

**Monterey County Fire Chiefs Association**  
**FIRE OPERATIONS MANUAL**  
Section 13

**MUTUAL AID TRAINING PLAN**

**I. PURPOSE**

The Monterey County Fire Operations Mutual Aid Training Plan creates the mechanism for functionally testing the Mutual Aid System within the County of Monterey. In addition, the exercises developed from this plan will provide an opportunity to improve on the aspects of Mutual Aid and Emergency preparedness at the regional level.

The Mutual Aid Training Plan is administered jointly by the Operations Committee and the Training Officers Association under the direction of the Monterey County Fire Chief's Association. The goal of this plan is to insure that a minimum of three functional exercises are completed in the calendar year.

**II. RESPONSIBILITIES**

**A. Operations Committee**

The Operations Committee shall be responsible for identifying the type of exercise, the timeframe in which the drill will occur, and the primary objectives of the exercise. In addition, the Operations Committee shall be responsible for identifying and confirming the necessary evaluators for the functional exercise.

**B. Training Officers Association**

The Training Officers Association shall be responsible for acquiring a location, developing an Incident Action Plan, confirming with all participating agencies, identifying an Exercise Coordinator, and providing the necessary components to meet the objectives set by the Operations Committee.

**C. Coordination**

The Operations Committee and the Training Officers Association shall each designate one of its members as a liaison to the other group for each functional exercise to confirm any details or issues with the planning of the drill.

**III. PROCEDURE**

**1. Development of a Functional Exercise Notice**

The Functional Exercise Notice includes the basic information regarding the Exercise. The notice shall include the follow:

- Type of Exercise
- Date
- Time
- Duration
- Goals/Objectives
- Exercise Coordinator
- References
- Agency Participation Confirmation Date

This will be the information that is distributed to all applicable participating agencies.

**2. Notifications**

The Functional Exercise Notice shall be distributed to all applicable agencies via electronic mail and facsimile at a minimum of 30 days prior to the actual exercise.

**3. Agency Participation Confirmation Date**

The Agency Participation Confirmation Date shall be 10 days prior to the functional exercise. All agencies are responsible for notifying the Exercise Coordinator of their agencies participation or non-participation in the Functional Exercise prior to the Agency Participation Confirmation Date. Failure to respond to the Functional Exercise Notice by the Agency Participation Confirmation Date should indicate that there is a communication issue. A telephone call or page to that agency shall be made to confirm participation and address the communication issue.

**4. Incident Action Plan**

An Incident Action Plan (IAP) shall be developed for each Functional Exercise. The IAP can be utilized for the organization of the Exercise, the operational aspect of the Exercise, or both.

**5. Evaluation**

The designated evaluators shall submit a written evaluation of the Functional Exercise to the Operations Committee Chairman within two weeks after the exercise occurs. The Operations Committee and Training Officers shall review the evaluation and may provide additional comments and recommendations.

**6. Final Report and Recommendations**

A final report and recommendations will be produced jointly by the Operations Committee and the Training Officers Association liaison to the Functional Exercise. The Final Report shall include at a minimum the following:

- The Functional Exercise Notice.
- A list of Agencies and Resources that participated in the Exercise.
- The Incident Action Plan .
- The written evaluation from the Exercise Evaluators.
- Comments and Recommendations from the Operations Committee and Training Officers Association.

**IV. ATTACHMENTS**

- Sample of a Functional Exercise Notice.

(SAMPLE)  
**MONTEREY COUNTY FIRE CHIEFS' ASSOCIATION**

**Functional Exercise Notice**

**Event:** Wildland/Structure Protection exercise

**Incident Commander:** Salinas Rural Fire

**Date:** June 15 2006

**Location:** Highway 68 and Boots Rd

**Time:** 1300-1700 hours

**Coordinator:** David Sargenti (455-1828)  
(596-4724)

[dsargenti@salinasruralfire.com](mailto:dsargenti@salinasruralfire.com)

**Goals:** To exercise the Monterey County Fire Mutual Aid Plan and Matrix

**Objectives:**

- Dispatching of multiple strike teams of various types.
- Exercise Staging area and check in procedures.
- Deployment of units for structural triage and structure protection.
- Establishing unified command and deployment of overhead assignments.
- Exercise communication methods and frequencies
- Provide public education on structure protection and wildland fire response.

**Evaluators:** To be determined

**Communication Procedures:** Standard Dispatching and Tactical Communications procedures for frequencies assigned.

**References:** Monterey County Fire Chiefs Mutual Aid Plan and Matrix

**AGENCY PARTICIPATION CONFIRMATION DATE: JUNE 5<sup>TH</sup>**

**All agencies shall contact the Exercise Coordinator by June 5<sup>th</sup> to accept or decline participation in this training exercise.**

**Question or Concerns:** Contact David Sargenti at 455-1828 office or 596-4724 cell or email [dsargenti@salinasruralfire.com](mailto:dsargenti@salinasruralfire.com)

**Distribution:** All County Fire Chiefs