

3. Task Force Mobilization Commander

The Mobilization Commander is responsible for the overall management of the mobilization process for the task force and shall ensure that all necessary responsibilities are completed within each division. The MC shall assist with coordination of correspondence to/from DHS-FEMA HQ, State of Nebraska (NEMA) or any other agency requesting activation, and serve as liaison to the Department of Defense for aircraft acquisition if applicable. The MC shall assign division leaders and manage the pool of non-deploying personnel to support division leaders. The MC shall determine the POA and POD from notification information and verify activation spending limit. The MC shall coordinate assignments of administrative personnel and support Logistics with operations as necessary.

(Once the task force has deployed, the Program Manager, Liaison Officer or designee shall act as the local Point of Contact.)

The Mobilization Commander's responsibilities are as follows:

3.1 Notifications & Orders for Alert/Activation

The Mobilization Commander must confirm that all alert and activation orders were received and review the information contained in the notifications.

☐ All DHS-FEMA or NEMA notifications and orders for alert/activation have been confirmed and reviewed.

Time Completed: _____ By: _____

3.2 Verify Spending Limit Authorization

The Mobilization Commander must review and confirm the spending limit authorized by FEMA in the alert and activation notifications.

☐ Review/Confirm alert/activation spending limit authorized by FEMA

Amount of Spending Authorized (insert actual amount): _____

Time Completed: _____ By: _____

3.3 Assign Mobilization Staff

Mobilization Commander
(Program Manager or Non Deploying TFL) _____

Mobilization Safety Officer (Non Deploying SOF) _____

Division A – TF Management, Deploying TFL's
(2) for Type 1 and Type 2
(1) for Type 3, Type 4 or MRP

Division B – Lead Logistics Manager Primary: _____
Secondary: _____

Division C – Medical Coordinator Primary: _____
Secondary: _____

Division D – Transportation
(Assigned LTM) Primary: _____
Secondary: _____

Division E – Admin Support Lead: _____

☐ Mobilization Staff Assignments have been made.

Time Completed: _____ By: _____

3.4 Call-Out Confirmation

Confirm that the Callout Notification process has been initiated by the Task Force Leaders and ensure the following have been included:

- Physicians – Contact

Dr. Mlinek	C:(402) 730-5547	or	H:(402) 423-2585
Dr. Schiefelbein	C:(402) 403-2021	or	H: (402)682-9926
Dr. Darin Jackson	C: (402) 650-7333	or	H: (402) 339-2409
Dr. John Bonta	C: (402) 440-1127		
Dr. Todd Roberts	C: (402) 540-7438		

- Structures Specialists – Contact

Aaron Buettner (402)-429-2205
Cameron Collingsworth (402) 578-2343
Shane Hennessey (402)-216-8551
Christopher Leaton (913)-568-7384
Kerry Scott (573)-301-7531
Darin Sperling (402) 610-2428

- Heavy Rigging Specialists – Contact

Daren Mensik (402) 429-7102 or (402) 435-6695 or
Brad Sellentin (402)429-7144 or (402-420-5112

- Canine Teams – Contact Damon Wirth, K9 Coordinator (402) 525-8935.

☐

The Task Force Call-Out Notification Process has been Initiated/all above have been contacted

Time Completed: _____ By: _____

3.5 Contacting the City Purchasing Agent

Contact the City Purchasing Agent to assist with any emergency procurement needs, *if applicable*.

- City Purchasing
 - Bob Walla
Office: (402) 441-8309
Fax: (402) 441-6513
Cell: (402) 440-3724

☐ The City purchasing agent has been contacted to assist with any emergency procurement needs, *if applicable*

Purchasing agent name: _____

Time Completed: _____ By: _____

3.6 Cellular/Satellite Phone List

The task force cellular/satellite phone list must be faxed to FEMA HQ (202) 646-4684 **AND** a copy e-mailed to the US&R FEMA HQ e-mail list FEMA NRCC (National Response Coordinating Center) fema-nrcc-sarul@fema.dhs.gov.

Nebraska Task Force 1 US&R Phone List

NE-TF1 Emergency Operations – Mobilization Command Center

(402) 441-8799 NE-TF1 Program Manager

(402) 441-8357 LF&R On Duty Officer In Charge

NE-TF1 Cellular Phones Issued Upon Deployment

(402) 326-2732 Logistics Manager #1

(402) 326-2733 Logistics Manager #2

(402) 326-2734 Communications Specialist #1

(402) 326-7236 Communications Specialist #2

(402) 326-2735 Plans Team Manager

(402) 326-7238 Medical Team Manager

NE-TF1 Administrative/Logistics Personnel

(402) 441-8799 William 'Brad' Thavenet, Program Manager (office)

(402) 326-1351 William 'Brad' Thavenet, Program Manager (cell)

(402) 441-8349 NE-TF1 Warehouse

(402) 441-9299 NE-TF1 FAX

(402) 540-2628 Keith Houfek, US&R Logistics Specialist (cell)

(402) 430-0866 Mark Darrington, Logistics Specialist (cell)

(402) 730-6435 Stacy Schneider, NE-TF1 Administrative Support (cell)

(402) 639-1377 Diana Schmidt, NE-TF1 Administrative Support (cell)

Satellite Phones

If the task force is traveling by ground, mobile satellite phones will be in operation. Handheld satellite phones will be placed into service only if cell service is disrupted.

NE-TF1 MSV Mobile Satellite Phones:

888-209-4323 Group #C61A13

800-291-6348 Group #C6B46

877-445-9341

800-577-2830

800-638-7479

800-658-0883

NE-TF1 Iridium Handheld Satellite Phones:

321-745-4088 Issued to TFL when radio & cell communications are out of service

321-745-4089 Issued to Plans Team Manager when radio & cell communications are out of service

321-745-4090 Issued to Logistics Team Manager when radio & cell communications are out of service

321-745-4091 Issued to Communications Spec when radio & cell communications are out of service.

☐ Task force cellular/satellite phone list faxed **AND** emailed to FEMA HQ.

Time Completed: _____ By: _____

3.7 Requests to City Finance Department

Contact the City Finance Agent with obtaining cash & credit cards from the safe located at the City of Lincoln Finance Department for approved personnel to take on deployment.

City-County Building is Open:

- | | | |
|-----------------|----------------|--------------|
| • Melinda Jones | (Ofc) 441-8304 | (c) 440-5613 |
| • Joel Wittrock | (Ofc) 441-8310 | (c) 580-6939 |

City-County Building is Closed:

Phone (one of the following):

- | | | |
|-----------------|--------------|--------------|
| • Melinda Jones | (h) 421-9683 | (c) 440-5613 |
| • Joel Wittrock | (h) 489-0887 | (c) 580-6939 |

Inform that cash (\$5,000) and credit cards are needed for deployment. Generally, Melinda or Joel will deliver to the NE-TF1 Warehouse. If they are unable to deliver them it is recommended that the rostered Deputy Task Force Leader be sent due to the amount of cash involved. Obtain credit cards for all credit card holders that will deploy with the task force:

TFL's: Borer, Bonin, Kluthe, Bopp,
Program Manager: Thavenet (Thavenet's CC is secured at Log Center),
Logistics Managers: Smith, Cuttlers, Houfek, Ripley, Darrington
Support Staff: Mueller, Dolezal

Provide name of Deputy Task Force Leader who will meet to obtain cards.

**** Melinda or Joel must ACTIVATE the credit cards at the time of deployment.**

This is a new procedure. The Program Manager or designee is to verify this is done.

☐ The City finance department has been contacted to obtain cash & credit cards for approved personnel

☐ **Verify the task force credit cards have been ACTIVATED**

Time Completed: _____ By: _____

3.8 POA/POD & Transportation Mode

Determine POA/POD & Transportation Mode for the Task Force. Knowledge of the transportation mode is critical in coordinating POA and POD sites.

- If travel is by air:
 - The Point Of Assembly (POA) will be the NE-TF1 Warehouse at 901 West Bond Street, #140.
 - In-processing shall be conducted at the NE-TF1 Warehouse
 - The Point Of Departure (POD) will be Fire Station 11 or National Guard Warehouse
 - Contact the Lincoln Airport Authority to request permission to use Station 11 as POD. LAA phone number is: (402) 458-2480. Request to contact Bob Ziemer, or call Bob McNally's direct office line at : (402) 458-2423. Coordinate with Logistics Team Manager prior to calling.
 - National Guard Warehouse contact number 402-309-1434. Coordinate with Logistics Team Manager prior to calling
- If travel is by ground,
 - The POA & POD will be the NE-TF1 Warehouse at 901 West Bond Street, #140.
 - In-processing shall be conducted at the NE-TF1 Warehouse
 - Busses or other transportation shall report to NE-TF1 Warehouse

☐

POA/POD & Transportation Mode for the Task Force has been determined

Mode of Transportation: _____ Number of Vehicles Rented: _____

Time Completed: _____ By: _____

3.8.1 Personnel to Assist at POA/POD

Coordinate assignment of administrative personnel to assist with the documentation at the POA/POD for the following functions:

- Answer 402-441-8367 (Office Assistant Desk) phone line OR transfer that number to another phone
1. _____
- Monitor netf1@lincoln.ne.gov email to print availability responses and send text/email messages (1)
1. _____
- Shuttle Members to and From Parking Area (2)
1. _____, 2. _____
- Station #1 Personnel check-In/Check Out (2)
1. _____, 2. _____
- Station #2 Engine Company or Non-Deploying MSP to take vitals (4)
1. _____, 2. _____
3. _____, 4. _____
- Station #3 Two MSP to conduct Medical evaluations (2)
1. _____, 2. _____
- Station #4 One CSP to distribute Radios & Cell Phones, (1)
1. _____
- Station #5 One person to distribute RAD Watches (1)
1. _____
- Station #7 One person to distribute Baskets (1)
1. _____
- Station #8 One person to distribute Field Equipment (1)
1. _____
- Station #11 One LSP to Weigh Gear Bags if flying by air(1)
1. _____
- Station #12 One WRS to distribute water rescue gear if applicable (1)
1. _____
- Station #13 One HTM to distribute HazMat equipment if applicable(1)
1. _____
- Station #14 One person to verify all stations checked off and collect lanyards(1)
1. _____

Following the task force departure, individuals manning stations may be used to assist in shuttling any remaining member vehicles to the airport parking area.

****Mobilization Commander must provide Check in Desk & Logistics personnel with any special instructions to relay to members as they check in. Will they need cold weather gear? Are radios being issued? Is water rescue gear being issued? To whom?**

****The rostering TFL is to ensure copies of the final roster are provided to all mobilization stations for reference during in-processing.**

☐ Administrative personnel assistance at POA/POD has been assigned.

Time Completed: _____ By: _____

☐ Copies of the final roster have been provided to all Mobilization Stations.

Time Completed: _____ By: _____

3.8.2 Non Deploying Task Force Member Assistance at POA/POD

Assign non-deploying task force members to assist with equipment loading and/or pallet buildup if required.

- Ground Transport – Check with Logistics Manager for any additional personnel that may be needed for equipment loading at NE-TF1 Warehouse.
- Air Transport – 30 additional personnel to assist with pallet build-up at Warehouse or at Airport – Check with Logistics Manager

☐ Non-Deploying task force members have been assigned to assist at the POA/POD

Time Completed: _____ By: _____

3.8.3 CDL Drivers

Coordinate with the Transportation Manager in the selection process of CDL drivers.

Drivers have been identified on the monthly roster however; recent driving hours may alter this list. Please verify with the Logistics Manager.

All Contracted drivers must be on the roster as part of the Ground Support Team.

☐ CDL Vehicle Drivers have been Selected

Class A Drivers: _____, _____, _____,
_____, _____, _____,

Class B Drivers: _____, _____, _____, _____

Time Completed: _____ By: _____