



**Florida Conference of Seventh-day Adventists**  
**Florida Conference Brigade, Medical Cadet Corps**  
351 S State Rd 434, Altamonte Springs, FL 32714



# Mission Deployment Guide

28 September 2020

**Purpose:** Every deployment of Brigade resources will be, by its very nature, unique; and with its own vulnerabilities and risks. Therefore, it is incumbent upon the Brigade leadership, and each individual member of the Florida Conference Brigade of the Medical Cadet Corps, to make every effort to address these vulnerabilities and risks when preparing, planning and executing each and Brigade Missions. The purpose of this guide is to provide a structured process to safely deploy a unit of the Florida Conference Brigade of the Medical Cadet Corps to ensure that appropriate safety measures and mitigation strategies are employed to protect the Brigade members during the deployment.

**Overview:** For the discussion purposes within this guide, missions are going to be divided into four discrete sequential phases: (1) Alert, (2) Activation, (3) Mobilization, and (4) Demobilization. Each phase and the associated actions will be discussed in detail below. It is recognized that during an actual deployment, actions often must be taken concurrently, and that changes in situation may make it necessary to make adjustments in the plans that have been made. However, it is expected that the same approaches discussed here will be followed to the greatest extent possible, and that open communications between the deployed unit and the Brigade Headquarters, or their representatives, will be maintained.

**Phase 1 – Alert:** Alerts can be initiated at multiple levels within the Brigade structure. Basically, it is merely the identification and communication of a potential mission opportunity, and the trigger point to begin the planning process to define and address the challenges of the specific mission. The alert phase continues until orders are cut by Brigade Headquarters activating units to respond to the mission.

It is during the Alert phase that Unit Leadership must engage in a complete planning process that addresses transportation, feeding, housing, safety concerns, and mitigating actions to be taken. The unit must identify and communicate to the Brigade Headquarters the following information for the event: dates, duration, individuals to be activated, assembly area, event location, release point, means of transportation to be used (including verification of drivers and their insurance), feeding, and housing plans. The Brigade will maintain a link on our website with which to request orders. Once orders are requested, the Unit Leadership will continue to monitor the situation and inform the Brigade Headquarters of any changes.

**Phase 2 – Activation:** Activation of a unit (and any associated resources) occurs after the Brigade distributes orders to the designated unit (and the unit's leadership) to authorize actions to be taken under the Florida Conference Brigade of the MCC banner to prepare for the mobilization of the identified resources to complete the assigned mission. It is during the activation phase that the Unit Leadership should initiate an ICS Form 201 to cover the activities of the operation. A copy of the ICS Form 201, as modified for the Florida Conference Brigade of the Medical Cadet Corps can be found at the end of this document. Additionally, depending on the complexity of the operation, additional resources (such as food if the unit is cooking) should be procured and packed for transport. The unit leaders should also be communicating with their members to ensure that they have sufficient information to pack appropriately for the operation. If time allows, and the situation warrants, a unit inspection may be held to inspect the equipment being prepared for mobilization.

**Phase 3 – Mobilization:** The Mobilization phase begins with the departure of the assigned resources (MCC member) from their home of record to the assembly area (which may or may not be the same as the event site) as designated in the Brigade order. Positive communications should be initiated between unit members and their unit leaders upon departure to initiate personnel accountability and inform leadership of the status of all assets assigned to the event. Once the unit is assembled (either in an assembly area or on scene at the event site, the unit leadership should inform the Brigade via e-mail ([flconf.mcc.brig@gmail.com](mailto:flconf.mcc.brig@gmail.com)). Any last minute personnel adjustments, substitutions and/or no-shows need to be reported to ensure appropriate personnel accountability.

**Phase 4 – Demobilization:** The Demobilization phase occurs once a unit or individual resource is released from or completed their assignment, and does not end until ALL personnel return to their Home of Record, or other such release point, as was previously designated. The unit leadership should maintain positive accountability of all personnel until demobilization is completed, and all personnel have reached their personal homes of record, or other authorized release point. Ideally, unit members can text their leadership when they arrive home. Upon the completion of the demobilization process a clearing e-mail needs to be sent to the Brigade headquarters to inform them that all personnel are demobilized and accounted for.





# INCIDENT BRIEFING (ICS 201), FLCONF BDE MCC

<b>1. Incident Name:</b>	<b>2. Incident Number:</b> (EON# if applicable)	<b>3. Date/Time Initiated:</b> Date: _____ Time: _____
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**9. Current Organization** (fill in additional organization as appropriate):

<b>6. Prepared by:</b> Name: _____	Position/Title: _____	Signature: _____
ICS 201, Page 3	Date/Time: _____	



# ICS 201

## Incident Briefing

**Purpose.** The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

**Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

**Distribution.** Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

### Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the EON number assigned to the incident, if applicable.
3	<b>Date/Time Initiated</b> <ul style="list-style-type: none"> <li>• Date, Time</li> </ul>	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	<b>Map/Sketch</b> (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.  If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).  North should be at the top of page unless noted otherwise.
5	<b>Situation Summary and Health and Safety Briefing</b> (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Block Number	Block Title	Instructions
7	<b>Current and Planned Objectives</b>	Enter the objectives used on the incident and note any specific problem areas.
8	<ul style="list-style-type: none"> <li>• <b>Sequence of events and any important issues that may have arisen</b></li> <li>• Time</li> <li>• Actions</li> </ul>	Enter the important events of the day and any significant incidents that may have occurred. Ensure any injuries/accidents are properly documented. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	<b>Current Organization</b> (fill in additional organization as appropriate)	<ul style="list-style-type: none"> <li>• Enter on the organization chart the names of the individuals assigned to each position.</li> <li>• Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.</li> </ul>
10	<b>Resource Summary</b>	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the Name of the person assigned
	• Phone Number	Enter Cell phone number
	• FEMA SID	Enter the Individuals' FEMA SID.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.	