

Alabama Association of Fire Chiefs Mutual Aid Consortium



Rules and Procedures

Version 1.0

02/2023

Purpose

The purpose of the Alabama Association of Fire Chiefs Mutual Aid Consortium (AAFCMAC) is to provide local fire chiefs and emergency officials access to large quantities of fire and specialized rescue resources that may be needed in a disaster or major emergency. The Alabama Fire Chiefs developed this plan to provide for the systematic mobilization, deployment, and management of resources to assist local agencies during a major emergency. No jurisdiction has sufficient resources to cope with all emergencies.

The AAFCMAC coordinates emergency rapid response and sustained operations when a jurisdiction or region is stricken by an overwhelming event generated by manmade, technological, or environmental threats through mutual aid agreements. Upon request, the AAFCMAC will mobilize and deploy assets to a sustained fire, mass casualty, technical rescue, water rescue, and incident management team resources to prevent loss of life, human suffering and further damage to property or the environment.

Member organizations of the AAFCMAC are defined as Departments or Agencies that have agreed through a resolution or ordinance enacted by the governing body and have a current signed the AAFCAC agreement submitted to the AAFC. A sample agreement is attached as Appendix A.

Structure

The AAFCMAC will operate under the direction of the Mutual Aid Committee. The Mutual Aid Committee is led by the Mutual Aid Coordinator as appointed by the AAFC President, and two (2) regional delegates as appointed by each AAFC Regional group.

The resources of AAFCMAC for events that exceed the capabilities of the local jurisdiction will be coordinated primarily through the Mutual Aid Coordinator. The Mutual Aid Coordinator will maintain resource inventory lists and coordinate assets with Mutual Aid Committee.

Each region's delegates will be responsible for maintaining annual updates to the region's resources and pre-designated strike team and task force rotation. The Mutual Aid Coordinator is responsible for ensuring the resource inventory is updated. The Mutual Aid Coordinator will serve as the liaison to the Alabama All Hazards Incident Management Team, Alabama EMA and Emergency Support Function #4 Coordinator.

Activation of the Mutual Aid Consortium

When a local jurisdiction is affected by natural or a manmade disaster, the incident commander will initially request additional assistance using their local mutual aid system. The AAFCMAC does not replace or inhibit the development of any local or regional mutual aid agreements. When a local jurisdiction exhausts their available resources through local mutual aid, or needs specialized assets not otherwise available, the AAFCMAC may be activated. The AAFCMAC may also be activated to pre-deploy assets for anticipated hurricane landfalls and other events or incidents pre-approved by the Mutual Aid Committee.

In cases of anticipated deployments, the Mutual Aid Coordinator or a designated advance team may pre-deploy to serve as a liaison between the local fire chief and AAFCMAC.

All AAFCMAC requests and deployments are department to department or county to county. Each Member Organization is responsible costs incurred for providing aid under the AAFCMAC, subject to any negotiated reimbursements for equipment, supplies, or other costs. Notwithstanding the foregoing, all Member Organizations shall maintain deployment documentation in accordance with the current EMA and/or FEMA recommendations.

Deployment Request

A fire chief or department requesting aid through the AAFCMAC must be a member organization through a signed Alabama Association of Fire Chiefs Mutual Aid Consortium Agreement and / or resolution of adoption.

A fire chief requesting aid through the AAFCMAC can request assets through contacting the Mutual Aid Coordinator, their regional delegation, or the AAFC President. The AAFC President and Executive Officers shall be notified of any request for resources or activation of the AAFCMAC as soon as reasonably practicable.

Deployment Steps

1. The requesting fire chief will contact the AAFC President, Mutual Aid Coordinator or regional AAFC representative. The Chief will give the following information.
 - a. Type of resources needed
 - b. Speed of arrival
 - c. Anticipated length of deployment
2. The AAFC President, Mutual Aid Coordinator, and regional delegates will identify the best resources to mobilize. In cases of multiple requests, widespread damage or AMAS resource requests, the State EMA, IMT or Fire Desk will be consulted.
3. The Mutual Aid Coordinator, or his or her specific designee, will contact the identified resources to verify availability and build the deployment package.
4. The Mutual Aid Coordinator will contact the requesting fire chief. The chief will receive the name of the deployment package, make up, contact information and estimated time of arrival.

a. **Example**

Engine Strike Team 111

Hoover E4	Shelby County
Vestavia Hills E1	Jefferson County
Birmingham E6	Jefferson County
Tuscaloosa E7	Tuscaloosa County
Oxford E2	Calhoun County

5. The requesting chief will have their county EMA enter the request for the resources in WebEOC. In cases of resources originating from multiple counties; one county will serve as the Primary and the remaining will be entered as Support Missions. This serves multiple purposes.
 - a. Generates a tracking number for possible later reimbursement
 - b. Allows the receiving county, deploying counties and State EMA to track resources
6. Following the completion of the mission, the requesting EMA will terminate the deployment and report the resources are returning.
7. The deployed assets will complete all related documents including ICS 214 and any FEMA required documentation.

Deployment

A Task Force or Strike Team that is requested to respond to an event will assemble at a pre-designated assembly area or rally point and will respond to the event's staging area as a unit. IMT members traveling individually will report as requested. Each team should be self-sufficient during the duration of the response mode.

- **Scramble Response:** enroute within 30 minutes, on site for up to 24 hours
- **Standard Response:** enroute within 3 hours, on site up to 72 hours
- **Extended Response:** enroute within 24 hours, on site up to 7 days
- **Planned Response:** scheduled event for specific time (training, exercise, etc.)

Excluding scramble responses, responding personnel shall bring food, water, clothing and personal hygiene items to support themselves up to a 72-hour mission. For a basic list of personal and team needed for deployment refer to Appendix G pre-trip checklist of the AAFCMAC Rules and Procedures. The team leader should add to the list as appropriate to facilitate the mission and weather conditions.

Dispatch Orders

The strike team / task force leader or the person in charge of an individual /single resource will receive dispatch orders before responding to the incident. The orders will clearly identify:

1. The incident / mission number
2. Call back telephone number of ALEMA and Mutual Aid Coordinator
3. Contact name, telephone number, and radio frequency of the jurisdiction requesting assistance
4. Staging area location in affected area
5. Directions to staging area (maps are always helpful)
6. Any special instructions or relevant information

No resources are to be mobilized until a tracking number is obtained.

Pre-Designated Mutual Aid Task Force and Strike Team Protocol

Background

It is the intent of the Alabama Association of Fire Chief's Mutual Aid Consortium to develop and recognize pre-designated task forces and strike teams that can be quickly assembled and deployed during a mutual aid request or disaster response. This document establishes the baseline criteria for the development of pre-designated teams across the state.

Designation of Teams (Locations, Identification, etc.)

A local agency or group of agencies whose intent is to participate as a pre-designated task force and/or strike team will meet the criteria designated in this chapter and present to the Mutual Aid Committee for approval. Upon approval, the Committee will issue the task force/strike team designation and number.

Task Force and Strike Teams will be designated by a three number system. The first number will correspond with the region number where the resource is located:

Central Alabama	1
North Alabama	2
Southeast Alabama	3
Southwest Alabama	4

The second number will be a 1 - 3 for pre-designated teams and 4 - 9 for teams that are developed during an event.

The third number will be the task force or strike team number for that area.

Example: The first Task Force from the Southwest Alabama district would be "Task Force 411." An Engine Strike Team from the North Alabama district that was assembled during an event would be "Engine Strike Team 241."

Pre-designated task forces and strike teams will be documented in the mutual aid database as a resource and all teams will have an alternate. Pre-designated task forces and strike teams will be the initial resource contacted for deployment, in the event local needs prevent a pre-designated deployment, an alternate team will be contacted. In areas with multiple teams, a "first-call" rotation will be setup.

Criteria

All resource elements within a Task Force / Strike Teams must have common communications and a designated Team Leader. Refer to the appropriate section of this document for specific typing of equipment and credentialing of personnel.

Task Force: Any combination of resources assembled to support a specific mission or operational need, and a Team Leader.

- A Heavy Rescue Task Force will consist of 1 Heavy Rescue, 3 Type I Engine Companies, 1 Transport, a Chief Officer and aide.
- A Water Supply Task Force will consist of 3 Tanker / Tenders, 2 Engines with Large Diameter Hose, a Chief Officer and aide
- A Wildland Task Force will consist of one Type I or II Engine, three Type III through VI Engines (Brush), one Water Tanker / Tender, Chief Officer and aide.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, and a Team Leader.

- An Engine Strike Team will consist of 5 Type I Engine Companies, a Chief Officer and aide.
- A Tender Strike Team will consist of 5 Type I or II Water Tenders / Tankers, a Chief Officer and aide
- A Wildland Strike Team will consist of 5 Type III through VI Engines a Chief Officer and aide.

Teams are expected to train, drill, and exercise with all members on a regular basis, and have an established accountability system in place. Communication equipment that is reliable and programmed with designated mutual aid frequencies is required of each team to coordinate operations during an incident.

A Team Leader must be designated for each Task Force / Strike Team which will be the point of contact for each team and responsible for the operations of the team. This will include ensuring all team members and equipment meet the required training and qualifications.

Resource Typing

FEMA Typing

All departmental resources will be typed in accordance to the FEMA 508-4 ***Typed Resource Definitions Fire and Hazardous Materials Resources*** and FEMA 508-8 ***Typed Resource Definitions Search and Rescue Resources***.

Documentation

Once requested resources arrive in the designated Staging Area or assigned location, it is critical that the documentation process begin. Documentation is required in order to receive funds should the incident become eligible for reimbursement at the State or Federal level. The documentation process is the responsibility of the requesting jurisdiction. The responding jurisdictions will be responsible for providing ICS Form 214 Activity Logs, FEMA Force Account Labor Summary, FEMA Force Account Equipment Summary Record and any additional documents required for Public Assistance reimbursement.

Demobilization

Demobilization from incidents will be relayed through appropriate dispatch channels to notify home units of the release of their resources. All assigned resources must follow established incident demobilization procedures. Resources shall not leave the incident until the demobilization process is complete by the Incident Command System in place



APPENDIX

- A. Alabama Association of Fire Chiefs Mutual Aid Consortium Agreement**
- B. Deployment Worksheet Sample**
- C. Deployment Worksheet Blank**
- D. ICS 214 Activity Log**
- E. Force Account Labor Record**
- F. Force Account Equipment Record**
- G. Pre-trip Checklist**

ALABAMA ASSOCIATION OF FIRE CHIEFS MUTUAL AID CONSORTIUM AGREEMENT

I. PURPOSE

This Agreement is intended to provide an understanding between and among public fire protection agencies of Alabama in the provision and reception of resources, equipment, and personnel for response to natural or man-made disasters, acts of war or unrest, or other emergencies requiring outside assistance.

II. AUTHORITIES

Pursuant to §11-43-140 et seq. of the Code of Alabama, 1975, the governing body of a city or town may enter into agreements to provide aid beyond their corporate limits.

Pursuant to §11-89-1 et seq. of the Code of Alabama, 1975, the board of a recognized fire district may enter into agreements as may be necessary to accomplish the purpose of the fire district, including providing and receiving aid.

III. DEFINITIONS

For the purposes of this Agreement, the following terms shall have the following meanings, except as otherwise expressly provided or unless the context otherwise requires:

- a. "Board" means board of directors of a fire protection district, or corporate or tribal organization providing public fire protection, as defined and applicable according to the Code of Alabama, 1975, or applicable Federal law.
- b. "Emergency requiring outside assistance" means an event or incident that in the subjective opinion of the local fire chief or other Authority Having Jurisdiction (AHJ) exceeds the capabilities or resources locally available.
- c. "Fire Chief" means the appointed and recognized Chief of the fire department based upon the subjective procedures of the local governing body or board, or his or her expressed designee.
- d. "Fire Department" means any fire department, fire district, or emergency response provider recognized by the Alabama Fire College

and Personnel Standards Commission, or recognized by the Alabama Forestry Commission. This includes any emergency public safety response organization associated with federally recognized Indian tribes located within the State.

- e. “Governing Body” means a county, city, or town council, mayor, or commission as defined and applicable according to the Code of Alabama, 1975. Or any other board, group or body having authority over a fire department as defined above.
- f. “Mutual Aid Member” means any fire department whose governing body or board has ratified this agreement.

IV. SCOPE

This Alabama Association of Fire Chiefs (AAFC) Mutual Aid Consortium (MAC) Agreement includes all Alabama fire departments who have ratified this agreement pursuant to Section VII of this document.

V. LIMITATIONS

Ratification of this Agreement in no way creates, expresses, or implies a duty or responsibility that a fire department must provide aid upon request.

VI. AGREEMENT

There shall be a MAC Board of Directors consisting of a chairperson and 8 Regional Directors. The AAFC President will appoint a MAC Chairperson from the AAFC membership. The AAFC President shall determine the qualifications required for a MAC Director. Each regional division of the AAFC will appoint 2 members meeting the qualifications set forth by the AAFC President, to serve as a MAC Director. All Directors shall serve on a volunteer, unpaid basis, and terms running concurrently with the AAFC President, unless otherwise removed by a majority of the AAFC Board of Directors.

The MAC Directors will develop and maintain the AAFC Mutual Aid Rules and Procedures (Rules and Procedures) for presentation to the AAFC Board of Directors as needed. The Rules and Procedures will set forth the process of requesting aid, reporting and documenting available assets and personnel, and other processes as may be necessary for effective mutual aid preparation and deployment. The Rules and

Procedures will be approved by the AAFC Board of Directors and promulgated to all Mutual Aid Members.

Mutual Aid Member departments agree to provide reports on available assets and resources on an annual basis as provided by the Rules and Procedures.

Mutual Aid Member departments agree that the Fire Chief of the jurisdiction requesting assistance shall be the sole judge of determining when an event or incident meets the parameters of an emergency requiring outside assistance, the level and amount of assistance needed, if any, and from whom the assistance is requested.

Mutual Aid Member departments agree that the Fire Chief of the jurisdiction receiving a request for assistance has the responsibility of determining, pursuant to the policy and circumstances of his/her jurisdiction at that time, the level and amount of assistance that can be provided to the requesting jurisdiction.

Mutual Aid Member departments agree that the Fire Chief receiving a request for assistance shall promptly notify the Fire Chief requesting assistance what, if any, resources are available for assistance.

Mutual Aid Member departments agree that a recognized Incident Command System shall be used on any event or incident where mutual aid is being provided.

Mutual Aid Member departments agree that during mutual aid operations, any resources or personnel providing aid from an outside jurisdiction will be under the direction and command of the Fire Chief requesting aid.

Mutual Aid Member departments agree that resources, including equipment and personnel, in transit to or from a mutual aid operation but not under the direction and control of the Fire Chief receiving aid, are under the direction and control of the Fire Chief providing aid.

To the extent provided by law, including those in accordance with § 31-9-16 and § 11-89-15 Code of Alabama (1975) as amended, and without waiving sovereign immunity, or those limitations provided by law, each Member Mutual Aid department to this agreement shall be responsible for any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions, and the actions of its personnel, in providing mutual aid assistance rendered or performed pursuant to the terms of this Agreement.

Mutual Aid Member departments agree to indemnify and hold harmless any other party to this Agreement from any liability, losses, and damages incurred as a result of performance pursuant to this agreement, except to the extent that the indemnified party is determined, absent this agreement, to have legal liability and responsibility for such liability, losses, or damages. For purposes of this paragraph, the term “losses or damages” includes, but is not limited to, any and all costs associated with a legal defense including investigation, attorney fees, and other reasonable expenses in connection with any claim or lawsuit.

Mutual Aid Member departments agree to provide for the payment of compensation, medical, or death benefits of its employees who sustain injury or death while providing aid to a jurisdiction other than that of his/her employer in the same manner and on the same terms as if the injury or death occurred in his/her regular course of employment.

Mutual Aid Member departments agree that any costs incurred in the performance of this agreement, including, but not limited to, compensation, insurance, or otherwise associated with the providing of mutual aid resources, equipment, or personnel, are the responsibility of the fire department providing the resources, equipment, or personnel subject to any negotiated reimbursements provided by the lawful authority of federal, state, or local authority.

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Participation in this Agreement and providing aid to or requesting aid from a Mutual Aid Member shall be done for a public and governmental purpose and no term or provision of this Agreement is intended or shall be construed to waive immunity granted the parties by the Code of Alabama, 1975, or any other rule of law or provision, statute, ordinance, or regulation having the force and effect of law.

If any provision or term of this Agreement, or the application of the Agreement to any party or entity, is found to be invalid or otherwise unenforceable, the remainder of this Agreement, or the application of the Agreement to remaining parties or entities, shall not be affected thereby.

VII. RATIFICATION

This Agreement shall become binding and effective when it shall have been approved by resolution or ordinance of the Governing Body or Board overseeing a Fire Department and a signed copy of such resolution or ordinance has been transmitted to the AAFC. An example resolution is provided in Appendix I.

This Agreement may be terminated at any time by providing 30-day written notice to the AAFC from the Governing Body or Board.

Alabama Association of Fire Chiefs Mutual Aid Consortium Deployment Worksheet

DIVISION: Central	ALARM TYPE: Engine Strike Team-111	EFFECTIVE DATE: 12/25/2022	INCIDENT/ MISSION: 2022-121222-1
ALARM TYPE Extended Response	LOCATION OR AREA: Gulf Coast Hurricane Marvelous	AUTHORIZED SIGNATURE: <i>Signature</i>	

Primary Response						
Chief Officer	Chief's Aid	Engine	Engine	Engine	Engine	Engine
Rocky Ridge DC101 D.C. J. Doe	Homewood Fire C8 Lt. B. Woods	Hoover E4 Capt. T. Veirt	Vestavia Hills E1 Lt. J. Jackson	Birmingham E6 Lt. Oliver	Tuscaloosa E7 Capt. Spenser	Oxford E2 Lt. J. Pitts
555-555-5555 email	555-555-5555 email	555-555-5555 email	555-555-5555 email	555-555-5555 email	555-555-5555 email	555-555-5555 email
Alternate						
Chief Officer	Chief's Aid	Engine	Engine	Engine	Engine	Engine
Leeds Fire Car 100 B.C. H. Johnson	Cahaba Valley C20 Capt. D. Hillo	North Shelby E71 Lt. B. Nice				
555-555-5555 email	555-555-5555 email	555-555-5555 email				

DISPATCH	LOCATION	Comments
Rally Area	Calera City Hall 7901 Highway 31, Calera AL 35040	Will meet at 12/26 at 0900. Departs for staging area at 1000.
Staging Area 1	Orange Beach Event Center 4671 Wharf Parkway, Orange Beach AL 36561	Expect to arrive at 1500.
Contact	Gulf Shores Captain F. Tree	Cell 555-555-5555 / Admin 555-555-5555 EOC 555-555-5555
COMS	800 Trunk System	FTAC3-7

ALEMA Contact: Ops Chief John Brown 555-555-5555 email	Mutual Aid Coordinator: Marvin Green 555-555-5555 email
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Alabama Association of Fire Chiefs Mutual Aid Consortium Deployment Worksheet

DIVISION:	ALARM TYPE:	EFFECTIVE DATE:	INCIDENT/ MISSION:
ALARM TYPE	LOCATION OR AREA:	AUTHORIZED SIGNATURE:	

Primary Response						
Chief Officer	Chief's Aid	Engine	Engine	Engine	Engine	Engine
Alternate						
Chief Officer	Chief's Aid	Engine	Engine	Engine	Engine	Engine

DISPATCH	LOCATION	Comments

ALEMA Contact:

Mutual Aid Coordinator:

1. Incident Name:					
2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____					
3. Name:			4. ICS Position:		5. Home Agency (and Unit):
6. Resources Assigned:					
Name		ICS Position		Home Agency (and Unit)	
7. Activity Log:					
Date/Time	Notable Activities				
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 214, Page 1			Date/Time: _____		

ACTIVITY LOG (ICS 214)

[illegible]

ICS 214

Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
7	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
	Activity Log • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

FEDERAL EMERGENCY MANAGEMENT AGENCY																															
FORCE ACCOUNT LABOR RECORD																															
APPLICANT														PW REF #		CATEGORY		PA ID #				DISASTER #									
EMPLOYEE NAME TITLE	STATUS	REG OT	DATES AND HOURS WORKED EACH WEEK																								RATES/COSTS				
			8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	TOTAL HRS	HOURLY RATE	BENEFIT RATE	TOTAL HOURLY	TOTAL COST			
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FORCE ACCOUNT EQUIPMENT RECORD																																
APPLICANT															PW REF #			CATEGORY			PA ID #			DISASTER #								
EQUIPMENT/OPERATOR INFORMATION					DATES/HOURS USED EACH DAY																								TOTALS			
Indicate size, capacity, horsepower, make, model, etc.	HP	Capacity	Equip Code #	Operator's Name	Unit	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	Total	EQUIP RATE	TOTAL COST			
					HR																						0.00		\$0.00			
					HR																						0.00		\$0.00			
					HR																						0.00		\$0.00			
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					HR																						0.00		\$0.00			
					HR																						0.00		\$0.00			
SHEET TOTAL																											\$0.00					
GRAND TOTAL																																
Certified By:															Title:										Date:							
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.																																
National PW Template V2.6 June 2012 Excel 2007/2010																																

Appendix G - Pre-Trip Checklists

Personal Items for Each Responder

- _____ Food/water (at least three-day supply)
- _____ Full set of NFPA compliant protective Structural Firefighting gear including SCBA (coat, pants, helmet, firefighting gloves, suspenders, boots, protective eye wear, and flash hood).
- _____ Full set of wildland fire PPE (including fire shelter) [for wildland response only]
- _____ Infectious disease control kit, with basic body-substance isolation items (gloves, goggles, pocket mask, etc.)
- _____ Shirts appropriate for the weather (at least three)
- _____ Sweat-shirts (at least three, based on weather)
- _____ Long pants (at least three; no shorts in the field, shorts OK in camp)
- _____ Socks (at least three pair)
- _____ Boots - consider bringing an extra pair
- _____ Jacket (based on weather)
- _____ Under-clothing (at least three sets)
- _____ Personal toiletry items (soap, shampoo, deodorant, toilet paper, shaving kit, towels, toothbrush, toothpaste, hand sanitizer, etc.)
- _____ Medicines (at least a week's supply)
- _____ Bed roll & pillow (cot optional)
- _____ Eye glasses / Contact lens (extra set)
- _____ Money
- _____ Identification materials
- _____ Sunscreen
- _____ Rain gear
- _____ Heavy-duty work gloves (not to be used for firefighting)

General Items for the Team

- _____ Radios with batteries, spare batteries, and chargers
- _____ Flashlights – all shapes and sizes
- _____ Extra batteries for flashlights and battery tools
- _____ Tools – hand, power, and extrication as appropriate to the mission
- _____ Compressed breathing air
- _____ Generator, lights, extension cords, adapters
- _____ Thermal imagers, gas meters
- _____ Fuel for power tools, oil, spare parts
- _____ Tool kit (wrenches, pliers, screwdrivers, etc.)
- _____ Shelter, tents, etc. for Base of Operations
- _____ Cash, credit cards, or purchase orders for team expenses