

# **TEXAS A&M TASK FORCE ONE STANDARD OPERATING GUIDELINES**

## **ACTIVATION PROCESS PROCEDURE**

### **VOLUME NO. 1**

### **REFERENCE NO. 1-04**

#### **1.00 PURPOSE**

- 1.01 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). This determines which team will be called during an alert or activation notice. The (on call) team will be notified first. The (standby) team will be notified next and the stand-down team notified last. The team rotation can be obtained from the Task Force web site. The administration will page all team members on the first working day of each month with the current rotation status.
- 3.02 Alert: An alert will be issued to all affected Task Forces members by the TEEX/USAR Agency Chief or designee of a national or state emergency. The Task Force Agency Chief will in turn instruct the Program Manager to notify the affected Task Force. An alert page will be sent to all first up team members and may also be used to determine member availability. The alert is only intended to apprise the members of an occurrence of an event and does not constitute a directive to begin any mobilization activities.
- 3.03 Activation: 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. All activation notices will be channeled through TDEM. The Sponsoring Agency Chief or appointee will begin an immediate assessment of the Task Force readiness and availability for mission deployment and advise FEMA or the TDEM of the team's mobilization status.  
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Agency Chief will advise the sponsoring agencies of notification of all affected Task Force members. Members will be notified by agency staff. Members must respond with their availability status within 30 minutes of the notification. Members must be at the Point of Departure (POD) within four (4) hours of the 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 POD (self deploy) without notification or authorization from the Sponsoring Agency.**

- 3.04 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. The Agency Chief will advise the sponsoring agencies of the cancellation notice.
- 3.05 Point of Departure: (POD) The assembly site for all responding personnel, equipment and supplies during an activation/mobilization procedure. For Texas Task Force One the site is the Gateway Facility, for Texas Task Force Two the site is the Hensley Field Facility
- 3.06 Point of Arrival: (POA) The site where all Task Force assets are delivered during a mobilization. This may be an airfield if the team is move by air transportation. The Agency Chief, Program Manager and the Task Force Leaders will receive the POA from FEMA or TDEM prior to departure.