

Purpose: Provide the SFARES Duty Officer a process for mobilizing appropriate subgroups and members following a served agency's request. This procedure also provides the responding team members with general responsibilities.

Prerequisites: Activation only occurs following a served agency's request. Examples of served agencies include Emergency Managers at City, County and State levels, State sponsored Search and Rescue missions or New Mexico Department of Health (NM DOH).

Any next-next operational period activation request, e.g. a "standby" or "alert" request, shouldn't be accepted by SFARES. Instead, the requesting entity should be politely informed to call SFARES when the need for an actual next operational period activation exists. A "standby" or "alert" activation request is one where SFARES members aren't needed immediately but are placed in a standby or an alert status. Calls to Call Multiplier shouldn't be made for "standby" or "alert" activation requests.

The SFARES Emergency Coordinator shall be contacted by the Duty Officer after any activation or a "standby" activation request. The Duty Officer will also take into account the LAARC/SFARES MOU concerning any request involving the LAARC communications trailer. Additionally, the SFARES Emergency Coordinator shall be consulted for any activation request by the NM DOH prior to starting step 1 below.

If the Duty Officer is asked to undertake other duties that could conflict with his/her responsibilities, then the Duty Officer must transfer Duty Officer responsibilities to another Duty Officer before accepting these other duties.

1. Upon receiving a valid activation request, the Duty Officer (DO) completes Attachment 1, SFARES Activation Form and Script.
2. The DO uses Attachment 2, Call Multiplier Instructions, to activate the appropriate Subgroups.

Note: Each Duty Officer receives training on both Attachment 1 and Attachment 2 utilizing Attachment 3, Duty Phone and Call Multiplier Checklist.

Note: Where feasible, the DO should form a standard Team (or Teams if appropriate), each comprised of one Team-Leader and one Team-Member. Depending on the served agency needs, a non-standard team or an individual may be utilized.

Note: If applicable, see Attachment 4, SFARES EOC Areas of Responsibility, which is a map indicating areas of responsibilities which is Santa Fe County inclusive.

3. The DO provides mission information to the Team (or Teams if appropriate) and communicates the method that will be used to recall a Team while in route if it is required. After notification and confirmation that the Team(s) is activated, the Duty Officer will ensure the SFARES EC is aware of the activation.

Note: Either cell phone or radio can be used to recall a Team while in route. As an example, a Search and Rescue recall is generally initiated when the DO is informed that the subject has been "found" and the Team is no longer needed.

4. Team Members determine a time and location to meet or proceed independently to Incident Base or designated site with required Go-kit items. In most cases, the Team will need equipment from the Team Go-Kit locker at the Santa Fe Sheriff's Posse Building. The Duty Officer will coordinate with the Team (Teams if appropriate) to provide access to the Posse Building and Go-Kit locker. The Duty Officer has the keys and combinations to open the Building and locker.
5. The Team Leader or designee should initiate the Unit Log (ICS 214).

NOTE: Go-kit requirements are listed in SFARES-SOP-002. As a Team, members should have the minimum radio gear, Tool Box and Mobile Office items. Team Members should consider the environmental situation, including driving conditions, and ensure they have sufficient clothing and gear. Since conditions can change, it is highly recommended that each Team Member have the complete gear and clothing Go-kit.

6. Each Team Member signs-in and is briefed on the current status and needs.
7. Team (or Teams if appropriate) sets up communications equipment or utilizes the existing equipment.
8. Team (or Teams if appropriate) completes the Communications Plan (ICS 205) as requested, and makes available the Communications Log (ICS 309) and General Message Form (ICS 213).
9. Team (or Teams if appropriate) keeps staff informed of in-bound communications and transmits out-bound communications as instructed.
10. At the completion of the activity, Team (or Teams if appropriate) leave forms with command staff and sign-out.
11. Team (or Teams if appropriate) and/or the Duty Officer writes brief mission summary to the SFARES Group list server <sfares-group@googlegroups.com>.
12. After the establishment of the required team(s), the Duty Officer will support the Team(s) as appropriate including digital modes until the termination of the event.
13. The Duty Officer coordinates any requirements for a Team(s) for subsequent operational periods as requested.

End

Attachments:

- Attachment 1: SFARES Activation Form and Script
- Attachment 2: Call Multiplier Instructions
- Attachment 3: Duty Phone and Call Multiplier Checklist
- Attachment 4: SFARES EOC Areas of Responsibilities