

## **Appendix G**

## **Key Position Checklists**

### **PLAN ACTIVATION – INCIDENT COMMAND/DISPATCH CENTERS**

**Responsibility:** The responsibility for activation of this Plan shall remain with the person or persons with incident management authority in the event of a disaster within that jurisdictional area. The local/regional/division dispatch center and the Central Dispatch Center, in coordination with WEM, will support incident command.

#### **Actions:**

- \_\_\_\_\_ In the event of an emergency/disaster and local/regional mutual aid systems have been exhausted, the local jurisdiction shall determine the type and amount of additional resources required. Requests shall be in accordance with the Resource Inventory guidelines of this Plan.
- \_\_\_\_\_ The local Incident Commander/Unified Command will contact the local/regional/division dispatch center of the affected jurisdiction, who will establish contact with WEM State Duty Officer at **1-800-943-0003** and requests additional resources.
- \_\_\_\_\_ During any major incident, interagency coordination is essential. Upon the activation of the County Emergency Operations Center (EOC), Request for Assistance shall be channeled through the local/county/division dispatch center by the Wisconsin Emergency Management.
- \_\_\_\_\_ The local/regional/division dispatch center shall then contact and notify the MABAS-WI Division Representative, County Response Coordinator, and/or the local County Emergency Manager to inform them of activation of the Plan.
- \_\_\_\_\_ The Central Dispatch Center notifies/alerts the requested resources under the Plan, through the local/regional/division dispatch center(s) and verifies the response.
- \_\_\_\_\_ The Central Dispatch Center notifies/alerts the closest MABAS-WI Regional Coordinator, and the Presidents of MABAS-WI and WSFCA of activation of the Plan.
- \_\_\_\_\_ The Central Dispatch Center verifies the resources activated and responding under the Plan to the WEM State Duty Officer who in turn notifies the WEM Fire Services Coordinator of the resources dispatched by the Central Dispatch Center.
- \_\_\_\_\_ The WEM Fire Services Coordinator will establish communication between the Central Dispatch Center and the local/regional/division dispatch center and incident command.

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#### **PRESIDENT OF THE WISCONSIN STATE FIRE CHIEFS ASSOCIATION**

**Position Responsibilities:** Overall coordination of the Wisconsin Fire Service Emergency Response Plan through the President of MABAS-WI and WEM Fire Services Coordinator.

**Actions:**

- \_\_\_\_\_ Annually appoints the Chair of the IMAP Committee who also serves as a member of the Intrastate Mutual Aid System (IMAS) Workgroup with a appointee of MABAS-WI and WEM Fire Services Coordinator.
- \_\_\_\_\_ The WSFCA President may recommend alterations to the IMAP Committee as deemed necessary to ensure “continuity of operations” for impacted communities.
- \_\_\_\_\_ Notifies the WEM Fire Services Coordinator and the President of MABAS-WI annually with the identity of the IMAS Workgroup representative.
- \_\_\_\_\_ Considers and approves/disapproves recommendations from the IMAS Workgroup regarding committee membership.
- \_\_\_\_\_ Communicates with WEM Fire Services Coordinator on all matters affecting Wisconsin disaster planning.
- \_\_\_\_\_ Assists the Chair of the IMAP Committee with management as necessary.
- \_\_\_\_\_ Contacts adjacent state fire chief associations, as necessary, to coordinate planning, funding, and exercising activities.
- \_\_\_\_\_ Liaison with IAFC for situation updates and assistance needs.
- \_\_\_\_\_ Attends critiques of the State Plan and After Action Reviews at his/her discretion.

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### **PRESIDENT OF MABAS-WI**

**Position Responsibilities:** Overall coordination of the Wisconsin Fire Service Emergency Response Plan through the President of WSFCA and WEM Fire Services Coordinator.

**Actions:**

- \_\_\_\_\_ Annually appoints the Response Coordinator who will Chair the MABAS-WI Intrastate Mutual Aid Plan (IMAP) Committee and will also serve as a member of the Intrastate Mutual Aid System (IMAS) Workgroup with an appointee of WSFCA and the WEM Fire Services Coordinator.
- \_\_\_\_\_ Notified of a state deployment under the Plan by the Central Dispatch Center. Will communicate with WEM Fire Services Coordinator for additional logistical support necessary for the incident.
- \_\_\_\_\_ If additional logistical support is requested by WEM Fire Services Coordinator, will make appropriate contact with requested special resources from MABAS-WI and other MABAS states as necessary.
- \_\_\_\_\_ Considers revisions made in the Plan by the IMAS Workgroup and the six (6) MABAS-WI Regional Coordinators and will make comments for consideration.
- \_\_\_\_\_ The President will prepare the recommendations for a business meeting of the MABAS-WI Executive Board for approval. The approved recommendations will be sent to WEM Fire Services Coordinator and the President of WSFCA for final consideration.
- \_\_\_\_\_ Notifies the WEM Fire Services Coordinator and the President of WSFCA annually with the identity of the IMAS Workgroup representative.
- \_\_\_\_\_ Considers and approves/disapproves recommendations from the IMAS Workgroup regarding committee membership.
- \_\_\_\_\_ Communicates with WEM Fire Services Coordinator on all matters affecting Wisconsin disaster planning.
- \_\_\_\_\_ Assists the Response Coordinator with Plan management as necessary.
- \_\_\_\_\_ Contacts adjacent state MABAS systems, as necessary, to coordinate planning, funding, and exercising activities.
- \_\_\_\_\_ Liaison with the Mid America Mutual Aid Consortium (MAMA-C) for situation

updates and assistance needs.

\_\_\_\_\_ Attends critiques of the Plan and After Action Review at his/her discretion.

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### **WEM FIRE SERVICES COORDINATOR**

**Position Responsibility:** Overall coordination, management, maintenance of the Wisconsin Fire Service Emergency Response Plan.

**Actions:**

- \_\_\_\_\_ Serves as a member of the Intrastate Mutual Aid System (IMAS) Workgroup with the representatives of WSFCA and MABAS-WI.
- \_\_\_\_\_ The Wisconsin Emergency Management, Fire Services Coordinator will meet with WSFCA President annually to brief the President on the status of the Plan after the June election of the Wisconsin State Fire Chief's Executive Board and may provide an annual written report to the President of the WSFCA..
- \_\_\_\_\_ The President of the Wisconsin State Fire Chief's Association shall appoint the Chair of the WSFCA IMAP Committee. Said person will work directly with the Wisconsin Emergency Management Fire Services Coordinator for planned and unplanned deployment of mutual aid resources.
- \_\_\_\_\_ The WEM Fire Service Coordinator shall meet with the MABAS-WI Response Coordinator and the six (6) Regional Coordinators on a quarterly basis or more frequently if needed.
- \_\_\_\_\_ The WEM Fire Service Coordinator and the Chair of the WSFCA IMAP Committee shall represent the IMAS Workgroup to the Board of Directors of the WSFCA.
- \_\_\_\_\_ Makes reports to the WSFCA Executive Board on the Plan and the activities of the IMAS Workgroup at the annual meeting, or may provide a written update to the membership via the WSFCA magazine.
- \_\_\_\_\_ Insures Plan updates, training/exercising activities, Central Dispatch services, Response System maintenance, and other administrative functions are on-going through WEM.
- \_\_\_\_\_ May serve as Fire Service representative/liaison to the WEM Fire Services Coordinator operating in the State Emergency Operations Center.
- \_\_\_\_\_ Serves as the liaison, during the disaster, to the affected Regional Plan Coordinator.
- \_\_\_\_\_ Directs the coordination of the reimbursement process.

- \_\_\_\_\_ Critiques responses with IMAS Workgroup and makes appropriate recommendations to WEM, WSFCA, and MABAS-WI for changes in the Plan.
- \_\_\_\_\_ Develops a plan to provide for the continued staffing of the position of WEM Fire Services Coordinator during extended operations.

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### **MABAS-WI REGIONAL COORDINATOR**

**Position Responsibility:** Maintenance and coordination of the Plan at the regional level.

**Actions:**

- \_\_\_\_\_ Appointed annually by the President of MABAS-WI.
- \_\_\_\_\_ Serves as a point of contact for the MABAS-WI division representatives, WEM, and the MABAS-WI Response Coordinator.
- \_\_\_\_\_ Identifies and trains at least one (1) alternate for the Region (preferably a Division Representative).
- \_\_\_\_\_ During activation, the closest Regional Coordinator is assigned or assigns liaison for coordination of resources under the Plan to incident command in the disaster area.
- \_\_\_\_\_ During activation, the next available Regional Coordinator to the stricken unit is assigned to the Reception Area to process arriving resources, verify the Authentication Matrix, and release resources to the incident staging area.
- \_\_\_\_\_ During activation, the Regional Coordinator assigned to the Reception Area will ensure proper demobilization of resources being released from the Reception Area and the incident.
- \_\_\_\_\_ Serves as member of the MABAS-WI IMAP Committee.
- \_\_\_\_\_ Acts as liaison and resource for the County Fire Chiefs' Associations in the area.
- \_\_\_\_\_ Maintains current resource list of equipment, personnel, etc., within the region that are available for response upon Plan activation. Updates resource list at least semi-annually and provides the list to MABAS-WI Secretary, the Central Dispatch Center, and WEM Fire Services Coordinator.
- \_\_\_\_\_ During Plan activation, Regional Coordinators or designees is assigned to incident command and the Reception Area, and will communicate with the WEM Fire Services Coordinator and the President of MABAS-WI.

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### **MABAS-WI DIVISION REPRESENTATIVE**

**Position Responsibility:** Maintenance and coordination of the Plan at the county level.

**Actions:**

- \_\_\_\_\_ Appointed annually by the division membership to represent the division, as a voting member of the Executive Board member of MABAS-WI, for revisions to the Plan. Provides information and feedback to/from Executive Board meetings and correspondence to division member agencies.
- \_\_\_\_\_ Serves as a point of contact for the MABAS-WI Regional Coordinators, WEM, and the MABAS-WI Response Coordinator.
- \_\_\_\_\_ Coordinates all activities, i.e. training, drills, and Plan maintenance with the Regional Coordinators.
- \_\_\_\_\_ Identifies a contact list for each fire department in the division/county.
- \_\_\_\_\_ Identifies the fire service dispatching points and division dispatch centers within the county.
- \_\_\_\_\_ Maintains current resource list of equipment, personnel, etc. within the county that are available for response upon Plan activation. Updates resource list at least semi-annually and submits division resource list to the Regional Coordinator and the MABAS-WI Secretary.
- \_\_\_\_\_ Prior to Plan activation, establishes and maintains an on-going dialogue the local emergency management directors.
- \_\_\_\_\_ Assists with the creation/expansion of local and county mutual aid systems. Assists fire and EMS services in the division area/region with MABAS development and member support activities.
- \_\_\_\_\_ Serves as a liaison for the Plan to the local fire service representatives within the County EOC and the local/regional/division dispatch centers.
- \_\_\_\_\_ Assists local jurisdictions, MABAS-WI Finance Section Chief, and WEM with incident documentation and the processing of reimbursement documents.