



State of Arizona Arizona Fire Chiefs Association Fire Service Mutual Aid Plan

**Jan Brewer
Governor**

**Revised
November 2010**

ARIZONA FIRE SERVICE MUTUAL AID PLAN

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Fire Service Mutual Aid Committee

Randy Karrer Golder Ranch Fire District Chairman	Dave Bunce Salt River Fire Department Vice Chairman
Kevin Riley Phoenix Fire Department Maricopa County Representative	Stuart Bishop Pinetop Fire District Navajo County Representative
Louise Smith Phoenix Fire Department Communications Manager	Chuck Osterman Kingman Fire Department Mohave County Representative
Bob Barger Arizona State Fire Marshal	Matt Parks Arizona Division of Emergency Management
Mike Casson Cottonwood Fire Department Yavapai/Coconino County Representative	Dennis Light Yuma Fire Department Yuma/La Paz County Representative
Les Caid Tubac Fire Department Santa Cruz County Representative	David Geyer Arizona State Forestry Division
Pat Quinn Tucson Fire Department Pima County Representative	Dugger Hughes Northwest Fire District
Barry Scott Arizona Division of Emergency Management	Pat Hancock Snowflake Fire Department Navajo & Apache County Representative

Preamble

In the absence of or in support of a declaration of emergency, this Arizona Fire Service Mutual Aid Plan provides for the systematic mobilization, organization and operation of necessary fire and rescue resources within the State and its political sub-divisions in responding to and recovering from the effects of disasters.

Executive Order

EXECUTIVE ORDER 2003-21 Arizona Fire Service Mutual Aid Plan

WHEREAS, an effective emergency response system is dependent upon the efficient sharing of resources; and

WHEREAS, fire service agencies play a vital role in emergency and disaster preparedness, response, recovery and mitigation activities; and

WHEREAS, no single community has sufficient resources to respond to all emergencies and mutual aid agreements are an essential component of preparedness planning; and

WHEREAS, the Arizona Fire Chiefs Association (AFCA), Arizona State Land Department, Arizona Division of Emergency Management, and county emergency management agencies have developed the Arizona Fire Service Mutual Aid Plan to facilitate the sharing of statewide fire service resources; and

WHEREAS, the Arizona Fire Service Mutual Aid Plan provides for the systematic mobilization and operation of fire service agencies in mitigating the effects of civil, natural or technological disasters.

NOW, THEREFORE, I, Janet Napolitano, Governor of the State of Arizona, by virtue of the power vested in me by the Arizona Constitution and the laws of the State, do hereby order as follows:

1. All state agencies are directed to comply with and contribute to the implementation and continued development of the Fire Service Mutual Aid Plan.
2. Fire departments across Arizona are encouraged to adopt and participate in the Arizona Fire Service Mutual Aid Plan.
3. Arizona fire departments are also encouraged to use the Arizona Fire Service Mutual Aid Plan as a framework for developing detailed operational plans.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.


GOVERNOR

DONE at Lakeside, Arizona this 21st day of June in the Year Two Thousand and Three and of the Independence of the United States of America the Two Hundred and Twenty-Seven.

ATTEST:


SECRETARY OF STATE



ARIZONA FIRE SERVICE MUTUAL AID PLAN

I. INTRODUCTION

The Arizona Fire Chiefs Association (AFCA), through cooperation with the Arizona Department of Fire, Building and Life Safety (ADFBL), Arizona Division of Emergency Management (ADEM), Arizona State Forestry Division (ASFD), the Arizona Fire District Association (AFDA), and the Professional Fire Fighters of Arizona (PFFA), developed the Fire Service Mutual Aid Plan to provide immediate response resources for all-hazard emergencies.

The Fire Service Mutual Aid Plan is the initial activation and mobilization plan prior to a declaration of emergency. This plan is also intended to complement the State of Arizona Emergency Response and Recovery Plan (SERRP). The SERRP is published in four (4) parts as follows:

- Basic Emergency Plan
- Emergency Support Functions (ESF)
- Incident Annexes
- Support Annexes

The above provides the planning basis and concepts for the development of the Fire Service Mutual Aid Plan. This Plan supports the concepts of the National Incident Management System (NIMS) and multi-hazard response planning. Arizona's fire service conducts emergency operations planning at four (4) levels: Local, Tribal, County and State.

Phoenix Fire Department Regional Dispatch Center (PFDRDC) will act as the conduit for resource requests and deployment documentation until the Incident City and/or County's EOC is brought up and operational. At that time all requests for resources will be funneled through the applicable EOC.

This plan is an 'OPT OUT' plan. Fire jurisdictions that do not wish to participate must send formal written notification to the Arizona Fire Chiefs Association Board of Directors.

A. Purpose of the Plan:

1. To provide statewide fire service resources to an incident once available automatic and mutual aid has been exhausted by the local authority.

2. To provide for the systematic mobilization, deployment and operation of necessary fire service resources within the State and its political subdivisions in responding to and recovering from, the effects of disasters and emergencies.
3. To provide comprehensive and compatible plans for the expedient mobilization and deployment of the closest, most appropriate, available fire service resources.
4. To provide a fire service inventory of all apparatus, equipment and specialty teams in Arizona. This inventory will be maintained by the State Fire Resource Coordinator (SFRC) and completed no later than 31 March annually.
5. To provide annual training and/or exercises between Plan participants.
6. To prepare for and respond to events of national significance when requested.

B. Planning Basis:

1. Local Resources:
No community has resources sufficient to cope with all potential emergencies. Local needs not met should be resolved through development of local area reciprocal aid agreements or compacts.
2. Pre-planning:
Fire service officials must pre-plan emergency operations to ensure efficient utilization of the closest, most appropriate, available resources.
3. Wildfire Response:
This Plan is intended to cover *all hazard* incidents throughout the State of Arizona however, it also recognizes the authority and responsibility of Local, State, Federal and Tribal agencies in suppression of wildfires occurring both within and outside of local fire protection boundaries. It further recognizes the authority and responsibility of federal fire agencies to manage wildfires on federally owned lands, and the need for a **coordinated** response to reduce the possibility of "double ordering".
4. Use of Local Mutual Aid and/or Automatic Aid:
Fire service officials must pre-plan emergency operations to ensure efficient utilization of available resources. Local mutual and automatic aid agreements should be utilized prior to activating the Fire Service Mutual Aid Plan.

5. The Arizona Mutual Aid Compact (AZMAC) among the Local, County, Tribal and State agencies signatory thereto:
 - a. Creates a formal structure for the provision of Mutual Aid.
 - b. Provides that no party shall be required to unreasonably deplete its own resources in furnishing mutual aid.
 - c. Provides that local jurisdiction shall maintain authority based on NIMS compliance.
 - d. Provides that reimbursement for services extended under the AZMAC shall be pursuant to the State law and policies.
6. The AFCA shall appoint one (1) Fire Resource Coordinator (CFRC) in each County to work in conjunction with the City and/or County Emergency Manager and SFRC to identify available resources for mobilization and deployment when activated by the Fire Service Mutual Aid Plan.
7. Emergency operations plans must be reviewed, tested and updated on a regular basis. Revised plans should reflect experiences gained through training and disaster operations, as well as, changes in resource availability and national standards.
8. Supporting documentation referenced in any part of this Plan may be revised and become effective upon acceptance by the AFCA Fire Mutual Aid Committee. Changes shall be distributed via the Arizona Fire Chiefs Association.
9. Nothing in this Plan shall be deemed to obligate any party to expend any monies that have not been appropriated or allocated for the purposes of the Plan, nor to expend monies in any fashion contrary to law.
10. Nothing in this Plan shall be deemed to require any party to take action in excess of authority conferred by statute, rule, charter, or ordinance, nor to do anything in violation of law.

II. REFERENCES

A. State Emergency Response and Recovery Plan (SERRP)

1. Arizona Revised Statutes Title 26, Chapter 2.
2. Arizona Revised Statutes Title 35, Chapter 1.

3. Arizona Revised Statutes Title 36-2208 through 36-2210.

4. Arizona Administrative Code Title 8, Chapter 2, Article 3.

B. Arizona Mutual Aid Compact (AZMAC).

C. Arizona Emergency Management Master Mutual Aid Agreement (April 1993).

D. Memorandum of Understanding (MOU) between ADEM and AFCA (March 2000).

III. DEFINITIONS AND GUIDING POLICIES

A. Mobilization and Deployment:

Facilitate the rendering of aid to persons or property in areas within the State stricken by an emergency. During an emergency, if the need arises for additional aid, such aid may be rendered in accordance with approved emergency plans.

B. Voluntary Deployment:

Deployment is voluntary. Jurisdictional procedures may quantify the number of resources a department may commit.

C. Arizona Mutual Aid Compact (AZMAC):

An agreement made and entered into by the State, Tribal, Counties and Local jurisdictions of Arizona. This agreement will facilitate implementation of the Fire Service Mutual Aid Plan.

D. Joint Powers (Wildfire) Agreement:

An agreement made and entered into by and between the State of Arizona, ASFD, acting as the agent of all cooperating agencies and the following Federal agencies: USDA Forest Service, USDI National Park Service, Bureau of Indian Affairs, Bureau of Land Management, and US Fish and Wildlife Service, for the purpose of coordinating the use of State and Federal fire service resources used at incidents.

E. Authority Having Jurisdiction:

Local fire service organizations, including municipal fire departments, tribal fire departments, fire districts, fire associations and/or private fire protection organizations providing fire services to the State or any political subdivision of the State to include County and Federal agencies.

F. Fire Service

Services provided by a Fire Department that are related to all hazard events include fire protection, pre-hospital EMS, mass casualty, Technical Rescue and Hazardous Materials. Arizona's fire service resources shall include, but not be limited to, personnel, apparatus, equipment, and/or facilities under the direct control of Local, County, Tribal, State, Federal, or private fire, rescue, or other agency or organization willing to provide those resources under the provisions of the Arizona Fire Service Mutual Aid Plan.

IV. Plan Maintenance:

The Arizona Fire Service Mutual Aid Plan will be reviewed and revised every two (2) years by the AFCA Fire Service Mutual Aid Committee.

Arizona Fire Chiefs Association Fire Service Mutual Aid Committee is responsible for the coordination of the Arizona Fire Service Mutual Aid Plan, including the development, revisions, distribution, training and exercising is the responsibility of the AFCA. The AFCA Fire Service Mutual Aid Committee will oversee this process. The Committee may be comprised of the following:

- Arizona Fire Chiefs Association Fire Service Mutual Aid Plan Coordinator (Chairperson)
- Arizona Fire Chiefs Association Assistant Fire Service Mutual Aid Plan Coordinator (Vice-Chairperson)
- Arizona Department of Fire, Building and Life Safety (two [2] representatives)
- Arizona Division of Emergency Management (one [1] representative)
- Arizona Division of the Forester (one [1] representative)
- Phoenix Fire Department Regional Dispatch Center (two [2] representatives)
- Fire Resource Coordinators (one [1] representative from each County)
- Arizona City and/or County Emergency Managers (one [1] representative from each County)
- Arizona Fire Chiefs Association
- Professional Fire Fighters of Arizona
- Volunteer Fire Fighters of Arizona
- Fire Districts
- Metro Department
- Rural Fire Departments
- Tribal Fire Department
- Communications Representatives

The Fire Service Mutual Aid Plan Coordinator may recommend to the AFCA President that Committee membership be altered for the continued success of the Plan. The AFCA President will approve or deny all recommendations.

Organizational Structure and Responsibilities:

Within each County a CFRC will be appointed by the AFCA Board as a vital logistical link from the area to form a management team consisting of at least the City and/or County Emergency Manager and the CFRC. Each team is responsible for tracking all fire service resources within the respective County and reporting those findings to the SFRC. Alternates for each position should be appointed in the event that the primary CFRC is unavailable.

V. POLICIES

The following policies form the basis of the Fire Service Mutual Aid Plan:

- A.** The basic tenets of emergency planning are self-help, automatic aid and/or mutual aid and specialty response systems.
- B.** The AFCA recognizes the SERRP and the AZMAC to be guiding policies for response to incidents that have exceeded automatic and mutual aid agreements.
- C.** The initial operational period is defined as the first 12 hours. Each agency shall determine its available resources and if any resources can be committed for an extended period of time if requested.
- D.** Contributing agencies should anticipate that their resources will be committed for a minimum of the first operational period.
- E.** Reimbursement will be in accordance with AZMAC. For Wildfire operational and reimbursement guidelines refer to ASFD agreements. Units must be ordered through Arizona State Forester.

VI. ORGANIZATION

The fire service includes all public and private entities furnishing fire protection and related services within the State.

A. County Fire Resource Coordinator:

The CFRC(s) are identified by the AFCA from local fire service entities within the County. The appointee will serve on the Fire Service Mutual Aid Committee.

The CFRC is responsible for tracking fire service resources within the County and coordinating with the City and/or County Emergency Manager(s) and the SFRC on current incident status and escalation potential.

B. Local and/or County Emergency Manager:

Responsible for pre-incident emergency preparedness, multi-discipline response and recovery coordination and making recommendations for a Local or County Declaration of Emergency by the Local Council or County Board of Supervisors (or governing body).

C. State Fire Resource Coordinator:

The SFRC is appointed by the Arizona Fire Chiefs Association and is responsible for tracking and maintaining a database of fire service resources within the State. The SFRC coordinates with ADEM and the CFRC(s) on current incident status and escalation potential.

D. Fire Service Mutual Aid Plan Coordinator:

The Fire Service Mutual Aid Plan Coordinator is appointed by the AFCA to chair the Committee and facilitate the Arizona Fire Service Mutual Aid Plan.

E. Contributing State Agencies:

Department of Fire, Building and Life Safety
Arizona State Forestry Division
Arizona Division of Emergency Management
Other State agencies as defined by the SERRP

VII. RESPONSIBILITIES

A. Local Agency (Authority Having Jurisdiction):

1. Directs all actions toward mitigating and stabilizing emergencies to include: fire suppression, life safety, conservation of property and the environment as well as assisting other emergency services and in recovery.
2. Develops an effective all hazards emergency plan for use of fire resources under its control and ensures that said plan is integrated into the emergency plan of the appropriate County(s).
3. Makes maximum use of existing resources, facilities and services within the local community prior to requesting assistance from neighboring jurisdictions.

4. Conducts mutual aid and/or automatic aid training in accordance with established operational procedures on a regular basis.
5. During emergency operations, keeps the CFRC and City and/or County Emergency Manager informed on all matters.
6. During emergency operations, the agency receiving Fire Service Mutual Aid is responsible for the logistic support of all personnel and equipment received.
7. Prepares personnel and equipment inventories and forwards copies to the CRFC annually.
8. Maintains an up-to-date list for alerting fire service personnel in emergencies and a checklist of timely actions to be taken to put emergency operations plans into effect.
9. Establishes emergency communications capabilities with the CFRC.
10. Anticipates emergency needs for such items as emergency fire equipment, commonly used spare parts, expendable supplies and accessories, and ensures functional availability of these in locations convenient for ready use.
11. Maintains appropriate records, data, and other pertinent information of Fire Service Mutual Aid resources committed.

B. County Fire Resource Coordinator:

1. Acts as a liaison between requesting agency and local fire agencies within the County to fill resource requests until EOC is operational.
2. Resource requests beyond the means of the County Fire Resource Coordinator will be forwarded to PFDRDC for Fire Service Mutual Aid activation.
3. Establish and maintain working partnerships with respective City and/or County Emergency Manager and SFRC.
4. Maintains an active inventory and roster by agency within the respective County in an effort to rapidly identify resources for deployment. Reports fire service resources to the SFRC annually.
5. Ensure communications among the appropriate agencies during an incident.

6. Has no operational authority over either the incident or responding resources.
7. Maintains 24/7/365 CFRC coverage. Ensures sufficient CFRC trained alternate coverage (recommend at least two [2] alternates).

C. State Fire Resource Coordinator:

1. Acts as a liaison between the State of Arizona, CFRC of the incident, PFDRDC, and those Counties and/or jurisdictions from which resources may be needed.
2. Maintains a current fire service resource database in an effort to rapidly identify resources within the State.
3. Operates in a support capacity with no operational authority over either the incident or committed resources.
4. Maintains 24/7/365 SFRC coverage. Ensures sufficient SFRC trained alternate coverage (recommend at least two [2] alternates).

D. Arizona Fire Chiefs Association:

The President of the AFCA will establish and maintain a Fire Service Mutual Aid Committee to serve in an oversight and advisory capacity on all matters relating to the Arizona Fire Service Mutual Aid Plan:

1. Coordinates Fire Service Mutual Aid Plan updates with the AFDA, PFFA, VFFA, State Fire Marshal, and local Fire Chiefs.
2. At the request of the Director of ADEM, the President of the AFCA will appoint a Fire Service Representative to the State Emergency Operations Center.
3. Develops and provides training programs and materials for effective application and utilization of the Arizona Fire Service Mutual Aid Plan.

E. Arizona State Fire Marshal:

Responsible to ensure the Governor's Office is notified of conditions in each geographic and organizational area of the State and the occurrence or imminent threat of disaster.

F. Phoenix Fire Department Regional Dispatch Center:

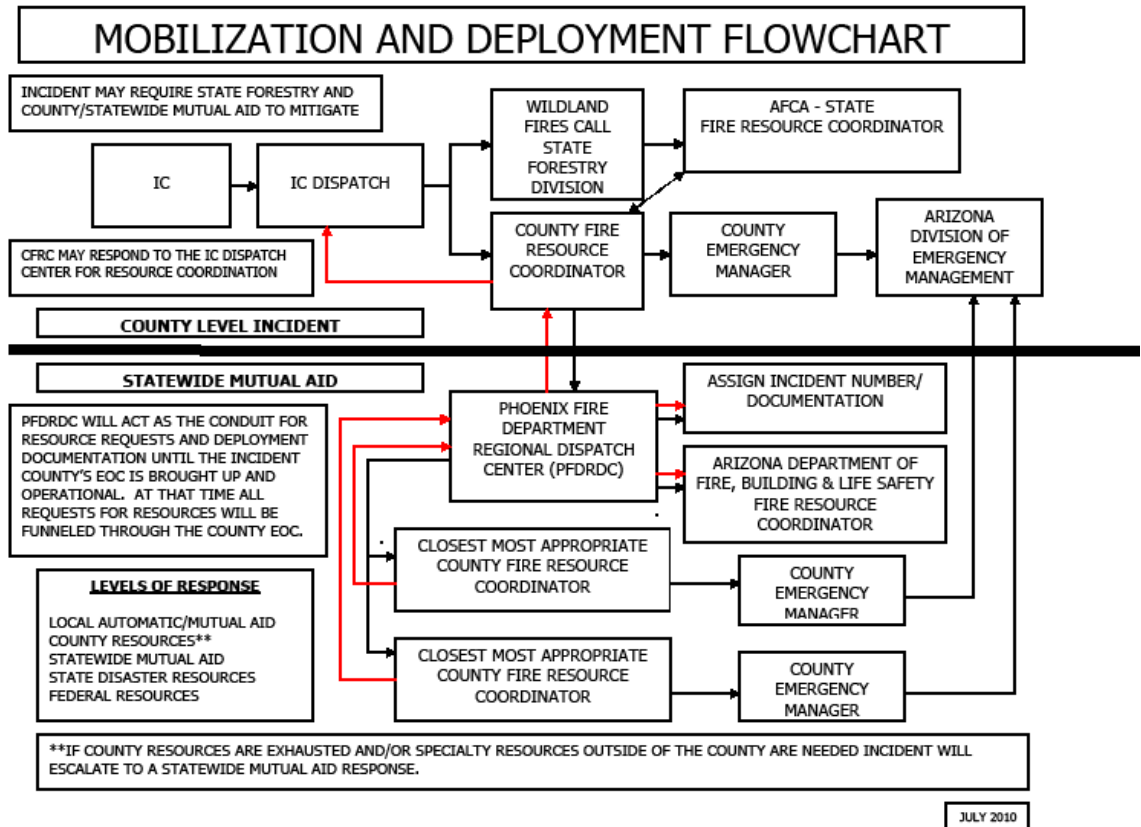
PFDRDC will become the one-point of contact to initiate the Arizona Fire Service Mutual Aid Plan as it relates to All Hazard incidents except Wildfires. Wildfire calls will go directly to the ASFD. In the event PFDRDC receives a Wildfire call, the calling jurisdiction/party will be transferred to the ASFD.

PFDRDC will be responsible to:

- Assign an incident number and append applicable documentation into the incident history
- Courtesy notification to the SFRC
- Contact the closest most appropriate CFRC(s) as necessary to obtain requested resources
- Communicate with the affected CFRC to advise of responding resource status

PFDRDC will act as the conduit for resource requests and deployment documentation until the Incident City and/or County's EOC is brought up and operational. At that time all requests for resources will be funneled through the applicable EOC.

VIII. MOBILIZATION AND DEPLOYMENT FLOWCHART



IX. PROCEDURES – MOBILIZATION AND DEPLOYMENT

Incident Command will notify their dispatch center when they are working an All Hazard incident requiring additional resources or a Wildfire.

If the incident is a Wildfire, the dispatch center will contact the ASFD as well as their CFRC. On working Wildfires the ASFD has the option to notify the SFRC. The CFRC will notify their City and/or County Emergency Manager for notification purposes and will, in most cases, be in contact with the SFRC.

If the incident is an All Hazard incident the dispatch center will contact their CFRC who will be responsible for coordinating resource requests within the County to affectively mitigate the incident, as well as, notification to their City and/or County Emergency Manager and the SFRC. If the incident is larger than available resources within the County or specialty resources are needed, activation of the Arizona Fire Service Mutual Aid Plan is required. Activation of the Arizona Fire Service Mutual Aid Plan is made by the CFRC to PFDRDC.

PFDRDC will assign an incident number and append applicable documentation into the incident history for tracking purposes. PFDRDC will contact the closest most appropriate CFRC(s) as necessary to obtain the requested resources. PFDRDC will make a courtesy notification to the SFRC and will communicate with the affected CFRC to advise of responding resource status.

PFDRDC will act as the conduit for resource requests and deployment documentation until the Incident City and/or County's EOC is brought up and operational. At that time all requests for resources will be funneled through the applicable EOC.

A. Training:

- 1.** The training of regular emergency personnel in specialized skills and techniques is essential to successfully deploy assigned emergency responsibilities to handle All Hazard emergencies. Fire service officials should identify key personnel with emergency assignments and ensure the adequacy of their training.
- 2.** The State of Arizona Fire Service has adopted the National Incident Management System (NIMS). All fire service agencies shall maintain operational familiarity with this system.
- 3.** CFRC's in coordination with their City and/or County Emergency Managers should develop and implement training for a County deployment of the Arizona Fire Service Mutual Aid system annually.

B. Planning:

A well-developed, decision-making process can compliment all phases of mutual aid utilization. Failure to plan assures failure. Effective emergency action is dependent upon comprehensive planning. All mutual aid planning must consider the logistical and financial obligations incurred in either providing or receiving mutual aid assistance (eg: fuel, feeding and overtime for assigned personnel). Emergency situations evolve through a series of stages: Preparedness, Response and Recovery. The SERRP will serve as the Plans guiding document.

1. Preparedness:

When possible, jurisdictions will put pre-emergency plans into operation. Such plans include alerting key personnel, ensuring readiness of essential resources, and preparing to move resources to the threatened area when required. If a request for mutual aid resources is anticipated, the next higher level of jurisdiction must be advised, including all available information relative to the expected threat, its location, imminence, potential severity, and other associated problems.

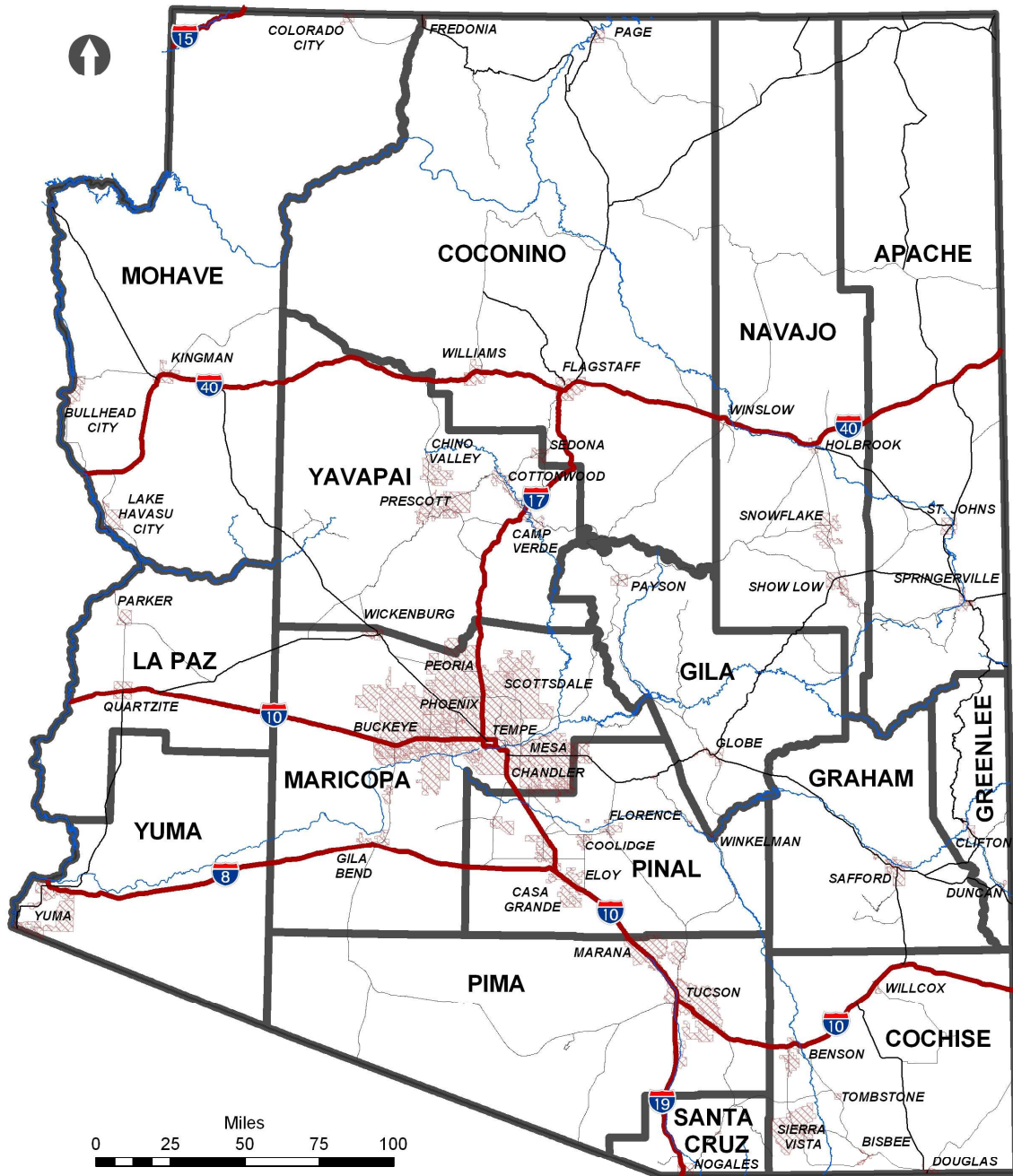
2. Response:

The nature of emergency operations is dependent upon the characteristics and requirements of the situation. This phase may require the use of Local, Operational Area, Regional, and State resources. The magnitude and severity of fire service emergencies may develop rapidly and without warning. Equally rapid pre-planned response on the part of the fire service is required.

3. Recovery:

Planning for this phase should include re-establishment of essential services, safety inspections and restoration of infrastructure.

X. STATE MAP:



XI. SUPPORTING DOCUMENTS:

Field Operations Guide (FOG) – in pocket size format

National Response Framework

Homeland Security Presidential Directive #5 and #8

Emergency Management Assistance Compact (EMAC)

Intrastate Mutual Aid System (IMAS)

County Fire Resource Coordinator List

County/City Emergency Manger List

Documents to be added