

New York State Task Force -Two
Standard Operating Procedure

Subject: Team Activation Procedures

Section: 100 General

Procedure: #107

Date: Revised 24 August 2015

Purpose: This SOP establishes the activation procedures to active NY-TF2 members for deployments and or information via the I Am Responding application (IAR)

Scope: This procedure applies to **ALL** New York State Regional Response Team (NY-TF2) members.

Authority to Activate System – The following personnel are authorized to serve as the System Activator to deploy NY-TF2 via IAR, OFPC Special Operations Branch Staff Members, NY-TF2 Team Leaders

Procedure

I. NOTIFICATION

- 1) Prior to activation, OFPC Staff and/or Team Leaders will determine the response level necessary to meet the needs of the request. Response Levels are outlined as follows:
 - a) **USAR Tech Assist Response Message** (Technical Assistance response-no response as a result of this activation. Notification only)
 - b) **USAR Limited Response Message** (request deployment of SOB Staff, Team Management notification)
 - c) **USAR Canine Assist Response Message** (request deployment of K9 Teams, SOB Staff, Team Management, Rescue Squad, Tech search,)
 - d) **USAR Full Team Response Message** (Request deployment of all personnel from all groups)
 - e) **USAR Non-emergency Message** – (general advisory – instructs members to check email and voice mail for messages)
- 2) The System Activator shall log into IAR and activate the proper team components.
- 3) IAR will send an email to the NY-TF2 group indicating a deployment is ongoing and provide what ever details are appropriate
- 4) The system activator may also utilize the NYTF2 email group via Outlook to provide additional details regarding the deployment.

II. RESPONSE

- 1) Only Team Officers that have received the blast notification and indicated they are responding should telephone the Team Building @ 518-292-3201 to verify incident type and to receive further details.
- 2) Team Members that have received an IAR notification and indicated that they will respond should check their email for additional information. Team members should follow the instructions provided by these systems. Team members should not call the team building or OFPC staff unless specifically instructed to do so.
- 3) Once the system is operated, it will automatically generate a list of team members who have responded to IAR and their intentions. This information will be used by SOB Staff and Team officers for deployment purposes.
- 4) If directed to respond, members shall bring all gear and personal items, medications, etc. needed for a 72 hour deployment
- 5) Upon arrival at SOC., proceed to the left side of the building (when facing loading docks of building 10) and park in side secured lot. All vehicles must park in side lot. The front of the building will be used for official and response vehicle staging and loading.
- 6) Place personal deployment bag in location determined by SOB Staff or Team Leader.. Keep your 24 hour "GO" bag with you at all times. All personal equipment must fit in one of the bags including helmet, boots, etc. Make sure bags are labeled
- 7) Put personal vehicle keys in the mailbox designated Team Vehicle Keys (Located in front bay between the two bathrooms) with a note attached that list your name, license plate number, vehicle make and color.
- 8) Check in with Team administration in or near the conference room (First floor conference room on right). You will sign in and confirm your personal information.
- 9) Report to the medical screening area for initial medical screening activities.
- 10) After medical screening, report to designated staging area. Supervisors will locate you there and give you instructions and updates
- 11) Team Leaders, Team Managers, Technical Information Specialists and OFPC staff shall report to the Conference Room
- 12) Prior to deployment, personnel will be given briefing information, including: incident information, individual assignments, squad, squad officer and vehicle assignment
- 13) Upon receipt of briefing information, personnel shall retrieve their deployment bag, locate their assigned vehicle and stage next to the vehicle and await departure.

Authority:

James Cable
Branch Chief
Special Operations
NY-TF2 Operations