
S.O.P #: PERSONNEL MANUAL #36
SUBJECT: SPECIAL OPERATIONS TEAM DEPLOYMENTS
DIVISION: EMERGENCY OPERATIONS

Objective: The Baltimore County Fire Department (BCoFD) consists of robust personnel resources who are trained in specialized disciplines. In cases of manmade and natural disasters, the primary mission of these resources is to provide their skills to the citizens and visitors of Baltimore County, consistent with the Department's mission statement. When practicable, these resources may be deployed to other regions of the globe to assist in times of need. This standard operating procedure specifies the guidelines for deployment of BCoFD personnel in various Special Operations situations.

Section 1: **Mutual Aid Responses**

This standard operating procedure does not pertain to existing mutual aid agreements that exist with other jurisdictions. The BCoFD will continue to provide emergent support and resources consistent with existing guidelines.

Section 2: **Pennsylvania Task Force 1 (PATF-1)**

A. **Background:** The BCoFD is a participating agency in the FEMA Urban Search & Rescue (USAR) Program. The BCoFD maintains a memorandum of agreement with the Philadelphia Fire Department, which serves as the host agency for this federal team. The memorandum outlines participation and deployment guidelines. The team is activated through the FEMA USAR Branch of the Department of Homeland Security.

B. **Team Involvement:** In order to apply for participation, career BCoFD members must be assigned to Station 17 (Texas), which houses the BCoFD USAR Team. The Division Chief (DC) of Special Operations may make exceptions to the Station 17 stipulation. The interested member must submit a letter of intent through the chain of command addressed to the DC of Special Operations. Once approved by the DC of Special Operations, an applicant must follow the application and continuing education processes established by the host agency.

C. The BCoFD will maintain one officer who serves on the team who will be the Point of Contact (POC) for administration of the team.

D. Deployment:

There are three types of deployments for members affiliated with the PATF-1:

1. **No notice activation:** This would include natural or manmade disasters that result in immediate activation of the team (9/11, earthquake, etc.)
2. **Moderate warning activation:** This would include an event with some degree of advanced warning (hurricane)
3. **Planned Activation:** This would include training events, conferences or mass gatherings with advanced notice (dignitary visits or political conventions)

Regardless of the type of activation, the following procedures will be followed:

1. The BCoFD POC will maintain communications with the PATF-1 personnel from the Philadelphia Fire Department.
2. Once communication is sent with an activation of any nature, the POC will communicate with the DC of Special Operations or his / her designee and provide the following information:

- a. Nature of deployment
 - b. Personnel requested
 - c. Anticipated time of deployment
 - d. Any other specific information necessary for decision making
3. The DC of Special Operations or his/her designee will confer with the Fire Chief or his/her designee and determine if the needs of any BCoFD operations would be impacted by the deployment.
 4. The Fire Chief or his/her designee will make the final determination if the BCoFD will participate in a deployment.

Note: No notice and moderate warning activations are very time sensitive and the Administration will attempt to render a decision regarding deployment as soon as possible.

E. Administration and logistics

1. Because of the existing memorandum of agreement and subsequent receipt of backfill, members will be marked as follows:
 - a. Telestaff: ATR deployment
 - b. OLTA: OTR
2. When deployed, members are required to keep time sheets consistent with FEMA regulations.
3. Upon return, members must provide documentation to the POC for processing.
4. The paperwork for reimbursement will be submitted to Fire-Admin through the DC of Special Operations and will be submitted to the Philadelphia Fire Department for final disposition.

Section 2: Maryland Helicopter Aquatic Rescue Team (**HART**)

A. Background: The BCoFD participates in this rescue asset with other Maryland jurisdictions as well as the Maryland Army National Guard (MDANG). A memorandum of agreement exists that specifies the relationship and standard operations of this team.

B. Team Involvement: Both career and volunteer members are eligible to apply for this team. Minimum qualifications are available through the BCoFD POC for this program. The member must submit a letter of intent through the chain of command addressed to the DC of Special Operations. Once approved by the DC of Special Operations, an applicant must follow the application and continuing education processes established by the POC for the team.

C. The BCoFD will maintain one officer who serves on the team who will be the Point of Contact (POC) for administration of the team.

D. Deployment:

This team is a Maryland asset that can be requested locally through the Maryland Emergency Management Agency (MEMA) via Fire Dispatch. Availability for these local deployments are contingent on staffing of the MDANG. The asset can also be nationally deployed through Emergency Management Assistance Compact (EMAC) requests. These requests are processed by MEMA and routed to the DC of Emergency Management. Thereafter, the following steps will take place:

1. The DC of Emergency Management or his/her designee will coordinate with the DC of Special Operations or his/her designee and the POC for the team to determine personnel availability.
2. The DC of Special Operations or his/her designee will confer with the Fire Chief or his/her designee and determine if the needs of any BCoFD operations would be impacted by the deployment.
3. The Fire Chief or his/her designee will make the final determination if the BCoFD

will participate in a deployment.

E. Administration and logistics

1. The EMAC or MEMAC process will result in an agreement with the recipient agency that may include the backfill of personnel costs. Therefore, those deployed will be marked as follows:
 - a. Telestaff: ATR deployment
 - b. OLTA: OTR
2. When deployed, members are required to keep time sheets and flight logs.
3. Upon return, members must provide documentation to the POC for processing.
4. The paperwork for reimbursement will be submitted to the DC of Emergency Management or his/her designee for final disposition.

Section 3: Maryland Disaster Medical Assistance Team (**MD1-DMAT**)

A. Background: Members of the BCoFD participate in this FEMA medical team that functions under the National Disaster Medical System in coordination with the Department of Homeland Security and Health and Human Services. Participation is strictly voluntary and there is no memorandum of agreement between BCoFD and MD1-DMAT

B. Team Involvement: BCoFD does not endorse or control participation in this federal team. Involvement is strictly voluntary and all application processes and regulations are the sole responsibility of the participating member at the direction of MD1-DMAT.

C. Deployment:

1. If activated for any type of deployment, it is the responsibility of the member to notify his/her company officer. The member shall provide any deployment orders with estimates of duration and any other pertinent mission details.
2. The member and the company officer will assess the leave calendar for the time of deployment and the following will be used, consistent with existing SOPs and guidelines: Vacation, Compensatory Time, F Time and Exchange Time. The rules for battalion leave apply for this process.
3. The on duty DC may grant exceptions to the battalion leave rules to ensure that a deployed member does not leave to austere conditions with uncertainty regarding their leave status.

Section 4: Maryland Incident Management Team

A. Background: The Maryland Incident Management Team is a state sponsored National Incident Management System (NIMS) Type III All Hazards Incident Management Team (IMT). The Maryland IMT was formed in 2017 from the existing Baltimore Regional, Western Maryland and Eastern Shore IMTs and Maryland state assets. The primary function of the Maryland IMT is to support Incident Management and Emergency Operations Centers.

B. Team involvement: The Baltimore County Fire Department is a participating agency on the IMT. Members of the department functioning with the IMT must be selected by the DC of Special Operations and approved by The Fire Chief or his/her designee. Applications and training records must be submitted to the IMT for credentialing before the member can function as part of the IMT.

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C. The BCoFD will maintain one officer who serves on the team who will be the Point of Contact (POC) for administration of the team.

D. Deployment

1. The BCoFD POC will maintain communications with the State IMT leadership.
2. If the ADO is contacted with a request from the IMT they should contact as needed:
 - a. The IMT POC
 - b. The DC of Special Operations
 - c. The on duty DC
3. Once communication is sent with an activation of any nature, the POC will communicate with the DC of Special Operations or his / her designee and provide the following information:
 - a. Nature of deployment
 - b. Personnel requested
 - c. Anticipated time of deployment
 - d. Any other specific information necessary for decision making
4. The DC of Special Operations or his/her designee will confer with the Fire Chief or his/her designee and determine if the needs of any BCoFD operations would be impacted by the deployment.
5. The Fire Chief or his/her designee will make the final determination if the BCoFD will participate in a deployment.

E. Administration and logistics

1. The IMT deployment process may result in an agreement with the recipient agency that may include the backfill of personnel costs. Therefore, those deployed will be marked as follows:
 - a. Telestaff: ATR deployment
 - b. OLTA: OTR
2. When deployed, members are required to keep time sheets.
3. Upon return, members must provide documentation to the POC for processing.
4. The paperwork for reimbursement will be submitted to the DC of Emergency Management or his/her designee for final disposition

F. IMT Resource Request Process

The DC of Emergency Management or his/her designee may:

- 1) Request the Maryland IMT for an event/incident that is planned or predictable. This process follows the standard resources request process for State assets. Local jurisdictions should submit their request into WebEOC and contact their MEMA Regional Liaison Officer.
- 2) If there is an immediate need for the resource, the DC of Emergency Management or his/her designee may contact the Maryland Joint Operations Center (MJOC) directly for assistance.