
Utah Fire Service Mutual Aid Plan

Activation Handbook



for the

County & Regional Coordinator

Governor Gary R. Herbert, State Of Utah

Lt. Governor Greg S. Bell, State of Utah

Commissioner D. Lance Davenport, Utah Department of Public Safety

Ron Morris, Fire Marshal, State of Utah

County Coordinator Orientation

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HISTORY AND ORGANIZATION

Utah communities have historically relied upon mutual aid resources in combating fire and other emergency situations exceeding the capability of a single jurisdiction. Since 2009, the Utah Fire Service Emergency Response Plan has provided the basis for development of the Statewide Fire and Rescue Mutual Aid System.

Every segment of the fire service has contributed to the development and refinement of the system. Changes, when made, have been based on service wide and statewide experience. With continued input and support of the fire services throughout the state, the system stands ready to mitigate the effects of human caused and natural disasters.

The coordination of the Utah Fire Service Emergency Response Plan, including its development, revision, distribution, training and exercising is under the authority of the Commissioner of Public Safety or his designee. The UFCA Emergency Response Plan Committee will oversee this process.

The continued success of Utah's unique and highly-effective Fire and Rescue Mutual Aid System demands a maximum level of understanding and cooperation by all who use and support it. County Coordinators play an extremely important role in support of the Fire and Rescue Mutual Aid system. This document and the additional accompanying reference documents, are intended to acquaint you with the responsibilities and objectives with your role as the County Coordinator.

FUNCTIONAL ORGANIZATION

The State's Fire and Rescue Mutual Aid System was developed through the cooperation of every segment of Utah's fire service. To maintain system integrity, local fire officials are actively involved in day to day system management and operation.

Utah is subdivided into 29 counties. For purposes of the Utah Fire Service Emergency Response Plan each county may have a coordinator depending on depth of resources and/or size of the county. In each county that has a County Fire and Rescue Coordinator an alternate will be appointed.

The County Fire and Rescue Coordinators are responsible for:

- Maintaining Fire Defense Resource Inventories
- Area Mutual Aid Plan
- Dispatch of Fire and Rescue Mutual Aid Resources
- Annual Submission of Fire and Rescue Resource Inventories to Regional Fire and Rescue Coordinators.

Regional Coordinators will be recommended by the Counties within the respective Region to the State Plan Coordinator who will recommend the nominee to the Emergency Response Committee for approval.

County Coordinators will be recommended by the Fire Chiefs within the respective county to the State Plan Coordinator who will recommend the nominee to the Emergency Response Committee for approval.

"County" and "Regional" Fire and Rescue Coordinators have very similar responsibilities. Essentially the size or scope of the area served is the primary difference between the two organizational levels. Regional Fire and Rescue Coordinators are responsible for maintaining regional fire and rescue resource inventories, regional mutual aid plan, and for the coordination of intra-regional mutual aid. They are also responsible for the annual submission of fire and rescue resource inventories to the State Plan Coordinator. Again, the job of the Regional Coordinator and the County Coordinator are very similar.

The State Plan Coordinator is responsible for the Utah Fire Service Emergency Response Plan, coordination of interregional mutual aid, inventory of fire defense and rescue resources within the state, acquisition, deployment of resource on a statewide basis and/or inter-regional and for making the appropriate notifications of plan activation.

County Fire and Rescue
Coordinator Duties and Responsibilities

1. Organizes and acts as chairperson of the County Fire and Rescue Coordinating committee composed of the Alternate County Fire and Rescue Coordinators and/or fire chiefs within the County. The committee may include others as deemed necessary by the chairperson.
2. In cooperation with its County Fire and Rescue Coordinating Committee, the Coordinator will:
 - a. Organize, staff and equip area fire and rescue dispatch centers in accordance with the principals enumerated in the Utah Fire Service Emergency Response Plan.
 - b. Select and submit to the Regional Fire and Rescue Coordinator the names of individuals to serve as the alternates at the County fire and rescue dispatch centers.
 - c. Aid and encourage the development of uniform fire and rescue operational plans within the county.
 - d. Aid and encourage the development of countywide fire and rescue communication nets operation on the approved fire frequency for the county. The communication net should tie the communications facilities of the county to the County Fire and Rescue Dispatch Center and alternate dispatch centers.
 - e. Maintain and up-to-date inventory system on fire and rescue apparatus and personnel within the area for use in dispatching. Compile and forward this information to the respective Regional Fire and Rescue Coordinator annually.
 - f. Provide fire and rescue coordination to the County disaster preparedness official or Emergency Manager.

- g. Responsible to aid and assist local, region, and state officials in planning, requesting, and utilizing mobilization centers as needed for staging strike teams and personnel where appropriate.
- h. During a “State of War Emergency”, shall report to the designated Emergency Operations Center to serve on the staff of the County Emergency Manager, staffing the ESF-4 desk. An authorized representative may serve on this staff in place of the County Fire and Rescue Coordinator, if necessary.
- i. During a “State of Emergency” declared by the Governor, or as may be necessary, shall report to the designated Emergency Operations Center or such other location as directed by the Regional Fire and Rescue Coordinator. If necessary, an authorized representative may assume this duty.
- j. If the emergency is within the jurisdiction of the County Fire and Rescue Coordinator and overloads the communication facilities, it assigns dispatching of mutual aid equipment to an alternate fire and rescue dispatch center or alternate county coordinator.
- k. Shall keep the Regional Fire and Rescue Coordinator informed of all operations.
- l. Evaluates requests for assistance from local agency; determines the resources from that county which can provide the most timely assistance, and initiates appropriate response thereof. Determines if the most timely assistance is from one adjacent county and if so, requests assistance from that County Fire and Rescue Coordinator not to exceed five engine companies or individual resources, and notifies the Regional Fire and Rescue Coordinator of this action, who will notify the State Plan Coordinator. When resources are needed from more than one adjacent area, either for timely response or when the need is beyond the county’s capability, the request must be made to the appropriate Regional Area Coordinator, who will assist in helping to fill the request and will notify the State Plan Coordinator.
- m. Determines approximate time commitment and justification of resources issued to local agency and the length of time it will utilize these resources. Periodically evaluate the justification and commitment to the local agency of these resources, and notify the region.

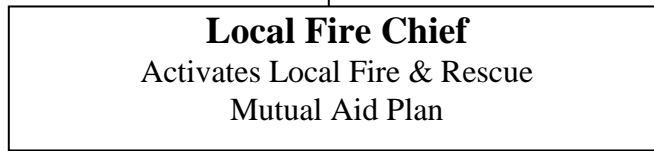
- n. The County Fire and Rescue Coordinator will advise the requesting jurisdiction of the origin of resources responding to the request for assistance.
- o. Shall notify and advise the Regional Fire and Rescue Coordinator, in a timely manner, of the need to establish mobilization centers and/or staging areas. The Regional Coordinator will notify the State Plan Coordinator.
- p. The County Fire and Rescue Coordinator is not responsible for any direct fire or other emergency operations except those which occur within the jurisdiction of his or her own department, agency, etc. The local official in whose jurisdiction the emergency exists shall remain in full charge of all fire and rescue resources, staffing, and equipment furnished for mutual aid operations.

Refer to the flowchart on the following page for a graphical depiction of where the County Fire and Rescue Coordinator falls within the Fire Service Emergency Response Plan.

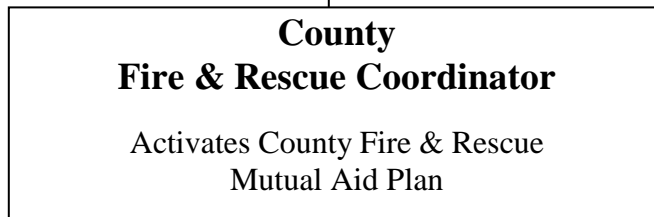
Responsibilities of the

County Coordinator

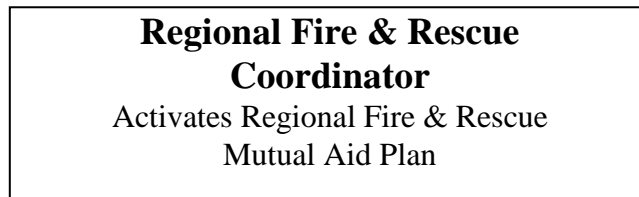
DETERMINE NEEDS



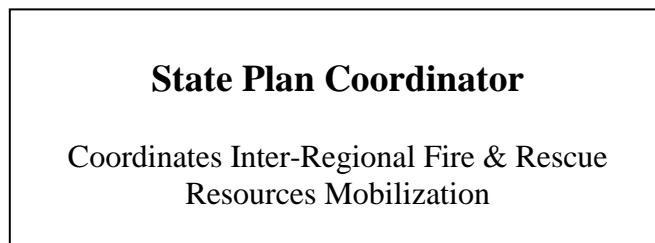
EVALUATE AREA SITUATION AND RESOURCES



EVALUATE REGIONAL SITUATION AND RESOURCES



EVAUATE STATEWIDE SITUATION AND AVAILABLE RESOURCES



DEFINITIONS

1. County Area – An intermediate level of the State fire and rescue services system, normally consisting of a county and all fire and rescue organizations within the county.
2. Mutual Aid Region – A subdivision of the State’s fire and rescue services system, established to facilitate the coordination of mutual aid and other emergency operations within a geographical area of the State, consisting of two or more counties.
3. Alternates – As noted in “Duties and Responsibilities”, each County and each Regional Fire and Rescue Coordinator will have a first and second alternate. Alternates selected should be capable of assuming all duties of the position in the event the County or Regional Fire and Rescue coordinators are saturated with emergency activity within their own jurisdiction. This, however, does not preclude the delegation of responsibility “in-house” to a qualified subordinate in the absence of the elected coordinator.

OTHER REFERENCES

Any organization, by virtue of large numbers of individual units or geographical expanse, must contain a recognized chain of command to operate effectively. Much of the success of any “system” depends upon the capability of the individuals serving at the various levels in the chain of command, and acceptance by their peers. In order to maintain the integrity of the Statewide Fire and Rescue Mutual Aid System, the following reference materials must be thoroughly reviewed and understood. The following list of document is an important part of providing specific information to the new County and Regional Coordinator.

- 1. The Utah Fire Service Emergency Response Plan

CONTACT INFORMATION

Regional Coordinators:

Primary: _____

Alternate 1: _____

Alternate 2: _____

State EOC: 801-538-3400

State Plan Coordinator: Ron Morris, State Fire Marshal
Work: 801-284-6350
Cell: 801-971-0518

Asst. Plan Coordinator: Kevin Ward
Work: 801-336-3940
Cell: 801-940-6945