

# **TEXAS A&M PUBLIC WORKS RESPONSE TEAM STANDARD OPERATING GUIDELINES**

## **ACTIVATION PROCESS PROCEDURE**

### **VOLUME NO. 1**

### **REFERENCE NO. 1-02**

#### **1.00 PURPOSE**

- 1.01 To provide a guideline for members when responding to TX-PWRT alerts and activations.

#### **2.00 OBJECTIVE**

- 2.01 To assist the TX-PWRT administration and personnel in processing activated team members in an orderly and timely manner.

#### **3.00 DEFINITIONS**

- 3.01 Rotation Model: The monthly rotation of the three teams on the TX-PWRT (Red, White, Blue). This determines which team will be called during an alert or activation notice. The (on call) team will be notified first. The (standby) team will be notified next and the stand-down team notified last. The team rotation can be obtained from the TX-PWRT web site. The administration will send an all-team member email on the first working day of each month with the current rotation status.
- 3.02 Alert: An alert will be issued to all affected TX-PWRT members via phone call, text, and/or email by the TX-PWRT Director or designee of a state emergency. The TX-PWRT Director will in turn instruct the TX-PWRT Operation Chief to notify the affected TX-PWRT members. An alert text message will be sent to all first-up team members and may also be used to determine member availability. The alert is only intended to apprise the members of an occurrence of an event and does not constitute a directive to begin any mobilization activities.
- 3.03 Activation: An activation notice will be issued through the Texas Division of Emergency Management (TDEM) for a state event. All activation notices will be channeled through TDEM. The TX-PWRT Director or appointee will begin an immediate assessment of the TX-PWRT readiness and availability for mission deployment and advise TDEM of the team's mobilization status. The TX-PWRT Director or designee will advise the participating organizations of notification of all affected TX-PWRT members. Members will be notified by participating organization staff. Members must respond with their

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availability status within 30 minutes of the notification. Members must be in route to the Point of Arrival (POA) within four (4) hours of the notice of activation. Standby team members will receive a text message to fill vacant team positions. If vacant positions still exist, then Stand-down team members may be notified. **In all cases members must not respond to the POA (self-deploy) without notification or authorization from the TX-PWRT Director or appointee.**

- 3.1 Cancellation: A cancellation (also referred to as a stand down) may be issued at any time after an alert or activation when subsequent information indicates that mobilization of the TX-PWRT is not warranted. The TX-PWRT Director or appointee will advise the participating organizations of the cancellation notice.
- 3.2 Point of Departure: (POD) The Logistics member and if possible, the Team Leader will deploy from the RELLIS Campus after obtaining equipment from the Business Office and Vehicle(s).
- 3.3 Point of Arrival: (POA) The site where all TX-PWRT assets are delivered during a mobilization. This may be an airfield if the team is moved by air transportation. The TX-PWRT Director, Operations Chief, and Team Leaders will receive the POA from TDEM prior to departure.