

ONEIDA COUNTY DEPARTMENT OF EMERGENCY SERVICES



EMERGENCY RESPONDER DEPLOYMENT GUIDE

THIS GUIDE HAS BEEN PREPARED BY THE ONEIDA COUNTY DEPARTMENT OF EMERGENCY SERVICES. IT IS FOR ALL EMERGENCY SERVICE RESPONDERS WHO VOLUNTEER FOR AN OUT-OF-TOWN INCIDENT RESPONSE THAT COULD BE FOR AN EXTENDED DURATION.

OPERATIONAL SAFETY MEASURES IN THIS GUIDE ARE BASED ON EXPERIENCE AND PROTOCOLS. IT PROVIDES GENERAL INFORMATION FOR MAINTAINING HEALTH AND PERFORMANCE DURING EMERGENCY OPERATIONS.

READ PRIOR TO DEPLOYMENT

Anthony J. Picente, Jr.
Oneida County Executive

PREPARING FOR DEPLOYMENT

IMPORTANT DEPLOYMENT CHECKLISTS

Orders to Deploy

- Have a written Deployment Order and Number from the Authority having Jurisdiction (AHJ) requesting your service.
- The order should state, “Who, What, When, Where” and terms of your expected tour. It should also identify any special needs, conditions, or directions as well as a POC for any questions.
- Attend a Pre-Deployment and Safety Briefing specific to your organization’s service.
- Take notes for any specific deployment safety issues
- Complete all necessary deployment forms, including emergency contact information.
- Notify requesting agency and home AHJ of departure and safe arrival at staging area/ assignment.

Credentials and ID Protection

- Obtain or update Responder ID Card
- Take a government issued ID (such as a driver’s license)
- Take enough cash to cover basic needs; credit cards and ATM machines may not be useable
- Remove all *unnecessary* cash, credit cards, and licenses from wallet or purse
- Photocopy personal information and file in a safe pre-deployment location

Medical Requirements and Screenings:

- Obtain medical warning tags, eyeglasses, mask inserts, and hearing protection as appropriate.
- Obtain a supply of prescription and other medications enough for the duration of deployment, (amount required may vary – confirm individual requirements with your health care provider)
- All prescription medications must be in the original container identifying the name of the drug, along with the prescribed dosage.
- Verify previous immunizations records and acquire any those needed for deployment.
- If necessary, schedule a visit and any follow up appointments with your physician or dental health provider.

Clothing/Gear/Personal Hygiene items:

- Ensure uniforms, PPE, protective masks (with lenses as needed) and other gear are in good condition and fit properly.
- Check items that require periodic calibration or daily operational bump test. Ensure you have the test equipment and batteries to support their effective use.
- Practice putting on and removing PPE, masks, and gear. Ensure clothing items and hair do not interfere with proper fit, wear, or hinder protective ensemble. NOTE: Some additional equipment or safety items may be issued to you for / during deployment that will require similar practice.

- Label all personal items and clothing as necessary for proper identification.
- Personal bedding should include a ground cloth, sleeping bag, air mattress and small pillow.
- Your preferred types of personal hygiene items may not be available at all locations. Include only items you are accustomed to using in sufficient quantity for the deployment duration.
- Read instructions for application of any insect repellent or chemical on the skin, clothing, PPE and any bedding to avoid injury. It's possible that some clothing and equipment may have been factory treated with the insect repellent "Permethrin". The addition of other repellents may adversely affect your health.

Packing items:

- Cotton underwear (10 changes)
- Socks (10 pair)
- Sunscreen (SPF 30 or higher), lip balm, unscented skin moisturizer, insect repellent.
- Cotton towels (2) and wash cloth.
- Alcohol-based hand cleaner.
- Anti-fungal foot powder, cream, and lotion.
- Toothbrushes (2) with vented cover, fluoridated toothpaste, dental floss.
- Other Over the Counter (OTC) medications and/or personal hygiene items.

Restrictions

- No Firearms
- No knives with blades longer than 5 inches
- No un-prescribed or over indulgence of Drugs
- No alcoholic beverages
- No unauthorized use of department or county vehicles / equipment
- No physical or verbal abuse towards others
- Do not accept gifts or gratuities
- Do not allow yourself to be separated from the group or partner at anytime
- Do not engage in unauthorized activities
- Do not ignore safety standards

DURING DEPLOYMENT

DEPLOYMENT CHECK LIST

WEATHER CONSIDERATIONS

Hot Weather

To avoid heat injuries:

- Drink plenty of water and maintain good nutrition to replace salt and minerals lost through sweating. Urine color should be no darker than light yellow.
- Wear lightweight, light-colored, loose fitting clothing.
- Protect yourself from exposure to sunlight and wind: work and rest in the shade when possible, construct shades/ windscreens and wear sunscreen with SPF 30 or higher.
- Seek immediate medical attention if heat stroke is suspected.
- Follow Fluid Replacement Work/Rest Table

Fluid Replacement and Work/Rest Guide

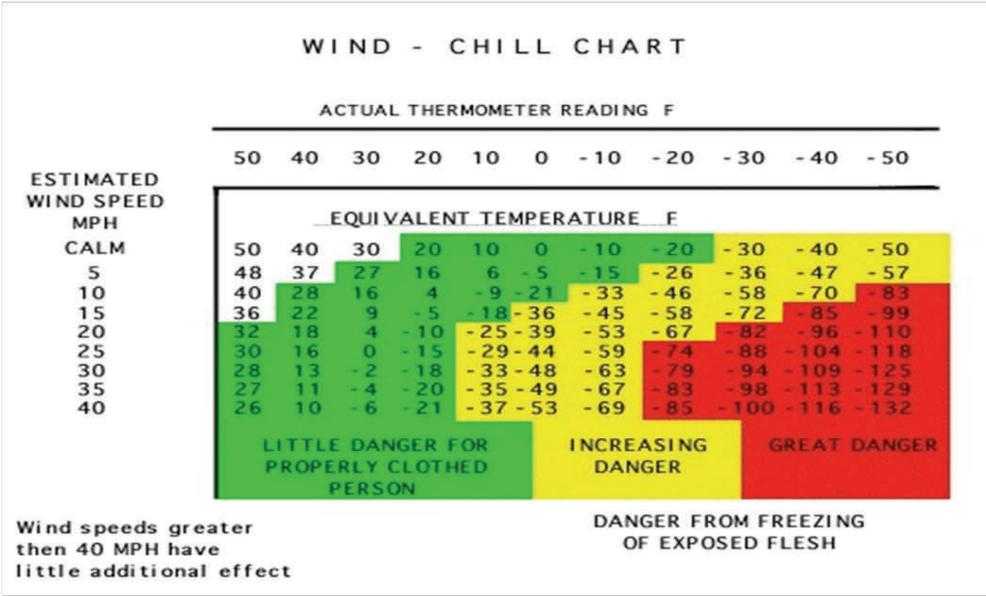
Heat Cat	WBGT Index, °F	Easy Work		Moderate Work		Hard Work	
		Work/Rest (min)	Water Intake (Qt/H)	Work/Rest (min)	Water Intake (Qt/H)	Work/Rest (min)	Water Intake (Qt/H)
1	78° - 81.9°	NL	½	NL	¾	40/20	¾
2	82° - 84.9°	NL	½	50/10	¾	30/30	1
3	85° - 87.9°	NL	¾	40/20	¾	30/30	1
4	88° - 89.9°	NL	¾	30/30	¾	20/40	1
5	> 90°	50/10 min	1	20/40	1	10/50	1

- » Easy Work = Walking on hard surface 2.5 mph <30 lb. load, Weapon maintenance, Marksmanship training.
- » Moderate Work = Patrolling, Walking in sand 2.5 mph no load, Calisthenics.
- » Hard Work = Walking in sand 2.5 mph with load, Field assaults.
- » Note: MOPP gear adds 10° F to WBGT Index for easy work and 20° F for moderate and hard work.
- » The work/rest times and fluid replacement volumes will sustain performance and hydration for at least 4 hours of work in the specified heat category. Fluid needs can vary based on individual differences (± ¼ qt/hr) and exposure to full sun or full shade (± ¼ qt/hr).

Cold Weather

To avoid cold injuries:

- Maintain good nutrition and drink plenty of fluids.
- Remain inside well ventilated warming tents and drink warm liquids when possible.
- Layer clothing, wear headgear to avoid heat loss from uncovered head, wear polypropylene long underwear and face mask, as appropriate.
- Keep moving! If unable to walk or exercise vigorously, then keep hands and feet warm by frequently moving fingers and toes.
- If working outside insulate yourself from the ground with a ground cloth or mat. Avoid the wind or construct windscreens to reduce heat loss. Watch for shivering.



High Altitude

Operations at 6,000 feet can impact unit and individual effectiveness. Signs of altitude illness include headache, nausea, vomiting, dizziness, fatigue, irritability, and coughing.

All Conditions

The following measures are recommended for any environment:

- Wear uniforms, PPE, personal clothing properly. Use sunscreen (SPF 30 or higher), sunglasses, lip balm, and unscented skin moisturizer.
- Urine color should be light with no strong odor.
- Use the buddy system at all times during deployment. Your safety and security in any deployment is critical. Those that have had previous heat/cold injuries are especially susceptible to new or more serious climatic injuries.
- Be prepared for temperature changes at night. Rest or sleep only in tents or vehicles that are well ventilated to avoid potentially fatal carbon monoxide poisoning.

PERSONAL PROTECTIVE MEASURES

Basic Personal Protective Measures and personal hygiene include:

- Clean hands thoroughly before touching your face, eating, and after using rest facilities. Use alcohol-based hand cleaner if soap and water are not available.
- Wear clean, well fitting underwear (preferably cotton). Change underwear at least once daily and more often if needed.
- Use unscented health care products (soaps, deodorants). Scented products may cause skin irritation and attract biting and stinging insects.
- Trim your fingernails and toenails regularly.
- Brush your teeth twice a day and floss once a day.
- Dry thoroughly after showering.

- Wear clean, dry uniforms/ clothing; change socks at least once daily.
- Avoid overcrowding in living areas – allow at least 72 square feet of floor space per person when sleeping. Ensure good ventilation, sleep head-to-toe in staggered bunks.
- Cough and sneeze into your sleeve.
- Seek medical attention if you experience flu-like symptoms or nausea, vomiting, or diarrhea.

Injury Treatment and Prevention

Injury	Treatment	Prevention
Delayed-Onset Muscle Soreness – Muscle pain occurring in deconditioned muscle 12 to 72 hours after training.	Ice, stretch, warm-up. Do not use NSAIDs (e.g. aspirin, ibuprofen, naproxen).	Resolves as muscle adapts to training. Slowly increase training intensity.
Contusions – Swelling and bleeding (bruising in the muscle, tendon, or bone) due to direct blow.	Ice.	Wear protective gear.
Muscle Cramp – Muscle pain caused by prolonged activity, high heat or humidity, dehydration, or poor conditioning.	Rehydrate, stretch, massage with ice.	Allow time to adjust to training and climate; drink frequently.
True Fractures – Break or chip in the bone.	Seek medical help.	Use protective gear; recondition.
Stress Fractures – Pain and weakening of the bone caused by excessive stress and use.	Seek medical help.	Reduce high-impact activities, cross-train, use proper gear, slowly increase training.
Sprains – Acute or overuse injury to ligaments (connective tissue that joins bone to bone).	Rest, ice, compression, elevation. Seek medical help.	Follow medical advice; slowly increase training intensity; use proper gear.
Strain, Tendonitis – Acute or overuse injury to muscle or tendons (connective tissue that joins muscle to bone).	Rest, ice, compression, elevation. Seek medical help.	Follow medical advice; slowly increase training intensity; use proper gear.

NUTRITION GUIDELINES

To maximize physical and mental performance, it is important to consume adequate food and fluids each day. They will provide you with the energy to keep you alert for the long hours, strenuous work, and extreme environmental conditions you may encounter. Poor nutrition in extreme conditions can lead to fatigue, rapid weight loss, injury, illness, and dehydration.

- Early deployments or rural response may require you to provide for your own food and water supply. Plan ahead in order to provide the right amount and nutritional values for your Team.
- To get a balance of nutrients - eat a variety of the foods provided.
- Eat whenever you have the chance, even when you don't feel like it. Aim for 3 meals a day and plan for snacks. Avoid skipping meals and dieting.
- Drink fluids frequently, even when you are not thirsty. Monitor the color of your urine and watch for signs of dehydration.

VECTOR-BORNE DISEASE GUIDELINES

All year long, arthropods, including mosquitoes (dengue, malaria, viral encephalitis), sand flies (sand fly fever) ticks and mites (Lyme disease, Rocky Mountain spotted fever), can transmit disease.

- Use the insect repellent to prevent bites from insects.
- Minimize exposure to insects: wear your clothing and uniform with the sleeves down, wrist openings secured, and collar closed; tuck the pant leg into the boot or blouse the pant leg. Wear the clothing / uniform loosely, with under garments.
- Caution:** The application of aerosol spray insecticide maybe flammable. In addition aerosol insecticides may cause you or others around you respiratory distress. Apply these products in the open air, and limit facial exposure.
- "Permethrin" is an insecticide for use on clothing and bed nets only. *Do not apply permethrin directly to skin.*

HAZARDOUS ANIMALS AND PLANTS

Rodents

Keep living quarters free of rodents, and stay clear of buildings infested with rodents. Do not tolerate rodents in the unit area. Nesting and feeding rodents can contaminate food and they can spread serious life-threatening diseases such as Hantavirus or plague. Do not allow trash or garbage to accumulate in unit areas.

- Seal openings 1/4-inch or greater to prevent rodents from entering buildings.
- Do NOT inhale dust! Wear a dust mask when clearing or cleaning unused areas. Before sweeping, mist areas with water or preferably, a disinfectant solution of 3 ounces of liquid bleach per gallon of water.
- Promptly remove dead rodents from the area (use disposable gloves or plastic bags over the hands when handling any dead animal, and place the dead animal in a plastic bag prior to disposal).

- If you sleep or rest under a bed net treated with Permethrin set up the bed net so that it does not touch the sleeping person. Always leave the bed net tucked under the mattress or sleeping bag.
- Avoid contact with animals (alive or dead).
- Perform routine “buddy-checks” for ticks.

Animals

Animals can transmit rabies and other diseases.

- Avoid contact with domestic (cats, dogs), farm, and wild animals (dead or alive).
- Discourage pests by promptly and properly disposing of trash.
- Do not eat or store food in living areas.
- Do not keep animal mascots or pets.

Other

Avoid contact with all wildlife. Some snakes, spiders and other arthropods (including scorpions, centipedes, ants, bees, caterpillars, and wasps) have potentially dangerous venoms.

- Assume that any snake you encounter is venomous and do not handle.
- Seek immediate medical attention if bitten by any animal, or stung by any insect; untreated bites or stings may cause serious illness or death within one hour.
- Avoid sleeping on the ground.
- Shake out boots, bedding, and clothing before use, and never walk barefoot.
- Clean your skin and clothing with soap and water after contact with animals or harmful plants.

FOODBORNE AND WATERBORNE DISEASE

Do Not consume unapproved food, water or ice

Consuming food from unapproved sources or food items that have been improperly stored, prepared, held, or served can result in life-threatening illness. Reduce the risk of diarrhea, hepatitis A and E, and other illnesses by following basic personal protective measures:

- Only consume food, water and ice from approved sources.
- Avoid high-risk food (fresh eggs, unpasteurized dairy products, fruits/vegetables grown on or in the ground, uncooked vegetables, raw or under-cooked meats).
- If non-approved foods must be consumed, then choose low risk foods like baked goods (bread), fruit grown on trees with thick peels (wash thoroughly with safe water before consuming), or boiled food (rice, vegetables).

- Wash your hands before handling food. If soap and water are not available, then use an alcohol-based hand cleaner.

Water

Water and ice may carry disease-causing organisms. Use ONLY those water sources approved for your use.

IN AN EXTREME EMERGENCY SITUATION - if you must use non-approved water (untreated lakes, rivers, streams, or questionable municipal water supplies), then disinfect following one of the approved methods:

- Use Chlor-Floc™ or iodine tablets (follow label instructions).
- Boil water (full boil) for 1-2 minutes (3 minutes at altitudes greater than 2000 meters or 6560 feet). Allow to cool and store in covered container. If the water appears cloudy, filter it through a clean cloth prior to boiling.

NOTE: Bottled water does not generally contain a disinfecting residual. Opened bottles should be consumed at the time of opening and not held or stored for later consumption.

- Inspect all bottled water before drinking (using bottled water does not guarantee purity).
- If drinking directly from the bottle, disinfect the bottle opening before placing it in your mouth.
- If possible, store bottled water in a cool, dry facility. Avoid storing bottled water in direct sunlight. Use on a first into storage, first out for consumption protocol.
- Follow shelf-life guidelines. Most bottled water manufacturers now use date stamps. If stored properly, bottled waters generally have a 1-year shelf life.

Note: Canals, lakes, rivers, and streams may be contaminated with industrial chemicals/wastes, sewage, or animal wastes. Avoid unnecessary bathing, swimming or wading. If tactical situations require entering water, then cover all exposed skin and wear boots or shoes to avoid unnecessary contact with water. After exposure, (as soon as possible rinse / shower), dry vigorously and change clothing.

HEARING PROTECTION

- You must use properly fitted hearing protection during operations when exposure to high-intensity noise.
- Generators, chain saws, air compressors, truck engines, pumps etc., can cause permanent hearing loss.
- Good hearing is essential to mission success. Noise muffs and pre-formed or foam earplugs are very effective at preventing noise-induced hearing loss. They do not however, preserve your ability to maintain situational awareness.

ORAL HEALTH

The risk of tooth decay and gum disease increases during deployments. High amounts of starch and sugar in rations and limited opportunity to brush make it difficult to maintain good oral health.

- Floss once a day. Brush twice a day with fluoride toothpaste. In difficult emergency response environments brush or wipe teeth with a cloth at least once a day.
- You can brush without running water. Apply toothpaste to the dry toothbrush and brush all of your teeth.
- DO NOT rinse, eat or drink for 30 minutes after brushing. Spit several times to remove excess toothpaste.
- Limit consumption of sugary snacks or drinks to meal times. If you cannot brush your teeth after having sugary snacks or drinks, then rinse your mouth with water.
- Chew Xylitol gum 3-5 times a day, after meals or snacks.

- Avoid tobacco (tobacco causes gum disease, tooth decay, and oral cancer).
- When working outside, use lip balm with sunscreen (SPF 30 or higher).

OPERATIONAL SAFETY

In addition to understanding and applying routine safety procedures, use common sense during occupational and recreational activities to prevent accidental injury.

- Do not sleep under or between vehicles.
- Do not jump off of vehicles. Use hand holds and steps to climb down.
- Always use proper lifting techniques. If a task is too hard, or a load too heavy or awkward to lift, then ask for help.
- Wear eye protection and respirators when needed.
- Wear hearing protection when exposed to loud noise.

STRESS

Deployment can be stressful. Common Operational Stress Reactions include: anxiety, irritability, inability to focus or remember details, change in behavior, change in appetite, change in sleep patterns, feelings of despair, inability to sleep, jumpiness, cold sweats, and a lack of energy. Certain actions can help you cope with stress:

- Drink plenty of fluids, maintain good nutrition, and stay physically fit.
- Sleep at least 7-8 hours during each 24 hour period, if possible.
- Learn effective relaxation techniques like playing cards or sports, keeping a diary, taking slow deep breaths, reading a book, or hanging out with friends.
- If things are out of control, talk to your immediate supervisor, unit leaders, medical care providers, mental health officers, or members of the Critical Incident Stress Management Team.

- If you are worried that a member of your Team is thinking about committing suicide or hurting himself or herself, then act immediately!
- ASK that person: "Are you thinking about killing yourself or someone else?"
- CARE for that person: Actively listening may produce relief from the pain. Calmly control the situation. Do not use force.
- ESCORT that person immediately to a resource within the organization i.e., a Chaplain, a behavioral health professional, or a primary care provider. DO NOT LEAVE THEM ALONE.
- Get help immediately! A suicidal person needs immediate attention

PREPARING FOR DEMOBILIZATION

- Attend the Demobilization and Safety Briefings
- Return all borrowed equipment and/or non-expendable supplies
- Secure all your personal and organizational equipment
- Gather and retain necessary documents/records/receipts
- Conduct a Preventative Maintenance and safety check on all convoy vehicles prior to departure
- Clear through Demobe Station and confirm your convoy departure time and route

IMPORTANT ITEMS CHECKLIST

DEMOBILIZATION

- Have an emergency POC number for issues enroute
- Follow Demobe directions
- Notify Demobe Station and home Authority Having Jurisdiction (AHJ) of safe return.
- Return all department equipment to service; Reference department SOGs.

ICS FORM REFERENCE

ICS Form #:	Form Title:	Typically Prepared by:
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader and Operations Section
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
ICS 211	Incident Check-In List	Resources Unit/Check-In Recorder
ICS 213	General Message	Any Message Originator
ICS 214	Activity Log	All Sections and Units
ICS 218	Support Vehicle/Equipment Inventory	Ground Support Unit
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident

SINGLE RESOURCE

The person in charge of a single tactical resource will carry the unit designation of the resource.

- a. Review Common Responsibilities (page 1-2).
- b. Review assignments.
- c. Obtain necessary equipment/supplies.
- d. Review weather/environmental conditions for assignment area.
- e. Brief subordinates on safety measures.
- f. Monitor work progress.
- g. Ensure adequate communications with supervisor and subordinates.
- h. Keep supervisor informed of progress and any changes.
- i. Inform supervisor of problems with assigned resources.
- j. Brief relief personnel, and advise them of any change in conditions.
- k. Return equipment and supplies to appropriate unit.
- l. Complete and turn in all time and use records on personnel and equipment.

STRIKE TEAM/TASK FORCE LEADER (ICS 222-4)

The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The Leader reports work progress, resources status, and other important information to a Division/Group Supervisor, and maintains work records on assigned personnel.

- a. Review Common Responsibilities (page 1-2).
- b. Review assignments with subordinates and assign tasks.
 - Monitor work progress and make changes when necessary.
 - Coordinate activities with adjacent strike teams, task forces and single resources.
- c. Travel to and from active assignment area with assigned resources.
 - Retain control of assigned resources while in available or out-of service status.
- d. Submit situation and resource status information to Division/Group Supervisor.
- e. Maintain Unit/Activity Log (ICS Form 214).

ADDITIONAL NOTES
