Team Rubicon

Disaster Operations Planning Manual

Contents

Introduction

The Disaster Operations Planning Manual (DOPM) is a framework for Team Rubicon's operational planning process. It outlines how the organization's mission is translated into effective operations, emphasizing collaboration among functional areas and geographic entities to achieve sustainable community outcomes.

Team Rubicon's primary goal is to provide swift and scalable disaster response, addressing community needs with targeted resource allocation. The mission planning process is adaptable and tailored to the unique challenges of each disaster phase. Operations can take place before, during, and after a disaster, with results achievable within a few hours.

This manual draws inspiration from military, humanitarian, and emergency planning realms, emphasizing the value of operational awareness and synergy. Flexibility is paramount, and continuous improvement ensures mission success while aligning with Team Rubicon's mission.

The Anticipation Phase

Team Rubicon's disaster response follows a six-phase structure: Shape, Anticipate, Respond, Operate, Stabilize, and Transition. The Anticipation Phase encompasses Detection, Monitoring, Planning and Preparation, and Final Approval stages, typically spanning 12 to 48 hours.

Detection

Disaster detection occurs through various levels of Team Rubicon's structure. Volunteers report information through the organization, with Metro, Geographic Area Team (GAT), and Branch Leaders acting on Requests for Assistance (RFA) or potential threats. Leaders alert relevant parties based on incident scale and impact, ensuring appropriate response coordination.

Monitoring

Planning personnel collect and analyze data upon alert verification, producing an Initial Situation Report (ISR) within 12 hours. This preliminary overview guides strategic decisions and supports the course of action development. The Agency Executive (AE) approves courses of action (COAs) based on operational typing guidelines. A Go/No-Go decision aligns response efforts with community needs.

Based on operational size and scope, the Vice President of Operations or delegate, in conjunction with leadership, may activate he EOC. If EOC is activated, please refer to the EOC Field Guide.

Planning and Preparation

Recon Elements are critical for confirming the need for, and feasibility of, a Team Rubion response. A Recon Team will evaluate disaster impact, local needs, and response viability. The team addresses three key questions:

1. Has there been a disaster?
2. Do unmet needs exist in the community?
3. Are there unmet needs that exist that a Team Rubicon response can fully or partially resolve?

The Recon Team communicates daily updates, determining if a response is warranted.

- **Recon Checklist**

A Warning Order (WARNO) provides critical coordination information to leaders involved in the process, mission support, and/or operation approval. Volunteers submit availability through a Call to Action (CTA), and leaders collaborate to create an Operations Order (OPORD). Different leadership levels organize planning based on incident scale, and the OPORD is reviewed and approved by the Agency Executive (AE).

Final Approval

The AE has final approval authority and can request revisions to, or can disapprove of, the OPORD to ensure planning aligns with organizational policies. Approved plans are communicated, and the Response phase begins, marking the transition to operational execution.

- **Agency Executive Approval Checklist/Approval Tiers**
- **Appendix A: Anticipation Phase and Mission Planning Process**
- **Appendix B: Guidance on Operation Typing Effects on Planning**

Roles and Responsibilities

For most operations that Team Rubicon executes, the roles needed to initiate an operation are the Operations Associate, designated Planner, Field Leadership Associate, and the Agency Executive. The Operations Associate is the most local staff member and the lead for their Geographic Area. They will initiate and supervise local mission planning functions in single-locality incidents.

The Mission Planning Team (MPT), assembled at ISR, is comprised of various functions and drives the planning process. The Mission Planning Team Leader (MPTL) assigns roles dictated by the size, scale, and complexity of the event while overseeing coordination and execution, supported by functional representatives.

The MPTL is responsible for the coordination and execution of mission planning efforts. The MPTL is responsible for the following: assigning tasks, ensuring adequate staffing, arranging adequate support services & materials, creating and executing a planning timetable, ensuring adequate communication, reviewing guiding documents (plans/manuals), coordinating revisions, and final submission of mission planning documentation. This person is also responsible for crafting the mission statement, concept of operations, and command/coordination/communications section of the OPORD. They must ensure that all final planning products reflect and support the accomplishment of those components.

Large/Multiple Operations or Incidents

Multiple operations may arise from a single or separate incident, each with distinct operational names, Team Rubicon Operation IDs (TROIDs), and MPTs. Coordination ensures streamlined responses while accommodating different scenarios. For a large complex incident, please refer to the **EOC Field Guide.**

- **Appendix D: Sample Mission Planning Structures**

The Mission Planning Process

- **Introduction to Operational Planning**
- **Mission Planning Process Overview**
- **MPP EMS Deep Dive**
- **MPP Meeting Facilitation Guide**

The Mission Planning Process (MPP) guides response preparations and systematically leads MPT personnel through crucial considerations. The process is adaptable and can be adjusted to fit current needs. It is strongly encouraged to leverage experienced team members for efficient planning.

Receipt of Mission

The MPT receives its mission through ISR, which outlines context, intent, organization, and coordination details. MPT members are also formally identified by name at this stage of planning. An initial planning meeting clarifies expectations, ensuring comprehensive preparation.

Mission Analysis

For Mission Analysis, the MPT organizes its initial planning activities and collects the information necessary to understand the operational environment, defines a course of action, and begins response preparations. Mission analysis is composed of the following activities (Note: most can occur simultaneously):

- **Analyze situation, mission, and intent.**

The MPT should spend a short period familiarizing themselves with the proposed response's situation, mission, and intent. How the mission fits into the larger operational picture, operational parameters, desired activities and outcomes, available resources, and situational context are all essential details.

- **Develop situational awareness and conduct target information collection.**

General situational awareness was developed during the Monitoring Phase and greater detail is necessary to understand areas of interest, organize a response, and work in the Area of Operations (AO). This activity's initial focus must be identifying a viable Area of Operations within the Area of Interest (AI). The AO is the geographic area where TR will conduct operations and is the primary focus of targeted information collection.

- **Review Assets and Capabilities**

Evaluate available resources including inventory, personnel capacity, and asset readiness. Collaboration between Logistics and Mobilization leaders ensures a comprehensive review. Reporting findings to the MPT is crucial.

- **Determine Constraints**

Define operational parameters based on resource limitations, policies, local directions, environmental considerations, and political factors. Identifying and addressing constraints is essential for risk reduction and upholding TR's reputation. The MPTL leads this collaborative effort.

- **Identify Information Coordination and Reporting/Communication Needs**

Specify coordination details, reporting requirements, and communication needs. Coordinate people, actions, and timelines, and integrate this information into the plan. Address reporting obligations for external communications, operations support, fundraising, and accountability.

- **Plan Time Use**

Optimize planning time by creating a timetable with task deadlines and process tracking. Start with a preliminary plan at the initial meeting, ensuring flexibility and regular updates. Communication of plan changes is vital and must be communicated to all stakeholders.

Course of Action (COA) Development

Initiate COA development based on a sound understanding of the operational environment. Collaboratively generate and evaluate alternative methods for achieving the mission. Select the optimal

COA which outlines the concept of operations (CONOPS). This outline guides preparations and the processes for COA development are described below.

Table 1:

Course of Action (COA):	
Brainstorm COAs:	Consider available resources, constraints, requirements, and potential outcomes to generate potential methods. Develop comprehensive alternatives, including contingency plans, to address obstacles and weaknesses.
Evaluate Potential COAs:	Assess each COA for completion, comprehensiveness, simplicity, resilience, and realism. Rank and list COAs accordingly.
Select and Develop COA:	Choose the optimal COA and develop execution details. Verify information, confirm resource readiness, and synchronize tasks. Include contingencies. Prepare the COA for integration into the OPORD's Execution Section.
Brief COA and Obtain Approvals	Choose the optimal COA and develop execution details. Verify information, confirm resource readiness, and synchronize tasks. Include contingencies. Prepare the COA for integration into the OPORD's Execution Section.

Support and Sustainment Assessment, Planning, and Preparation

Upon COA approval, Logistics, Finance, and Mobilization personnel develop support and sustainment needs. The Logistics Coordinator oversees the process, ensuring effective communication and documentation. The MPT maintains situational awareness and fulfills Request for Information (RFI). MPTL finalizes incident management, coordination, medical, safety, and security planning.

Operations Order (OPORD) Development

The OPORD serves as the definitive coordinating document for field operations. OPORD creation is a collaborative process that can occur simultaneously with support and sustainment preparations. The overall responsibility for this document development belongs to the MPTL.

OPORD MPT Brief

Conduct the OPORD MPT brief involving approval authority, MPP leaders, and stakeholders. Present the OPORD, ensuring understanding of the plan and roles. Address outstanding details. Effective communication expedites approval. The MPT retains responsibility for the operation if there are long waiting periods between OPORD approval and the start date. Any changes in plans need to be communicated through a FRAGO. The AE and Field Leadership Associate are kept informed for awareness and endorsement/approval of changes.

- **OPORD MPT Brief Agenda**

Key Documents and Their Contents

The key documents discussed in this section are crucial for effective mission planning and coordination. Here is a breakdown of their purpose and contents:

Initial Situation Report (ISR)

- The ISR will begin to identify areas affected and areas of interest (areas of greatest potential need).

- Recommend the next steps and provide the information necessary to understand the situation and evaluate the COA.

- Strategic overview of a developing incident and its impact area.

- Preliminary situational data including threat assessment.

- Identifies the need for a Team Rubicon response.

- Branch leadership will ensure this is produced within 12 hours of detection.

- Contents include area of interest, situation overview, ongoing response efforts, demographic data, safety threats, key contacts, constraints, information gaps, and recommendations.

Warning Order (WARNO)

The warning order provides critical coordination information to leaders involved in the process, mission support, and/or operation approval.

- Includes situation overview, mission statement, planning timetable, team assignments, OPORD deadlines, and reporting requirements.

- Call to Action (CTA) process is actioned.

- **WARNO MPT Brief Agenda**

Operations Order (OPORD)

Final output of mission planning.

- Provides strategic direction, coordination, organization, and support details.

- Facilitate initiation of operations and coordinated resource deployment.

- Contains operation name, TR resources involved, situational awareness, mission intent, scope, key coordination information, logistical support, chain of command, and communications requirements.

- Includes annexes with situational awareness, maps/imagery, support plans, communications plans, and more.

Fragmentary Order (FRAGO)

FRAGOs are used to communicate major changes to the OPORD once approved.

Will only be issued when fundamental changes in the mission or execution sections are necessary.

- Reflects the structure of the OPORD.

- Includes only sections and annexes being revised, with sections without change marked as 'no-change.

Immediate Response/Quick Reaction Force (QRF) Concept of Operations

A Quick Reaction Force is a group of Greyshirts with the mission to respond as locally and quickly as possible, with minimal steps within the Mission Planning Process for up to three operational periods (days), in anticipation of or in response to a disaster to provide immediate assistance.

- The QRF is intended to rapidly deploy TR capabilities to a disaster concurrently with a phased response MPP if needed. QRF operations do not replace the Recon or ADVON process.

- Criteria for QRF initiation; an official Request for Assistance (RFA), Team Rubicon cache within 3 hours to RFA location, and density of local drivers to support.

- **QRF Job Aid**

Appendix A: Anticipation Phase and Mission Planning Process Diagrams

Provides a visual representation of the Anticipation Phase and MPP timeline.

General Mission Planning Process + Estimated Timeline

```
                        Emergency/Disaster/Threat Evolves              TIMETABLE

                        Sutiation detected by TR personnel

                        Monitoring notification released

                    Initial Situation Report submitted and briefed     0-12 hrs
                              by Planners, GAT leaders

  Decision:      Decision:          Decision:       Decision:          Decision:
  Stand-Down     Deploy Recon/      Continue        Develop WARNO       Initiate QRF
                 Execute COA        Monitoring

                        Recon Conducted

  Decision:      Decision:          Decision:
  Stand-Down     Develop WARNO      Continue
                                    Monitoring

                        Develop WARNO

  Decision:      Decision: Begin    Decision: ADVON   Decision:
  Stand-Down     OPORD                                Continue
                                                      Monitoring

                                    ADVON

              Mission Planning Process executed and
                        OPORD Developed

                   OPORD submitted and
                   back-briefed by MPT

  Decision:      Decision:          Decision:
  Stand-Down     Approve and        Revise/Hold
                 Deploy

  'Responding' Notification      OPORD Disseminated and                +12-48 hrs
  Released                       Mobilization Begins
```

EMS Mission Planning Process

HAZARD → Project → Summary Tab → Initial Situation Report (ISR)

From ISR:
- Continue to Monitor
- Move to RECON → RECON Tab / RECON Op Event → Recon Check-In Call → No Further Action / Move to WARNO
- Move to WARNO → Move to WARNO
- No Further Action
- Initiate QRF → QRF Tab

Move to WARNO → WARNO Tab / Op Event

WARNO Tab → Move to OPORD / Move to ADVON / WARNO Brief → Call to Action sent

Move to ADVON → ADVON Tab / ADVON Op Event → ADVON Check-In Call → Move to OPORD

Move to OPORD → OPORD Tab / Op Event → OPORD Brief → C&G Handoff → OPERATION!

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Appendix B: Guidance on Operation Typing Effects on Planning

- Explains operation typing and its impact on planning.

- Categorizes disaster operations into five types based on response scale.

- Provides guidelines for modifying documentation based on operation type.

- Ensures common operating picture, preparations, and readiness communication.

- Operational_Typing_2017.pdf

These documents and their contents guide the TR mission planning process, ensuring effective coordination, communication, and execution of disaster relief operations.

Operational Typing Guidelines

Response

		Type 5	Type 4	Type 3	Type 2	Type 1
Duration / Staffing / Complexity	Op Periods	1-7	2-14	5-30	21-45	21+
	Daily Pax	1-15	10-30	25-60	50-100	100+
	International	--	--	--	⊗	⊗
	Recon	2-person, max 2 days	2-person, max 2 days	--	--	--
Coordination and Support	C&GS	1-3 IC to IC/PSC/LSC	2-5 IC/PSC to IC/OSC/PSC/ LSC/FSC	3-8 IC/PIO/OSC/LSC/PSC/ FSC/RESL/FUL		
	Vehicles	4	6	10	Resources assigned as operation dictates	Resources assigned as operation dictates
	Commercial	1	2	2		
	Retail (no towing)	3	4	8		National EOC likely full staff for 24/7 operations
	Cache Trailer	1	1	--		
	National Tech Kits*	1	1	2		

Operational Typing Guidelines

Mitigation/Recovery

		Type 5	Type 4	Type 3	Type 2	Type 1
Duration / Impact	Economic Impact	at least $8,000	at least $20,000	at least $40,000	at least $60,000	at least $200,000
	Member Days	25+	45+	80+	150+	250+
Coordination and Support	Recon	2-person, max 2 days	2-person, max 2 days	--		
	C&GS	1-3 IC to IC/PSC/LSC	2-5 IC/PSC to IC/OSC/PSC/ LSC/FSC	3-8 IC/PIO/OSC/LSC/PSC/ FSC/RESL/FUL		Resources assigned as operation dictates
	Vehicles	1-4	2-6	6-10	Resources assigned as operation dictates	
	Commercial	up to 1	up to 2	up to 4		National EOC likely full staff for 24/7 operations
	Retail (no towing)	up to 4	up to 6	up to 10		
	Cache Trailer	up to 1	1	--		
	National Tech Kits*	1	1	2		
Support Budgeting	Support Budget	equal to or greater than $1,600	equal to or greater than $4,000	equal to or greater than $8,000	equal to or greater than $12,000	equal to or greater than $40,000
	Vehicle Budget	1 commercial < 5 days 4 retail 1 day each or < $350	2 commercial < 12 days 6 retail 4 days each or < $1,750	4 commercial < 15 days 10 retail 5 days each	no greater than $4,500	no greater than $27,500

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Appendix C: Recon/ADVON Planning, Preparation, and Execution

Recon Team Composition and Equipment

- Recon Teams are small, mobile units for situational awareness.

- 2 to 6 personnel: generalists or specialists who are culturally aware.

- Equipment: survival supplies, first aid kits, safety gear, transportation, communication, navigation, and mapping tools.

Recon Plan Content

- Names/contact of team members, Team Leader.

- Objectives, concept of operations, actions on-scene, POCs.

- TR equipment issued, cost estimates, communication plan.

- Supporting map with travel routes and locations to visit.

Primary Tasks

1. Has there been a disaster?

2. Do unmet needs exist in the community?

3. Are there unmet needs that exist that a Team Rubicon response can fully or partially resolve.
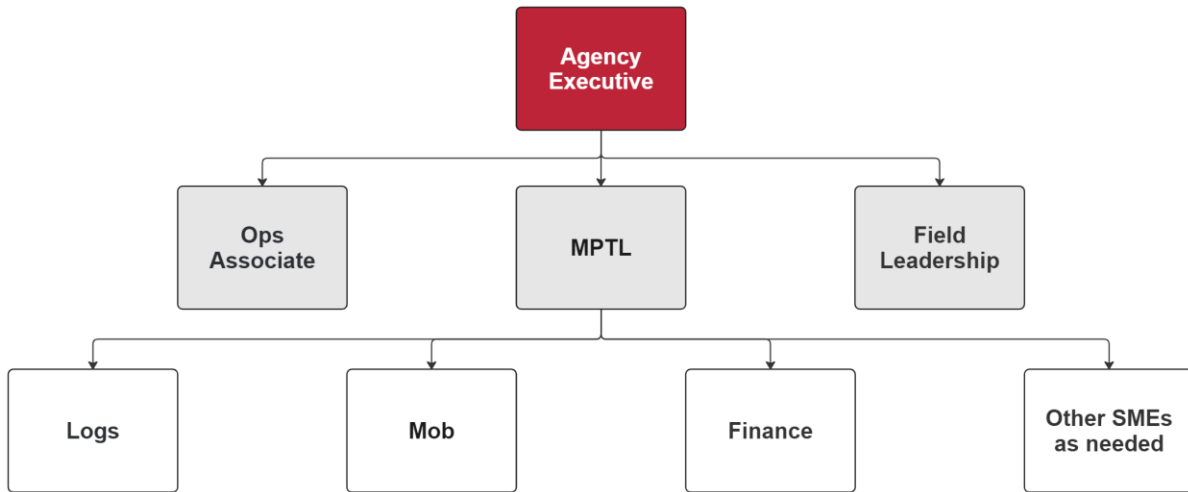
Advanced Echelon (ADVON) Tasks

- Additional tasks, if needed: investigating potential AOs, Essential Elements of Information (EEI) collection, logistics preparation, liaison with local authorities, and preparing for field operations.

Communications, Reporting, and Deliverables

- Directions in Recon Plan for reporting.

- Daily reporting, written report, verbal briefing.

- Reports and information submitted to the Branch planner or delegate.

Appendix D: Sample Mission Planning Structures

- Mission planning structure adjusts to incident size.

- TR Leadership organizes and adjusts the structure to fulfill functional needs.

```
                          Agency
                         Executive
                             |
        +--------------------+--------------------+
        |                    |                    |
       Ops                 MPTL                 Field
    Associate                              Leadership
                             |
        +----------+---------+---------+----------+
        |          |                   |          |
      Logs        Mob              Finance    Other SMEs
                                               as needed
```

Appendix E: Essential Elements of Information (EEIs) for Situational Awareness

EEI Special Information

- Provides detailed information categories for situational awareness.

- Includes disaster area boundaries, hazards, demographics, infrastructure status, etc.

EEI	Special Information
The boundary of the Disaster Area	Geographic limits of damage Description of the severity of the damage Location of the population evacuated, in need of evacuation, or in need of assistance
Access Points to Disaster Area	Location of access points Credentials needed to enter Best routes to approach the disaster area and their capacity/functionality status
Jurisdictional Boundaries	Cities Counties Tribal nations Special Districts National borders Disputed borders
Population/ Community Support Impacts	Estimated population affected Number of shelters/refugee camps open/# occupants Potential unmet emergent needs Number of homes/communities impacted Percentage/location of grocers/markets, banks, pharmacies/clinics open and able to meet needs
Hazard-specific information/ Safety Hazards	Extent of fires Potential for, or extent of, flooding and/or hazardous weather Number/estimate of collapsed structures Actual or potential for hazardous material release Actual or potential radiological incidents Affected locations with hazardous materials and what they contain Actions being taken to contain/mitigate hazards Responder safety risks Public health concerns Civil stability and security concerns
Seismic and/or other geophysical information	Location of the epicenter Location of mudflows and landslides Potential magnitude and rate of aftershocks Location of ground liquefaction sites Potential for tsunamis

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Weather	Weather pattern predictions for the period before and during relief operations Forecast post-incident implications for impeding operations/or altering hazards
Demographics	Population of impacted areas Demographic breakdown of the population, including income levels, information on special needs populations, languages spoken by greater than 1% of the population, education, poverty levels, population density, unemployment levels, etc. Social vulnerability data for the area of operations at the smallest scale possible Number/type of housing in impacted areas, average structure values, and level of insurance coverage Tribal nations impacted Percentage of population evacuated, in need of evacuation, or in need of assistance
Predictive Modeling	What does Hazards-United States (HAZUS), Local Risk/Hazard Assessment, Threat and Hazard Identification and Risk Assessment (THIRA), or Mitigation Plans predict for impact and incident development? Most Dangerous COA (MD-COA) and Most Likely COA (ML-COA) for Hazard/Incident development
Initial needs and damage assessments	Reports of rapid needs assessment and preliminary damage assessment teams (if available) Damages reported by local, state, and federal agency EOCs Requests for support from affected area to state, national, or international entities
Status of communications	Status of telecom service (including internet and infrastructure – including towers) Reliability of cellular service in affected areas Potential requirement for radio/satellite communications capability Status of emergency broadcast (TV/Radio/Cable) system and ability to disseminate information
Status of transportation	Status of area airports Status of major/primary roads Status of critical bridges Status of railways Status of ports Status of evacuation routes Status of public transit systems Status of pipelines Accessibility to most severely impacted areas Debris on major roadways and bridges
Status of Emergency Operations Centers	Status of local EOCs Status of State EOCs Status of agency EOCs Status of RRCC/NRCC Status of IMAT/Incident command structure

Status of critical infrastructure and facilities	Status of potable and nonpotable water and sewage treatment plants/distribution system Status of medical facilities (hospitals and nursing homes) Status of schools and other public buildings Status of fire, police, EMS, and military facilities/services Status of levees and dams
Status of the energy system	Status of electrical generation facilities and distribution grid Households/people without electric power Status of natural gas transmission facilities and distribution pipelines Households/people without natural gas/heating Status of refineries and gasoline/oil distribution systems. Status of area gas stations.
Status of governmental operations	Local, state, and federal priorities Major operations in support of local jurisdictions Status of EMAC support requests and received resources International support requests and resources received
Status of emergency support functions or Clusters activated	ESFs/Clusters activated Authorized major mission assignments Response plans
Status of remote sensing operations	Remote sensing missions that have been made Target areas Data availability Whether a rapid assessment is being conducted Areas that are being assessed Report availability and format Whether Civil Air Patrol has been activated Where over-flights are being conducted Other aerial recon missions in progress Commercial remote sensing source availability
Status of donations/voluntary agency activities	Has a donation or help request hotline been established? Is there a need? Voluntary agencies that are involved in operations

Status of key personnel/personnel issues	Location of IMAT team leader/Humanitarian Country Team leadership and contact info Name and location of FCO/national emergency management representative and contact info Name of Governor's rep./SCO or State emergency management representative and contact info Locations of incident command posts, incident commanders, field leadership personnel, and contact information Local/State/Regional VOAD Chair names and contact information Team Rubicon personnel killed, injured, or impacted TR personnel availability within the affected area TR personnel availability within a given radius (mi) Staffing needs for response operations
Status of declaration	Status of local, state, and federal/national emergency/disaster declarations Presence of international requests for assistance Jurisdictions included in emergency/disaster declarations Types of assistance authorized/requested Special cost-share provisions, medical releases, and financial assistance grants
Priorities for mitigation	Mitigation priorities in affected area/surrounds Approved mitigation projects in the declared disaster area Changes to existing projects and needs Likely repairs needed and their projected costs
Priorities for response/upcoming activities	Response priorities (local, state, federal/national) Priorities: water, food, shelter, power, medical, search and rescue, communications
Major issues/shortfalls	Actual or potential resource shortfalls of the affected areas Anticipated requirements for federal/international resources Potential or actual federal/international shortfalls Potential sources for resource shortfalls Resources available and their location
TR Partner organization status and facilities within the area of interest	Location, status, and contact information of building supply providers, vehicle rentals, heavy equipment providers, chainsaw dealerships, etc. Location, status, and contact information of partner organizations present within the area of interest

Appendix F: Operations Planning Document Templates

Note: Highlighted text needs to be edited. Templates are regularly updated.
View and download them here:

- **Operation Document Templates**

Initial Situation Report (ISR) Template

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Initial Situation Report
Last Updated: April 1, 2024
Type of Disaster– Area of Interest (Locality, State, Country)
Prepared by: Name – Position (if applicable)
Month DD, YYYY (##:## Hours)

Situation Overview:
In 150 words or less, please describe the critical event that is developing/has occurred, the effect it will have/has had, and the general rationale for a Team Rubicon activation/response.

Areas Affected: *Define the geographic area affected (City, Counties, States) – note if multiple jurisdictions are involved*

Area of Interest: *Define the geographic area affected with underserved population or unmet needs (Streets or Geocords)*

Current Response Efforts: *Ongoing response or preparations to respond – note any gaps or needs*

High Risk Populations and Areas: *Find and compare demographic data for affected area (see City-Data.com)*

Demographics	Area of Interest	Area Affected	High Vulnerability Population Locations
Median household income			Utilize the CDC's Social Vulnerability Maps to identify areas within the affected area that have high levels of social vulnerability. List these areas at the highest level of detail that is practical (suggest neighborhood/census tract). Examine each location's Social Vulnerability Info by clicking on it. Summarize primary causes of vulnerability and the cause of any SVI flags.
Median house or condo value			
Median contract rent			
Unemployment			
Residents below the poverty level			
Percentage of tenant occupied			

Ongoing Safety Threats: *(To public safety, relief workers, & infrastructure)*
-

Contacts and Coordinating Organizations: *(VOAD Chair, Partner NGO, County EM, etc.) Add rows as needed*

Organization	Name	Email	Phone

Planning Considerations: *(List any known obstacles/issues that must be overcome for a successful response)*
-

Information Gaps: *(List all known unfulfilled information requirements/needs)*
-

Recommendations for Next Steps:

Recommended Action:	(X)	Recon Concept – OR – Justification
No Further Action		Describe justification for no further action or monitoring course of action. If information cannot be sufficiently gleaned from open source, begin to develop Recon plan. If Recon plan has been created by ISR approval, append to ISR as attachment below. If sufficient information has been gleaned to identify a disaster occurred, the local response apparatus is overwhelmed, and there are unmet needs that TR's mission-set could complement, begin to develop WARNO. **Target completion for WARNO is MMM DD, YYYY.**
Continue Monitoring		
Develop Recon Plan		
Develop WARNO		

Attach a labeled overview map of the affected area and social vulnerability map
** Optional: Attach 1-4 small pictures that illustrate the situation**

Form current as of: April 1, 2024

Reconnaissance (Recon Plan) Template

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Reconnaissance Plan
Last Updated: April 1, 2024
Disaster Type - Area of Interest (Locality, State, Country)
Prepared by: Name – Position (if applicable)
Month DD, YYYY (##:## Hours)

Mission:

Team Rubicon will plan and conduct a reconnaissance of the area of interest to investigate the possibilities for assisting the community's response and recovery efforts. Team Rubicon's Recon team will meet with local decision-makers to establish the need for Team Rubicon to perform tasks within its core capabilities. Team Rubicon's task force will provide initial reconnaissance in coordination with local and state authorities. Recon will continue until MM/DD/YYYY, all tasks within mission scope are complete, and/or the decision is made to move on to ADVON tasks.

Please add any additional Recon related mission parameters. Keep in mind this is a reconnaissance and tasks such as finding billets and FOB locations are not part of a recon teams' objectives.

Recon Rally Point: Name and address

Objectives:
- Observe the disaster area to identify boundaries of disaster and clusters of affected population.
- Meet with local officials to determine what unmet needs exist at the municipal or community level.
- Determine if unmet needs *could be* fulfilled by Team Rubicon.
- Provide input to the Mission Planning Team to inform decision-making process regarding potential scope and scale of response.
- Any additional objectives. Please be concise and do not overburden the Recon Team with objectives.

Execution:

Team Rubicon will dispatch ## individuals on MM/DD/YYYY to the area of interest to perform the reconnaissance. The Recon Team will coordinate with the Branch Planning Lead (**Name**) and the Field Readiness Lead (**Name**) for command and control of the reconnaissance.

Team members will travel from their home of record and meet at the rally point location and then proceed to the area of interest via POV/Rental vehicle.

The Recon Team will consist of:

Position	Name	Phone	Email
Lead			

Finance Plan:
Funding for the Recon team will consist of PEX Card/Wire Transfer/Expense Reimbursement. (If Pex:) TR-National will provide $**XXXX** onto **TR member's** PEX Card. (If Wire Transfer:) TR-National will provide $**XXXX** via wire transfer to **TR Member's** bank account. TR Finance will coordinate details with member to complete transfer. (If Concur:) Member will retain all receipts and complete expense report via Concur NLT 10 calendar days upon return. The Team Leader has the authority to make purchases up to **$150**. More expensive purchases, PEX, or petty cash disbursements must be approved by an authorized PEXloads approver; Deputy Director of Operations Support, Director of Operations Support, or authorized designee. PEX Card loads requests will be sent to pexloads@teamrubiconusa.org. All receipts should be collected and arranged in accordance with Finance instructions.

Form current as of: April 1, 2024

Reconnaissance (Recon Plan) Template (page 2)

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Approved cost-offset includes mileage to and from home of record to operation if driving, or from home of record to and from airport at $0.67 per mile and incidentals (reasonable meals during travel only, 1 piece of personal baggage each way up to $35, airport economy parking, tolls, Uber/Lyft only if cost is equal to or less than economy parking and based on number of days volunteering on scene and not to exceed maximum offset of $350 (1 day = $60; 2 = $120; 3 = $235; 4 or more = $350). *Reference the TR Unified Offset Policy.docx (sharepoint.com).

Expense	Vendor/TR Member	Method (PEX/Cash)	$ Estimate
Travel/Mileage			
Lodging			
Food			
		Total:	

Safety/Security:
In case of emergency, personnel will contact emergency services via 911, render first aid/CPR as necessary, and await direction from emergency services. Teams will report incidents to the applicable Branch staff as soon as practicable.

Meeting Schedule:
Please express as concisely as possible a schedule of who, where and when the Recon Team will meet.
- Date/Contact Name/Agency/Location –
- Date/Contact Name/Agency/Location –
- Date/Contact Name/Agency/Location –
- Date/Contact Name/Agency/Location –

Local Agency Contacts:

Organization	Title	Name	Phone	Email

Communications Plan:
Field communications will be provided via personal cell phone as determined by the Team Leader. The Team Leader will provide a written SITREP and verbal update to the Planning Lead and or their delegate by ####hrs each day. Operations Support will disseminate this information as appropriate.
Please add any additional measures necessary to provide open and efficient communications with the team in the field.
Donor and Major Gifts Management:

When offered financial or in-kind donations of $1000 or greater, the Team Leader will contact the Gift Officer as early in the process as possible to ensure effective relationship management and continuity. Contact:
- Development – Development@teamrubiconusa.org

Form current as of: April 1, 2024

Warning Order (WARNO) Template

TEAM RUBICON

Warning Order

Last Updated: April 1, 2024

Disaster Phase - Situation/Operation Name - Area of Interest (Locality, State, Country)
Prepared by: Name - Position (if applicable)
Month DD, YYYY (##:## Hours)

Reference Maps: Neighborhood (if appropriate); Town/City; County; Country (include these at the end of this document)
Time Zone: Define time zone in the Area of Interest. Use for all times in this document [ex: ET (Eastern Time)]

Situation:

In 150 words or less, please describe the critical event that is developing/ has occurred, the effect it will have/has had, and the general rationale for a Team Rubicon activation/response. *Please copy the Situation Overview from the Initial Situation Report.* If any major changes have occurred, please update the content accordingly or note the updates after the original content.

Mission:

Team Rubicon will plan and conduct a Type # response to area of interest to assist in ongoing disaster type response and recovery efforts and the response is expected to last # days beginning on MM/DD/YYYY. Team Rubicon's task force will provide list capabilities/services to be provided to affected communities in coordination with local and state authorities. Operations will continue until all tasks within mission scope are complete; the assigned mission duration lapses; or available personnel, resources, and incident management assets are no longer adequate to support safe and effective operations unless otherwise directed by Branch Leadership.

Goals:

- Safely, rapidly, and efficiently deploy a limited scale disaster response task force to Area of Interest
- Effectively integrate into the overall disaster response effort and official Local Jurisdiction/Responsible Agency incident management structures and operations
- Assist in protection of life, preservation of property, incident stabilization, and speed the transition to recovery by providing list capabilities/services to be provided services
- Ensure continual and complete accountability of all resources, personnel, and funds deployed to disaster area
- Effectively and efficiently transfer provision of services and safely demobilize from area of operations when a demobilization trigger is activated (see mission statement)

Execution:

Mission Planning Concept:
A Mission Planning Team (MPT), led by Team Rubicon leadership personnel, will develop incident information and a course of action for response. Upon selecting a course of action, the MPT will define a concept of operations, determine the support and sustainment concept, and identify task force leadership. These will be condensed into an Operations Order. Planning and preparations should begin upon receipt of this document.

[remove this section if Recon already deployed] To support this planning effort, deployment of a Recon/ADVON Team to the operational area is authorized. The team will report to Branch Operations Lead (name), which will coordinate efforts. If not already submitted attach the Recon Plan or ADVON Plan to this document.

Coordinating Details:
Target deadline for OPORD development and submission is: mm/dd/yyyy (##:## Hrs)
Prospective date for start of operations: mm/dd/yyyy (##:## Hrs)

Focus	Responsible Parties	Task
Planning (MPT)	Full Name (Position)	• Collect essential element of information and guide field information collection • Finalize mission intent, goals, and develop course of action into concept of operations • Finalize area of operations, scope of work, and special planning considerations • Consolidate incident, operations, and logistics information - produce OPORD

Form current as of: April 1, 2024

Warning Order (WARNO) Template (page 2)

TEAM RUBICON

Logistics	Full Name (Position)	• Confirm logistics needs according to mission scope, goals, and information • ID local vehicle, supply, facility, and medical/security support sources • Develop Support and Sustainment Concept • Finalize key facility and field transportation arrangements • Acquire and prepare necessary supplies and equipment for deployment

Personnel/ Dispatch	Full Name (Position)	• Coordinate availability collection and vetting with applicable Branch Leaders
		• Determine number of personnel available to respond within:
		    ○ 450 miles/National
		• Identify available TR volunteers that are deployable under current standards
		• Identify # persons to fulfill the following position/function slots:
		    ○ (#) Incident Command
		    ○ (#) Sawyer
		    ○ (#) Heavy Equipment Operator
		    ○ (#) General Responder

Finance	Full Name (Position)	• PEX Funding will/will not be needed. • Petty Cash will/will not be needed. • Wire Transfer will/will not be needed. • Develop Finance funds disbursement plan.
Recon, ADVON & Liaison	Full Name (Position)	Recon Tasks • Determining safe routes of ingress/egress • Liaise with local government, community, and responding NGO entities • Confirm community needs, the scope and amount of work to be done, and where • Identify at-risk or disproportionately impacted populations in need of rapid assistance ADVON Tasks • Locate and secure facilities for billeting and a forward operations base • Survey local infrastructure for sources of food, water, hygiene, fuel, power, comms, etc. • Determine specific mission support needs

Support and Sustainment:
- Communications:
  - Provide conference call information (dates, times, call-in numbers/codes, conference call links)
- Facilities:
  - Provide the designation, address, and access info for facilities used to support planning and preparation
- Info Management:
  - An Operations Folder will be created and shared by the Agency Executive approving this WARNO or their designee (Name, Position).
  - Store all mission planning products in the (Command) > (ISR/WARNO/OPORD) folder

Command, Coordination, and Communication:
Overall responsibility for mission planning will be with the Planning Lead (Name) in coordination with the Branch Planning Associate (Name). They will coordinate with the Operations Associate (Name) [or] Operations Support Planning Associate (Name). Final response go/no go decision will be made by the Agency Executive (based on typing) upon review of the OPORD. National Communications and affected Branch and National leaders will be regularly updated regarding planning efforts and integrated in key communications.

Donor and Major Gifts Management:
When offered financial or in-kind donations of $1000 or greater, the Incident Commander/Task Force Leader will contact the Gift Officer as early in the process as possible to ensure effective relationship management and continuity. Contact:
- Development – Development@teamrubiconusa.org

Form current as of: April 1, 2024

Advance Echelon (ADVON Plan) Template

TEAM RUBICON

Advanced Echelon (ADVON Plan)

Last Updated: April 1, 2024

Disaster Type - Area of Interest (Locality, State, Country)
Prepared by: Name – Position (if applicable)
Month DD, YYYY (##:## Hours)

Mission:

Team Rubicon will deploy an Advanced Echelon (ADVON) Team to prepare for a response to the area of interest to assist the community's response and recovery efforts. Team Rubicon's ADVON team will meet with local decision makers to narrow scope of work and scale of response for Team Rubicon to perform tasks within its core capabilities. ADVON will continue until MMM DD, YYYY, all tasks within mission scope are complete, and/or the Operation Order is approved. *Please add any additional ADVON related mission parameters. Keep in mind these tasks should be aligned to provide information necessary to complete OPORD as quickly as possible.*

Objectives:

- Meet with local officials to determine scope and scale of a Team Rubicon response.
- Identify suitable billeting for Team Rubicon personnel.
- Identify suitable Forward Operating Base location for Team Rubicon.
- Refer to ADVON Checklist for additional actions.
- Any additional objectives. Please be concise and do not overburden the ADVON Team with objectives.

Execution:

Team Rubicon will dispatch ## individuals to the area of interest to perform the ADVON. The ADVON Team will coordinate with the Planning Lead (**Name**) and Branch Planning Associate (**Name**) for command and control of the ADVON Team.

Team members will travel from their home of record and meet at the rally point location and then proceed to the area of interest via **POV/Rental** vehicle.
The ADVON Team will consist of:

Position	Name	Phone	Email
Lead			

Finance Plan:

Funding for the ADVON team will consist of PEX Card/Wire Transfer/Expense Reimbursement. (If Pex:) TR-National will provide $**XXXX** onto **TR member's** PEX Card. (If Wire Transfer:) TR-National will provide $**XXXX** via wire transfer to **TR Member's** bank account. TR Finance will coordinate details with member to complete transfer. (If Concur:) Member will retain all receipts and complete expense report via Concur NLT 10 calendar days upon return. The Team Leader has the authority to make purchases up to $**150**. More expensive purchases, PEX, or petty cash disbursements must be approved by an authorized PEXloads approver; Deputy Director of Operations Support, Director of Operations Support, or authorized designee. . The Team Leader will submit requests for funds to the Deputy Director of Branch Operations. PEX Card loads requests will be sent to pexloads@teamrubiconusa.org. All receipts should be collected and arranged in accordance with Finance instructions.

Form current as of: April 1, 2024

Advance Echelon (ADVON Plan) Template (page 2)

TEAM RUBICON

Approved cost-offset includes mileage to and from home of record to operation if driving, or from home of record to and from airport at $0.67 per mile and incidentals (reasonable meals during travel only, 1 piece of personal baggage each way up to $35, airport economy parking, tolls, Uber/Lyft only if cost is equal to or less than economy parking and based on number of days volunteering on scene and not to exceed maximum offset of $350 (1 day = $60; 2 = $120; 3 = $235; 4 or more = $350). *Reference the TR Unified Offset Policy.docx (sharepoint.com).

Expense	Vendor/TR Member	Method (PEX/Cash)	$ Estimate
Travel/Mileage			
Lodging			
Food			
		Total:	

Safety/Security:
In case of emergency, personnel will contact emergency services via 911, render first aid/CPR as necessary, and await direction from emergency services. Teams will report incidents to the applicable Branch staff as soon as practicable.

Meeting Schedule:
Please express as concisely as possible a schedule of who, where and when the ADVON Team will meet.
- Date/Contact Name/Agency/Location –
- Date/Contact Name/Agency/Location –
- Date/Contact Name/Agency/Location –
- Date/Contact Name/Agency/Location –

Local Agency Contacts:

Organization	Title	Name	Phone	Email

Communications Plan:
Field communications will be provided via personal cell phone as determined by the Team Leader. The Team Leader will provide a written SITREP and verbal update to the Planning Lead and Branch Planning Associate by ####hrs each day. Operations Support will disseminate this information as appropriate. The Team Leader will notify the *Please add any additional measures necessary to provide open and efficient communications with the team in the field.*
Donor and Major Gifts Management:
When offered financial or in-kind donations of $1000 or greater, the Lead will contact the Gift Officer as early in the process as possible to ensure effective relationship management and continuity. Contact:
- Development – Development@teamrubiconusa.org

Form current as of: April 1, 2024

Operations Order (OPORD Plan) Template

Team Rubicon

Operations Order

Last Updated: April 1, 2024

Disaster Phase - Situation/Operation Name - Area of Interest (Locality, State, Country)

Operation ID: (TRO####) Event ID: (000#####)

Prepared by: Name - Position (if applicable)

Month DD, YYYY (##:## Hours)

Reference Maps: Neighborhood (if appropriate); Town/City; County; Country *(include these at the end of the document)*

Time Zone: Define time zone in the Area of Interest. Use for all times in this document [ex: ET (Eastern Time)]

Task Organization: List all TR entities Involved in planning and response (ex: Operations Support Branch)

Weather Outlook:

Day (mm/dd)	Day (mm/dd)	Day (mm/dd)	Day (mm/dd)	Day (mm/dd)	Day (mm/dd)	Day (mm/dd)
Temp H/L	Temp H/L	Temp H/L	Temp H/L	Temp H/L	Temp H/L	Temp H/L
Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Wind Spd/Dir	Wind Spd/Dir	Wind Spd/Dir	Wind Spd/Dir	Wind Spd/Dir	Wind Spd/Dir	Wind Spd/Dir

Situation:

In 150 words or less, please describe the critical event that is developing/ has occurred, the effect it will have/has had, and the general rationale for a Team Rubicon activation/response. ***Please copy the Situation Overview from the Warning Order.*** If any major changes have occurred, please update the content accordingly or note the updates after the original content.

Mission:

Please copy the Mission statement from the Warning Order. Please update the content as necessary. Please limit content size to approximately 150 words.

Execution:

Concept of Operations:

Team Rubicon will deploy XX personnel on MM/DD/YYYY. Please describe the overall execution of the operation from start to finish. Focus on describing the sequence of events that will occur as Team Rubicon mobilizes personnel and resources to the area of interest, conducts response/relief operations, transitions provision of services, and eventually demobilizes. Please include the names/titles of people in charge of critical events/activities, note key dates/times, and include general locations. This overview should be a brief, yet thorough, general overview. Please leave specifics (such as contact information, addresses, equipment, etc) to later sections.

Coordinating Information:

Please list any information that is critical to the coordinating execution of the concept of operations.

- Key Addresses/Locations:
    - Emergency Operations Center(s): XXXXX STREET, CITY, STATE, ZIPCODE, TEL #
    - Volunteer Reception Center(s): XXXXX STREET, CITY, STATE, ZIPCODE, TEL #
    - City/County Hall(s): XXXXX STREET, CITY, STATE, ZIPCODE, TEL #
- Key Points of Contact:
    - City Emergency Manager: NAME, ADDRESS, TEL #, EMAIL
    - County Emergency Manager: NAME, ADDRESS, TEL #, EMAIL
    - State Emergency Manager: NAME, ADDRESS, TEL #, EMAIL

Form current as of: April 1, 2024

Operations Order (OPORD Plan) Template (page 2)

TEAM RUBICON

- o   VOAD Chair: NAME, ADDRESS, TEL #, EMAIL
  - o   (Add as necessary)
- • Key Meeting Times/Locations:
  - o   Emergency Operations Center Sync: (Frequency/MMM DD, YYYYY) XXXXX STREET, CITY, STATE, ZIPCODE, TEL #
  - o   VOAD Meeting: (Frequency/MM/DD/YYYY) XXXXX STREET, CITY, STATE, ZIPCODE, TEL #
  - o   (Add as necessary)

Support and Sustainment:

Support and Sustainment Concept:
Please describe the overall method by which essential support services and supplies will be acquired/mobilized to, and demobilized from, the incident site for the duration of the response. Please note the names/titles of people in charge of critical functions/activities (do not repeat the ConOps – focus on supporting, not executing, the TR Operation).

Medical, Safety, and Security (Utilize Annex to expand for more complex incidents)
- • Concept:
  - o   Incident Command should identify qualified medical personnel and plan for general and emergent medical needs. Contingency plans should be made for remote area evacuation, trauma management, and critical incident stress management. Preventative and general health care should be considered.
  - o   Decontamination facilities should be set at easily accessible locations that prevent cross contamination.
  - o   Questions regarding field safety should be directed to the Safety Officer. The Safety Officer may contact the local OSHA Consultation Office for technical advice on safety practices at any time.
- • Resources in Area of Operations:
  - o   Ambulance/Emergent Evacuation Resources (list as many as necessary to provide coverage)
    - ▪ Ambulance/Evacuation Service Provider Name (Address)
      - • Transport Capabilities (Vehicle Transport, Fixed Wing, Rotary Wing)
      - • Rescue Capabilities/ Provider level (BLS, ALS, Critical Care, special extrication/rescue)
      - • Contact information (Telephone)
    - ▪ Etc.
  - o   Hospitals (Identify nearest available hospital. If not a trauma center, please identify nearest one as well)
    - ▪ Hospital Name (Address)
      - • Telephone Number (non-emergent) or website
      - • Trauma Center Level and Burn Center Level (call hospital if necessary to determine)
      - • Transport Capabilities (Inter-facility ground or air/ emergent response and transport)
    - ▪ Etc.
  - o   Fire/Rescue
    - ▪ Local Fire Department Name (emergent and non-emergent contact information)
      - • Special Capabilities (special rescue, EMS capability, wildfire, etc.)
  - o   Law Enforcement/Security (Provide contact info for all agencies with jurisdiction in area of operations)
    - ▪ Organization/Department Name (emergent and non-emergent contact information)
  - o   Poison Control
    - ▪ In Emergency: 1.800.222.1222 (American Assoc. of Poison Control Centers)
  - o   Occupational Safety and Health Administration – State Consultation Office
    - ▪ Utilize the OSHA Consultation Directory to identify the nearest consultation office's website. Look within that website for consultation office contact information. Note website and phone number here. Larger offices may have a toll-free assistance number.

Form current as of: April 1, 2024

Operations Order (OPORD Plan) Template (page 3)

TEAM RUBICON®

<u>Resources</u> (Note: Delete any un-used sections - Utilize Annex to expand for more complex incidents)

- Supply: Note coordination with partners. Include delivery/tracking information, names of persons responsible for task completion, and contact information as applicable. (Servicing Home Depot location or nearest hardware store.)
  - o Food/Water
    - ▪ Describe where and how food and water will be acquired/delivered to support operations.
  - o Field Equipment
    - ▪ List the numbers and types of field equipment being mobilized/acquired to support response (Fencing for FOB/Handwashing Stations/Port-o-Johns/Shower Trailer/Field Tent)
    - ▪ *Note: Personal equipment is not authorized on Team Rubicon operations.*
  - o Incident Command Equipment
    - ▪ List the numbers and types of incident management equipment being mobilized/acquired (Branch Technology Kit/National Technology Kit/National Radio Kit) (If necessary. Delete unused rows, or entire section if NOC support not needed. Example included.)
    - ▪ To request and track tech kits submit a Help Desk ticket.

Item	Section	Qty	Description (include kit #)	Rationale (Need to be addressed)	Requested Delivery Date	Ship To (Include name, ship-to address, and phone number)
1	Tech	1	Tech Kit number	Spontaneous volunteers expected	5/11/17	IM Greyshirt 123 TR Drive Los Angeles CA 98765 Phone: 123-456-7890
2						
3						
4						
5						
6						
7						
8						

  - o Power
    - ▪ Describe how power will be acquired and provided to responders. List any equipment that is being deployed to generate power independent of local infrastructure.
  - o Petroleum Products
    - ▪ Describe how fuel/lubricants will be supplied. List any equipment that is being deployed to store or deliver petroleum products independent of local infrastructure.
  - o Electronics/Communications
    - ▪ Briefly describe the communications situation in the area of operations. (Cell reception, radio signals, internet connection, etc.)
  - o Medical
    - ▪ List the numbers and types of medical equipment being mobilized to support response
  - o Other
    - ▪ Note the details of any other supply types being provided to support the response
- Maintenance:
  - o Logistics Section Chief will institute a daily maintenance schedule for all field and incident management equipment as soon as operations begin. This will be conducted daily, at minimum, when teams return from the field.
  - o Note any specialized maintenance requirements for equipment being deployed

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Operations Order (OPORD Plan) Template (page 4)

TEAM RUBICON

- Transportation: (Use this section to list the vehicles arranged/being mobilized to support field operations) Also include addresses for pick-up locations.
  - (X) - Personnel Transport Rental Vehicles (Enterprise Consumer Rentals – Towing Not Authorized)
  - (X) - Equipment Transport Rental Vehicles (Enterprise Commercial Rentals – Towing Capable)
  - (X) - Trailers/Heavy Vehicle Transport (Mobile Command Center, Regional Response Trailer w/ Basic Trailer Loadout Kit, (X) Strike Team Kit(s), (X) Chainsaw Kit(s), (X) Roofing Kit(s), etc.
  - Other
- Facilities: (Provide the name, location, and purpose of facilities in the following categories. Delete unused titles)
  - Incident Command Post/Forward Operating Base:
  - Supply Distribution Points/Volunteer Reception Centers:
  - Billeting:
  - Staging Areas:
  - Decontamination/Hygiene/Sanitation/Laundry:
  - Other (Add as necessary)

Personnel (Utilize Annex to expand for more complex incidents)

- Overview
  - Mobilize # persons to fulfill the following position/function slots:
    - (#) Incident Command
    - (#) Sawyer (Break down by type. I.e.; Sawyer 1/Sawyer 2/RCI1/RCI2)
    - (#) Heavy Equipment Operator (Break down by type. I.e.; HEO1/HEO2/HESI/HEO3)
    - (#) General Responder
  - If applicable, describe the deployment rotation schedule to be used if multiple deployments will occur
- Approved Cost-Offset Limits
  - Approved cost-offset includes mileage to and from home of record to operation if driving, or from home of record to and from airport at $0.67 per mile and incidentals (reasonable meals during travel only, 1 piece of personal baggage each way up to $35, airport economy parking, tolls, Uber/Lyft only if cost is equal to or less than economy parking and based on number of days volunteering on scene and not to exceed maximum offset of $350 (1 day = $60; 2 = $120; 3 = $235; 4 or more = $350).
    *Reference the TR Unified Offset Policy.docx (sharepoint.com).
- Mobilization Process
  - Briefly describe the process by which personnel will mobilize to the scene. Use separate bullets for ground and air based deployments
- Demobilization Process
  - Briefly describe the process by which personnel will demobilize from the scene. Use separate bullets for ground and air-based deployments.
  - **It is important to begin planning for demobilization at the beginning of an operation, please review and begin filling out the DEMOB Plan Template and Checklist.**
  - Upon successful completion of the operation, the IC/TFL is responsible for distributing the demobilization message to all interested parties.

Finance (Utilize Annex to expand for more complex incidents)

Team Rubicon will provide $####.## via petty cash/check/PEX card. Petty Cash will be requested by (choose one method); cash handoff in person, a Chase bank check that must be cashed at a Chase Bank location or wire transfer/ACH to the IC/TFL or the Finance Section Chief, or if petty cash is not needed, directly state it here. The details of the transfer must be coordinated through Operational Finance, opsfinance@teamrubiconusa.org. The Incident Commander/Task Force Leader (IC/TFL) (choose one and identify throughout this document as appropriate) has the authority to approve purchases for $500 or less. More expensive purchases, PEX, or petty cash disbursements must be approved by an

Form current as of: April 1, 2024

Operations Order (OPORD Plan) Template (page 5)

TEAM RUBICON

authorized PEXloads approver; Deputy Director of Operations Support, Director of Operations Support, or authorized designee. The IC/TFL submits requests for funds to PEXloads@teamrubiconusa.org. All receipts should be collected and arranged in accordance with Finance instructions.

Field Service
To support the open initiative and ensure good metrics, **Field Service use is required on all operations regardless of type or size**. User guides and training can be found in the Operations Management Toolkit folder located in the operation folder. Field Service use is the shared responsibility of the Operations and Planning sections. Additional questions, training, or support needs should be coordinated with the Operation Section Chief (or through your Branch Planning Associate (nationalplanning@teamrubiconusa.org).
Command, Coordination, and Communication:
Incident Command/Field Leadership:
Deployed Team Rubicon resources will be directed by Name, Incident Commander/Task Force Leader (IC/TFL), until they transfer command as necessary. The IC/TFL will report directly to the assigned Field Leadership POC. If the assigned Field Leadership POC is unavailable, the Manager of Field Leadership will be contacted.

The following personnel will serve as Command & General Staff on the operation: (Complete as appropriate)

- Incident Commander/Task Force Leader: (Name, Phone #, Email)
- Operations Section Chief: (Name, Phone #, Email)
- Planning Section Chief: (Name, Phone #, Email)
- Logistics Section Chief: (Name, Phone #, Email)
- Finance and Administration Section Chief: (Name, Phone #, Email)
- FLT Mentor: (Name, Phone #, Email)
- (Add Unit Leader or Command Staff as appropriate)

Offsite Coordination:
Branch leadership will be responsible for resource mobilization, strategic planning, dispatch, and will maintain overall supervision of the operation. The following Team Rubicon personnel will support these efforts:

- **Incident Commander:** Field Leadership (IMTL@teamrubiconusa.org)
- **Operations Section Chief:** Field Leadership (IMTL@teamrubiconusa.org)
- **Planning Section Chief:** Branch Planning Associate or the Ops Support Branch Planning team (nationalplanning@teamrubiconusa.org)
- **Field Service Training and Support:** Branch Planning Associate or the Ops Support Branch Planning team (nationalplanning@teamrubiconusa.org)
- **Logistics Section Chief:** Branch Logistics Associate or the Ops Support Branch Logistics team (logistics@teamrubiconusa.org)
- **Finance and Administration Section Chief:** Ops Support Branch Finance (opsfinance@teamrubiconusa.org)
- **Mobilization/Resource Unit Leader:** Branch Mobilization Associate or the Ops Support Branch Mobilization (mobilization@teamrubiconusa.org)
- **Technology/Tech Issues:** Ops Support Branch Field Tech (technology@teamrubiconusa.org)
- **PIO/Comms:** Communications Team (Press@teamrubuiconusa.org)

Coordinate hand-off of information and transition of personnel in Command & General Staff positions with the relevant functional area.

Form current as of: April 1, 2024

Operations Order (OPORD Plan) Template (page 6)

TEAM RUBICON

Internal Communications/Reporting Requirements:
Field communications will be provided via <mark>personal cell phone/radios/other</mark> as determined by the Incident Commander. The Incident Commander will provide a written SITREP and a verbal update to Field Leadership daily. An Incident Action Plan or ICS 201 (as appropriate) will additionally be provided for every operations period. The <mark>IC/TFL</mark>, or their designee, will upload these documents into the appropriate Operations Folder in a timely fashion. Operations Support Branch personnel will disseminate this information as appropriate.

The <mark>IC/TFL</mark> will notify the assigned Field Leadership POC immediately of any accidents or incidents. Accident and Incident reports will be completed via the templates in the Incident Management Toolkit and sent via email, as an attachment, to: incident@teamrubiconusa.org (and no other recipients will be copied).

Comms/Media Coordination/Content Production:
All media interactions should be coordinated through the <mark>IC/TFL</mark> or an appointed liaison. Media personnel/contacts should be directed to this liaison or the TR Deputy Director of Communications.

Comms personnel will be working hard on displaying Team Rubicon's efforts through social media and other formats. Personnel interested in taking and submitting photographs for use should fill out the Content Release form and submit their photos to the Team Rubicon Field Comms team (FieldComms@teamrubiconusa.org).

Personal reflections are a critical part of the operational experience for Team Rubicon personnel. It is also a key method used to communicate the positive impact of response operations on our members. Leaders should encourage personnel to reflect on the day's events, write down their thoughts and feelings, and submit them to the PIO. These should be uploaded to the External Comms/PIO folder within the operation's designated Operations Folder. Aim for one per day.

Donor and Major Gifts Management:
When offered financial or in-kind donations of $1000 or greater, the Incident Commander/Task Force Leader will contact the Gift Officer as early in the process as possible to ensure effective relationship management and continuity. Contact:
* Development – Development@teamrubiconusa.org

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