

**APPENDIX 6  
TO  
ANNEX F – FIREFIGHTING**

**TEXAS  
INTRASTATE  
FIRE MUTUAL AID SYSTEM  
(TIFMAS)**

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**State of Texas  
Emergency Management Plan**

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**RECORD OF CHANGES**  
**Appendix 6 to Annex F**  
**TEXAS INTRASTATE FIRE MUTUAL AID SYSTEM (TIFMAS)**

CHANGE #	DATE OF CHANGE	CHANGE ENTERED BY	DATE ENTERED
1	09/20/2007	Texas Forest Service (based upon recommendations from the TIFMAS steering committee)	09/28/2007
2	09/30/2007	Texas Forest Service/GDEM (based upon recommendations from the GDEM State Coordinator)	01/12/2008
3	01/12/2008	Texas Forest Service	01/12/2008
4	01/15/2008	Texas Forest Service	01/15/2008
5	02/18/2008	NERRTC, TFCA, TFS	02/18/2008
6	03/14/2008	NERRTC, TFCA, TFS	04/01/2008
7	04/09/2008	SFFMA, TFS	04/09/2008
8	09/28/2010	TFS	09/28/2010
9	07/27/2011	TFS	08/02/2011
10	12-01-11	TFS	12/28/2011
11	6-14-12	TFS (V1.3)	06/14/2012

## **AUTHORITY**

See Basic Plan, Section I, and Annex F – *Fire*.

## **PURPOSE**

The purpose of this addendum is to provide guidance for a response to catastrophic emergency incidents of state significance involving fire and incidents to which the fire service would normally be involved such as for search and rescue, hazardous materials, and fire-based EMS. These include, but are not limited to, incidents that are:

- A. Beyond the resource capabilities of local and regional response organizations, including local mutual aid resources.
- B. Multiple single significant (major) events occurring that exceed local and regional resources.

The Texas Intrastate Fire Mutual Aid System (TIFMAS) was created to provide for the systematic mobilization, deployment, organization, and management of Texas local fire-related resources, by working with the Texas Department of Emergency Management, the Texas Forest Service, Local Emergency Management, and local fire departments and in order to provide assistance in mitigating the effects of emergencies and disasters throughout Texas and the nation, when so requested.

The effective management of emergency response personnel during the incipient stage of any major incident and throughout its extended operations, will, by far, have the most significant impact on reducing the life loss and the severity of injuries to the affected population. The TIFMAS lends itself to the rapid activation and response of aid to a community in the event of localized all-hazard emergencies.

This appendix is not intended to replace local mutual aid agreements or fire-related resource requests/deployments within an affected region.

## EXPLANATION OF TERMS

### ACRONYMS

AC	Area Command
COG	Council of Governments
DDC	Disaster District Committee
DPS	(Texas) Department of Public Safety
DSHS	(Texas) Department of State Health Services
EMAT	Emergency Management Association of Texas
EOC	Emergency Operations Center
ESF	Emergency Support Function
ESTI	Emergency Services Training Institute
FD	Fire Department
FEMA	Federal Emergency Management Agency
TDEM	Texas Division of Emergency Management
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IFSS	Industrial Fire of State Significance
DC	District Coordinator
IMT	Incident Management Team
MAC	Multi-Agency Coordination
MACS	Multi-Agency Coordination (System)
NIMS	National Incident Management System
NRP	National Response Plan
ORCA	(Texas) Office of Rural Community Affairs
SFFMA	State Firemen's and Fire Marshal's Association
SFMO	State Fire Marshal's Office
SITREPS	Situation Reports
SOC	State Operations Center
SOP	Standard Operating Procedures
TCEQ	Texas Commission on Environmental Quality
TCFP	Texas Commission on Fire Protection
TCFSC	Texas Catastrophic Fire Steering Committee
TDI	Texas Department of Insurance
TEEX	Texas Engineering Extension Service
TFCA	Texas Fire Chief's Association
TFS	Texas Forest Service
TICC	Texas Interagency Coordination Center
TIESB	Texas Industrial Emergency Services Board
TIFMAS	Texas Intrastate Fire Mutual Aid System
TRRC	TIFMAS Regional Resource Coordinator
TRRN	Texas Regional Resource Network
TSAFF	Texas State Association of Firefighters
UAC	Unified Area Command
UC	Unified Command
USAR	Urban Search and Rescue
VFD	Volunteer Fire Department
ACRFC	Assistant Chief-Regional Fire Coordinator

## DEFINITIONS

Area Command	Established as necessary to provide command authority, coordination, strategy, and priorities for two or more incidents. Area command works directly with incident commanders. Area command becomes unified area command when incidents are multi-jurisdictional. Area command may be collected as a separate activity at an EOC facility or at some other location other than an incident command post.
Disaster Declaration	Official declaration of a state of disaster for certain jurisdictions that activates various recovery and rehabilitation aspects of plans and authorizes the deployment and use of resources;
Incident Commander	Person in charge of an incident that is assigned by the responsible agency;
Industrial Fire of State Significance	Catastrophic fire(s) or other fire-related incident(s) that is/are beyond the resource capabilities of local organizations or involves broad-based terrorism or considerable public and/or political pressure;
Multi-Agency Coordination Entity	<p>A group of representatives of involved agencies in a geographic area who come together to make key decisions regarding the use of critical resources. It is not involved with incident strategies or tactics;</p> <p>Examples include: Emergency Operations Centers (EOCs), Multi-Agency Coordination (MAC) Groups, Multiagency Coordination Centers, Departmental Emergency Operations Centers (DEOCs), and Joint Field Offices (JFOs) are all examples of multiagency coordination</p>
Multi-Agency Coordination System	Facilities, equipment, personnel, procedures, and communications integrated into a common system for coordinating and supporting domestic incident management activities;
Single Resource	Individual personnel or a single piece of equipment, with its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident. Single resources can be combined into Strike Teams or Task Forces.
Staging Area	Place where personnel and/or equipment are located on an incident awaiting an assignment.

Strike Team	A specified combination of the same kind and type of resources, with common communications and a leader.
Task Force	Any combination of single resources assembled for a particular tactical need, with common communications and a leader. A Task Force may be pre-established and sent to an incident, or formed at an incident.
Texas Catastrophic Fire Steering Committee	A working group composed of representatives of the EPA, TDEM, IFSS Support Group, TCEQ, TEEX, TFCA, TFS, TIESB, and mutual aid associations that focus on industrial fires of state significance.
Texas Regional Resource Network (TRRN)	This is a web-based database listing resources of entities that might be called upon in a mutual aid situation.
TIFMAS Regional Resource Coordinator (TRRC)	The person responsible for identifying regional resources during catastrophic incidents requiring the activation of the TIFMAS appendix 6 to Annex F. Responsible for multiple Region Resource Coordinators within the TIFMAS Branch and insuring resources are identified and mobilized.
TIFMAS Branch Coordinator	Branch Coordinator will provide Branch Resource list to the TIFMAS State Coordinator and TFS Assistant Chief-Regional Fire Coordinator.
T	Assists the State Coordinator with the operation of TIFMAS and fills in the absence of the State Coordinator. State Coordinator can appoint up to two Assistants.
TIFMAS Assistant State Coordinator TIFMAS State Coordinator	State lead for TIFMAS Resources
Unified Command	Joint organization with Incident Commander's from agencies with common responsibilities for the incident. Operates under a common set of objectives with a single Operations Section Chief.



## **SITUATION & ASSUMPTIONS**

### **Situation**

1. The local fire service in Texas has traditionally been able to manage, along with other mutual aid partners and local government entities, emergency situations.
2. A single catastrophic event or multiple events in the same general area, which collectively produce catastrophic effects, whether natural or man-made, may exceed local governments and/or day-to-day mutual aid entities ability to respond.
3. A single catastrophic event or multiple events in the same general area that collectively produce catastrophic effects, whether natural or man-made, may pose an unusual threat to a community, or communities, and may require a response from many resources.
4. Such an event could impact the public health, welfare, and environment or cause a severe negative impact to the local community, economic stability and viability of the State, and possibly the Nation.
5. No community has the resources sufficient to cope with all emergencies.
6. Mutual aid agreements that provide authorization for sharing of resources under specific conditions can assist local entities in managing incidents.

### **Assumptions**

1. The local fire-rescue agency is the first tier of defense in responding to natural and man-made disasters (emergencies).
2. Natural disaster(s) could cause multiple catastrophic events.
3. The vast majority of all fire/rescue-related incidents can be resolved locally by initial response, including day-to-day mutual aid.
4. Actual expenses incurred by mutual aid resources activated under this Appendix may be reimbursable under the State of Texas Emergency Management Plan.
5. Organizations or individuals responding not-for-profit under the provisions of this plan are considered to be volunteers under the State of Texas "Good Samaritan Law".
6. This plan is not intended to replace or limit the affected entities' ability to utilize contract resources.
7. State resources will assist the local authority or authorities having jurisdiction, as outlined in the State Emergency Management Plan.
8. TDEM, TFS, and support agencies will conduct training and participate in exercises to satisfy the needs of this Appendix.

## CONCEPT OF OPERATIONS

### GENERAL

This Appendix, as a part of Annex F, can be activated through normal TDEM request procedures when called upon by local officials. Local governments may request activation of the provisions of this Appendix by making a request to their DDC Chairperson by providing basic information on the situation which has given rise to the request. Requests should be made by the chief elected official or an individual authorized by that individual to make such a request. (Refer to Section IV, paragraph D.5 in the Basic Emergency Management Plan for correct procedures to request assistance.) If approved, the DDC will contact the TFS as the primary state agency for Annex F. As deemed appropriate for the request, the TFS will activate Appendix 6.

1. The TFS will provide support to emergencies and disasters involving the events associated with ESF-4, Appendix F of the State Plan, and of this Appendix.
2. Emergency operations conducted pursuant to this Appendix shall use the National Incident Management System (NIMS).
3. Three concepts of operations for activation of this Appendix are:
  - a. The ability to pre-identify available resources within each region;
    - 1) These can be single resources and possibly assembled into Strike Teams or Task Forces either prior to deployment or at the incident;
    - 2) Personnel trained and identified as potential Single Resource Bosses, Strike Team Leaders, and other ICS leaders;
  - b. The ability to have an efficient timeframe for deployment; The TIFMAS Coordinator, in consultation with TIFMAS Branch and Regional Resource Coordinator(s), and the responding jurisdiction(s) will determine a reasonable and appropriate response time.
  - c. The ability to pre-stage resources in advance of a pending disaster;
4. The commencement of emergency operations pursuant to this Appendix may require that other emergency support functions (ESFs) be activated to provide additional state support for field operations.

## ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

### Organization

1. The *Texas Disaster Act of 1975*, as amended, provides that emergency management be structured around organized government. The Governor, as Chief Executive of the State, is responsible for meeting the dangers confronting the people of Texas. The Governor, by executive order, has appointed the Director, Governor's Office of Homeland Security, as Director of the Texas Division of Emergency Management (TDEM) and the Chairperson of the State Emergency Management Council.
2. The State Emergency Management Council has been established to include representatives of each state agency, board, or commission whose functions, or

capabilities relate to important phases of emergency management. The Governor also has appointed representatives of organized volunteer groups to the Council.

3. State Disaster Districts have been established to divide the State into a number of manageable emergency response/operations areas. These districts parallel Council of Governments (COG) boundaries.
4. Disaster District Committees, consisting of counterpart representatives, as appropriate, of each agency and organization on the State Council, are established at the Disaster District level. The Highway Patrol Captain of each Highway Patrol District or the Lieutenant of each Highway Patrol Sub-district chairs the Disaster District Committee (DDC).
5. Emergency Support Functions (ESFs) have been established and are composed of personnel and resources of several organizations and Council member agencies. Coordination for each group is directed by a primary agency, which has been selected on the basis of its authority or capability in that particular functional area. The other agencies and organizations within the group are designated as support agencies and organizations based on their ability to provide equipment, personnel, and expertise in support of specific functional requirements.
6. ESFs identified in this plan are similar to, but not exactly the same as, the counterpart federal-level ESFs contained in the National Response Plan (NRP). This is to facilitate better coordination between the State and its local governments while enhancing coordinated response and recovery operations jointly conducted by state and federal agencies in Texas. A matrix that identifies counterpart state and federal primary agencies for each federal ESF is provided in this plan.
7. ESFs on the Emergency Management Council are replicated, to the fullest extent possible, on the Disaster District Committees (DDCs). The primary and support agencies identified at the Council level will also be the same ones on the DDC if at all possible. However, in some cases, certain state agencies do not have representation at the district level and therefore cannot operate as the primary agency for their function while on the DDC. In these instances, the DDC Chairperson will select the most appropriate support agency to act as the primary agency for that ESF at the DDC level. The ESF organization doesn't negate legislated mandates for lead agencies in certain types of emergencies (i.e., oil spills, hazmat, radiological incidents). In those cases, the lead agency, by law, will always be the lead state responder regardless of its placement (either primary or support agency) in the ESF organization.
8. After a local entity requests assistance from their DDC, (regarding resource requests associated with this Appendix) and this request is approved by the SOC, the TFS will notify the TIFMAS Coordinator of the Request for activation of the TIFMAS component.
9. Activities associated with an activation of this Appendix will take place from the TFS EOC in College Station, Texas or appropriate alternate site.
10. Should the SOC and Emergency Management Council members associated with an ESF-4 or multiple ESFs including ESF-4, be activated, a TFS representative will be

at the SOC. Requests from the State level for activation of this Appendix will be processed through the TFS ESF-4 representative at the SOC and forwarded to the TFS EOC for processing.

11. The TIFMAS is directed towards enhancing disaster management and emergency response at the state level of government by the following means:
  - Utilizing the National Incident Management System (NIMS) as a model to manage actions during a disaster;
  - Providing central coordination for fire-rescue resource response through TIFMAS, Regional Multi-Agency Coordination Systems, Texas Forest Service (ESF-4) and Disaster District Committees;
  - DSHS will coordinate fire-based EMS resources, activated via TIFMAS, and will advise the TIFMAS leadership of resource status;
  - TEEEX-ESTI will coordinate fire-based USAR and water search and rescue resources, activated via TIFMAS, and will advise the TIFMAS leadership of resource status;
  - TIFMAS will coordinate fire-based hazardous materials response resources, activated via TIFMAS, and coordinate cleanup through TCEQ;

### **Assignment of Responsibilities**

1. Texas Forest Service (TFS):
  - Facilitates the development and implementation of Appendix 6 of Annex F of the State Emergency Management Plan. This is to include the training of responders, officials, technical specialists, etc.
  - Facilitates operations of the TIFMAS Committee to Appendix 6 of Annex F and related committees;
  - Creates the structure and mechanism for the issuance of resource order numbers for all resources activated by Appendix 6;
    - This will avoid duplications of resource order numbers;
    - This will aid the tracking of TIFMAS resources;
    - This will provide an accounting number for reimbursement;
  - Identifies and Coordinates ESF staffing requirements appropriate to the emergency situation.
  - Collects information.
  - Operates an Incident Management Team to support operations, as needed;
2. The TIFMAS Policy/Procedure Committee shall meet annually each November. This meeting shall be coordinated by the Texas Forest Service. The committee will be responsible for the review of TIFMAS procedures and policies for operations, training, appointment of State Coordinator in even number years, and review of grants. The committee may request additional meetings if needed;
  - The committee will be composed of:
    - State Firemen's and Fire Marshal's Association representative;
    - Texas Commission on Fire Protection representative;
    - Texas Fire Chief's Association representative (2);
    - Texas Forest Service representative;
    - Texas State Association of Firefighters representative;
    - TIFMAS State Coordinator
3. The TIFMAS Stakeholder Committee shall meet annually in April. The Stakeholder group will be updated on Plan activity and provided an opportunity to comment and

provide field input/concerns. This meeting shall be coordinated by the TIFMAS State Coordinator and is open to all stakeholders and interested parties;

- The stakeholder committee will be composed of:
    - Emergency Response Committee Chair (State Coordinator);
    - Emergency Response Committee Vice-Chair;
    - Department of State Health Services (DSHS) representative;
    - Emergency Management Association of Texas (EMAT) representative;
    - Texas Division of Emergency Management (TDEM) representative;
    - State Fire Marshal's Office (SFMO) representative;
    - State Firemen's and Fire Marshal's Association (SFFMA) representative;
    - Texas Commission on Fire Protection (TCFP) representative;
    - Texas Engineering Extension Service (TEEX)
    - Emergency Services Training Institute (ESTI) representative;
    - Texas Fire Chief's Association (TFCA) representative;
    - Texas Forest Service (TFS) representative;
    - Texas Office of Rural Community Affairs (ORCA) representative;
    - Texas State Association of Firefighters (TSAFF) representative;
4. The TIFMAS Coordinator:
- Is appointed bi-annually (even number years) by the TIFMAS Policy/Procedure Committee;
  - Is the Chair of the TIFMAS Emergency Response Committee;
  - Has overall direction and coordination for mobilization of resources through the Texas Intrastate Fire Mutual Aid System (TIFMAS) Addendum to Annex F;
  - Appoints an Assistant State Coordinator of the TIFMAS Emergency Response Committee (up to two);
  - Appoints TIFMAS Branch Coordinators for the 7 branches;
  - Maintains contact with all TIFMAS Branch Coordinators upon appointment;
  - Conducts annual TIFMAS Stakeholders update at Texas Emergency Management Conference;
  - Makes reports to the membership and employees of various State agencies and associations on an annual or as needed basis of the TIFMAS;
  - Insures TIFMAS Branch Coordinators maintain an updated resources data base;
  - Coordinates and identifies the resources for a TIFMAS activation;
  - Ensures appropriate TIFMAS representation during plan activation;
  - Develops appropriate support structure to implement the TIFMAS;
  - Serves as the liaison, during the disaster, to the affected Branch Coordinator in providing needed resources from other regions in the state;
  - Notifies TIFMAS Branch Resource Coordinators of the TIFMAS activation and that resources may be required;
5. The TIFMAS Assistant Coordinator:
- Assists the TIFMAS Coordinator in the overall direction, coordination, implementation and management of the TIFMAS.
  - Is appointed bi-annually by the Chairman of the TIFMAS Emergency Response Committee;
  - Serves as committee chairman and State TIFMAS Coordinator in the absence of the Coordinator;
  - Serves in support positions as necessary or directed;
  - Provides recommendations on revisions necessary to update the TIFMAS;

6. TIFMAS Branch Coordinator
  - The Texas Intrastate Fire Mutual Aid System divided the state into 7 Branches and 24 Regions. The 7 Branches align with the Texas Forest Service Branches and the 24 Regions align with the Texas Council of Government boundaries.
  - Within each Branch, a Branch Resource Coordinator is appointed to form a management team consisting of the Branch Resource Coordinator, and the Region Resources Coordinators as needed. Each regional management team is responsible for tracking all available resources within that Branch. Branch Coordinators are appointed by the State Plan Coordinator. Region Coordinators are appointed by the Branch Coordinators upon consultation with the State Coordinator. The Branch Coordinators are considered a vital logistical link from the area. The combined resources of the seven Branches comprise the Plan's resource network.
  - The Branch Coordinator will be the point of contact for the State Coordinator for mobilization requests and will keep the State Coordinator informed of the status of resources which are being mobilized from the Branch.
  
7. The TIFMAS Regional Resource Coordinator
  - Responsible for identifying and deploying regional resources through the Branch Resource Coordinator during catastrophic incidents requiring the activation of the TIFMAS addendum to Annex F and involving multiple TIFMAS regions.
  - Coordinates assistance for state operations at the regional level;
  - Is appointed as needed by the Branch Coordinator with approval from the State Coordinator;
  - Appoints other necessary positions deemed necessary during an emergency;
  - Coordinates with the TIFMAS Branch Coordinator for state requested assistance outside the region;
  - Interacts with various Emergency Operations Centers (EOCs) in their region;
  - Identifies and maintains current information on mobilization staging areas for statewide deployment requests;
  - Coordinates the mustering of equipment; ensuring equipment checks are performed; assignment of team leaders (if required); issuance of resource orders and all applicable information for mission.
  - Communicates with the TIFMAS Branch Coordinator;
  - Works with fire agencies in their region to insure accurate and current resource data;
  - Utilizes NIMS, as needed, in support of the regions TIFMAS activities;
  - During times of potential activation of TIFMAS resources, pre-identifies single resources, strike teams and task forces;
  - Verifies that resources from within that region, which were mobilized for a TIFMAS response, arrive at the designated point from the request;
  - Informs the DDC, local emergency managers, and Regional MACS of resources from their district/region that were deployed (for informational purposes);
  - Verifies that resources from within that region, and which were mobilized for a TIFMAS response, arrive back at their home unit after being released from the incident;
  - Documents the date and timelines associated with each notification, deployment, arrival, demobilization and date/time back at normal duty station of each resource dispatched via this Appendix.

8. Resources participating in a TIFMAS response:
  - Maintain accurate and current data with the TIFMAS Region Coordinator;
  - Maintains current contact information for their agency, including “backdoor” contact information for contact after normal operating hours;
  - Train and equip their personnel to meet NIMS and state standards and maintain currency;
  - Equipment shall be maintained and meet NIMS and state standards;
  - Maintain records of date and timelines associated with each deployment. This includes date/time of notification, date/time of dispatch, date/time of arrival, dates/times associated with each operational period, date/time of demobilization from the incident and date/time of arrival back at headquarters;
  - Formally checks in at the designated location of the assignment;
  - Formally demobilizes from the designated assignment;
  - Complies with Item IX. B. (Communications) of this Appendix with each response;
  - Is self-sufficient for a period of 72 hours.
9. Common Responsibilities
  - All local fire entity participants to this Appendix who are **PROVIDING** mutual aid resources;
  - Maintain and update personnel and equipment data with the Region Coordinator which will be available for a response within the scope of this TIFMAS Appendix;
    - It is understood that the personnel and equipment listed will be provided only if available at the time of a request.
    - Resources will be typed according to the typing system used by the TFS (NIMS and NWCG-based). Pre-determined TIFMAS Strike Teams will provide two points of contact to the State Coordinator.
  - Upon a resource request from TIFMAS, the local fire agency will *EITHER* notify their local government authority, *if they are a department of a political sub-division*, *OR* advise their local / county emergency management authority *if the local fire agency is a stand-alone governmental entity or political sub-division (i.e. VFD or ESD)*.
  - Resources activated under this Appendix, that are regulated by the TCFP or will be working at an incident with those that are, and who will be engaged in structural firefighting at the incident, will be expected to comply with safety standards for fireground operations as defined by the TCFP under 419.046 “Fire Protection Personnel Operating at Emergency Incidents” (d) The standard operating procedures for structure fires shall comply with the Occupational Safety and Health Administration’s Final Rule, 29 C.F.R. Section 1910.134.(g)(4), procedures for interior structural fire fighting of July 1, 1998. (This is more commonly referred to as “two-in-two-out.”)
  - Other state agencies will provide assistance as tasked by the DDC or SOC.
  - According to the severity of the incident, federal assistance may be requested. In addition, various federal agencies may be involved if the incident involves hazardous materials. (See Annex Q, Hazardous Materials and Oil Spill Response.)
  - Deploying resources must meet the TIFMAS qualification standards for the position or mission assigned.

## **DIRECTION & CONTROL**

1. The TFS will provide direction and control of Annex F (Firefighting) of the State of Texas Emergency Management Plan including the related Appendices to Annex F. The TFS will also manage functions associated with ESF-4 (Firefighting) as the primary state agency. The TFS may commit resources to perform specific emergency missions requested by the SOC, DDC, regional MAC, or by a lead state agency carrying out a state response.
2. TIFMAS representatives will administer the functions associated with this Appendix when tasked by the TFS.
3. Local elected and appointed officials, generally operating from the local EOC, are responsible for activating and committing local response forces for emergency operations and requesting external assistance pursuant to mutual aid agreements. Those officials may provide guidance for local emergency operations.
4. Incident Commanders will plan and direct the emergency response at the incident scene and manage the resources that have been committed to the effort by local governments and state and/or federal agencies.
5. Organized response teams will normally operate under the control of their normal supervisors, but will carry out missions assigned by the Incident Commander or the EOC. Individual responders will normally work under the direction of the supervisor of the response element to which they are assigned.
6. Personnel and equipment, including those activated by this Appendix, committed in response to a request for assistance from local government are provided for a specific purpose. If the original requirement has been satisfied and the local government wishes to retain the resources for other missions, local officials should obtain approval from the Disaster District Committee Chairperson.
7. If a catastrophic fire is a terrorist event, local, state and federal law enforcement agencies will have the lead role in crisis management. (Refer to Annex U, Terrorist Incident Response Annex)
8. If the catastrophic fire is suspected to be, or confirmed to be, a criminal or terrorist act, then federal and state law enforcement investigations personnel will play the lead role in the incident and activities in accordance with Presidential Directives and federal law. This is referred to as crisis management. Reference should be made to the terrorist incident response annex (Annex U) of the state plan, which provides more information.



## **ADMINISTRATION & SUPPORT**

### **Resource Support**

1. If additional resources are needed, follow request procedure for state assistance as outlined in the State Emergency Management Plan.

### **Communications**

1. Agencies responding to a TIFMAS incident will use their existing communications resources. If these resources are inadequate, additional communications capabilities may be requested using the procedures outlined in "A" above. However, all entities that may become a part of a TIFMAS response should have access to radio equipment that is in compliance with the Texas Interoperability Channel Plan (TICP). This can be in a supervisory vehicle that can communicate with interagency personnel as well as those of their own entity.
2. The Texas Interoperability Channel Plan (TICP) offers suggested mutual aid frequencies. If no common radio communications capability exists, representatives of the respective agencies should be present at the Incident Command Post to disseminate information to and from their personnel and/or utilize gateway devices to interconnect disparate frequencies.
3. Telephonic Communications can be expanded to assist in a TIFMAS incident. Plans for their utilization should be developed and maintained. This could include finalizing use agreements and/or locating cellular telephone caches, mobile cellular systems, satellite telephone systems, non-electronic telephones, etc.
4. The Local Incident Commander (IC) shall be responsible for taking measures to establish any additional communications connectivity required between response elements, requesting support as needed from regional, state and/or federal agencies.

### **Reporting**

1. During the emergency operations, when this Appendix is activated, the TFS, along with TIFMAS representatives, will maintain situational awareness at the TFS EOC regarding all deployments associated with this Appendix.
2. Situation Reports (SITREPS) will be prepared by the TFS and distributed to the TIFMAS representatives, other parties as appropriate, and to the SOC for distribution as part of a statewide SITREP.

### **Reimbursement of Costs:**

- The Texas Division of Emergency Management (TDEM) shall administer all requests for reimbursement for costs associated with providing mutual aid assistance. A request for reimbursement made to the division must be made in accordance with procedures developed by the division (see TIFMAS Business Manual).

- The division may directly request the provision of mutual aid assistance from any local government entity participating in the system. If the division requests the provision of assistance and the local government entity responds, the state shall reimburse the actual costs of providing assistance, including costs for personnel, operation and maintenance of equipment, damaged equipment, food, lodging, and transportation, incurred by the responding local government entity. The state shall pay reimbursements from available state money. If funds are made available from the disaster contingency fund, the division shall make reimbursement from the disaster contingency fund for eligible expenses to the extent that available state money is inadequate.
- If federal money is available to pay costs associated with the provision of mutual aid assistance in response to a request made by the division, the division shall make the claim for the eligible costs of the responding local government entity on the division's grant application and shall disburse the federal share of the money to the responding local government entity, with sufficient state funds to cover the actual costs incurred by the responding local government entity in providing the assistance.

### **Expenses for Equipment**

- Each department may be eligible for reimbursement of equipment owned by the department used in disaster work. To assist in the reimbursement process, TFIMAS has developed an equipment rate schedule. The current approved TIFMAS rate schedule, for use in cooperation with this plan is included within the Business Mobilization Manual.
- Each request for reimbursement of department owned equipment must be submitted with the TDEM reimbursement package.
- Equipment that is damaged or lost during disaster incidents may be eligible for reimbursement. The damage or loss must be well documented, along with sufficient supportive documentation such as photographs, witness statements and law enforcement or incident reports. See Business Manual for procedures.

### **Records**

Certain expenses incurred in carrying out emergency response and recovery operations for certain activities may be recoverable. Therefore, all agencies and organizations assisting should keep records of labor, materials, and equipment used and goods and services contracted for during operations for possible reimbursement.

### **Post-Incident Review**

1. For operations associated with this Appendix, the TFS shall organize and conduct a review of emergency operations in accordance with the guidance proved in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this Appendix, Annex F, procedures, facilities, and equipment.
2. Agencies and organizations that participated in the emergency operations should ensure their representatives participate in the review.

3. The TIFMAS Committee shall review and disseminate the lessons learned to responding organizations.

#### **APPENDIX DEVELOPMENT & MANAGEMENT**

- A. The Director of the Texas Forest Service is the approving authority for Annex F and is responsible for its development, maintenance, and implementation. The TIFMAS organization, specified in Section VI above, will develop and maintain this Appendix with the TDEM Director having approval authority.
- B. This Appendix will be reviewed annually and updated in accordance with the schedule outlined in Section X of Annex F to the State Emergency Management Plan.



## **COG's/COUNTIES WITHIN EACH TIFMAS BRANCH**

### **North West Branch**

Region 1 - **Counties Served:** Armstrong, Briscoe, Carson, Castro, Childress, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Wheeler

Region 2 - **Counties Served:** Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry, Yoakum

Region 3 - **Counties Served:** Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, Young

Region 7 - **Counties Served:** Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Kent, Knox, Mitchell, Nolan, Runnels, Scurry, Shackelford, Stephens, Stonewall, Taylor, Throckmorton

### **North Branch**

Region 4 - **Counties Served:** Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, Wise

Region 22 - **Counties Served:** Cooke, Fannin, Grayson

Region 11 - **Counties Served:** Bosque, Falls, Freestone, Hill, Limestone, McLennan

Region 23 - **Counties Served:** Bell, Coryell, Hamilton, Lampasas, Milam, Mills, San Saba

### **East Branch**

Region 5 - **Counties Served:** Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, Titus

Region 6 - **Counties Served:** Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt, Wood

Region 14 - **Counties Served:** Angelina, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler

Region 15 - **Counties Served:** Hardin, Jefferson, Orange

Region 16 – **Counties Served:** Liberty, Montgomery

### **South Central Branch**

Region 16 - **Counties Served:** Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Matagorda, Walker, Waller, Wharton

## **Central Branch**

Region 12 - **Counties Served:** Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson

Region 13 - **Counties Served:** Brazos, Burleson, Grimes, Leon, Madison, Robertson, Washington

Region 17 - **Counties Served:** Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, Victoria

## **South Branch**

Region 18 - **Counties Served:** Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, Wilson

Region 19 - **Counties Served:** Jim Hogg, Starr, Webb, Zapata

Region 20 - **Counties Served:** Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleburg, Live Oak, McMullen, Nueces, Refugio, San Patricio

Region 21 - **Counties Served:** Cameron, Hidalgo, Willacy

## **West Branch**

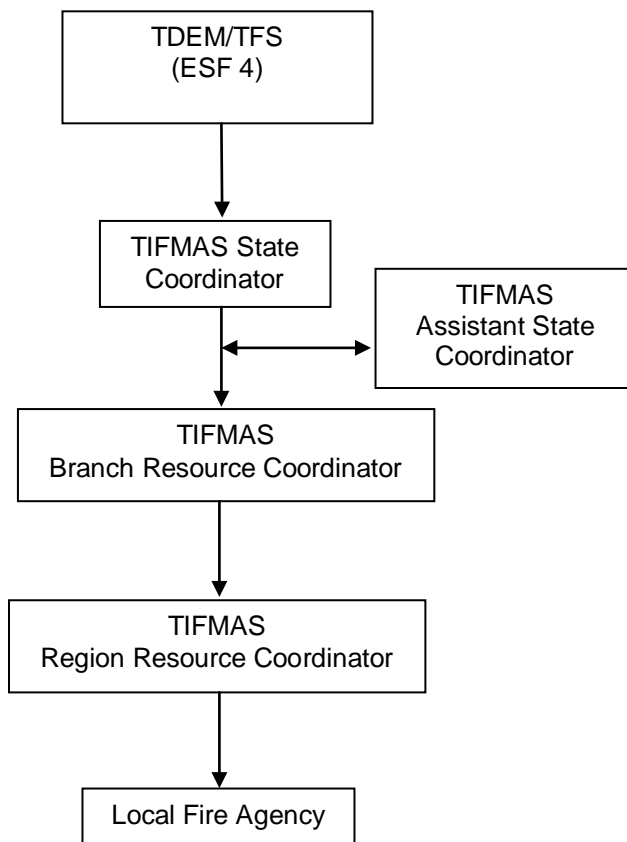
Region 8 - **Counties Served:** Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio

Region 9 - **Counties Served:** Andrews, Borden, Crane, Dawson, Ector, Gaines, Glasscock, Howard, Loving, Martin, Midland, Pecos, Reeves, Terrell, Upton, Ward, Winkler

Region 10 - **Counties Served:** Coke, Concho, Crockett, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Schleicher, Sterling, Sutton, Tom Green

Region 24 - **Counties Served:** Dimmit, Edwards, Kinney, La Salle, Maverick, Real, Uvalde, Val Verde, Zavala

## ORANIZATION CHART

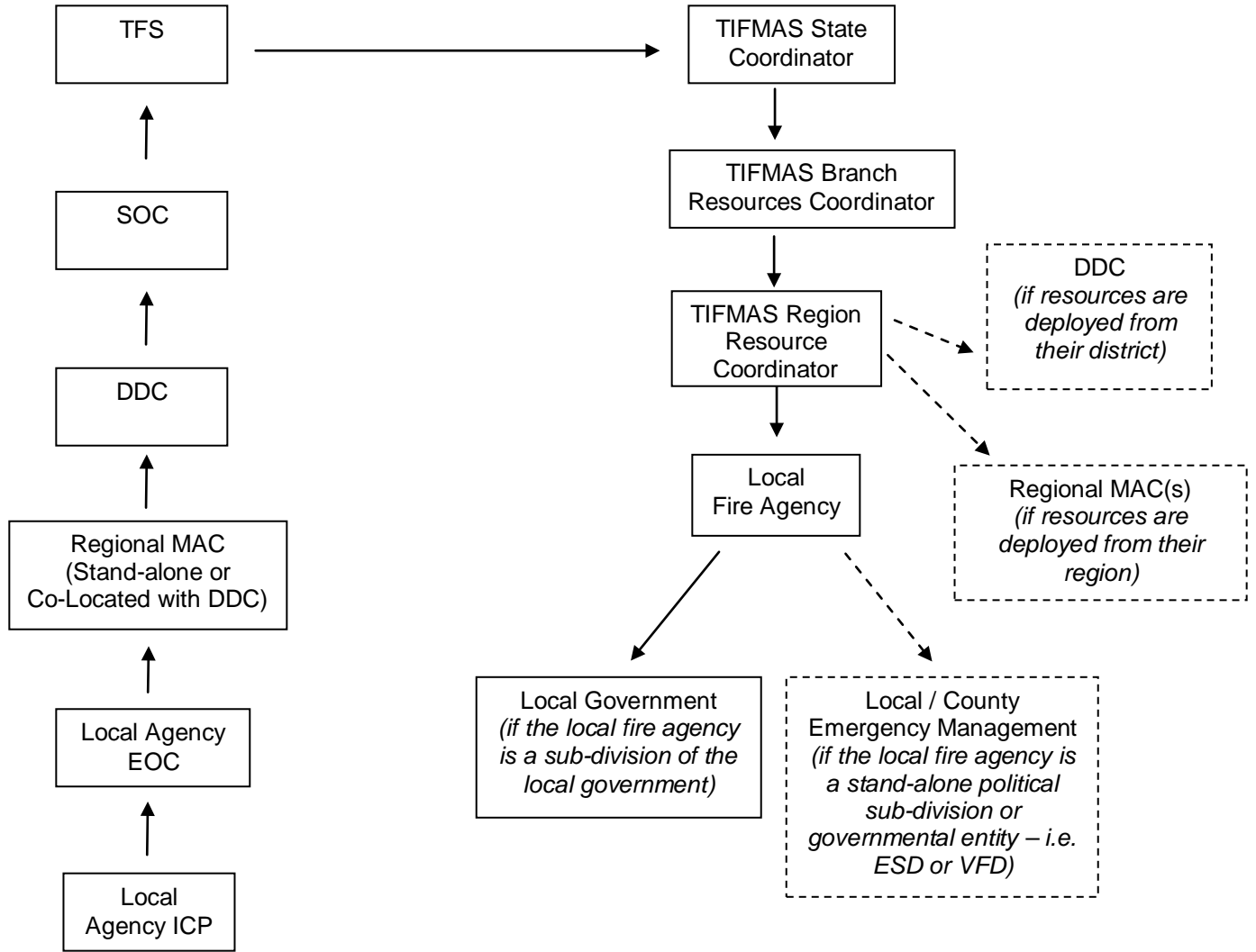


## STANDARD OPERATING PROCEDURES

<b>Responsibility:</b>	
Actions:	
	In the event of an emergency/disaster when local normal mutual aid assistance has been exhausted, the local jurisdiction shall conduct a needs assessment for determining the kind, type and amount of additional resources required.
	The locally affected jurisdiction contacts the county Emergency Management Authority and requests mutual aid assistance, if they can provide what is beyond the normal "local" mutual aid of the local jurisdiction. If this request can be filled within that county, it is taken care of there.
	If the local mutual aid and the impacted county resources have been exhausted, the local city/county Emergency Management Authority requests assistance from the Regional MACS. If resources are not available in the region, then the local Emergency Management Authority or MACS can request the DDC to address the needs for the affected jurisdiction(s) within that county.
	The Emergency Management Authority contacts the DDC with the resource needs for the affected jurisdictions within the County.
	The DDC contacts the SOC who contacts the Texas Forest Service (ESF-4) with the request for resources available to respond to the affected county.
	TFS then contacts the TIFMAS Coordinator of the request.
	If the need is determined to activate Appendix 6 to Annex F, the TIFMAS Coordinator notifies the appropriate TIFMAS Branch Coordinator who will work with the Regional Resource Coordinators in their Branch to identify available resources for the activation. This information will be sent through the Branch Coordinator to the State Coordinator. The State Coordinator will notify the Texas Forest Service who will assign resource order numbers to the available resources and forward these resource orders to the Branch Coordinators and the TIFMAS Coordinator.
	The Region Coordinators will notify the needed resources from within that region, and provide a resource order form for reimbursement, a point of contact, and any other applicable mission information.
	The Region Coordinator will inform the DDC, Regional MAC, and Local/County Emergency Management Authority of resources from their district/region that were deployed (for informational purposes).
	A TFS representative will go to the SOC to serve as an Emergency Management Council member. This person will maintain situational awareness with the SOC, TFS EOC and TIFMAS Coordinator.
	The Type III IMT deployed with TIFMAS Resources will maintain resource status and situational awareness.



## SOP FLOW CHART



Solid arrow indicates SOP request flow;

Dashed arrow indicates information flow;

Signature page

**Texas Forest Service**

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**Tom Boggus, Director Texas Forest Service**