

TEXAS TASK FORCE ONE

STANDARD OPERATING GUIDELINES

ACTIVATION PROCESS PROCEDURE

VOLUME 1

REFERENCE NO. 1-04

1.00 PURPOSE

- 1.01 The purpose of this standard is to provide a guideline for members when responding to Task Force alerts and activations.

2.00 OBJECTIVE

- 2.01 To assist the Task Force administration and personnel in processing activated team members in an orderly and timely manner.

3.00 DEFINITIONS

- 3.01 **Rotation Model:** The monthly rotation of the three teams on the Task Force (Red, White, Blue).
- 3.02 **Cancellation:** A cancellation (also referred to as a stand down) may be issued at any time after an alert or activation when subsequent information indicates that mobilization of the Task Force is not warranted.
- 3.03 **Point of Departure (POD):** The assembly site for all responding personnel, equipment, and supplies during an activation/mobilization procedure.
- 3.04 **Point of Arrival (POA):** The site where all Task Force assets are delivered during a mobilization.

4.00 GENERAL GUIDELINES

- 4.01 The Rotational Model determines which team will be called during an alert or activation notice. The on call team will be notified first. If necessary, members of the standby team will be notified next, and then members of the stand-down team notified last. The team rotation can be obtained from the Task Force web site. In

addition, the administration will page all team members on the first working day of each month with the current rotation status.

- 4.02 An alert is only intended to apprise Task Force members of the occurrence of an event and does not constitute a directive to begin any mobilization activities. An alert will be issued to members on the 'First Up' team and members of the Advisory Board by the Task Force Agency Chief or designee. The alert page may also be used to determine member availability.
- 4.03 An activation notice will be issued through the National Response Coordination Center (NRCC) for a national event or the Texas Division of Emergency Management (TDEM) for a state event. The Sponsoring Agency Chief will begin an immediate assessment of the Task Force readiness and availability for mission deployment and advise FEMA or TDEM of the team's mobilization status. The Sponsoring Agency Chief or designee will advise the participating agencies of notification of all affected Task Force members. Members will be notified by agency staff, and must respond with their availability status within 30 minutes of the notification. Members must be at the Point of Departure (POD) within three (3) hours of the initial notice of activation. Standby team members will be paged to fill vacant team positions. If vacant positions still exist then Stand-down team members may be notified. **In all cases members must not respond to the POA (self-deploy) without notification or authorization from the Sponsoring Agency.**
- 4.04 If a cancellation notice is necessary, the Agency Chief or designee will advise the participating agencies of the cancellation.
- 4.05 The POD for TX-TF1 is the Gateway Facility located at 101 Gateway Blvd. College Station, TX.
- 4.06 The POA may be a variety of locations such as an airfield in the event that the team moves by air transportation. The Agency Chief, Program Manager, and the Task Force Leaders will receive the POA from FEMA or TDEM prior to departure.