



# SARVAC HWF

## P/T Association Level Standard Operating Procedure (SOP)

### Phase 4 - FORMATION



**VERSION:** 1 – March 2023

**ADMINISTRATOR:** Nicolas de Breyne

**PURPOSE:** The purpose of this document is to provide a P/T Association level SOP for the *FORMATION* Phase of SARVAC's HWF Program.

**SUMMARY:** The *FORMATION* Phase is concurrent with the *MOBILIZATION* Phase, where the selected complement of the HWF response is populated into the NIST and Mission Team. The status of deployment is CONFIRMED. The NIST, P/T Associations and Local GSAR Groups are fully engaged for the duration of the deployment.

#### **PROCEDURE:**

- 1. The P/T Associations may assist the RC with assembling the Mission Team (MIST/MIMT), by identifying suitable HWF Responders from within their regional membership.**

The RFA and Service Agreements should determine whether the Mission Team will be a MIST or a MIMT.

- The DMS should also be utilised to select HWF Responders with the expertise most suited to roles within the Mission Team, including:
  - MIST/MIMT Operation Section,
  - MIST/MIMT Planning Section,
  - MIST/MIMT Logistics Section,
  - MIST/MIMT Finance and Administration Sections.
  - Positions within the MRGs.
  - Other roles and responsibilities as required.

The P/T Associations should be aware that:

- Once the Mission Team has been assembled, the RC should receive authorization to manage this HWF contingent.
- The RC should designate (with guidance from the NIST DIR) the Branches Director (as required), Division and/or Group Supervisors (as required), P/T Team Leads and the MRG Supervisors, to organize and oversee the HWF Responders as they travel to the incident destination.
- The NIST DIR should distribute the incident Emergency Plan to the Mission Team.
- Travel and accommodations should be organized by the LSM (or the Transportation and Accommodation Unit Leader when assigned) and actioned by the Mission Team.
- The deploying HWF Responders should be assembled into their assigned MRGs. The MRG may remain together for travelling during the *MOBILIZATION*, *DEPLOYMENT* and *DEMOBILIZATION* Phases, and may remain together during *TASKING* Phases, when the HWF Responders are in the incident area. The MRG Supervisors should be a point of contact for the HWF Responders within their MRG.

**2. The P/T Association Coordinators should help organize their respective HWF Responders for deployment.**

When HWF Responders are sourced from multiple Local GSAR groups, the P/T Association Coordinator may assist with coordinating Travel Teams, by merging HWF Responders at centralized locations before having them travel together to the deployment area.

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