



SARVAC HWF

Local GSAR Group / HWF Responder Level

Standard Operating Procedure (SOP)

Phase 5 - MOBILIZATION



VERSION: 1 – March 2023

ADMINISTRATOR: Randy Reeves

PURPOSE: The purpose of this document is to provide a Local GSAR Group / HWF Responder level SOP for the *MOBILIZATION Phase* of SARVAC's HWF Program.

SUMMARY: Concurrent with the *FORMATION Phase*, HWF Responders should mobilize and rendezvous at designated travel hubs (if applicable) en route to the destination. With guidance from the NIST DIR, the NIST Logistics Section should coordinate the travel arrangements, book accommodations, and may install infrastructure for the HWF Responder deployment to begin. The return travel of the HWF Responders to their point of origin shall also be planned at this time.

PROCEDURE:

1. Local GSAR Group HWF Coordinators and MRG Supervisors should oversee the travel of HWR Responders.

MRG Supervisors should:

- Report directly to the Operations Manager while deployed and provide daily updates to the Local GSAR Groups regarding the location of their local HWF Responders.
- Be provided with HWF Responder travel and deployment information by the NIST DIR.
- Update their Group's Executive, as required.

2. HWF Responders should prepare for travel and deployment.

Once a notification is received that Deployment is Confirmed, HWF Responders should:

- Ensure that all home commitments have been addressed.
- Prepare personal gear for a minimum ten-to-twelve-day assignment, with consideration for weather and the environment of the incident region.
- Familiarize themselves with information pertaining to the events surrounding the incident and the local area, if time permits.
- Take a moment to assess their mental status, stress level and familiarize themselves with the CISM program within their Local GSAR Group. They may also review the CISM program outline.
- Receive a guidance document from the NIST DIR, which outlines the roles, responsibilities, and expectations of HWF Responders.

3. HWF Responders should receive a travel Information Packet from the NIST - Logistics Section.

Transportation information (tickets) and accommodation reservation information should be in a HWF Responder travel Information Packet, to be electronically, or hand-delivered to each HWF Responder. The HWF Responder should ensure that copies of all documentation are copied to their personal electronic devices that are travelling with them or print the information/documentation to carry with them during their deployment.

- The HWF Responder Information Packet should include:
 - Air and/or Ground transportation tickets and itinerary.
 - Accommodation reservations, check-in instructions and description of meal plans.

- Contact information for their MRG Supervisor to inform in the event of travel related delays or issues.
- Packing checklist with a suggested itemized list for clothing, essentials and personal items.
- Notes on the RFA incident, AHJ or Indigenous Community (if applicable), safety and expectations for HWF Responder behaviour.
- Once the Information Packet is reviewed and confirmation of deployment is provided to the HWF Responder, the HWF Responder should complete preparations.

4. HWF Responders should deploy.

The HWF Responder should:

- Contact their MRG Supervisor to inform of their readiness to deploy.
- Travel to the deployment destination, while adhering to their itinerary.

5. Responsibilities of HWF Responders upon arrival to the BoO.

Upon arrival at the BoO, the HWF Responder should report to their MRG Supervisor, familiarize themselves with their accommodations and surrounding facilities, unpack and prepare for upcoming briefings and taskings.

This completes the *MOBILIZATION Phase* in accordance with the *National Search and Rescue Operations Concept*.