stored on the cloud drive.

### Position Task Books

Position Task Books are assigned to an individual to document the required training and criteria to function at that level during local, regional, state or interstate deployments. The intent of these requirements is to select personnel fully capable of providing operational tactics and techniques required in a water rescue environment. Completed task books should be stored in the member’s training file on the cloud drive

# **SOG: Activation Process**

### SOG Number: 3

Effective Date:

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**ACTIVATION PROCESS**

### Purpose

To assist the (INSERT TEAM NAME) administration and personnel in processing activated team members in an orderly and timely manner.

### Scope

This procedure applies to all agencies that participate in the (INSERT TEAM NAME)

### Procedure

**Alert**:

An alert will be issued to all participating department chiefs by the Host Agency when a request is received. The Chiefs will in turn begin checking with their respective team members on availability to respond. The alert is only intended to apprise the members that an event has occurred and does not constitute a directive to begin any mobilization activities.

### Activation:

**Mutual-Aid**

Scramble Response

In many emergencies, a more rapid deployment may be deemed necessary and authorized as a scramble response. Time frame for deployment of these missions shall be as soon as possible but preferably within thirty (30) minutes of notice/request. Unless otherwise stated, the anticipated duration of the deployment will be up to 24 hours. Deployed resources shall respond to the designated Staging Area or assigned location. It is anticipated that immediate need responses will peak rapidly and will terminate within a shorter time frame, thereby allowing for a shorter preparation time.

Standard Response

Unless specified otherwise at the time of request, the standard for deployment of resources shall be within three (3) hours of notice from the Mutual Aid Coordinator. Unless otherwise stated, the anticipated duration of the deployment will range from 24 to 72 hours. Deployed resources shall respond to the designated Staging Area or assigned location.

Extended Response

Unless specified otherwise at the time of request, the standard for deployment for an extended response shall be within twenty-four (24) hours of notice from the Mutual Aid Coordinator. Unless otherwise stated, the anticipated duration of the deployment will range from 3 days to a maximum of 14 days. Deployed resources shall respond to the designated Staging Area or assigned location.

**EMAC**

An activation notice will be issued through the State Emergency Operations Center (SEOC) for a national or state event. All activation notices will be channeled through TEMA. The Host Agency will begin an immediate assessment of the team readiness and availability for mission deployment and advise TEMA of the team’s mobilization status. Members will be notified by participating agency staff. A Point of Departure (POD) will be determined based on team assignment location. Members must be at the POD within six (6) hours of the notice of activation. **In all cases members must not respond to the POD (self-deploy) without notification or authorization from the Department Chief.**

If a cancellation is received by the Host Agency, a cancellation notice will be sent to the department chiefs and team leader if team has already deployed.

# **SOG: Pre-Deployment Checks and Processes**

### SOG Number: 4

Effective Date:

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### Purpose

The purpose of this standard operating guideline is to provide procedures and guidance to prepare the (INSERT TEAM NAME) for deployment to a water rescue incident.

### Scope

This procedure applies to all members of the (INSERT TEAM NAME) who are responsible for emergency response to incidents involving Swiftwater and/or Flood incidents.

### Procedure

There are three phases of readiness that should be recognized by each agency. They are based on the weather forecast and water levels on local bodies of water. The following are basic recommendations for the three phases. Personnel notifications for the following phases are jurisdiction specific.

|  |  |
| --- | --- |
| **Phase 1 – FLOOD WATCH** | In Phase 1, water rescue team members but may be used to staff other response resources. This phase is the normal, operational, preparation level for any identified water rescue resource. This includes, but is not limited to, ensuring all personal protective gear related to water rescue is serviceable and ready for use on emergency scenes. Additional equipment caches should be immediately accessible. |
| **Phase 2 – FLOOD WARNING** | In Phase 2, conditions exist that could precipitate a water rescue event (ex. flood warning has been issued for the jurisdiction). In this phase, where flooding is imminent, response resources (boats & equipment) should be immediately made available, possibly with dedicated personnel. The evaluation and decision making to increase staffing levels or reassign and deploy resources in Phase 2 operations should be implemented by the jurisdiction’s fire chief or designee. |
| **Phase 3 – ACTION PHASE** | In Phase 3, an area or jurisdiction is expecting or experiencing flooding, tornados, or any other weather event that has increased potential for significant precipitation accompanied by major flooding. During this phase all supported water rescue resources should be staffed and prepared to respond. Preplanning should also include the potential for the jurisdictions resources to be depleted and outside assistance to be requested. |

When conducting pre-deployment checks of equipment and vehicles, the following checklist is a good guide to ensure nothing is missed.

# **Pre-Deployment Checklist – Swiftwater Deployment**

**VEHICLES**

Sustainment Trailer (check generator) & Tow Vehicle

RIB/IRB Boat & Paddle Raft & Tow Vehicle

Check Vehicles for fuel, check tires, lights, etc.

Check trailer tires (see Appendix A: *Tire Maintenance Policy*), chains, lights, etc.

Response Trailer & Tow Vehicle (check equipment, batteries, tires, computer).

**ADDITIONAL EQUIPMENT**

Multi gas monitor

Thermal Imaging Camera

Portable radios (At least 1 per boat + onshore support)

Basic rope hardware & equipment

PPE for all team members (See *PPE* list on next page)

Recommended team water rescue equipment (see *Operational Equipment* list)

**LOGISTICS & SUPPORT**

Hotspot for SRT Trailer

Credit Card/Fuel Card/Petty Cash

Mission Orders

ICS Forms

Cell Phone Chargers

**BOATS**

Ensure proper inflation for Travel

Check tiedown straps

Fuel and oil

# **Personal Protective Equipment (PPE)**

|  |  |
| --- | --- |
| **Personal Protective Equipment to Support Deployment** | |
| Dry Suit with base layer | Base layer for cold environments. |
| Water Rescue Helmet | Should be correctly sized and meet CE EN 1385 standard. |
| Rescuer PFD | Shall be Type V, USCG approved, include a tether attachment point with emergency release capability, correctly sized, and inspected for operational readiness as per department and/ or manufacturer recommendations. |
| Water Rescue Gloves |  |
| Personal Throw Bag |  |
| Whistle |  |
| Waterproof Flashlight | With charger or with extra batteries |
| Eye Protection |  |
| Hearing protection |  |
| Water Rescue Knife |  |
| Waders or hip boots | Should be made of material that allows for decon. Not recommended for rescue operations. To be utilized in still water primary for doing welfare checks. Waders should have a waist cinch to prevent swamping. Should be inspected for operational readiness as per department and/or manufacturer recommendations. |
| Ballistic Protection | As required by your AHJ or mission instructions |
| Gear Bag | Should be capable of holding all PPE. Should be made of material that allows air movement and able to be decontaminated. |

# **Personal Items**

|  |  |
| --- | --- |
| **Personal Items to Support Deployment** | |
| Bedding | Pillow, blanket, sheets, sleeping bag, etc. |
| Uniforms | At least one per day of expected deployment. |
| Socks & Undergarments | Bring plenty |
| Off-Duty Clothing & Shoes | Remember you still represent your department even off duty |
| Mesh Laundry Bag |  |
| Toiletry Bag | With everything (personal hygiene items) needed for a two-week deployment |
| Bath Towel(s) & Wash Cloth(s) | At least two of each |
| Rain Gear | Recommended coat and pants |
| Personal Gear Bag | Big enough to carry everything in & labeled with your name |
| Work Gloves |  |
| Personal Medications | Recommended double quantities as trips could go longer than planned and meds could be hard to come by on deployment. |
| Sunglasses |  |
| Sunscreen & Bug Spray | You will need both |
| Personal Water Bottle/Cup | Labeled with your name |
| Cell Phone Charger |  |
| Batteries | Extra batteries for any personal equipment |
| Identification | Driver’s License, Badge and ID, Deployment ID, Medical Credentials |
| Cash/Credit Card | ATMs may not be working where deployed |
| Zip Lock Bags | To keep your stuff dry |
| Contacts & Glasses | Bring extra contacts and your glasses (if applicable) |

# **Operational Equipment**

Equipment should match the request for resource type as agreed. Quantities for boat accessories should match the number of boats. Specialized rescue equipment (i.e., forced entry tools) and/or patient packaging may be loaded or unloaded as the mission requires.

| **Operational Equipment to Support Deployment** | |
| --- | --- |
| Powered Boat(s) | Can be inflatable, ridged inflatable or aluminum. Should be suitable for the condition of the response. Should be equipped with a lanyard, wrist kill switch. Should be well maintained and in sound, safe readiness. Should meet United States Coast Guard (USCG) standards for occupancy and equipped as required. Should meet the requirements for the resource type requested. Should only be operated by trained and qualified personnel. |
| Inflatable Rafts | Should be suitable for the condition of the response. Should be well maintained and in sound, safe readiness. Should be designed to be tethered to a rescue rope as needed. |
| Boat Pumps | Equipped with adaptors, fittings, and hoses specific to the boat. Should be one for each vessel deployed. A 12v and foot pump should be carried to inflate and “top off” the boats. |
| Boat Repair Kits | To contain tools & parts (spark plugs, fuel lines, motor flush kit etc.) specific to your equipment and be used as needed.  A patch kit should also be carried for field repairs. |
| Spare Props w/ pin | At least one for each boat motor deployed. |
| Paddles | As required specific to the mission. Spares should be available. |
| Throw Bags | Should be **at least** one throw bag with at least 50' of attached rope (75' preferable) for each member aboard a vessel and at least one extra with the boat. |
| Spare Tires | A spare tire for each trailer and vehicle should be carried, as well as a floor jack and lug wrench to facilitate quick changes. |
| Spare Trailer Bearing | Specific to equipment. |
| Victim PFDs & Helmets | Adult & child sizes |
| Rope & Rope Hardware | Should all be NFPA compliant, and in sound working order. Rigging equipment should be matched to the needs and agreements of the mission specifics. |
| Patient Litter (Stokes, Sked) | Used for patient packaging. |
| Handheld Spotlight | One for each vessel deployed. |
| Dry Bag(s) | At least one for each vessel deployed. |
| ALS/BLS Medical Equipment | As required specific to the mission and response agreement. |
| Portable Radios with extra batteries & charger | As available for team communication. At minimum should be provided to each boat and each shore-based team leader. |
| Thermal Imaging Camera w/ spare batteries and charger | Used as needed for rescue operations. Should be one for each vessel deployed. Personnel should use extreme care with water sensitive equipment aboard. |
| Pike Pole, Halligan Tool, Flat Head Axe, 10 lb. Sledgehammer | Used as needed for rescue operations. One of each tool per vessel deployed. |
| Sawzall w/ blades | Used as needed for rescue operations. One of each tool per vessel deployed. |
| Chainsaw | Used as needed for rescue operations. Should be one for each vessel deployed. Should include bar cover to restrict damage to boats. |
| Pneumatic Chisel Kit  (ex. Ajax, Partech) | Used as needed for rescue operations. SCBA cylinder, regulator, and hoses, along with an assortment of bits to aid in forced entry or vehicle roof removal. |
| Animal Restraint Devices | Used as needed for rescue operations involving animals. Should be one for each vessel deployed. |
| Rescue Sling | Used to assist with victim removal. Should be one for each vessel deployed. |

# **SOG: Swiftwater/Flood Operations**

### SOG Number: 5

Effective Date:

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### Purpose

The purpose of this procedure is to provide a guideline for conducting all water rescue/recovery operations.

### Scope

This procedure applies to all members of the (INSERT TEAM NAME) who are responsible for emergency response to incidents involving Swiftwater and/or Flood situations.

### Procedure

It is the intent of the (INSERT TEAM NAME) to provide a level of service that meets or exceeds NFPA 1006 and 1670 standards for Swiftwater Rescue Operations.

### Definitions

* Rescue: Refers to the acts involved in removing a live person from a place of danger to a place of safety.
* Water Rescue: Refers to the rescue of live victims from water in which the current, depth, floating or submerged hazards, contamination, or other risks exist for rescuers or victims.
* Recovery: Refers to the retrieval of a deceased person. Recovery in water should be coordinated with the local police or sheriff’s department having jurisdiction at the incident.
* Cold Water: Any significant sized body of water, whether in mid-summer or winter.
* Cold Zone: > 10 feet from water’s edge.
* Warm Zone: 10 feet from the water’s edge or bank.
* Hot Zone: The water environment – example: in, or on, the water.
* Personal Flotation Device: “PFD” Must be a US Coast Guard approved Type III or Type V life safety vest.
* River Designation: Based on the Rescuer looking downstream.
* River Left will be on the rescuers left side
* River Right will be on the rescuers right side

### Tactical Considerations:

**Arrive on the scene; Get situation from IC & establish a Rescue Group**

1. **Secure responsible party or witness**

Secure a witness as soon as possible after arriving on scene. This will help in identifying and locating the problem(s).

1. **Assess the need for additional resources**

Water Team Leader should immediately begin assessing the need for additional resources. If additional resources are necessary, put in an early request to the IC for them. If later, it is determined that they are not necessary, the IC can recall the assignment.

1. **Assess the hazards**

Water Team Leader should do an immediate assessment of the present hazards. IC may want to also assign a Safety Officer. The Safety Officer, who should be trained in Swiftwater and rope rescue, will be responsible for identifying the hazards present and to have them secured if possible. If it is not possible to secure hazards, the Safety Officer will notify all personnel of the hazards and notify the IC so that an action plan can be updated. Some hazards associated with water rescue operations would be volume, velocity, and temperature of water, floating debris, unusual drop-offs, hydraulic effects, and depth of water.

1. **Decide on "Rescue" or "Recovery"**

Based on the conditions present and the hazards to rescuers, Command will have to make the decision to operate in the rescue or recovery mode. If Command determines that the operation will be run in the rescue mode, the rescue should begin quickly.

1. **Decide on an action plan**

Command & Water Team Leader should establish an action plan as soon as possible. The step-by-step plan should be communicated to all personnel involved in the rescue.

### Pre-Rescue Operations

**1. Make the general area safe:**

Command or his/her designee should begin to make the general area safe. On water rescue operations, this would include securing the area and not allowing civilian personnel into the water. In Swiftwater rescue incidents, assign an Upstream Spotter(s) to spot floating debris and notify Command or Rescue Group Supervisor. Downstream back-ups should be utilized to assist in stabilizing the incident.

**2. Make the rescue area safe:**

Command should secure the immediate rescue area. Personnel working in the rescue area (within 10’ of water’s edge) shall have personal protective equipment (PPE), including personal flotation device (PFD) and water rescue helmet. If possible, the hazards in the rescue area should be secured. If it is not possible, notify all rescuers around the possible hazards.

**3. Pre-Rescue/Recovery:**

Command should establish a Rescue Group. The Rescue Group will be responsible for gathering all equipment and personnel necessary to operate according to the action plan. The Rescue Group will assign rescue personnel to conduct the rescue, and support personnel to support the rescuers, during the actual rescue phase. The Rescue Group should have an action plan that should be communicated to all personnel operating in the rescue area.

### Rescue Operations

After pre-rescue operations are complete, The Rescue Group shall put forth the action plan for the removal of the victim(s). Rescue operations should be conducted from low risk to high-risk order. Rescues should be conducted with the least amount of risk to the rescuer necessary to rescue the victim. The Rescue Group shall communicate with Command the risk/benefit of the operation. Command should assign downstream personnel, with throw bags, and an opposite waterside/bank-side sector for incidents involving swift-water rescue. The order of water rescue from low risk to high risk will be:

**TALK:** If possible, talk the victim into self-rescue. If possible, the victim can be talked into swimming to shore or assisting the rescuers with his/her own rescue. If a victim is stranded in the middle of a flash flood, this will not be prudent.

**REACH:** If possible, the rescuer should extend his/her hand or some other object, such as a pike pole, to remove the victim from the water.

**THROW:** If the victim is too far out in the water to reach, rescuer(s) should attempt to throw the victim a throw bag or some piece of positive flotation (i.e., PFD, rescue ring). Downstream personnel should be in position during the actual rescue operation. If the victim can grab the throw bag, the rescuer can pendulum-belay or haul the victim to the nearest bank. Care should be taken to assure the victim will be belayed to a safe downstream position.

*The next order of water rescue from low risk to high risk would be:*

**ROW:** If it is determined that a boat-based operation shall be utilized, a crew should be assigned to a boat to reach the victim. Command may also assign a company and/or team to the opposite bank to assist the Rescue Group in establishing a boat on tether rope system. The company and/or team on the opposite bank will be made aware of the action plan. The Rescue Group will be responsible for seeing that the rope system used for the boat-based operation is built safe and proper. A minimum of 2-point tether should be built for swift-water operations. The Rescue Group should consider personal protective equipment (PPE) for victim(s).

**GO:** If it is not possible to ROW (boat base operation) to the victim, The Rescue Group should consider putting a rescuer in the water to reach the victim. This is a very high-risk operation. Only rescuers with the proper training and equipment should be allowed to enter the water. Prior to the rescuer proceeding into the water, he/she shall discuss the action plan, including specific tasks and objectives, hazards, and alternate plans. The rescuer shall never be attached to a lifeline without the benefit of a quick release mechanism. The rescuer should take PPE of at least a PFD and water helmet to the victim. Members should not do a breath-hold surface dive to locate a victim beneath the surface of the water.

### Assessing the Victim

Once the rescuer(s) have reached the victim, they should do an immediate assessment of the victim(s) including a quick assessment of the ABC's and the exact method of entrapment. If the victim is conscious, the rescuer should determine if the victim can assist in his/her own rescue. If the victim is unconscious, the rescue must be quick. If the victim can assist in his/her own rescue, the rescuers should proceed with the rescue action plan. The victim should be brought to shore as soon as possible.

### Treatment

As soon as the victim is brought to safety, an assessment should be done by ALS personnel. Treatment shall be administered as per local protocol. If necessary, the victim shall be transported to the appropriate facility.

### Termination

Command should begin demobilization as soon as possible after the victim has been removed from the water. This shall include securing all the equipment used for the rescue and personnel accountability. This may also include witnesses, photo's, victim's personal items and/or equipment used in the rescue. Members should not become part of a towing operation to remove vehicles from the water. One

company should stand by for rescue if a tow truck driver insists on retrieving the vehicle. Command should also consider activating the C.I.S.D. for extraordinary or extended operations.

**Prepare for Termination**

1. Personnel accountability
2. Equipment accountability. If there has been a fatality, The Rescue Group may consider leaving equipment in place for investigative purposes
3. Re-stock vehicles
4. Consider debriefing
5. Secure the scene
6. Return to service

### Additional Operational Considerations:

1. Do **NOT** wear turnout gear during a water/flood incident
2. **Heat**: Consider rotation of crews
3. **Cold**: Consider the effects of hypothermia on victim and rescuers
4. **Rain/Snow**: Consider the effects of rain or snow on the hazard profile
5. **Time of Day**: Is there sufficient lighting for operations extending into the night
6. Consider the effect on family and friends; **keep family informed**
7. Consider news media; assign a P.I.O.

# **SOG: Decontamination**

### SOG Number: 6

Effective Date:

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**Swiftwater/ Flood Rescue Decontamination**

### Purpose

To outline the following recommended decontamination procedures for resources assigned to Swiftwater/flood operations. Any resources exposed to flood waters during their operations should complete the appropriate level of decontamination. Consult with qualified hazardous materials personnel when available.

### Scope

This procedure applies to all agencies that participate in the (INSERT TEAM NAME).

### Procedure

**Basic Decontamination:**

**Personnel:** After completing assignments in floodwaters, hands and face should be washed with clean water and soap. All members should be required to wash hands before entering vehicles and eating areas. Hand washing is essential to reduce secondary contamination.

**Equipment**: When the team’s operational assignment is completed; equipment should be rinsed with clean water. Visible contaminants, mud, and light oils should be removed with soap and water.

**Level 1 Decontamination:**

Level 1 decontamination procedures should be used in areas where there is potential for exposure to general contaminants and the water is standing or moving slowly. Examples of areas where the use of this level of decon is needed would be residential and agricultural areas where there is no evidence of large releases of hazardous materials.

**Personnel:** After completing an operational assignment in floodwaters, hands and face should be washed with clean water and anti-microbial soap. All members should wash their hands before entering vehicles and eating areas. On completion of the day’s operations, all members exposed to suspected or known contaminated water should shower and change into clean clothes.

**Equipment:** When the team’s operational assignment is completed, equipment should be washed with soap and clean water. This decon should be completed as soon as possible following the operations.

Dry suits should also be washed before entering vehicles for trips from one work site to another.

**Level 2 Decontamination:**

Level 2 decontamination procedures should be used any time hazardous materials are identified or likely to be present. These include areas of sewage contamination as well as agricultural and chemical contamination. These areas should not be entered, if possible. Limiting the number of personnel exposed to the water should be the top priority of the Team Leader. Support for decontamination should be arranged before units are committed to the contaminated area.

All personnel exposed to the water should have regular medical checks for at least 24 hours following their exposure.

**Personnel**: After exiting the water, even for short periods during the operational period, members should go through a scrub gross decon\* wash with soap and clean water. Remove gloves and wash hands and face with clean water and anti-microbial soap. At the end of the duty period, members should go through a gross decon scrub wash with soap and clean water before any safety gear is removed. Wash hands and face with clean water and antimicrobial soap after removing all safety gear. Shower, using anti-microbial soap, before leaving the scene if possible or as soon as possible thereafter and change into clean clothes.

**Equipment:** All equipment should be sprayed with bleach solution or other appropriate sanitizing spray and allowed to stand a minimum of 15 minutes. Thoroughly rinse all treated equipment with clean water and allow to dry before storing with other equipment. Bag any equipment that cannot be dried for the return trip to the station or base. Wipe down/sanitize any surfaces inside vehicles that might have come in contact with and dry all safety equipment during the duty period. Units requiring Level 2 Decontamination should be taken out of service until all equipment has been cleaned and dried.

*\** ***Gross Decon Wash***: This is a 2-stage process that is set up along a decontamination corridor. Persons implementing the corridor should be protected by splash gear. Hazardous materials personnel may be requested to implement this procedure.

**Stage 1**: Rescuer in safety gear is scrubbed with brushes using a clean water and soap solution. Any contaminated tools are left behind here for cleaning.

**Stage 2**: Rescuer is rinsed with clean water.

| **Team Decontamination Equipment to Support Deployment** | | |
| --- | --- | --- |
| All equipment should be able to fit and be transported in the 40- gallon plastic work box. This should be enough equipment to decon a 6-person rescue crew and equipment. Disposable items should be replaced after use for each mission. | | |
|  | **Equipment** | **Justification** |
| 1 | 40-gallon plastic work box | Used as a container to hold decon equipment. At the time of need can be used as a collection pool. |
| 1 | 2.5-gallon pressure sprayer | Used to apply decon solution to PPE and rescue equipment |
| 1 | 5-gallon plastic bucket | Used as a container to hold decon solution for brushes, sponges, etc. |
| 2 | 18" handheld brushes | Used to scrub PPE and rescue equipment. |
| 1 | 25' garden hose |  |
| 1 | 2.5" gate valve | Used to connect and control water from a fire hydrant. |
| 1 | 2.5" to GHT adapter | Used to connect garden hose to a fire hydrant. |
| 1 | Garden hose pressure reducer | Used to control water pressure from a fire hydrant. |
| 1 | Garden hose spray nozzle | Used as needed for decon of PPE and equipment. |
| 1 | Hydrant wrench | \*\*Universal Hydrant Wrench is recommended. |
| 1 | 110-volt power washer | Used to decon rescue equipment. ex. boats, boat accessories, tools, etc. |
| 1 | 110-volt submersible pump | Used to pump off contaminated decon solution. |
| 1 | Large bottle soap (Dawn or similar) | Used as needed for chemical and/or biological decon of PPE and operations equipment. |
| 1 | Gallon bleach | Used as needed for chemical and/or biological decon of PPE and operations equipment. |
| 6 | Wash cloths | Used as needed by rescue personnel. |
| 6 | Bath towels | Used as needed by rescue personnel. |
| 1 | Large hand sanitizer bottle | Used as needed by rescue personnel. |
| **Team Decontamination Equipment to Support Deployment** | | |
|  | **Equipment** | **Justification** |
| 1 | Package of wet wipes | Used as needed by rescue personnel. |
| 6 | 50 Gal. heavy duty trash bags | Used as needed. |
|  | Paper Towels | Used as needed. |
|  | Clorox Wipes | Used as needed. |
|  | Nitrile Exam Gloves | Should be sized to fit responders and quantities should meet mission needs. |
| 6 | Red bio-hazard disposal bags | Used as needed. |

# **SOG: Demobilization**

### SOG Number: 7

Effective Date:

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### Purpose

To identify best practices for the demobilization of (INSERT TEAM NAME) response resources in an orderly, safe, and efficient manner.

### Scope

This procedure applies to all agencies that participate in the (INSERT TEAM NAME)

### Procedure

The demobilization process of standing down response resources in an efficient and timely manner can provide considerable cost benefits. Even as the on-scene resources are being demobilized, responders must maintain heightened safety awareness. Becoming complacent can get someone hurt.

(ADD TIMING DISCUSSION – NO LATE NIGHT DRIVES HOME)

Some issues to consider for demobilization are:

* The Incident Commander should approve the demobilization (release) of response resources prior to starting the demobilization process.
* If available, assign personnel to identify surplus resources and probable release times.
* Establish a demobilization plan (consider an ICS 221 *Demobilization Check-Out* form).
* Ensure needed decontamination procedures are available and set up for the resources being released.
* Ensure accountability of all personnel and equipment. Report **all** injuries or equipment damage prior to leaving.
* Identify any travel needs for the resources being released and address them as necessary.
* Make sure equipment, such as portable radios, that were issued to the responders are returned.
* Make sure ICS 214 *Activity* forms for each team are completed and turned in.
* Get a point of contact (POC) for each team/agency that is being released. Have that POC notify the command post upon their arrival back at their home station/agency.

# **SOG: Maintenance of Vehicles and Equipment**

### SOG Number: 8

Effective Date:

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### Purpose

Preventive maintenance is regular servicing and maintenance performed to help ensure vehicles and equipment continue to run and operate normally, preventing them from suffering a major problem down the line that would cause a break down.

### Scope

This procedure applies to all agencies that participate in the (INSERT TEAM NAME)

### Procedure

A maintenance, inspection, and in-service testing program is essential to protecting the lives of the people who use the vehicles and equipment as well as prolonging the service life of each. A check list identifying inspection or maintenance criteria for critical systems of the vehicle or piece of equipment should be implemented.

When performing checks and/or preventative maintenance on any vehicle or equipment such as trailers, boats, hardware, and PPE, always follow the manufacturer’s recommendations. Another good point of reference is NFPA 1911: *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles*, 2017 Edition.

Items that should be included on a preventative maintenance checklist are:

### Vehicles (from NFPA 1911, Chapter 7)

**Visual Checks**:

* Engine oil fluid level and condition
* Transmission fluid level and condition
* Coolant level
* Power steering fluid level and condition
* Fluid leaks on the floor
* Tire condition
* Tire air pressure
* Wheel and lug nuts
* Seat belt condition
* Windshield, mirrors, and door glass
* Steering linkage
* Cab doors, handles and steps
* Battery condition
* Body and compartment door condition
* Running boards, steps, ladders, and handles
* Hydraulic brake fluid level
* Front and rear springs

**Operational Checks**:

* Starting system
* Battery voltage
* Audible and visual alarms
* Engine
* Transmission
* Charging system
* Cab gauges
* Horn
* Steering system
* Seat belts
* Seat belt warning system
* Brake system (including parking brake)
* Brake air compressor (if applicable)
* Warning light system
* Windshield wipers & washer

### Trailers (from NFPA 1911, Chapter 16)

**16.2 Frame, Hitch, Axle, and Suspension**

*16.2.1*

All frame rails and members shall be inspected for defects, structural integrity, corrosion, perforations, and missing or loose parts.

*16.2.2*

All suspension components including, but not limited to, the following shall be inspected for defects, missing or loose parts, and functional operation and shall be lubricated:

(1) Springs and spring hangers

(2) Air springs (bags), mounting brackets, and attaching hardware

(3) Equalizer beams and torque arms

(4) Shock absorbers

*16.2.3*

The safety chains and chain latches shall be inspected for defects, structural integrity, corrosion, perforations, and missing or loose parts.

*16.2.4*

The hitch mounting shall be inspected for defects, structural integrity, corrosion, perforations, and missing or loose parts.

*16.2.4.1*

The hitch operation and lock shall be diagnostically checked.

*16.2.5*

The axle shall be inspected for alignment.

*16.2.6*

All axle components including, but not limited to, the following shall be inspected for security of mounting, structural integrity, deformation, and abnormal wear; functionally operated; and lubricated:

(1) Spindles and bushings

(2) Attaching hardware

(3) Axle beams

*16.2.7*

Wheel bearings and seals shall be cleaned; inspected for deformation, wear, cracks, and leakage; and lubricated.

*16.2.8*

Tires shall be inspected for damage and inflated to the tire manufacturer’s recommended pressure.

*16.2.9*

Tires shall be replaced at least every 7 years or more frequently when the tread wear exceeds federal, state, or provincial standards as determined by measuring with a tread depth gauge.

*16.2.10*

The tire load rating times the number of tires on the axle shall be checked to verify that it meets or exceeds the GAWR.

*16.2.11*

Wheel attaching nuts shall be torqued to the wheel manufacturer’s specifications.

*16.2.12*

Wheels and rims shall be inspected for cracks, deformation, structural integrity, and corrosion.

**16.3 Trailer Brake Systems**

*16.3.1*

The braking system shall be inspected and maintained in accordance with the manufacturer’s recommendations.

*16.3.2*

The brake linings shall be replaced in accordance with the brake manufacturer’s recommendations when they are contaminated, when the lining is worn to the minimum thickness for safe operation as defined by the brake manufacturer, or when the brake drum or rotor is replaced.

*16.3.3*

The drums or rotors shall be inspected during scheduled maintenance, when there is a suspected problem, or at the time of brake lining replacement.

*16.3.3.1*

The inspection shall consist of, but not be limited to, inspecting for the following:

1. Evidence of extensive heat or heat cracking
2. Out of round drums/warped rotors
3. Wear beyond manufacturer’s specifications
4. Rust pitting
5. Tapered drums
6. Rotor parallelism
7. Metal fatigue

*16.3.4*

If the trailer has an electric brake system, the following additional components shall be inspected and maintained:

1. Wiring and ground connections
2. Magnets and mounting
3. Mounting hardware
4. Electrical break away system and battery

### Boats (inflatable rafts & motorized)

**Inflatable rafts** consist of multiple air chambers. When inflating your raft or boat, fill each air chamber in a clockwise pattern around the boat, just until the craft takes shape. Then work your way back around the boat filling the chambers to the pressure level indicated for that specific type of boat.

Each chamber has a cone shaped baffle that separates it from the others. Maximizing pressure on a single baffle can easily damage it; therefore, equal amounts of pressure should be applied to each chamber until you reach maximum pressure.

**IRB/RIB** should be inflated by inflating the rear chambers at the transom first until they take shape followed by the front, bow, keel, and speed tube (if equipped). Once the boat takes shape the chambers should be topped off in the same order. Filling the rear chambers first will put the baffle cone in a forward position allowing it to compress without rupture in the event of a frontal impact with the boat during operation.

To inflate the boat, a hand, foot, or electric pump can be used. A low-pressure pump (designed specifically for inflatables) is best, as a max pressure of 2.0 psi in the floor (Self-bailing models only) and 3.0 psi in the tubes is recommended. If the floor of the boat is inflatable, add air until the pressure relief valve releases a small amount of air. Use caution when inflating the floor! The pressure release valve can only release air so fast, so if the air flow is faster than the release of pressure, you could cause damage.

A rule of thumb for gauging the proper pressure for the tubes is to push down with your thumb at the center of the tube. If you can deflect about a half an inch from the top plane of the tube, it will be close to 3.0 psi.

**All Inflatables:**

Consider super-heated surfaces, like asphalt and sand. They have temperatures that far exceed the air temp and can cause the boat pressure to exceed recommended pressure within minutes.

**Don’t overfill. A properly inflated boat should have just a bit of give.**

Be aware that air temperature causes changes in the air pressure in the inflatable chambers. Many boaters fill their boats in the morning when the air is cool, but as the temperature increases over the course of the day, the air in the tubes expands, increasing the pressure. If a tube or chamber becomes too pressurized, it can explode if struck by a sharp object. You may have to let some air out at different points throughout the day if you operate your inflatable in the hot sun.

Outboard Motors

Maintenance Recommendations

***Regular Maintenance***

* Periodically check the fuel line for cracks and worn spots.
* Make sure the fuel primer bulb is not cracked and is pliable.
* Make sure the fuel-line fittings seat properly and don't leak.
* Check the clamps on the fuel line for rust or corrosion.
* Check the fuel tanks for damage and corrosion.
* Check the tank vent to make sure it aspirates properly.
* Check regularly for water in the fuel.

***After each use, consider the following:***

* Flush out the engine.
* Start up the engine and let the water pump do the rest (practice safe boating by remembering to stay clear of the prop and make sure no one tries to shift the motor into gear).
* After flushing the engine, disconnect the fuel line and allow the engine to burn all the fuel in the carburetor.
* Take the engine cowling off and check for fuel or water leaks.

***\*\*Remember – Do NOT deploy without the necessary tools and spare parts to keep your boat in-service.***

Recommended spare parts would include, but not limited to:

* Spare prop with pin for each motor
* Extra fuel line
* Spark plugs
* Two Cycle Oil
* Spare trailer tire(s)
* Jack, lug wrench

# **SOG: After-Action Review**

### SOG Number: 9

Effective Date:

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### Purpose

To establish a formal review process that will be conducted after each deployment of the (INSERT TEAM NAME).

### Scope

This procedure applies to all agencies that participate in the (INSERT TEAM NAME)

### Procedure

**After Action Review**

Each deployment of the (INSERT TEAM NAME) will be followed by a formal After-Action Review (AAR). The formal AAR is a detailed review and analysis of large-scale and other complex or tactically challenging operations. The formal review is used to discover (learn) what happened and why, reassess direction, and review both successes and challenges. Every aspect of the incident should be carefully reviewed and analyzed to determine what went well, what could be improved, and why. The results of such analysis can suggest changes to the team’s training plans and/or guidelines that may be necessary.

If possible, the review should be scheduled within a few days of the original incident; any longer delay and personnel may forget important details concerning the incident. The review meeting should last long enough to accomplish its intended goal, but not beyond a reasonable point. Following the review, a written account will be developed and sent to each agency.

The AAR will seek to answer five key questions:

1. What happened ? (Incident overview and conditions)
2. What was the incident response? (List factors such as weather, manpower, ICS structure)
3. What went well?
4. What did not go well?
5. What should be changed for next time?

The following are basic topics that should be addressed during the formal review:

* **Introduction** – The person conducting the AAR should begin with a short introduction and explain the purpose and objective of the AAR, encourage those present to participate, and emphasize the purpose of the AAR is to identify successes and areas where improvements can be made – not to assign blame.
* **Ground Rules** - The AAR is intended to be a constructive process, and those in attendance should be reminded to conduct themselves in a professional manner during the meeting. Conduct such as finger pointing, or derogatory comments directed at individuals or crews, is counterproductive and should not be tolerated.
* **Incident Overview** - Every aspect of the incident should be reviewed, including decisions made by the IC, officers, and rescue personnel. The review should begin by having the officer on the first-arriving unit to the scene illustrate the incident scene such as where they positioned their apparatus, what conditions confronted them, and what their initial actions were. This process should be repeated in the sequence in which emergency units arrived on the scene of the incident. The final Incident Command System (ICS) structure should be displayed for all participants to reference during the discussions.

The fastest way to gather information is by asking open-ended questions which require a direct response, such as:

1. What did the crew observe upon arrival?
2. What information did they receive?
3. What problems were encountered?
4. Were the problems reported?
5. How were the problems overcome?

The same process should be followed for the Command element of the operation.

* **Discussion points**–The review should conclude with an open discussion about the participants’ observations.
* **Performance recognition**–Exceptional performances by personnel should be acknowledged during the review. Everyone enjoys a pat on the back, and recognition for a job well done will encourage others to do well too. A poor performance should not be discussed during the review; it should be done privately.
* **Report**–The most important part of the formal AAR process is the report. This document summarizes the entire incident and provides recommendations for correcting problems based on the lessons learned during the meeting. It also can serve as a blueprint for additional training and the development of better plans and procedures.
* **AAR Meeting Guide** – A guide (see *After-Action Review Meeting Guide* on the next page) has been developed to help the person conducting the AAR meeting cover all areas of the AAR process and document the relevant information that will go into the written report.

**(INSERT TEAM NAME)**

**After-Action Review Meeting Guide**

The After-Action Review (AAR) is the in-depth review of an incident to assess the events that took place, the methods used to control the incident, and how the actions of emergency personnel contributed to the eventual outcome. It is not designed to place blame, but to help us to evaluate our strengths and our weaknesses.

Date: \_\_\_\_\_\_\_\_\_\_\_Time of Alarm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Weather Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Situation Upon Arrival:** (Include brief description of the situation encountered by the first unit(s) arriving on the scene. The type of units and manpower on units should be listed.)

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**Outcome of Incident:** (List extent of damage and casualties. Also include damage to fire equipment and emergency personnel casualties.)

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Incident Commander \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency\_\_\_\_\_\_\_\_\_\_\_\_

Water Team Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency\_\_\_\_\_\_\_\_\_\_\_\_

**Strategy:** (List the IC’s strategies chosen)

1. Strategies Used (IC) & Why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Results:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Arriving Unit(s)**

1. Assignment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Results:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Common Obstacles:** (List those problems encountered in this incident. Include all problems related to operations, weather, manpower, and any other limiting factors).

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**Recommendations:**

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**What Worked Well?** (Look at strategies and results. This helps reinforce strategies and tactics that were successful so they may be applied to similar situations in the future.)

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# **SOG: Fiscal Processes & Reimbursement**

### SOG Number: 10

Effective Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Purpose

To establish a guide for the (INSERT TEAM NAME) that outlines the documentation needed for reimbursement.

### Scope

This procedure applies to all agencies that participate in the (INSERT TEAM NAME)

### Procedure

***Chapter 8, Title 58 – Military Affairs, Emergencies and Civil Defense – of the 2021 Tennessee Code*** states:

### TN Code § 58-8-104 (2021)

1. *The mayor or executive of any municipality or county, or such official's designee, may declare a state of emergency for such official's municipality or county regardless of whether the event in question affects only that jurisdiction or multiple jurisdictions.*
2. *The declaration of a state of emergency by a jurisdiction entitles the responding party or parties to cost reimbursement as provided in § 58-8-111. The requesting party is required to make this reimbursement to the responding party or parties.*

### TN Code § 58-8-111 (2021)

1. *Except as provided in this section, the requesting party shall pay the responding party all documented costs incurred by the responding party in extending assistance to the requesting party under this chapter. The requesting party is ultimately responsible for reimbursement of all eligible expenses, not to exceed the federal emergency management agency's (FEMA) reimbursement fee schedules.*
2. *Eligibility for reimbursement begins immediately upon the declaration of the state of emergency. The responding party is entitled to receive payment for one-half (½) its reimbursable costs for the first six (6) hours of its response after the state of emergency is declared. The responding party is entitled to one hundred percent (100%) reimbursement of eligible costs incurred after six (6) hours are exceeded. Time periods for the response subject to reimbursement shall be calculated from the time the state of emergency is declared or the time the responding party leaves its jurisdiction, whichever occurs later, to the time it returns. Reimbursement of personnel, equipment, and materials and supply costs are all subject to the limitations of this subsection (b).*
3. *During the period of assistance, the responding party shall continue to pay its employees according to then-prevailing wages, including benefits and overtime. The requesting party shall reimburse the responding party for all direct and indirect payroll costs, including travel expenses, incurred during the period of assistance, including but not limited to, employee retirement benefits as determined by generally accepted accounting principles. The requesting party is not responsible for reimbursing any amounts paid or due as benefits to responding party's personnel under the terms of the Tennessee Workers' Compensation Act, compiled in title 50, chapter 6.*
4. *The requesting party shall reimburse the responding party for the use of its equipment during the period of assistance according to the FEMA fee schedules for hourly rates. For instances in which the costs are reimbursed by FEMA, eligible direct costs shall be determined in accordance with 44 CFR 206.228.*
5. *The requesting party shall reimburse the responding party for all material and supplies furnished by it and used or damaged during the period of assistance, except for the cost of equipment, fuel, and maintenance materials, labor, and supplies, which shall be included in the equipment rate unless it is damaged, and the damage is caused by the gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of the responding party's personnel.*

When the (INSERT TEAM NAME) is deployed, responding personnel should document the following:

* Mileage for all vehicles that respond and routes of travel (see *Mileage Log*)
* Equipment (including boats) taken on the deployment and hours of use (by date) for each piece
* All personnel who deploy as part of the water rescue team
* Keep and submit receipts (showing date & time) for any supplies or rehab purchased while deployed. Document meals by breakfast, lunch, and dinner for each person deployed.
* Lodging receipts (if applicable)
* Document any equipment damage with a statement, witnesses (if any), and pictures of the damaged equipment.
* Using ICS 214 Activity Forms, document team actions/activities

### Tips for Documentation:

1. Keep everything sorted by date. Stay organized as you go.
2. Complete an ICS 214 form daily – do not try to remember today’s events days later. Make sure all personnel are tracked on a daily ICS 214.
3. When dealing with damaged equipment, keep repair quotes & invoices.
4. Follow your agency’s purchasing policy.
5. Gather timesheets for all personnel on the deployment.
6. Keep a mileage log for each vehicle.
7. Keep usage log for each piece of equipment that you intend to request reimbursement on (ex. boats, sustainment trailer, inflatable rafts).
8. Keep & submit IAPs showing the team operational period and assignment(s).
9. Make sure everything is legible. It makes the reviewer’s job easier and quicker.
10. Make copies of **all** documentation before submitting.

### EMAC Reimbursement

To facilitate EMAC reimbursement each participating agency will define a specific point of contact to manage all aspects of the financial reimbursement process. Though not required, it is recommended that each point of contact identified have experience in either Finance or Human Resources for their respective local municipality. This individual will be responsible for:

* Communicating with the EMAC A-Team representative for the State of Tennessee
* Communicating with the EMAC Coordinator for the State of Tennessee
* Providing team documentation in a timely and efficient manner to ensure reimbursement processes are followed
* To actively communicate with their departmental representatives to ensure accurate information is delivered in a timely manner, not to exceed 90-days for any EMAC deployment

\*For inter-agency teams, each contributing entity will be responsible for their home agency and all paperwork associated with the reimbursement process.

# **SOG: Mutual Aid**

### SOG Number: 11

Effective Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Purpose

To define operating parameters and expectations for receiving and providing mutual aid within the State of Tennessee.

### Scope

This procedure applies to all agencies that participate in the (INSERT TEAM NAME)

### Procedure

All activities pursuant to intrastate mutual aid including local resource providers, will explicitly adhere to the Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004 as outlined in Tennessee Code Annotated, specified in:

* T.C.A. § 58-8-101 Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004
* T.C.A. § 58-8-103 Governance – Agreements to provide aid and assistance – Service and operational agreements – purpose – construction with other laws
* T.C.A. § 58-8-104 Declaration of local state of emergency – Cost reimbursement – Evacuation orders
* T.C.A. § 58-8-105 Request for aid and assistance – Confirmation – Request for mutual aid for emergency medical services
* T.C.A. § 58-8-106 Sending personnel and equipment outside jurisdiction
* T.C.A. § 58-8-107 Discretion of participating entities to respond – Withdrawal of aid or assistance – Mutual aid for emergency medical services
* T.C.A. § 58-8-108 Command of the scene – Delegation of command
* T.C.A. § 58-8-109 Scope of authority – Workers’ compensation coverage – Liability
* T.C.A. § 58-8-110 Immunity
* T.C.A. § 58-8-111 Responsibility for costs – Eligibility for reimbursement – Wages – Use of equipment, materials, and supplies – Records and invoices
* T.C.A. § 58-8-112 Existing mutual aid agreements
* T.C.A. § 58-8-113 Authority to provide aid or assistance in any area of the state.
* T.C.A. § 58-8-114 Recognition and enforcement of laws regarding tort liability.
* T.C.A. § 58-8-115 Reimbursement of eligible costs to governmental utility system.

*Please see* ***Annex D: Tennessee Code Annotated*** *for language specific to each of the above referenced codes*

# **Annex A: Tire Maintenance Policy**

It will be the responsibility of each agency (sponsoring & participating), to inspect and replace tires on all deployment vehicles and trailers. This maintenance plan was developed in accordance with DOT standards, manufacturers recommendations, current industry standards.

All emergency vehicles and trailers will be inspected monthly for inflation, condition, and depth of treads to ensure vehicles and support equipment are in a constant state of readiness and able to deploy. Additionally, all deployment vehicle tires will be inspected prior to any deployment and any deficiencies remedied prior to deploying.

It is suggested that tires be replaced on a regular schedule in accordance with DOT and FEMA guidelines and agencies should also follow their departmental and fleet maintenance guidelines.

Suggested tire replacement timeline:

• Heavy vehicles not to exceed 10 years

• Light/Medium vehicles not to exceed 5 years

• Utility/Boat trailers not to exceed 3 years

Identified deployment vehicles and trailers inspection information shall be logged and kept by the sponsoring agency. Information should be logged and available for review and should include:

• Vehicle/Trailer Identification

• Inspection information

• Tire date codes

• Storage conditions

All tires should be rated for the intended use to include:

• Load rating

• Speed rating

• Position or intended use

The agency, in accordance with DOT regulation §393.75, shall ensure:

(a) No motor vehicle shall be operated on any tire that—

1. Has body ply or belt material exposed through the tread or sidewall,
2. Has any tread or sidewall separation,
3. Is flat or has an audible leak, or
4. Has a cut to the extent that the ply or belt material is exposed

(b) Any tire on the front wheels of a bus, truck, or truck tractor shall have a tread groove pattern depth of at least 4⁄32 of an inch when measured at any point on a major tread groove. The measurements shall not be made where tie bars, humps, or fillets are located.

(c) Except as provided in paragraph (b) of this section, tires shall have a tread groove pattern depth of at least 2⁄32 of an inch when measured in a major tread groove. The measurement shall not be made where tie bars, humps or fillets are located.

(d) No emergency vehicle shall be operated with regrooved, recapped or retreaded tires on the front wheels.

(e) A regrooved tire with a load-carrying capacity equal to or greater than 2,232 kg (4,920 pounds) shall not be used on the front wheels of any truck or truck tractor.

(f) No motor vehicle may be operated with speed-restricted tires labeled with a maximum speed of 55 mph or less in accordance with S6.5(e) of FMVSS No. 119 at speeds that exceed the rated limit of the tire.

(g) Tire loading restrictions (except on manufactured homes). No motor vehicle (except manufactured homes, which are governed by paragraph (h) of this section) shall be operated with tires that carry a weight greater than that marked on the sidewall of the tire or, in the absence of such a marking, a weight greater than that specified for the tires in any of the publications of any of the organizations listed in Federal Motor Vehicle Safety Standard No. 119 (49 CFR 571.119, S5.1(b)) unless

(1) The vehicle is being operated under the terms of a special permit issued by the State; and

(2) The vehicle is being operated at a reduced speed to compensate for the tire loading in excess of the manufacturer's rated capacity for the tire. In no case shall the speed exceed 80 km/hr. (50 mph)

(1) Tire loading restrictions for manufactured homes built before January 1, 2002. Manufactured homes that are labeled pursuant to 24 CFR 3282.362(c)(2)(i) before January 1, 2002, must not be transported on tires that are loaded more than 18 percent over the load rating marked on the sidewall of the tire or, in the absence of such a marking, more than 18 percent over the load rating specified in any of the publications of any of the organizations listed in FMVSS No. 119 (49 CFR 571.119, S5.1(b)). Manufactured homes labeled before January 1, 2002, transported on tires overloaded by 9 percent, or more must not be operated at speeds exceeding 80 km/hr. (50 mph).

(2) Tire loading restrictions for manufactured homes built on or after January 1, 2002. Manufactured homes that are labeled pursuant to 24 CFR 3282.362(c)(2)(i) on or after January 1, 2002, must not be transported on tires loaded beyond the load rating marked on the sidewall of the tire or, in the absence of such a marking, the load rating specified in any of the publications of any of the organizations listed in FMVSS No. 119 (49 CFR 571.119, S5.1(b).

(i) Tire inflation pressure.

(1) No motor vehicle shall be operated on a tire which has a cold inflation pressure less than that specified for the load being carried.

(2) If the inflation pressure of the tire has been increased by heat because of the recent operation of the vehicle, the cold inflation pressure shall be estimated by subtracting the inflation buildup factor shown in Table 1 from the measured inflation pressure.

TABLE 1—INFLATION PRESSURE MEASUREMENT CORRECTION FOR HEAT

|  |  |  |
| --- | --- | --- |
| **Average speed of vehicle in the previous hour** | **Minimum inflation pressure buildup** | |
| **Tires with 1,814 kg (4,000 lbs.) maximum load rating or less** | **Tires with over 1,814 kg (4,000 lbs.) load rating** |
| 66-88.5 km/hr. (41-55 mph) | 34.5 kPa (5 psi) | 103.4 kPa (15 psi). |

[34 FR 9344, June 13, 1969, as amended at 40 FR 44557, Sept. 29, 1975; 41 FR 36657, Aug. 31, 1976; 44 FR 25455, May 1, 1979; 44 FR 47938, Aug. 16, 1979; 53 FR 18057, May 19, 1988; 53 FR 49401, Dec. 7, 1988; 63 FR 8339, Feb. 18, 1998; 65 FR 70220, Nov. 21, 2000; 66 FR 67694, Dec. 31, 2001; 70 FR 48054, Aug. 15, 2005; 81 FR 47731, July 22, 2016]

**Tire Care Inspection and Maintenance Log**

Vehicle/Unit/Trailer:

Stored: 🞎 Inside/Garage 🞎 Outside

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection Date** | **Tire Date Codes** | **Properly Inflated** | **Tread/Wear/Condition** | **Comments/Corrective Action** |
|  |  | 🞎YES 🞎NO | 🞎YES 🞎NO |  |
|  |  | 🞎YES 🞎NO | 🞎YES 🞎NO |  |
|  |  | 🞎YES 🞎NO | 🞎YES 🞎NO |  |
|  |  | 🞎YES 🞎NO | 🞎YES 🞎NO |  |
|  |  | 🞎YES 🞎NO | 🞎YES 🞎NO |  |
|  |  | 🞎YES 🞎NO | 🞎YES 🞎NO |  |
|  |  | 🞎YES 🞎NO | 🞎YES 🞎NO |  |
|  |  | 🞎YES 🞎NO | 🞎YES 🞎NO |  |

# **Annex B: Mileage Tracking Form**

|  |  |
| --- | --- |
| **(INSERT TEAM NAME) – Mileage Log** | |
| **Vehicle** | **Driver/Operator** |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Starting Location | Leave  (mileage) | Arrive  (mileage) | Ending Location |
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|  | **Total Miles** |  | | |

# **Annex C: Rope Maintenance Log**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Rescue Rope Usage History** | | | | | | | |
| Serial Number: | | | | | Color Code: | | |
| Date of Purchase: | | | | | ID Marking: | | |
| Purchased From: | | | | | Purchase Order #: | | |
| Date of Manufacture: | | | | | Issued: | | In Service: |
| Fiber: | | | | | Color: | | |
| Con: | | | | | Length: | | Diameter: |
| Manufacturer: | | | | | Brand: | | |
| **Date Used** | **Incident Location** | **Type of Use** | **Rope Exposure** | **Date Inspected** | **Initials** | **Condition/Comments** | |
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# **Annex D: Tennessee Code Annotated**

## T.C.A. § 58-8-101

**Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004.**

This chapter shall be known and may be cited as the “Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004.

## T.C.A. § 58-8-103

**Governance – Agreements to provide aid and assistance – Service and operational agreements – purpose – construction with other laws.**

(a) On and after July 1, 2004, the provision and receipt of mutual aid and assistance by participating governmental entities shall be governed by this chapter, and no separate agreement is necessary except with regard to aid or assistance provided to entities in other states, aid or assistance provided between nongovernmental utilities and governmental entities, and governmental entities that decide to provide aid and assistance under a separate agreement. Governmental entities may choose by resolution of their governing bodies to continue agreements existing on July 1, 2004, until they expire or are terminated in accordance with their terms. Governmental entities may also by resolution extend existing agreements or make new agreements relative to mutual aid and assistance after July 1, 2004. When there is an agreement between or among governmental entities, the provisions of that agreement and applicable authorizing law govern activities under the agreement. For any governmental entity with no agreement with the particular requesting party governing mutual aid or assistance, this chapter applies to both parties.

(b) It is not the intent of this chapter to affect activities under service agreements. Service and operational agreements may continue to be made and enforced under §§ 5-1-113, 5-1-114, 5-16-107, 5-19-106, 6-54-307, 6-54-601, title 12, chapter 9, title 49, chapter 2, part 13, or other applicable law.

(c) The purposes of this chapter are to authorize mutual aid and to enhance public safety and homeland security by facilitating assistance among governmental entities in any state of emergency or declared disaster while conforming to federal guidelines relative to reimbursement of costs for assistance rendered.

(d) Aid and assistance to entities in other states continues to be governed by the Interlocal Cooperation Act, compiled in title 12, chapter 9, and other applicable law.

## T.C.A. § 58-8-104

**Declaration of local state of emergency – Cost reimbursement – Evacuation orders.**

(a) The mayor of a municipality or the mayor or county executive of a county or metropolitan government may declare a local state of emergency affecting such official's jurisdiction by executive order consistent with and governed by § 58-2-110(3)(A)(v).

(b) The mayor or executive of any municipality or county, or such official's designee, may declare a state of emergency for such official's municipality or county regardless of whether the event in question affects only that jurisdiction or multiple jurisdictions.

(c) The declaration of a state of emergency by a jurisdiction entitles the responding party or parties to cost reimbursement as provided in § 58-8-111. The requesting party is required to make this reimbursement to the responding party or parties.

(d) The municipal mayor or county mayor or executive may declare the state of emergency at any time during the imminent pendency or happening of the occurrence.

(e) If a county mayor or the executive of a county declares a local state of emergency in accordance with subsection (a), the county mayor or the executive of the county may, in the interest of public health, safety, and welfare, issue orders to direct and compel the evacuation of the entire unincorporated area of the county or any portion thereof.

(f) If a mayor or the executive of a municipality or metropolitan government declares a local state of emergency in accordance with subsection (a), the mayor or the executive of the municipality or metropolitan government may, in the interest of public health, safety, and welfare, issue orders to direct and compel the evacuation of the entire incorporated area of the municipality or metropolitan government, or any portion thereof.

(g) A person who willfully violates an order issued under subsection (e) or (f) commits a Class C misdemeanor.

## T.C.A. § 58-8-105

**Request for aid and assistance – Confirmation – Request for mutual aid for emergency medical services.**

(a) When a governmental entity is affected by an occurrence that its resources will not be adequate to handle, the governmental entity may request aid through the appropriate emergency management employee or official, or a county or municipality may declare a local state of emergency as provided in § 58-8-104 and request assistance by communicating the request to a potential responding party or multiple potential responding parties. Requests for aid or for assistance must be made by the appropriate official or employee to the emergency communications dispatch center of potential responding parties or other officials authorized by the potentially responding party to respond to requests under this chapter.

(b) Each request for aid or assistance may be made verbally and should, to the extent possible, include the following:

(1) A statement that an occurrence is imminent, in progress, or has occurred. The statement should also indicate whether a declaration of a state of emergency has been made and give a general description of the occurrence or emergency, including an initial estimate of the damages and injuries sustained or expected;

(2) Identification of the service functions for which aid or assistance is needed and the particular type of aid or assistance needed;

(3) The amount of personnel, equipment, materials, and supplies needed; and

(4) An estimated time and place for a representative of the requesting party to meet the responding party.

(c) Each request for aid or assistance may include the following if known or necessary:

(1) An estimate of the amount of time, aid, or assistance that will be needed.

(2) Identification of the types of infrastructure for which aid or assistance is needed, e.g., water and sewer, streets, gas, electric, or other infrastructure; and

(3) Identification of the need for sites, structures, or other facilities outside the requesting party's jurisdiction to serve as relief centers or staging areas for incoming emergency goods or services.

(d) All requests for assistance shall be confirmed in writing to the responding party or parties within thirty (30) days of the initial request. Parties shall keep records of all requests made for assistance under this chapter.

(e) In addition to any agreement for mutual aid made under title 5 or title 12, a governmental entity is authorized to request mutual aid for emergency medical services provided under title 68, chapter 140, from the emergency communications dispatch center of a county that is contiguous to the requesting county or governmental entity for occurrences that involve serious injuries or possible loss of life in instances that might not reasonably lead to a declared emergency.

## T.C.A. § 58-8-106

**Sending personnel and equipment outside jurisdiction.**

Any participating governmental entity may, upon receiving a request for mutual aid in an occurrence or for assistance from a requesting party in a municipal, county, state, or federal state of emergency, send its personnel and equipment outside its boundaries and into any other jurisdiction necessary to respond to the request.

## T.C.A. § 58-8-107

**Discretion of participating entities to respond – Withdrawal of aid or assistance – Mutual aid for emergency medical services.**

(a) This chapter does not create a duty on participating governmental entities to respond to a request for aid or assistance nor to stay at the scene of an occurrence or emergency for any length of time. Upon receipt of a request for aid or assistance, a potential responding party shall determine whether and to what extent it will provide the aid or assistance. If the potential responding party determines in its complete discretion that it is not in its best interest to provide aid or assistance, it shall notify the requesting party of its decision as soon as possible. If the potential responding party determines that aid or assistance can be provided, it shall communicate the following information to the requesting party as soon as possible:

(1) A description of what personnel, equipment, and other resources it will provide;

(2) An estimate of the length of time aid or assistance will be available; and

(3) An estimated time of arrival at the scene or designated meeting place.

(b) The responding party may withdraw aid or assistance at any time. The responding party shall notify the requesting party as soon as possible of any decision to withdraw aid or assistance.

(c) The provisions of this section that require certain actions are directory rather than mandatory and do not create a public or special duty on the part of any participating governmental entity.

(d) In addition to any agreement for mutual aid made under title 5 or title 12, a governmental entity is authorized to respond to a request for mutual aid for emergency medical services under § 58-8-105(e) from a county that is contiguous to the requesting county or governmental entity for occurrences that involve serious injuries or possible loss of life in instances that might not reasonably lead to a declared emergency. A county is authorized to enter into a mutual aid agreement under title 12 to permit routine and automatic approval of and response to such requests.

## T.C.A. § 58-8-108

**Command of the scene – Delegation of command.**

The representative or representatives of the requesting party authorized to be in charge of emergency response at the scene shall be in command at the scene as to strategy, tactics, and overall direction of the operations. The requesting party may delegate command as needed. Generally accepted incident command procedures shall be implemented and followed. The responding party shall designate supervisory personnel for its employees sent to render aid or assistance. All orders or directions regarding the operations of the responding party shall be relayed to the responding party through these designated supervisory personnel unless a different arrangement is determined by the parties in the field to be more advantageous.

## T.C.A. § 58-8-109

**Scope of authority – Workers’ compensation coverage – Liability.**

(a) When employees of the responding party are sent from the employing jurisdiction to another jurisdiction or jurisdictions in response to a request for aid or assistance under this chapter, they have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the jurisdiction in which they normally function.

(b) Employees of the responding party will be considered as the responding party's employees at all times while performing their duties under this chapter for purposes of the workers' compensation law and for that purpose will be considered as acting within the course and scope of their employment with the responding party.

(c) Under § 29-20-107(f), for liability purposes only, employees of the responding party are to be considered employees of the requesting party while performing their duties under this chapter at the scene of the occurrence or emergency or other locations necessary for the response while under the supervision of the requesting party. At all other times in the response, including traveling to the scene and returning to the employing jurisdiction, such employees are to be considered for liability purposes to be employees of the responding party.

## T.C.A. § 58-8-110

**Immunity.**

Nothing in this chapter shall be construed to remove any immunity from, defenses to, or limitation on liability provided by the Tennessee Governmental Tort Liability Act, compiled in title 29, chapter 20, or other law.

## T.C.A. § 58-8-111

**Responsibility for costs – Eligibility for reimbursement – Wages – Use of equipment, materials, and supplies – Records and invoices.**

(a) Except as provided in this section, the requesting party shall pay the responding party all documented costs incurred by the responding party in extending assistance to the requesting party under this chapter. The requesting party is ultimately responsible for reimbursement of all eligible expenses, not to exceed the federal emergency management agency's (FEMA) reimbursement fee schedules.

(b) Eligibility for reimbursement begins immediately upon the declaration of the state of emergency. The responding party is entitled to receive payment for one-half (½) its reimbursable costs for the first six (6) hours of its response after the state of emergency is declared. The responding party is entitled to one hundred percent (100%) reimbursement of eligible costs incurred after six (6) hours are exceeded. Time periods for the response subject to reimbursement shall be calculated from the time the state of emergency is declared or the time the responding party leaves its jurisdiction, whichever occurs later, to the time it returns. Reimbursement of personnel, equipment, and materials and supply costs are all subject to the limitations of this subsection (b).

(c) During the period of assistance, the responding party shall continue to pay its employees according to then-prevailing wages, including benefits and overtime. The requesting party shall reimburse the responding party for all direct and indirect payroll costs, including travel expenses, incurred during the period of assistance, including but not limited to, employee retirement benefits as determined by generally accepted accounting principles. The requesting party is not responsible for reimbursing any amounts paid or due as benefits to responding party's personnel under the terms of the Tennessee Workers' Compensation Act, compiled in title 50, chapter 6.

(d) The requesting party shall reimburse the responding party for the use of its equipment during the period of assistance according to the FEMA fee schedules for hourly rates. For instances in which the costs are reimbursed by FEMA, eligible direct costs shall be determined in accordance with 44 CFR 206.228.

(e) The requesting party shall reimburse the responding party for all material and supplies furnished by it and used or damaged during the period of assistance, except for the cost of equipment, fuel, and maintenance materials, labor, and supplies, which shall be included in the equipment rate unless it is damaged and the damage is caused by the gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of the responding party's personnel. The measure of reimbursement shall be determined in accordance with 44 CFR Part 13 and applicable office of management and budget (OMB) circulars.

(f) The responding party shall maintain records and submit invoices for reimbursement by the requesting party. For instances in which costs are reimbursed by FEMA, the requesting party must submit requests for reimbursement to the Tennessee emergency management agency (TEMA) on forms required by federal emergency management publications, including 44 CFR Part 13 and applicable OMB circulars. The reimbursement request shall include the certification or level of training of the personnel who responded and the type of equipment that was sent.

(g) The responding party shall forward the reimbursable costs with an itemized invoice to the requesting party as soon as possible, but no later than sixty (60) days after the provision of assistance has ended.

(h) Nonparticipating governmental entities and participating governmental entities that have separate agreements with nonparticipating governmental entities, may by agreement provide for different reimbursement provisions.

(i) The preceding provisions of this section do not apply to aid or assistance provided under § 58-2-113 at the request of TEMA. Reimbursement of costs for aid or assistance provided in these situations is governed by § 58-2-113 and any other applicable provisions of chapter 2 of this title.

## T.C.A. § 58-8-112

**Existing mutual aid agreements.**

Governmental entities that are parties to existing mutual aid agreements may by resolution of their governing bodies determine to continue to operate under those agreements until they expire or are terminated. If a governmental entity does not affirm the continued existence of the agreement, it shall expire on July 1, 2004, and this chapter applies. If the governmental entity affirms an agreement, the terms of the agreement and applicable authorizing law will continue to govern activities under the agreement. Mutual aid agreements between Tennessee governmental entities and governmental entities in other states are not affected by this chapter and continue to be authorized and governed by the Interlocal Cooperation Act, compiled in title 12, chapter 9, and other applicable law. Except for the continuation of existing agreements as provided in this section, any new agreements made after July 1, 2004, and aid or assistance provided at the request of TEMA under § 58-2-113, this chapter is the exclusive method for providing mutual aid and emergency assistance between governmental entities.

## T.C.A. § 58-8-113

**Authority to provide aid or assistance in any area of the state.**

In addition to any other authority provided by this chapter, any governmental entity may provide aid or assistance in any area of the state to any state or federal agency upon request by the state or federal agency, and the governmental entity and its employees will be subject to the same protections and immunities they have under this chapter in furnishing aid or assistance to other governmental entities. This section and any other portion of this chapter are in addition to and not in substitution for, and do not diminish, the authority provided in § 58-2-113 or any other law that authorizes a local governmental entity to respond to a request for aid or assistance from TEMA or any other state or federal agency. Nothing in this chapter shall be construed to require that employees of the responding party are to be considered employees of the state or any of its agencies for any purpose.

## T.C.A. § 58-8-114

**Recognition and enforcement of laws regarding tort liability.**

When any other state provides that it will recognize and enforce the Tennessee Governmental Tort Liability Act, compiled in title 29, chapter 20, and other Tennessee laws governing the tort liability of Tennessee's governmental entities and their employees in any case brought in that state's courts against the governmental entity or its employees arising from aid or assistance provided by a Tennessee governmental entity in that state, Tennessee shall recognize and enforce that state's laws relative to the tort liability of its political subdivisions and their employees and agents in any case brought in a Tennessee court against the political subdivision or its employees and agents arising from aid or assistance provided by the political subdivision of that state in Tennessee.

## T.C.A. § 58-8-115

**Reimbursement of eligible costs to governmental utility system.**

(a) Notwithstanding § 58-8-111(b), a governmental utility system that is a responding party is eligible for reimbursement and entitled to one hundred percent (100%) reimbursement of eligible costs after the state of emergency is declared.

(b) For purposes of a governmental utility system that is a responding party, “then-prevailing wages, including benefits and overtime” in § 58-8-111(c) means the present wage structure, including benefits and overtime, of the governmental utility system that is a responding party.

(c) For purposes of this section, “governmental utility system” means a governmental entity that provides electric, gas, sewer, water, wastewater, telephone, cable or other like service, or any combination of these services, and is limited to these operations of the governmental entity and does not extend to other operations or functions of the governmental entity.

(d) Notwithstanding § 58-8-111, governmental utility systems and nongovernmental utilities that enter into mutual assistance agreements for the purposes of providing aid or assistance to one another are eligible for reimbursement of all out-of-pocket costs incurred by the responding party.