2019

ALL-HAZARD MOBILIZATION PLAN

Preparers:
Donald Tucker - NH Division of Forests & Lands
Douglas Miner – NH Division of Forests & Lands
Contents

INTRODUCTION .............................................................................................................................................. 3

PRIMARY CONTACTS .................................................................................................................................. 4

RESPONSIBILITIES ..................................................................................................................................... 5

PURCHASING ............................................................................................................................................... 11

PERSONNEL TIME KEEPING ..................................................................................................................... 12

GENERAL PERSONNEL NOTES ................................................................................................................ 13

ADDITIONAL DOCUMENTS ....................................................................................................................... 16

FOOD SERVICE ............................................................................................................................................ 16

APPENDIX A- Directions / Maps .................................................................................................................. 18

APPENDIX B - Telephone Contact List (alphabetical order) ..................................................................... 20

APPENDIX C – Directions to Bear Brook Forestry Warehouse ..................................................................... 21

APPENDIX D - Area Restaurants ................................................................................................................ 23

APPENDIX E - Area Hotels .......................................................................................................................... 24

APPENDIX F - ICS 206 MEDICAL PLAN .................................................................................................... 26
INTRODUCTION

The following plan provides a mobilization point for Northeastern ICS qualified crews that will be dispatched to incidents wherever requested. This plan provides for anticipated needs regarding a crew module dispatch, including call-up, transportation, staging areas, parking, food, and other personal needs.

The mobilization and departure point will be Manchester/Boston Regional Airport. Crews from all areas of the NFFPC and other geographic areas, when deemed necessary have the opportunity to be assembled and dispatched from this centrally located facility. Crews arriving via air or ground transportation will be accommodated.

NECC will work with EACC in determining the need for airport and staging area operations for federal mobilizations and will determine the need to support Compact or national emergencies.

The following document will be used to provide general information and operating procedures for Inter-Agency use of the Manchester mobilization center. This plan outlines information for staging/mobilization center management. It includes phone numbers, duties and responsibilities of individuals and logistical support information for all mobilizations of multiple crews. The main purpose for the staging/mobilization center is to facilitate the transportation of multiple organized fire crews when charter aircraft is required. Crews will be assembled and mobilized from this centrally located facility.

The staging/mobilization center consists of the following facilities:

**Manchester Airport Fire Station** – located at 402 Kelly Avenue at the Manchester/Boston Regional Airport. This is the primary staging area, and will be the initial dispatch reporting location for resources ordered by NECC to the Manchester/Boston Regional Airport for dispatch to Compact or national emergencies. *This facility will not be used to house personnel overnight.*

**Armed Forces Reserve Center (AFRC)** – located approximately 2.3 miles from the MHT fire station at 64 Harvey Road in Londonderry, NH. This facility will be used to house personnel overnight, if required, as well as for shower facilities as needed. The AFRC contains 3 separate air conditioned open spaces, each with a capacity of holding at least 60 people; it also contains locker/shower rooms and an unstaffed full kitchen facility. This would be our first choice/option for a crew overnight.

(Directions to both facilities are located in Appendix A.)

**NOTE:** Resources requested to report to either of the above two locations should not plan to leave personal or agency vehicles at the staging/mobilization center. Arrangements should be made by the
individual agency to either deliver personnel to said locations or retrieve any personal or agency vehicles within the day of arrival.

As a minimum, the operation of the mobilization/staging area will require at least one Mobilization Center Manager (STAM), One Driver (DRIV), one Security Officer (SEC 2), one Equipment Inspector (EQPI) and one bus. The Mobilization Center Manager may order additional personnel or equipment as required.

Personnel for the above assignments may be pre-designated as found in Appendix B, or ordered for support of the center through ROSS by NECC.

When the determination has been made to open the Manchester Mobilization Center, NECC will alert the primary Mobilization Center Manager or their designee. A Resource Order will be created to activate the Manchester Mobilization/Staging Center. The Mobilization Center Manager will order personnel and resources needed to support the mobilization center / staging area through NECC. All charges for the operation of the Manchester Mobilization/Staging Center are to be charged to the fire or fires being supported by the operation of this center.

The Manchester Mobilization/Staging Center Manager determines personnel staffing releases as soon as feasible.

### CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact numbers</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas Miner</td>
<td>NH-NHS, STAM/PIOF/SEC2/EQPI - Primary Center Manager</td>
<td>(603) 227-8734 (w) 603-419-9143 (c) (603) 798-5493 (h)</td>
<td><a href="mailto:douglas.miner@dncr.nh.gov">douglas.miner@dncr.nh.gov</a></td>
</tr>
<tr>
<td>Bryan Nowell</td>
<td>NH-NHS, LSC2(T)/STAM Alternative Center Manager</td>
<td>(603) 2278730 (603) 419-9144 (c) (603) 660-0878</td>
<td><a href="mailto:Bryan.nowell@dncr.nh.gov">Bryan.nowell@dncr.nh.gov</a></td>
</tr>
<tr>
<td>Steven Sherman</td>
<td>NH-NHS Fire Supervisor</td>
<td>(603) 271-2214 (w) (603) 746-5001 (h) 603-419-9140 (c)</td>
<td><a href="mailto:steven.sherman@dncr.nh.gov">steven.sherman@dncr.nh.gov</a></td>
</tr>
<tr>
<td>Brad Simpkins</td>
<td>Director-NHDF&amp;L</td>
<td>(603) 271-2214 (w) (603) 419-9140 (c) (603) 746-5001</td>
<td><a href="mailto:Brad.simpkins@dncr.nh.gov">Brad.simpkins@dncr.nh.gov</a></td>
</tr>
<tr>
<td>Tom Parent</td>
<td>NFFPC – Executive Director</td>
<td>(207) 968-3782 (w) (207) 512-0645 (c) (207) 968-2755 (h)</td>
<td><a href="mailto:necompact@fairpoint.net">necompact@fairpoint.net</a></td>
</tr>
<tr>
<td>Molly Campbell</td>
<td>NECC – Center Manager</td>
<td>(603) 536-6208</td>
<td><a href="mailto:Molly.Campbell@usda.gov">Molly.Campbell@usda.gov</a></td>
</tr>
<tr>
<td>Richard Bird</td>
<td>USAR-Supervisor Staff Administrator for AFRC</td>
<td>(603) 537-8080 (w) (978) 758-0232 (c)</td>
<td><a href="mailto:Richard.a.bird.civ@mail.mil">Richard.a.bird.civ@mail.mil</a></td>
</tr>
</tbody>
</table>
RESPONSIBILITIES

The Mobilization Center Manager and initiate coordinating actions for the Mobilization Center as soon as possible after notification from Northeastern or Eastern Area Coordination Centers that fire crews will be mobilized out of Manchester Airport.

The Mobilization Center Manager is responsible for overall activities, including notification of Manchester Airport authorities and General Staff personnel that the mobilization plan is being implemented, and will assist in the New Hampshire crew call-up procedure as needed. The Mobilization Center Manager will cover the duties of any position not staffed. Specific duties and responsibilities of the Mobilization Center Manager are outlined under the following checklist:

- Ensure that safety receives priority consideration in the development of the mobilization plan
- Obtain briefing and approval from NECC
- Implement the Fire Mobilization Plan
-Notify Manchester Airport authorities
- Order any support staff, equipment, and supplies, as required, through NECC
- Initiate resource order requests with NECC and approve requests for additional resources and release of surplus resources
- Maintain communications with NECC
- Record activities on ICS 214 Unit Log and maintain all documentation regarding the mobilization effort, including receipts and invoices
The **Mobilization Center Manager** is responsible for the management of all operations directly applicable to the mobilization effort. Operations will cover activities at the Bear Brook Warehouse as well as Manchester Airport and will include setting up and management of Staging Areas at both locations as required. The Mobilization Center Manager shall remain flexible as to base of operations and shall select the location most efficient to meet the needs of the mobilization effort. The Mobilization Center Manager exercises direct supervision over support personnel at both Manchester Airport and the Bear Brook Forestry Warehouse.

Additional duties and responsibilities of the Mobilization Center Manager may include:

- Brief and assign support personnel in accordance with Fire Crew Mobilization Plan
- Initiate requests for transportation of crews as needed
- Supervises mobilization operations at the Manchester Airport
- Initiate recommendations for release of resources when no longer needed
- Report information about special activities, events and occurrences
- Order / designate security personnel as needed to establish security to protect personnel, personal gear and maintain restricted areas
- Maintain contact with Airport officials regarding flight information
- Ensure that all essential crew needs are met
- Resolve logistics problems in assigned area
- Establish staging area layout at the Crash/Rescue Fire Station or Armed Forces Reserve Center
- Establish check-in functions and time-keeping functions
- Establish an information board for messages and instructions to crews
- Provide crew briefings about all ground rules, restrictions and regulations
- "Weigh in" crew members and gear and record on appropriate manifests
- Keep IC informed of situation and resource status and all significant events
- Minimize risks and hazards, and maintain Staging Area in orderly condition
Maintain a Unit Log (ICS form #214)

The Mobilization Center Manager will maintain communications with Chief Carrier and/or the Duty Officer in Charge at the Crash/Rescue Fire Station. When deemed necessary, a Security Officer (SEC2) from Chief Carrier’s staff will be assigned to the Mob Team for the duration of the mobilization and dispatch to ensure that all Airport regulations are adhered to. An additional SEC2 may be ordered to support activities at the AFRC as required.

The Mobilization Center Manager may assign the Equipment Inspector (EQPI) and/or a Security Officer (SEC2) to direct or assist with weighing of fire crew personnel and equipment, and to develop official manifests for each crew.

Total weight of crew plus gear shall not exceed 5300 pounds per NWCG specifications.

Personal gear weight shall not exceed 65 pounds.

Upon request of the Mobilization Center Manager, the Equipment Inspector (EQPI) or SEC 2 will also develop, distribute and have each Crew Boss sign and return a copy of the DOD hazardous materials check-off form for issuance to aircraft personnel or the assigned aircraft Loadmaster.

The Equipment Inspector (EQPI) or SEC 2 may also develop and provide copies of an official total crew module weight form, with a breakdown of individual crew total personnel weight and total equipment weight, to assist with safe and proper loading of incident aircraft.

The Mobilization Center Manager or designated Security Officer (SEC 2) is responsible for and will direct the safe & efficient loading of the incident aircraft, and may act in concert with any contracted or government-provided Loadmaster that may arrive with the incident aircraft. The Center Manager will also coordinate the loading of equipment and personnel with staff from Signature Airways.

The contracted or government-provided Loadmaster will ensure that all FAA and TSA rules are applied to packing and loading of incident equipment and personnel for each flight.

When commercial flights are utilized, departure will be through the main terminal at Manchester Airport. Transport from the Mobilization Center to the MHT terminal may be on either a school bus or in Forest Ranger vehicles. When possible, and SEC 2 will accompany the crew members and assist with commercial flight check in and ensure that crew members proceed successfully through the TSA security screening. Passengers flying on commercial carriers may be subject to additional baggage fees assessed by the airline. Firefighters will be subject to TSA security screening rules and should secure knives, leatherman tools etc. in checked baggage.

When firefighters arrive at the terminal via commercial carrier flights, NECC will provide the Center Manager with cell phone numbers for the firefighters. Coordination for pickup of these resources and delivery to the Mobilization Center will be coordinated by assigned drivers (DRIV). The same procedure
should be followed for firefighters arriving at area bus terminals seeking transportation to the mobilization center.

**Mobilization Center Logistics:** The Mobilization Center Manager will normally address all logistical concerns and is responsible for providing facilities, services and material in support of the mobilization effort. The person addressing logistical concerns participates in the implementation of the mobilization plan, exercises direct supervision over the Food Unit, Ground Support and Supply Unit Leaders and fulfills the duties of all subordinate positions when these positions are not filled. The Mobilization Center Manager shall select a work location at or near the Crash/Rescue Fire Station at Manchester Airport or the U.S. Armed Forces Reserve Center and be readily available to meet the needs of the mobilization activities.
Logistical concerns to be addressed for mobilization/staging are outlined in the following checklist:

- Designate means of communication between mobilization personnel and NECC (normally via cellular phones and pagers)
- Ensure provision of emergency medical services (normally via on-duty Manchester Airport Fire Department personnel) according to the attached ICS 206, Medical Plan
- Coordinate ordering, delivery and service of meals and beverages
- Coordinate crew and equipment transportation and inspection of incident vehicles
- Coordinate adequate facilities to house required fire crew personnel and support services
- Coordinate ordering & delivery of needed supplies to sustain efficient operations in support of the mobilization effort
- Receive and record all Resource Orders and invoices

EQUIPMENT INSPECTION

An Equipment Inspector (EQPI) will be assigned to assist with the operation of the Mobilization/Staging Center. This person is responsible for assigning drivers to coordinate the transportation of personnel, supplies, food and equipment associated with the crew mobilization, and developing and implementing a Mobilization Transportation Plan as needed. This position shall determine all transportation needs of the fire crews and overhead and arrange with the Mobilization Center Manager for the availability of appropriate vehicles to meet those needs.

Ordering of busses or other vehicles shall be done with an E-number RESOURCE ORDER request through NECC. The order should specify numbers and types of bus or vehicle, when the type of transportation is needed, and where the vehicle is to report to for incident use. The E-number RESOURCE ORDER shall be processed by NECC and copies forwarded to the Executive Director of the NFFPC by FAX or E-Mail.

Hard copies of vehicle resource orders should accompany all other vehicle-related paperwork, forms, or invoices when mailed to the Compact Executive Director as described below.

The Equipment Inspector (EQPI) will inspect all incident busses or other requested/assigned incident vehicles as follows:

Each vehicle will need to be inspected according to the ICS Vehicle/Heavy Equipment Safety Inspection Checklist (OF 296) and tracked with an Emergency Equipment Shift Ticket (OF 297). Forms will need to
be signed by both the inspector and the vehicle driver. The vehicle driver will keep one copy of each form and the inspector will retain copies to mail to the appropriate purchasing authority. Vehicles that do not pass inspection are not used.

The Mobilization Center Manager or assigned EQPI shall sign Emergency Equipment Shift Tickets for each appropriate period of vehicle operation on the incident.

MEDICAL UNIT

The Medical Unit for the mobilization effort will be the on-duty staff of the Crash/Rescue Fire Department for the duration of the mobilization and dispatch of fire crews at Manchester Airport. While at the Armed Forces Reserve Center, Londonderry Fire Department will be the default provider of EMS services through the 911 dispatch center. Patient transport will be provided by Londonderry Fire Department or other appropriate emergency carriers.

SECURITY UNIT

The SEC2 will be an assigned NH Forest Ranger who will be responsible for providing security for crew member’s gear, preventing crew members and other unauthorized persons from restricted areas and to provide general security for all facilities and personnel at the Armed Forces Reserve Center and Crash/Rescue Fire Station when utilized as well as surrounding areas.

FOOD UNIT

The Mobilization Center Manager will act as Food Unit Leader and is responsible for determining feeding requirements based on projected stand-by time and arranging with support personnel for providing the required services; setting up and maintaining serving areas and coordinating food service needs with other mobilization personnel.

Meals ordered will be for actual numbers of mobilized fire personnel plus any support staff attached to the mobilization effort. The ordering person MUST confirm with NECC for any special dietary needs (i.e., vegetarian meals, food allergies) as well as any need for “double lunching” as directed by the requesting agency, Expanded Dispatch, or NECC. Food guidelines can be found in the National Food Services Contract but are voluntary and not required when ordering or procuring meals from vendors for mobilizations. Firefighter meal and calorie requirements are relaxed while in travel status (staging and/or during the administrative mobilization process).

INFORMATION OFFICER

If needed, an information officer (PIO, PIOF or higher) may be requested through NECC to support mobilization efforts.

In lieu of a designated PIO2, a PIOF may be ordered through NECC. In addition, mobilization efforts may be used as training tools for PIOF(T) or PIO2(T) personnel.
If a formal ICS Information Officer is not warranted due to short time of assignment, Fire Supervisor Steven Sherman, the Mobilization Center Manager or his/her designee will arrange for media contacts and assume duties of Incident Information Officer for the mobilization effort.

Efforts should be made to focus media attentions on the line fire personnel. Permissions must be granted through the appropriate Crew Boss and/or Squad Boss.

**PURCHASING**

The NFFPC Executive Director shall serve as the procurement agent for all support services and equipment. The director however has delegated this authority down to the Deputy Center Manager at NECC. Specific information as to sources and availability of personnel, equipment and supplies is as follows:

When meals, equipment or supplies are needed, they will be ordered through the Mobilization Center Manager. Meals will follow the NWCG food catering requirement for feeding crews. The ordering process consists of submitting a properly filled out E- or S-number RESOURCE ORDER Form. This form acts like a requisition and is necessary for the vendor to be paid.

The RESOURCE ORDER request is made through NECC indicating amount and types of meals (breakfast, bagged lunch, or dinner), the location to where the meals are to be delivered and by what time they are needed. NECC will contact act as the Contracting Officer and place/pay for the actual order for the meals.

The RESOURCE ORDER needs to be requested from NECC by FAX or e-mail and must be forwarded to the appropriate purchasing authority. As stated above NECC Deputy Center manager has been authorized to act on behalf of the Executive Director, NFFPC to make these purchases utilizing the compacts credit card held at NECC.

Invoices for meals will be collected from the vendor upon delivery.

**IMMEDIATELY FOLLOWING** the mobilization or demobilization, NECC will forward via email a copy of each RESOURCE ORDER, any vendor’s invoices, vehicle safety inspections and shift tickets to the the NFFPC Executive Director for reconciliation purposes and reimbursement from the appropriate agency placing the initial mobilization request.
If the NECC deputy center manager or the NFFPC Executive Director is not available, back-up purchasing assistance may be available on a case by case basis from the following purchasing agents:

<table>
<thead>
<tr>
<th>USFWS</th>
<th>White Mountain National Forest Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><a href="mailto:Tifani_Holt@fws.gov">Tifani_Holt@fws.gov</a></strong></td>
<td>Contact Shannon Gurney (603-536-6262) to request assistance from:</td>
</tr>
<tr>
<td></td>
<td>Martina Marschall</td>
</tr>
<tr>
<td></td>
<td>603-536-6210</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:martina.marschall@usda.gov">martina.marschall@usda.gov</a></td>
</tr>
<tr>
<td><strong><a href="mailto:Pamela_Carota@fws.gov">Pamela_Carota@fws.gov</a></strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>978-443-4661 x10</td>
</tr>
<tr>
<td></td>
<td>774-641-6461 (c)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Green Mountain / Finger Lakes National Forest</th>
<th>National Park Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Kevin Boness (802-282-1831) to request assistance from:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Derick Yara</strong></td>
<td>Fred Mason</td>
</tr>
<tr>
<td>802-747-6752</td>
<td>207-288-8783</td>
</tr>
<tr>
<td><a href="mailto:derick.yara@usda.gov">derick.yara@usda.gov</a></td>
<td>207-266-4571</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Fred_mason@nps.gov">Fred_mason@nps.gov</a></td>
</tr>
</tbody>
</table>

**PERSONNEL TIME KEEPING**

If crews are to stay overnight, a Personnel Time Recorder (PTRC) or Time Unit Leader (TIME) may be ordered to support crew time-keeping functions related to the use of the mobilization/staging center. **This person will coordinate with the crew bosses to obtain, record and approve on duty time for all crew mobilization personnel.** This position shall also secure record and maintain all vendor invoices and costs for the duration of the crew mobilization effort and work with the IC following demobilization for prompt payment of bills.

**IF QUESTIONS ARISE REGARDING PERSONNEL TIME, WORK-REST RATIOS, OR ANY OTHER INCIDENT BUSINESS** related to the personnel or operation of the Manchester Mobilization/Staging Center, such questions **SHALL** be directed through the appropriate Eastern Area Incident Business Management Specialist. An IBM specialist may be contacted either directly or through NECC, and shall be referred to either the timekeeping position, Center Manager or the appropriate supervisory personnel.
### Eastern Area Incident Business Management Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency</th>
<th>Represents</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randee Olson (Chair)</td>
<td>WI-09</td>
<td>USFS - Region 9</td>
<td>218-387-3204 W 218-370-0561 C 218-387-3246 Fax</td>
<td><a href="mailto:randee.olson@usda.gov">randee.olson@usda.gov</a></td>
</tr>
<tr>
<td>Cristine Basina</td>
<td>MN-MRA</td>
<td>BIA</td>
<td>612-725-4525 W 612-713-4401 Fax</td>
<td><a href="mailto:cristine.basina@bia.gov">cristine.basina@bia.gov</a></td>
</tr>
<tr>
<td>Brenda Miles</td>
<td>MN-VOP</td>
<td>NPS</td>
<td>218-283-6662 W 218-360-1493 C 218-285-7404 Fax</td>
<td><a href="mailto:brenda_miles@nps.gov">brenda_miles@nps.gov</a></td>
</tr>
<tr>
<td>Sandra Williams</td>
<td>PA-NAF</td>
<td>USFS – Northeastern Area State and Private Forestry</td>
<td>814-728-6259 W 610-717-6997 C 814-726-1465 Fax</td>
<td><a href="mailto:sandra.williams@usda.gov">sandra.williams@usda.gov</a></td>
</tr>
<tr>
<td>Tamie Thompson (VIPR,BUYT)</td>
<td>MI-HMG</td>
<td>USFS</td>
<td>231-723-2211 X3134 W 231-723-8642 Fax</td>
<td><a href="mailto:tamie.thompson@usda.gov">tamie.thompson@usda.gov</a></td>
</tr>
<tr>
<td>Kim Muirhead</td>
<td>MN-RLR</td>
<td>FWS</td>
<td>218-768-2402 W 218-464-7801 C 218-768-3040 Fax</td>
<td><a href="mailto:kimberly_muirhead@fws.gov">kimberly_muirhead@fws.gov</a></td>
</tr>
</tbody>
</table>

**REMINDER:** All personnel assigned to or staged at the Manchester Mobilization/Staging Center are to adhere to national incident **WORK-REST GUIDELINES** and incident **DRIVING STANDARDS** for national mobilizations.

### GENERAL PERSONNEL NOTES

Manchester Airport Fire Department personnel may be assigned as directed by Chief Carrier or his designee if the Airport Fire Department facility is being used for the mobilization. In lieu of Chief Carrier, the **on-duty supervisor** should be requested for all Airport Fire Department needs, services, or information.

Fire crews and/or portions of fire crews (partial or complete squads) may be used to assist with mobilization efforts including center activities and aircraft loading. Requests must be made through the
appropriate Crew Boss. Efforts must be made to ensure equitability of such mobilization-related assignments so as to provide equal opportunities for all fire crews to accept or decline such assignments.

Fire crew personnel ordered to report to the Manchester Mobilization Center should arrive ready-for-assignment with all appropriate personal and line gear, not to exceed 65 pounds. This should include personal toiletries and sleeping bag and/or pad. Personnel should be prepared to sleep on a floor and/or ground if required to stay overnight at the mobilization center (AFRC). Showers will be provided if time allows.

Fire crews demobilizing through Manchester should be prepared to adhere to national incident WORK-REST GUIDELINES and national incident DRIVING STANDARDS. Therefore, personnel may be required to be housed in a Manchester-area hotel for the evening after arrival at Manchester for demobilization prior to return to their home unit.

Fire crews demobilizing through Manchester should be aware that an appropriate meal will be ordered for their arrival depending upon time of day. This will consist of either a hot or cold breakfast, sack lunch, or a hot supper delivered to the mobilization center; if this is the case, then personnel will not be reimbursed for additional meal costs for the first meal upon arrival at Manchester.

Crews will not be held overnight at the airport fire station. Overnight accommodations, if required, will be at the Armed Forces Reserve Center. If the AFRC is not available, local hotels may be used. The Mobilization Center Manager is responsible for this decision. Crews and personnel should be prepared to be OFF THE CLOCK for any stay in excess of three hours at the mobilization center, in accordance with the national incident business management handbook.

Every effort will be made to provide for the utmost safety of personnel and reasonable accommodations, meals, and rest for firefighters. Supervisory personnel visiting the center should advise their subordinate personnel that safety issues WILL be addressed immediately and issues related to accommodations, meals, and/or rest WILL be addressed appropriately; however, such issues MUST be brought to the attention of the MOBILIZATION CENTER MANAGER immediately to ensure timely action.

<table>
<thead>
<tr>
<th>FOLD-UP COTS</th>
<th>If desired, fold-up cots may be available at Manchester Airport courtesy of the New Hampshire Red Cross.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLEEPING BAGS</td>
<td>Firefighters should arrive at the staging area ready for assignment, including their own sleeping bag and/or sleeping pad.</td>
</tr>
<tr>
<td>SCHOOL BUSES</td>
<td>Dail Transportation, P.O. BOX 428, Route 107, Epsom, N.H. 03234 24 hour telephone numbers: (603) 736-9682 ; (603) 736-9786</td>
</tr>
</tbody>
</table>
### INTERNATIONAL BORDER CROSSING BUSES

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Website</th>
</tr>
</thead>
</table>
| Premier Coach Lines (VT, NY, NH) | 946 Rt 7 South, Milton, VT  
802-655-4456 
1-800-532-1811  
www.premiercoach.net | Sunshine Travel  
Boston, MA  
617-695-1989 
617-695-1820  
www.sunshineboston.com  | Cyr Bus Lines  
153 Gilman Falls Ave, Old Town, ME 1-800-244-2335  
207-827-2335  
www.cyrbustours.com  |
| Sunshine Travel  
Boston, MA  
617-695-1989 
617-695-1820  
www.sunshineboston.com  | Trius Charter  
70 Trius Drive, PO Box 1385, Fredericton, NB  
506-459-2045  
1-800-561-0024  
www.triusgroup.com/trius/290/Charter-Bus |      |

**REMINDER:** If needed for a federal mobilization, any bus or other vehicle shall be ordered with an E-number RESOURCE ORDER by MHT Mobilization Center via request through NECC.

Each individual fire crew will need one bus. It may be necessary to order one bus to report to the Bear Brook Forestry Warehouse for a New Hampshire crew and additional busses as necessary to report to the Mobilization Center in order to accommodate other agency crews.

**Transport Coaches**

If a coach-type bus is required for mobilization purposes, call NECC to request a resource order for such a bus.

**Pickup Trucks**

Trucks, if needed, should be ordered **empty** to accommodate loading and unloading needs. If needed, trucks should be ordered as “driver with vehicle” through NECC with the individual requested as a DRIV New Hampshire Forest Rangers ordered in other positions (SEC2, etc.) to support a mobilization should report with their issued vehicle, with the cargo bed empty.

**Forms**

When there is an EQPI this individual will conduct the vehicle safety inspections and track emergency equipment shift tickets. These forms will be retained by the Mobilization Center Manager. ICS 214 forms, DOD loading forms, and crew manifest forms are available through the DNCR warehouse cache.
**ADDITIONAL DOCUMENTS**

All crews assembled should be provided access to the daily NICC Situation Report as found at [http://www.nifc.gov/nicc/sitreprt.pdf](http://www.nifc.gov/nicc/sitreprt.pdf).

All crews should be provided with Fire Danger Pocket Cards by their sending agency for the area of the assignment indicated on their Resource Order. Fire Danger Pocket Cards can be found at [http://fam.nwcg.gov/fam-web/pocketcards/default.htm](http://fam.nwcg.gov/fam-web/pocketcards/default.htm).

Any crews assembled for assignment to the Province of Quebec may be provided with a copy of the SOPFEU Lexicon/French-to-English fire glossary upon request which can be found at: [http://www.sopfeu.qc.ca/en/zone_interactive/lexique_technique.php](http://www.sopfeu.qc.ca/en/zone_interactive/lexique_technique.php)

**FOOD SERVICE**

| Contigiani’s Catering Service | 11 Durkee St  
Laconia, NH 03246 | Email: ccseventsales@gmail.com or jimcontigiani@gmail.com  
Office: 603-524-4518  
Jim’s Cell: 455-8956  
Fax: 603-524-0942 |
|-----------------------------|---------------------------------|
| Celebrations Catering      | Nashua & Manchester  
http://celebrationsmenu.com  
888-401-3663  
consult@celebrationsmenu.com | Becky: 603-236-6035  
bpullito@celebrationsmenu.com  
Fred: 603-860-0616  
Office: 603-598-5177  
Fax: 603-623-3270 |

These catering service have been used in the past and generally can provide the capability for sack lunches and full meal set up on 12 to 24 hour notice. Billing will be handled as previously mentioned and as required by the catering establishment. Rates and products are in accordance with annual National Mobile Food Services contract see Appendix G.

An invoice for each meal delivery will be provided by the vendor. This invoice will need to be mailed to the purchasing authority in accordance with procedures listed above.

**Alternative food provider:** Subway of Epsom, NH. Manager: Josh – 603-736-4000 (w); 603-520-9182 (c)

**REMINDER:** If meals are needed to support a Federal mobilization, meals may ONLY be ordered with an S-number RESOURCE ORDER via request through NECC.

Revised 03/28/2018
Effort shall be made to order at least 10% of meals for vegetarian menu, as well as to query any incoming agency crews for food allergies. For each food service time, reminder should be given to all personnel of the availability of vegetarian meals or any other specific menu selection.

Meal numbers ordered per service (breakfast, lunch, or supper) shall be one for every firefighter being mobilized, one for each support person including bus drivers and flight crew for charter aircraft, and for all airport fire station personnel assigned to assist the mobilization. NECC will indicate if the fire crews need to be double-lunched for any reason.
APPENDIX A - Directions / Maps

MANCHESTER AIRPORT FIRE DEPARTMENT (CRASH/RESCUE STATION)

GPS Location: 402 Kelly Ave, Manchester, NH

FROM ALL POINTS - GO TO Interstate Route 93:

IF YOU ARE TRAVELING SOUTH ON I-93:

Go past Exit 6 - Take I-293 North/NH Route 101 West to Exit 1, (South Willow Street) and take a left off exit ramp. Continue south on South Willow Street one mile, going through 4 traffic lights. At traffic light near city fire station at #33 Harvey Road you will bear left on NH Route 28 South. Take a right at the next traffic light onto Harvey Road. Follow up the hill one-half mile and take first right onto Bouchard Street after sign for Wiggin Aviation. Road will end in 0.3 miles at Kelly, take a right on Kelly and follow down 0.2 miles to Fire Station. Fire station is a 2-story building, blue in color. There will be direction street signs on South Willow, Route 28, Harvey Road and Bouchard Street to help you. They are green in color and say AIRPORT FIRE STATION in white letters.

IF YOU ARE TRAVELING NORTH ON I-93:

Get off Route 93 north at Exit 5 (NH Route 28 North)) and take a left off the bottom of the exit ramp. Continue North on NH Route 28 to Harvey Road, which will be at a set of lights with Harvey Road on the left. Take a left at this traffic light onto Harvey Road. Follow up the hill one-half mile and take first right onto Bouchard Street after sign for Wiggin Aviation. Road will end in 0.3 miles at Kelly, take a right on Kelly and follow down 0.2 miles to Fire Station. Fire station is 2-story building, blue in color. There will be direction street signs on Route 28, Harvey Road and Bouchard Street to help you. They are green in color and say AIRPORT FIRE STATION in white letters.

ARMED FORCES RESERVE CENTER:

GPS: 64 Harvey Road, Londonderry, NH

Follow directions to Harvey Road above, but do not turn onto Bouchard Street. Continue to follow Harvey Road one mile and take a right near sign for Stonyfield Yogurt – this is still Harvey Road. If you miss this turn, continue to the next set of lights and take a right on Webster, which will put you back on Harvey Road. Follow one mile to next intersection and take a left – still Harvey Road. Go 0.3 miles and the U.S. Armed Forces Reserve Center is on the left and set back off the road.
**APPENDIX B - Telephone Contact List (alphabetical order)**

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail / Role</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Cell/Pager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dale Transportation</td>
<td>DRIV (bus, CDL) first contact w/Dail Transportation</td>
<td>603-736-9682</td>
<td>603-798-5282</td>
<td>603-470-5226</td>
</tr>
<tr>
<td>Little, Jennifer</td>
<td><a href="mailto:Jennifer.little@dnrr.nh.gov">Jennifer.little@dnrr.nh.gov</a> PTRC, TIME(T)</td>
<td></td>
<td>603-271-2214</td>
<td></td>
</tr>
<tr>
<td>Miner, Douglas</td>
<td><a href="mailto:douglas.miner@dnrr.nh.gov">douglas.miner@dnrr.nh.gov</a> Mobilization Center Manager</td>
<td>603-227-8734</td>
<td>603-798-5493</td>
<td>603-419-9143</td>
</tr>
<tr>
<td>Nowell, Bryan</td>
<td><a href="mailto:bryan.nowell@dnrr.nh.gov">bryan.nowell@dnrr.nh.gov</a> Alternative Mob Center Manager</td>
<td>603-227-8730</td>
<td>603-660-0878</td>
<td>603-419-9144</td>
</tr>
<tr>
<td>NECC</td>
<td><a href="mailto:necc.dispatch@gmail.com">necc.dispatch@gmail.com</a> Dispatch Center</td>
<td>603-536-6208</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nelson, Robert “Bud”</td>
<td><a href="mailto:budnelson143@yahoo.com">budnelson143@yahoo.com</a> PIO2, PIOF</td>
<td></td>
<td>603-927-4051</td>
<td>603-748-0585</td>
</tr>
<tr>
<td>Parent, Tom</td>
<td><a href="mailto:necompact@fairpoint.net">necompact@fairpoint.net</a> NFFPC Executive Director</td>
<td>207-968-2755</td>
<td>207-968-3782</td>
<td>207-512-0645</td>
</tr>
<tr>
<td>Sherman, Steven</td>
<td><a href="mailto:steven.sherman@dnrr.nh.gov">steven.sherman@dnrr.nh.gov</a> Chief Forest Ranger, NH Div. Forests &amp; Lands</td>
<td>603-271-2214</td>
<td>603-638-4096</td>
<td>603-419-9272</td>
</tr>
</tbody>
</table>
APPENDIX C – Directions to Bear Brook Forestry Warehouse

Coordinates: N 43 09.458; W 71 22.700
Street Address: 157 Deerfield Rd, Allenstown, NH 03275

From the North

(Interstate 93)
Take I-93 South to Exit 15-E in Concord, NH. This will put you on I-393 & 4 East, also NH Routes 9 & 202 East towards Portsmouth. Follow 9.7 miles east to NH Route 28 traffic circle in the town of Epsom, NH. Take first right off traffic circle, which will be NH Route 28 south. Follow NH Route 28 south 5.5 miles to Bear Brook State Park entrance on left, which will be Deerfield Road in Allenstown, NH. Take left on to Deerfield Road and follow 1.5 miles east and look for a brown park sign on right that says “Maintenance Shops/Supply Depot/Nature Center” and take this right turn. At the end of the driveway, you will be looking at the Bear Brook Warehouse.

If traveling on I-89 south, follow to end which will be NH Route 3 at Bow Junction. Take a left on NH Route 3 North and go approximately 1 mile to I-93 North. Take ramp on right to I-93 North and follow north approximately three miles to Exit 15-E and then follow directions above.

From the South

(I-93)
Take I-93 north to Exit 9-N in Hooksett, NH. This will put you on NH Routes 3 and 28 north. Follow Route 3 & 28 north through approximately 12 sets of lights and go 7.6 miles to the intersection with NH Route 28 north in Allenstown, NH. Take the right on to NH Route 28 north and follow 2.9 miles to entrance of Bear Brook State Park on right. This will be Deerfield Road in Allenstown, NH. Take the right in to Bear Brook State Park and follow 1.5 miles east and look for a brown park sign on right that says “Maintenance Shops/Supply Depot/Nature Center” and take this right turn. At the end of the driveway, you will be looking at the Bear Brook Warehouse.
From the East

(US Route 4)

Take **US Route 4** west from any location or road and follow to intersection with **NH Route 28** in Epsom, NH. This will be a traffic circle. Follow the **traffic circle ¾ of the way** around and take the **right on to NH Route 28 South**. Follow NH Route 28 south **5.5 miles** to Bear Brook State Park entrance **on left**, which will be Deerfield Road in Allenstown, NH. Take left on to Deerfield Road and follow **1.5 miles** east and look for a brown park sign on right that says “**Maintenance Shops/Supply Depot/Nature Center**” and take **this right turn**. At the end of the driveway, you will be looking at the Bear Brook Warehouse.
APPENDIX D - Area Restaurants

Restaurants

The following restaurants are some of those within proximity to the MHT Mobilization center and **MAY** provide seating within an hours’ notice for up to one fire crew or 20 personnel. All of the below, including locations inside the Mall of New Hampshire, are within a five-minute drive from the mobilization center. Please call ahead to each provider to ensure that room is available for the desired number of persons and to inquire how long it would take to seat the party; always ask to speak to a manager to make such inquiries, and record the name of the manager for the Unit Log (ICS 214) when doing so.

**99 Restaurant** – 1685 South Willow Street – 603-641-5999

**T.G.I. Friday’s** – 1580 South Willow Street – 603-644-8995 **

**Red Robin** – 1500 South Willow St Mall of New Hampshire - (603) 413-0522 **

**Buffalo Wild Wings** – 1500 South Willow Street – 603-836-8138 **

**LongHorn Steakhouse** – 1580 South Willow Street – 603-647-4901 **

**Ruby Tuesday** – 1500 South Willow Street – 603-669-8342 **

**Texas Roadhouse** – 1525 South Willow Street – 603-624-7427

**Cactus Jacks Great West Grill** 782 South Willow Street – 603-627-8600

**NOTE:** The establishments denoted with ** are located either within the Mall of New Hampshire or on the complex grounds.

There are a number of assorted restaurants and food services located inside the Mall of New Hampshire at 1500 South Willow Street. While these do not provide seating for large groups, they do present an option for personnel or crews desiring a variety of menu options.

These restaurants include: Arby’s sandwich shop, Bertucci’s Italian grille, DQ/Orange Julius, Dunkin’ Donuts, Charleys Philly Steaks, Burger IM, Master Wok Asian cuisine, Sabarro Pizzeria, and Sarku Japan Japanese cuisine, Stewarts Restaurant and Thai Kitchen.
### APPENDIX E - Area Hotels

<table>
<thead>
<tr>
<th></th>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>SpringHill Suites Manchester-Boston Regional Airport</td>
<td>975 N Perimeter Rd, Manchester, NH</td>
<td>(603) 668-9400</td>
</tr>
<tr>
<td>B</td>
<td>Courtyard Manchester Boston Regional Airport</td>
<td>700 Huse Rd Manchester, NH</td>
<td>(603) 641-4900</td>
</tr>
<tr>
<td>C</td>
<td>Towne Place Suites</td>
<td>686 Huse Rd. Manchester, NH</td>
<td>(603) 641-2288</td>
</tr>
<tr>
<td>D</td>
<td>Holiday Inn Manchester Airport</td>
<td>2280 Brown Ave., Manchester, NH</td>
<td>(603) 641-6466</td>
</tr>
<tr>
<td>E</td>
<td>Fairfield Inn Manchester</td>
<td>860 South Porter Street, Manchester, NH</td>
<td>(603) 625-2020</td>
</tr>
<tr>
<td>F</td>
<td>Homewood Suites</td>
<td>1000 Perimeter Road, Manchester, NH</td>
<td>(603) 668-2200</td>
</tr>
<tr>
<td>G</td>
<td>Best Western Plus Executive Court Inn &amp; Conference Center</td>
<td>13500 S. Willow St. Manchester, NH</td>
<td>(603) 627-2525</td>
</tr>
<tr>
<td>H</td>
<td>Quality Inn Manchester Airport</td>
<td>55 John E Devine Dr. Manchester, NH</td>
<td>(603) 668-6110</td>
</tr>
<tr>
<td>I</td>
<td>Holiday Inn Express Hotel and Suites</td>
<td>1298 South Porter St., Manchester, NH</td>
<td>(603) 669-6800</td>
</tr>
<tr>
<td>J</td>
<td>Country Inn and Suites Bedford</td>
<td>250 S. River Rd. Bedford, NH</td>
<td>(603) 666-4600</td>
</tr>
</tbody>
</table>
# APPENDIX F - ICS 206 MEDICAL PLAN

<table>
<thead>
<tr>
<th>MEDICAL PLAN</th>
<th>1. Incident Name</th>
<th>2. Date Prepared</th>
<th>3. Time Prepared</th>
<th>4. Operational Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MHT Mobilization</td>
<td>February 5, 2016</td>
<td>0930</td>
<td>Fire Season 2010</td>
</tr>
</tbody>
</table>

## 5. Incident Medical Aid Station

<table>
<thead>
<tr>
<th>Medical Aid Stations</th>
<th>Location</th>
<th>Paramedics</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHT Airport Fire Station</td>
<td>Numerous – see supervisor or MOB Center staff</td>
<td>x</td>
</tr>
<tr>
<td>Forest Ranger first aid kit</td>
<td>With each NH Forest Ranger vehicle</td>
<td>x</td>
</tr>
</tbody>
</table>

## 6. Transportation

### A. Ambulance Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Paramedics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Londonderry Fire Department</td>
<td>Mammoth Road, Londonderry, NH</td>
<td>911</td>
<td>x</td>
</tr>
<tr>
<td>Manchester Fire Department</td>
<td>Harvey Road, Manchester, NH</td>
<td>911</td>
<td>x</td>
</tr>
</tbody>
</table>

### B. Incident Ambulances

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Paramedics</th>
</tr>
</thead>
</table>

## 7. Hospitals

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Travel Time</th>
<th>Phone</th>
<th>Helipad</th>
<th>Burn Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic Medical C</td>
<td>100 McGregor St, Manchester, NH</td>
<td>15m</td>
<td>603-663-3545</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Elliott Hospital</td>
<td>1 Elliott Way, Manchester, NH</td>
<td>15m</td>
<td>603-669-5300</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Concord Hospital</td>
<td>250 Pleasant St, Concord, NH</td>
<td>30m</td>
<td>603-225-2711</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Shriner's Hospital</td>
<td>51 Blossom St, Boston, MA</td>
<td>25m</td>
<td>617-722-3000</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

## 8. Medical Emergency Procedures

Make sure scene is safe. Stabilize & assess patient. Provide first aid as appropriate to training and equipment. Notify supervisor stating type of injury or emergency. Supervisor will notify MOB Center staff immediately. MOB Center staff will call appropriate dispatch to request ambulance as needed.

MOB Center manager will confer with supervisor of injured party regarding reporting requirements. MOB Center manager will notify NECC of injury and any effects on mobilization process.

Prepared by (Medical Unit Leader)  
Douglas Miner

10. Reviewed by (Safety Officer)
Mobilization Center Rules of Conduct

Individuals are responsible for themselves. The Crew Boss is also responsible for their entire Crew.

Everyone at the Mobilization Center (MOB Center) is a representative of the Wildland Fire Community, improper actions by an individual can damage the reputation of the entire program.

No alcohol or illegal substances are to be used while assigned to the MOB Center.

The eating area and the sleeping area are the same; Crews will assist in the conversion of the room from one use to the other.

Firefighters utilizing rest rooms and shower facilities shall police the areas and keep them clean.

When possible, lights will be turned off at 2200. Persons entering and leaving the building must have approval from their Crew Boss and should be respectful of quiet hours.

Tobacco use will be restricted to designated areas and chewing tobacco will be disposed of in an appropriate container in available trash receptacles.

Guests visiting must check in with the MOB Center Manager.

Normal Departure times are between 0500 and 2000 hrs., any other departure requires the permission of the MOB Center Manager.

Except for periods of lights out, free movement of crewmembers is permitted within designated areas at the mobilization center.

I have read and understand the above mobilization center rules of conduct.

____________________________________  __________________
Crew Boss/Agency Name                        Date