*This model program is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization’s policies and procedures as presented by your manager or supervisor.*

**Emergency Deployment Model Policy**

*This policy is derived from NJSA Title 52, Chapter 75; Fire Service Resource Emergency Deployment Act*

<https://www.state.nj.us/dep/parksandforests/fire/docs/title52-chapter75.pdf>

**Purpose**:

Name of agency establishes this policy for the coordination of fire service resources throughout the State to facilitate a quick and efficient response to any emergency incident or situation that requires the immediate deployment of those resources in order to protect life and property from the danger or destruction of fire, explosion or other disaster.

Definitions:

*County fire coordinator* means the individual appointed by the State fire coordinator pursuant to Fire Service Resource Emergency Deployment Act

*County fire mutual aid plan* means a plan, prepared and adopted by a county in accordance with Fire Service Resource Emergency Deployment Act, which sets forth the measures that are to be implemented in those instances where the fire service resources of an individual municipality within the county are unable to respond adequately to an emergency incident or a local fire emergency disaster and, therefore, it is necessary for the county to coordinate the delivery of fire service resources and assistance to that municipality from other municipalities in the county.

*Deputy county fire coordinator* means an individual appointed by the county fire coordinator to assist the county fire coordinator with the duties and responsibilities of his position and to serve as the county fire coordinator in his absence.

*Deputy State fire coordinator* means an individual appointed by the State fire coordinator from the employees of the Division of Fire Safety to assist the State fire coordinator with the duties and responsibilities of his position and to serve as the State fire coordinator in his absence.

*Division* means the Division of Fire Safety in the Department of Community Affairs.

*Emergency incident* means any situation to which a unit of the fire service responds to deliver emergency services including, but not limited to, rescue, fire suppression, special operations and other forms of hazard control and mitigation. .

*Fire service resources* means fire fighters and other personnel utilized by a unit of the fire service to provide rescue, fire suppression and related activities whether those fire fighters and personnel are volunteer or career; trucks, rescue vehicles and other vehicles used for fire fighting and emergency purposes; and fire fighting and rescue equipment used for fire or emergency purposes, including communications and protective equipment.

Fire service resources shall not include emergency medical service providers and personnel, except that any unit or personnel that provides both fire and emergency medical services shall be subject to this act while performing fire suppression and related activities.

*Forest fire service* means the agency within the Department of Environmental Protection that is responsible for the protection of life, property and natural resources from wildfire.

*Incident commander* means the individual in overall command or control of the fire service personnel, and associated emergency equipment and emergency vehicles, at the site of an emergency incident.

*Local fire emergency disaster* means an emergency incident which, in the judgment of the incident commander, is of such severe degree and nature that it presents a significant threat to the health, safety and welfare of a municipality and its residents and, therefore. may warrant the implementation of the municipality’s municipal emergency operations plan.

*Local fire mutual aid plan* means a plan, prepared and adopted by a municipality or fire district in accordance with the Fire Service Resource Emergency Deployment Act, which sets forth the measures that are to be implemented in those instances when the fire service resources of the municipality or fire district cannot adequately respond to an emergency incident or a local fire emergency disaster and, as a consequence, it is necessary for the municipality or fire district to request assistance and fire service resources from contiguous municipalities.

*Order of deployment* means an order issued by the State fire coordinator to a unit of the fire service requiring the immediate response, recall or standby of that unit‘s fire service personnel, emergency equipment or emergency vehicles. or any part thereof.

*State fire coordinator* means the Director of the Division of Fire Safety in the Department of Community Affairs, or his designee.

*State Firewarden* means the chief of the forest fire service in the Department of Environmental Protection or his designee.

*Unit of the fire service* means a department or force, be it paid, part-paid or volunteer, established and maintained by the State or any of its instrumentalities, any local governmental unit or any of its instrumentalities, any State or local authority, fire district or non-profit corporation, association or organization for the purposes of fire suppression, rescue and related activities.

**Local fire mutual aid plan**

Name of agency has adopted a local fire mutual aid plan in accordance with the Fire Service Resource Emergency Deployment Act. The plan sets forth policies and procedures to coordinate the effective utilization of fire service resources in those instances where the implementation of the local fire mutual aid plan is determined to be necessary or appropriate.

The name of agency mutual aid plan has been filed with the county fire coordinator. In any instance where a local fire mutual aid plan provides for the provision of assistance and fire service resources by or to a political subdivision of another state, the municipality or fire district also shall file a copy of that plan with the State fire coordinator.

The chief of the department shall review the mutual aid plan every two years. The chief shall update the county fire coordinator of changes.

Every two years, the chief of the department shall submit to the county fire coordinator an updated:

* Roster of personnel
* Inventory of equipment
* Listing of fire agencies involved in the mutual aid plan

**Emergency response procedures**

Initial dispatch

*Insert information and procedures for the dispatching of your agency personnel and resources*

No member of name of agency shall respond to the scene of an incident, including a staging area, without a request for response from *insert name of dispatch agency*. Self-deploying of personnel or apparatus is strictly prohibited.

This does not preclude a firefighter from proceeding to the fire station in anticipation of a dispatch.

This does not in any way preclude a firefighter or fire crew on a vehicle who comes upon an incident requirin assistance from stopping at a safe location, notifying insert name of appropriate agency(s) such as dispatch or local police, and commencing to render aid.

First due response procedures

Apparatus shall leave the station in the order defined in *policy name*. All firefighters shall be seated in a designated seat, in full turnout gear, and wearing a seat belt.

*Insert local apparatus positioning protocols*

*Insert local establishment of Command protocols*

*Insert initial attack or investigation mode protocols*

Requests for mutual aid

If the incident commander determines additional fire service resources are required, the incident commander shall first call upon the members of his local fire mutual aid plan.

The incident commander, in conjunction with the county fire coordinator, if on scene, shall maintain a liaison with the supervisory representative of the forest fire service in deploying fire service resources and coordinating protection activities during wildfire emergency incidents.

Should the incident commander determines that fire service resources beyond the local mutual aid plan are required to respond to the emergency incident, the incident commander shall request that the county fire coordinator place the county fire mutual aid plan into effect. Upon making such a request. the incident commander also shall notify the municipal emergency management coordinator of the emergency incident so that the municipal emergency management coordinator may alert and utilize his staff should additional emergency resources be required.

Upon the activation of a county fire mutual aid plan, the county fire coordinator will notify the affected regional fire coordinator and the State fire coordinator with regard to the emergency incident and shall further provide periodic updates to both until termination of the emergency incident.

The local incident command shall coordinate and assist the county and State fire coordinators in the performance of their duties under the Fire Service Resource Emergency Deployment Act.

In the event of an emergency incident, the incident commander also may declare a local fire emergency disaster. When a local fire emergency disaster is declared, the municipal emergency management coordinator shall activate the municipal emergency operations plan. The municipal emergency management coordinator shall coordinate the interactions of all those providing emergency response, emergency resources, or both for the emergency incident.