

DEPLOYMENT INSTRUCTIONS SINGLE RESOURCE



TYPE III ALL HAZARD PLANNING SECTION CHIEF

The Berthoud Fire Protection District has created a simple procedure for requesting a number of specialty resources. To call out our Type III, All Hazard Planning Section Chief, Todd Manns please follow these steps:

1. Send an email to 9702042626@page.metrocall.com . In the email state the nature of the incident and supply information on how to contact the requester by phone.
2. Planning Section Chief Manns will call back to receive an initial overview of the situation. Upon acceptance of the assignment the requester will be directed to our agency web page (www.berthoudfire.org). Under the tab "DEPLOYMENT" there will be several .pdf files to be filled out and faxed to our agency.
3. After filling out both the resource request ICS 213 RR and signing the Inter-governmental Agreement (to include agreed upon pricing and expense elements) and faxing it in, the deployment begins. **Please fax all documents, attention DUTY OFFICER - URGENT.** Although you can skip the middle step, on an incident we highly suggest you make verbal contact with Planning Section Chief Manns. The exception to this would be for a planned event, in which requests can be sent to our office and from there contacts and schedules would be coordinated. **Please fax all forms to 970-532-4744**