



Rogers Fire Department Standard Operating Procedures

Policy Title: Special Operations Team Deployment
Policy Number: 631 **Volume:** Special Operations
Approved By: Tom Jenkins **Last Updated:** April 2021
CFAI Reference: N/A **CAAS Reference:** N/A
Revision Summary: Created – April 2021 (Replaces Former SOP 631)

PURPOSE

The Rogers Fire Department provides support and personnel to the Arkansas Urban Search and Rescue (USAR) Northwest Arkansas Task Force 1 team. The purpose of this policy is to establish and provide framework for the awareness, alerting, and activation of Special Operations Team (SOT) members in the event of an emergency declaration and a request for task force resources.

POLICY

Deployment of SOT resources and personnel will be managed through three distinct phases. The phases consist of Awareness, Alerting, and Activation. The following procedures will establish necessary and expected actions associated with each phase of preparedness and response.

Awareness

SOT members are assigned to Red, White, and Blue deployment teams with a rotation set forth in the table below. While it is beneficial for all SOT members to maintain an awareness of current events that could require a response, it is incumbent upon members of the assigned deployment team to pay close attention to current and forecasted events as they unfold. When an unexpected or forecasted event is identified the team assigned for deployment is expected to pay close attention to the information available and begin to prepare their personal obligations for a potential deployment. This awareness and initial preparation will allow a quicker transition should events escalate.

Deployment Team Schedule

January	February	March	April	May	June
July	August	September	October	November	December

Alerting

Initial requests for resources should be received by a member of Command Staff. Information will be gathered regarding the type of deployment, resources requested, and if specific technical disciplines are needed. Upon receipt of a request for SOT resources the receiving member will contact the Deputy Chief – Special Operations and Training (DC-SOT) to begin alerting the designated deployment team.

Contact will be made with the Deployment Team Leader and all information will be communicated regarding the request. The Team Leader will then begin notifying team members with information including deployment type, duration, and any special needs. Members receiving notifications should begin to pack and ready themselves for deployment. Once the Deployment Team Leader has been contacted the DFC-SOT will communicate with the City Wide Tour Commanders to notify them of the request and ensure they have time to fill any shift vacancies caused by the deployment.

It is likely information will continue to be received throughout the Alerting Phase. All information regarding the potential deployment will be communicated as received to ensure adequate preparedness and clear expectations.

Activation

The Activation phase begins when resources have been ordered to report for deployment. The SOT members being deployed will be briefed with their itinerary and location to report for assignment. Throughout the deployment the Team Leader should maintain contact with the DFC-SOT to report team movements and assignments as they evolve. This continuous contact will also provide information regarding the status of the team members and physical resources while maintaining a line of communication in the event of an emergency with the deployed team or family of the deployed team.

The DFC-SOT will provide administrative support to ensure the deployed team members have the resources needed to be successful with their assigned mission. The DFC-SOT will also provide updates on the team status to command staff. Administrative assistants will track the cost associated with the deployment to aid in the reimbursement of funds expended during the deployment.