



## MABAS DIVISION 19

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	Subject: <b>Senior Advisor Response Team</b>	Date <b>11/02/10</b> SOP <b>19-216</b>

**PURPOSE:** The purpose of this procedure is to provide guidance for the members of MABAS DIV 19 participating in Senior Advisor Response Team.

**SCOPE:** MABAS Division 19 has developed a Senior Advisor Response Team (SART) to respond to incidents and disasters within Division 19, and neighboring Divisions, as requested. The SART provides 1) assistance to the stricken agency to implement the incident management system and 2) to look outside the incident to maintain the integrity of Division 19 assets.

### **APPLICATION:**

It is a Division 19 Standard Operating Procedure (SOP) that SART is dispatched to all Box Alarm assignments within the Division in order to maintain the integrity of the Division's remaining assets, and as necessary, be prepared to assist the incident commander with incident management should the incident escalate beyond the Box level.

### **SART CHIEF:**

The president and executive board of MABAS Division 19 shall appoint the SART Chief.

The SART Chief is responsible for management and supervision of the SART and to provide for the professional and effective deployment of SART to intra and inter-divisional requests.

## **FIELD OPERATIONS GUIDE:**

SART will utilize the Fire & Rescue Field Guide and NIMS, Incident Command System as its guide for field operations with regard to Command, Finance, Logistic, Operations, Planning (CFLOP) and other applicable operations during an incident. *Field Operations Guide* or *FOG* is referenced in this document.

## **SENIOR ADVISOR SELECTION:**

Any chief officer of a member agency within MABAS Division 19 may apply to the SART through the following process:

1. If the chief officer is not the fire chief, the fire chief shall send a letter to the SART Chief requesting that their chief officer be considered for SART membership, and that the applicant meets the SART educational requirements, and further, that he/she will be permitted and required to participate in all activities, response, and education of the SART.
2. All SART applicants must be a chief officer of a MABAS Division 19 agency.
3. The Fire Chief of the recommending agency, by virtue of recommendation, attests that the chief officer has completed IS-100, 200, 300, and 400. It is further, highly recommended that SART members complete IS-700, and 800 of the National Incident Management System.
4. The SART team leader will establish a committee of two more SART members to review applications and insure applicants are prepared to fulfill the mission of the SART. Recommendations to the SART must be unanimous from the selection committee, who shall then notify the applicant's fire chief.

## **SENIOR ADVISOR RESPONSE:**

SART is dispatched by text messaging from the MABAS Division 19 Box Alarm Communication Center known as MABAS 19 Dispatch.

SART members responding to the assignment shall contact MABAS 19 Dispatch on the I Am Responding Program and IFERN frequency and advise they are en-route.

In most cases, the response of the SART does not warrant an emergency (lights and siren) response. In general, SART response will be non-emergency unless the incident situation indicates otherwise and an emergency response is warranted (large life hazard, complex situation, extreme circumstances), or in the event that the scene incident commander requests emergency response from SART members. The responding SART member will use his/her discretion relative to their response mode.

## **SENIOR ADVISOR ROLES AND RESPONSIBILITIES:**

SART is a resource for the incident commander to develop the management system, and to advise the incident commander.

SART members are not responding to take operational assignments. When required, agencies should have “operational assignments” for mutual aid chiefs designated on the Division Box Cards under the “Chief” designation.

Some operational situations may warrant the immediate assignment of a SART chief upon arrival, in which case a senior advisor may be assigned to an operational role; however, “Command” should not use a senior advisor routinely in operational assignments, and if used, should replace the senior advisor as soon as possible so they may resume their intended role.

The SART response shall function as follows:

**Planning SA:** This typically will be the first arriving SA to the scene of a MABAS 19 SA call-out. The Planning SA (P-SA) shall focus on the entire incident, and is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources and look at the incident impact from a broader perspective to provide direction, guidance, and advice to the Incident Commander. Ref. Field Operations Guide Planning Chapter.

**Support SA:** This is typically the second arriving SA to the scene of a MABAS 19 SA call-out. The Support SA (S-SA) is responsible for looking backwards from the incident and determining the coverage and response needs for the affected jurisdiction. Local regional resources will also be evaluated should the incident escalate beyond the Box Alarm level. This includes sufficient fill-ins, subsequent emergency call responses, etc.

### Role and Responsibilities:

- Evaluate the need for additional resources (backfill).
- Assist with the tactical worksheet for control and accountability.
- Assign and insure personnel accountability and tracking is assigned.
- Evaluate the fireground organization and span of control.
- Other duties as necessary.

**Logistics SA:** This is typically the third arriving SA to the scene of a MABAS 19 SA call-out. The Logistical SA (L-SA) is responsible for providing facilities, services, and material in support of the incident. The L-SA participates in development and implementation of the incident action plan, activates and supervises assigned Branches, unites and is responsible for the safety and welfare of Logistical Section personnel. Ref. Field Operations Guide Logistics Chapter.

In order to maintain continuity and overall effectiveness, the Planning SA, Support SA and the Logistics SA should remain with the Incident Commander. Physical location shall promote situation based communication and functional support for the Incident Commander.

Additional arriving SA's may be assigned roles within the CFLOP (command, finance, logistics, operations, planning) level of the incident including leadership of additional CFLOP functions that become necessary to support incident management. As necessary, an SA may be deployed to MABAS 19 Dispatch to assist with advisory matters in the communications center.

If remaining CFLOP positions are not required, SA's shall assist those SA positions that have already stood up.

Planning SA, Support SA and Logistics SA are supporting "Command" and serve as the primary general command staff stood up at every incident. They are working as a team to enhance the command process and make the functions of command more effective.

Any agency that has not pre-designated a SART response on Box Alarms and escalates the alarm to a Box Alarm level can expect to see a SART presence; however, until requested by the incident commander the SART members will only be considering Division assets outside the incident and as such time as over extension of Division assets is emerging shall offer assistance to the incident commander on planning of resources management.

Revised:

Approved: 11/02/10

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President