

MISSISSIPPI COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

ESF #4 Firefighting Annex

Coordinating Agencies

Mississippi Insurance Department (MID)
State Fire Marshal's Office (SFMO)

Support Agencies

Mississippi Forestry Commission (MFC)
Mississippi State Fire Academy (MSFA)
Mississippi Emergency Management Agency (MEMA)

Federal Coordinating Agencies

Department of Agriculture (USDA)
US Forest Service (USFS)
Department of Homeland Security (DHS)
Federal Emergency Management Agency (FEMA)
US Fire Administration (USFA)

Federal Support Agencies

Department of Commerce (DOC)
Department of Defense (DOD)
Department of Homeland Security (DHS)
US Coast Guard (USCG)
Department of the Interior (DOI)
Department of State (DOS)
Environmental Protection Agency (EPA)

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ESF #4 Firefighting Annex

1. INTRODUCTION. Emergency Support Function (ESF) #4 Firefighting supports local, state, and tribal entities, non-governmental organizations, and the private sector in managing firefighting assets during domestic threats or in response to actual or potential incidents.

a. Purpose. ESF #4 Firefighting provides state support for detecting and suppressing wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all-hazard incident requiring a coordinated state response for assistance.

The success of this effort requires the coordination, pooling, and networking of available and obtainable firefighting resources provided by state agencies, local government entities, voluntary organizations, or other providers.

The term “obtainable” means other necessary resources that must be acquired through contract, lease, purchase, mutual aid agreements, or otherwise from outside the inventory or control of participating agencies. These resources may include facilities, personnel, equipment, materials, supplies, technical assistance, or others.

b. Scope. This Annex provides structures for implementing state-level policy and operational coordination. It can be partially or fully implemented, anticipating a significant event or response to an incident. The selective implementation allows for a scaled response, delivery of the needed resources, and coordination appropriate to the incident. It is also used when Mississippi’s capabilities are exceeded, and a federal government response is requested. The core functions of ESF #4 include but are not limited to:

(1) Coordinating firefighting activities.

(2) Provide personnel, equipment, and supplies to support local, state, and tribal area agencies involved in wildland, rural, and urban firefighting operations.

If local government firefighting capabilities or resources become overwhelmed and unable to meet emergency or major disaster needs, ESF #4 will be activated to support those affected. This support will be provided in accordance with the Comprehensive Emergency Management Plan (CEMP), National Response Framework (NRF), and MEMA Response Framework.

If federal ESF #4 is activated to assist local, tribal, and state governments, the primary agency for overall coordination of federal resources is the Department of Agriculture (USDA)/US Forest Service (USFS) in cooperation with the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/US Fire Administration (USFA).

2. RELATIONSHIP TO THE WHOLE COMMUNITY. This section describes how ESF #4 relates to other elements of the whole community.

a. Local, Tribal, and State Governments. Firefighting is an inherently local responsibility. Local fire resources often receive assistance from other fire departments/agencies through established mechanisms identified in local mutual aid agreements. Further assistance can be obtained through an established intrastate mutual aid system. Other jurisdictions can request firefighting resources through processes established under mutual aid agreements, state-to-state or regional compacts, or other agreements if additional assistance is required. If the affected state's governor has declared an emergency, firefighting resources may be requested through the Emergency Management Assistance Compact (EMAC). If the President has declared an emergency or major disaster under the Stafford Act, firefighting resources may be requested through ESF #4. Using existing authorities and agreements, ESF #4 can mobilize wildland and structural firefighting resources from across the country and several foreign countries through the national firefighting mobilization system. Considerations include but are not limited to:

(1) Except where specified in agreements or through a formal delegation of authority, assisting firefighting resources will report to and become part of the command structure of the requesting jurisdiction.

(2) Coordination with and support of local, state, and tribal fire suppression organizations is accomplished through the state (or equivalent) Forester, Fire Marshal, Emergency Management Agency, or other appropriate state, tribal agency, or tribal fire suppression organization. Responsibility for assessing the situation and determining resource needs lies primarily with the local Incident Commander.

(3) Shortages of critical firefighting resources are adjudicated at the lowest jurisdictional level.

(4) Many firefighting agencies provide additional functions such as emergency medical services, technical rescue, and hazardous materials response. During a response, these resources may support multiple ESFs supporting different core capabilities.

b. Private Sector/Non-governmental Organizations. Private-sector resources for firefighting support are mobilized through standard contract procedures.

3. CORE CAPABILITIES AND ACTIONS. This section outlines the ESF roles aligned to core capabilities. The following table lists the Response core capability that ESF #4 most directly supports and the related ESF #4 action. Though not listed in the table, all ESFs, including ESF #4,

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support the Core Capabilities of Planning, Operational Coordination, and Public Information and Warning:

| Core Capability | ESF #4 – Firefighting |
|---|--|
| <p>Fire Management and Suppression</p> | <ul style="list-style-type: none"> • Provides wildland and structural firefighting resources to local, state, and tribal entities supporting firefighting and emergency operations. • Obtains an initial fire situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance; and obtains and distributes, through proper channels, incident contact information to emergency responders mobilized through ESF #4. • Analyze each request before committing people and other resources. • Ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment they are assigned. • Ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency incident management team. • Ensures that an all-hazard incident-specific briefing and training are accomplished before task implementation. This preparation will usually occur before mobilization, addressing incident descriptions, mission requirements, and known hazards. Essential protective equipment for the tasks employees do not routinely encounter or perform will be identified. • Provides command, control, and coordination of resources (to include incident management teams, area command teams, and multi-agency coordination group support personnel) to local, state, and tribal entities in support of firefighting and emergency operations. • Provides staff to support incident facilities, facility, property, telecommunications, and transportation management. • As appropriate, provide direct liaison with local, state, and tribal Emergency Operations Centers (EOCs) and fire chiefs in the designated area. • Provides support to enhance the resilience of local, state, and tribal firefighting agencies. |

| Core Capability | ESF #4 – Firefighting |
|--|---|
| <p>Situational Assessment</p> | <ul style="list-style-type: none"> • Obtains an initial fire situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet assistance requests. • Analyzes each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; and ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency incident management team. • Ensures that an all-hazard incident-specific briefing and training are accomplished before task implementation. This preparation will usually occur before mobilization, addressing incident descriptions, mission requirements, and known hazards. Critical protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified. |
| <p>Infrastructure Systems</p> | <ul style="list-style-type: none"> • Provides expertise and personnel to assist with assessing emergency services sector critical infrastructure. |
| <p>Operational Communications</p> | <ul style="list-style-type: none"> • Provide radio communications systems to support firefighters, law enforcement officers, and incident response operations. • Provide engineers, technicians, and liaison staff to assist federal, tribal, state, and local emergency communications managers. • Provide systems for use by damage reconnaissance teams and other applications. • Provide appropriate communications personnel to accompany radio systems for user training and operator maintenance indoctrination. |
| <p>On-Scene Security and Protection</p> | <ul style="list-style-type: none"> • Ensure trained public safety, law enforcement, investigations, and security resources are provided. |
| <p>Mass Search and Rescue</p> | <ul style="list-style-type: none"> • Provide equipment and supplies from state resources during incidents based on standby agreements and contingency plans. |

4. POLICIES.

a. Through the State Emergency Operations Center (SEOC), the Mississippi Emergency Management Agency (MEMA) will maintain overall direction, control, and coordination of the response and recovery efforts through coordination with all participating agencies, including federal agencies tasked by FEMA.

b. Mississippi Fire Marshal's Office (SFMO) or Mississippi Insurance Department (MID) will appoint an Emergency Coordinating Officer (ECO) to work in conjunction with MEMA, other state agencies, and federal agencies in an emergency firefighting capacity at the SEOC.

c. ESF #4 ECO will coordinate with all appropriate agencies/departments and organizations to ensure operational readiness in times of emergency.

d. All local resources will be expended or committed by the local government before assistance is requested from other local governments through the Statewide Mutual Aid Compact (SMAC).

e. If state emergency firefighting resources either have been exhausted or are expected to be exhausted before meeting the demand, the ECO for ESF #4 will recommend that assistance be requested from other states through the EMAC or from FEMA.

f. The ESF #4 ECO will coordinate from the SEOC or virtually, incident-dependent. However, a catastrophic event may require an additional forward coordination element near the impacted area.

g. Priority is given to protecting firefighters, the public, and property in that order.

h. Acquisition of resources acquired by ESF #4 in support of county and municipal structural fire suppression organizations is accomplished through the state, county fire coordinators, and local fire chiefs. The State Forestry Emergency Coordinator and the State Fire Coordinator coordinate support of wildland fires.

i. There shall be frequent consultation between state officials with emergency management responsibilities, other appropriate representatives of party states, and the federal government, with the objective of a free exchange of information, plans, and resource records relating to emergency capabilities.

j. Each participating agency will coordinate its support with ESF #4 and ESF #5.

- k. The Incident Command System (ICS) will manage the response effort.

5. CONCEPT OF OPERATIONS.

a. Assumptions.

(1) Existing state telecommunications infrastructure will provide the primary means for state government communications.

(2) Primary agencies (including MEMA) and support agencies will perform tasks under their authority, as applicable, in addition to missions received under the authority of MEMA.

(3) Most emergencies and disasters involve damage to property to some extent. Roads, bridges, public utility systems, public and private buildings, homes, and other facilities must be inspected, cleared for use, reinforced, quarantined, or demolished to ensure safety.

(4) State or federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient, and effective response and recovery.

(5) Numerous volunteering entities, both governmental and non-governmental, may mobilize personnel, supplies, and equipment to affected areas with neither coordination nor communication with the SEOC or deployed elements.

(6) Local fire services mutual aid agreements and other compacts will be activated as appropriate. Note that most fires are handled and suppressed by the local department of the affected area. However, this ESF would be activated when their resources and mutual aid agreements have been exhausted and state assistance is required.

(7) All available local, private, semi-private, and state resources will be deployed through SMAC to the maximum extent possible to contain and suppress urban and wildland fires as needed.

(8) Should the above available resources become over-taxed, assistance from federal ESF #4 agencies will be requested.

b. General Concepts.

(1) MEMA will keep all responsible agencies informed of impending conditions (incident developments, weather, hazardous materials, or other events) that would cause them to assume a readiness posture for activating the SEOC for possible deployment to a forward area of operation or other activity.

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(2) When ESF #4 is activated, ESF #5 and other appropriate support ESFs will be activated to support the event. ESF #4 will continually assess and develop action plans for ESF #5 to ensure all supporting agencies function appropriately and in a coordinated manner.

(3) Local officials should be encouraged to be self-sufficient during a disaster's first 2–3 days.

(4) Local officials and managers should channel their requests for assistance through county EOCs.

(5) Local officials must conduct an initial damage assessment to determine the severity and magnitude of property damage in quantity, community impact, and dollar amount. These results will be reported to the SEOC, where appropriate response actions will be initiated. Such communication should be routed through the jurisdiction's county EOC where possible.

(6) When activated, ESF #4 will manage and coordinate the state firefighting activities through virtual means or from the SEOC. ESF #4 will operate under the Unified Command (UC) concept. The nature of the fire dictates whether the State Fire Coordinator or the Chief Forestry Commission Fire Chief will lead the ESF #4 efforts.

(7) A catastrophic situation may require establishing another forward coordination element at one or more district offices or another facility near the affected fire-impacted area.

(8) State fire suppression operations will be accomplished by mobilizing state firefighting resources in support of local fire departments and upon request by local government.

(9) The responsibility for a fire scene situation assessment lies primarily with local Incident Commanders (IC) and their firefighting personnel. If needed, a request is made to the local EOC for state resources, which will contact the SEOC for that assistance.

(10) County Fire Coordinators are divided into ten regions coordinated through the State Fire Coordinator's office.

(11) The State Forestry Commission office is in Jackson and has four regional offices, each headed by a Regional Forester, coordinated through the state office.

(12) All designated ECOs from primary and support agencies report to the SEOC, where direct coordination of firefighting resources and response activities will occur.

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(13) Close coordination is maintained with the USDA/USFS to ensure awareness of potential mobilization.

(14) If state emergency fire resources have either been exhausted or are expected to be exhausted before meeting the demand, the State ECO for ESF #4 will recommend that assistance be requested from other states through the EMAC or FEMA. Such a request to FEMA for aid could prompt the implementation of the NRF.

(15) MEMA will provide public information to evacuees through the SEOC Joint Information Center (JIC), Mississippi Public Broadcasting (MPB), and commercial broadcast media.

(16) Working in coordination with the SEOC and SWP, the JIC will release special weather statements and warnings provided by the National Weather Service (NWS) to emergency workers and the general population. These releases will be made through the normal ESF #15 release networks, SWP AtHoc mass notifications, and additionally provided to emergency work sites, staging areas, and other incident support sites as needed.

6. ORGANIZATION.

a. State Emergency Operations Center. In an incident or a major declared state emergency, the ESF #4 ECO or the ESF #4 emergency coordination staff will support the SEOC virtually or take up positions at the SEOC, situationally dependent. A current list of agency emergency notifications is maintained at this facility. ESF #4 is part of the SEOC Operations Section, Emergency Services Branch.

b. SEOC Emergency Point of Contact. The MEMA State Warning Point (SWP) within the SEOC operates 24/7/365. Operations Officers and an Operations Section Watch Officer staff the SWP. Emergency contact info is as follows:

(1) SWP Operations Officer(s):

(a) **Phone:** (601) 933-6876, 6877, 6878 or (800) 222-6362

(b) **E-mail:** commo1@mema.ms.gov, commo2@mema.ms.gov, or commo3@mema.ms.gov

(2) Operations Section Watch Officer:

(a) **Phone:** (601) 933-6671 or (800) 222-6362

(b) E-mail: watchdesk@mema.ms.gov

c. **SEOC Sections.** The SEOC maintains the standard four ICS sections:

(1) **Operations Section.** The Operations Section establishes strategy (approach methodology, etc.) and specific tactics/actions to accomplish the goals and objectives set by Command. Operations coordinates and executes strategy and tactics to achieve response objectives.

(2) **Planning Section.** The Planning Section coordinates support activities for incident planning and contingency, long-range, and demobilization planning. Planning supports Command and Operations in processing incident information and coordinates information activities across the response system.

(3) **Logistics Section.** The Logistics Section supports Command and Operations by providing personnel, supplies, and equipment. Performs technical activities required to maintain the function of operational facilities and processes.

(4) **Finance and Administration Section.** The Finance and Administration Section supports Command and Operations with administrative issues and tracks and processes incident expenses. This includes such issues as licensure requirements, regulatory compliance, and financial accounting.

See the SEOC Operations Section Chief (OSC), Watch Officer, or an SEOC Branch Director for a roster of incident-assigned Section Chiefs.

d. **SEOC Emergency Services Branch.** The SEOC maintains three branches within the Operations Section, Infrastructure, Emergency Services, and Human Services, each led by a Branch Director. The Emergency Services Branch Director position is a full-time MEMA Emergency Management Specialist. The Branch Director coordinates the activities of ESF #4 (Firefighting), ESF #8 (Public Health and Medical), ESF #9 (Search and Rescue), ESF #10 (Oil and Hazardous Materials), ESF #13 (Public Safety), ESF #16 (Military Support to Civil Authorities) and is the first line of support for assigned ECOs. The Emergency Services Branch Director monitors and oversees branch administrative and incident activities, WebEOC actions, SITRoom updates, Crisis Track, branch adherence to timelines and requirements, supports ECOs with incident coordination, and conducts SEOC staff briefings, as needed.

Emergency Services Branch Director desk contact information: Phone (601) 933-6754, e-mail: emergencyservices@mema.ms.gov.

e. Mississippi Business Emergency Operations Center. The MSBEOC, commonly called BEOC, provides disaster-specific communications from MEMA to industry associations and registered members to coordinate private-sector businesses. It connects those needing resources with Mississippi private-sector resource providers during response and recovery from an emergency or disaster.

For more information on the BEOC, e-mail the BEOC Director at msbeoc@mema.ms.gov or go to the dedicated JIC SITRoom listed below in section 6.g.

f. Joint Information Center. The MEMA Joint Information Center (JIC) coordinates critical emergency information, crisis communications, and public affairs functions. The JIC is the central point of contact for all agency PIOs and news media.

For more information on the JIC or to contact the JIC Director, e-mail memainfo@mema.ms.gov or go to the dedicated JIC SITRoom listed below in section 6.g.

g. SEOC Situation Rooms. MEMA developed the Homeland Security Information Network (HSIN) Situation Rooms (SITRooms) to provide stakeholders with a virtual EOC platform to utilize during normal operations or incidents. The SITRooms provide excellent situational awareness for both SEOC and non-SEOC participants. The SITRooms have individual pods with attendee lists, chat capability, incident priorities and objectives, operational schedule and meeting times (battle rhythm), downloadable documents and maps, useful links, and video capability.

The event SITRooms utilized by the SEOC for a given event will use one of the following URLs:

<https://share.dhs.gov/msema> (Daily SITRoom: Level IV Normal Operations)

<https://share.dhs.gov/mema-incident> (General Incident SITRoom)

<https://share.dhs.gov/mema-incident1> (Severe Weather/Flooding SITRoom)

<https://share.dhs.gov/mema-incident2> (Hurricane/Tropical Storm SITRoom)

<https://share.dhs.gov/mema-incident3> (Other Emergency/Earthquake SITRoom)

<https://share.dhs.gov/mema-uas> (Unmanned Aerial Systems [UAS] SITRoom)

<https://share.dhs.gov/mrp> (Radiological SITRoom)

<https://share.dhs.gov/jicroom> (JIC SITRoom)

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<https://share.dhs.gov/ms-emas> (EMAC SITRoom)

<https://share.dhs.gov/msbeoc/> (MSBEOC SITRoom)

Many of the above-listed SITRoom may not be active during “blue-sky” or non-event periods. The active SITRooms will be published via mass notification before or during an event/incident.

h. Administrative and Logistical Support. All participating ESF #4 agencies are expected to:

(1) All agencies supporting ESF #4 will receive direct administrative support from their parent organization and additional MEMA support as needed.

(2) Logistical support will be provided to participating agencies at the established Point(s) of Arrival (POA), Mobilization Centers (MC), and Staging Areas (SA).

(3) Coordinate their support with the ESF #4 coordinator.

(4) ESF #4 coordinator will coordinate efforts with the SEOC through the Emergency Services Branch Director.

(5) Locate, identify, and set up their operational work areas and maintain logistical support.

(6) Maintain active accounts and have a working knowledge of WebEOC, the SEOC HSIN SITRoom, and Crisis Track.

(7) Attend and support briefings and other coordination meetings, whether at the SEOC, via telecommunications (HSIN SIT Room, ZOOM, or Microsoft Teams), or elsewhere.

(8) Maintain operational logs, messages, requests, and other appropriate documentation for future reference.

(9) Maintain maps, displays, status reports, and other information not included in the ESF #5 operations.

(10) Update the SEOC Emergency Services Branch Director on ESF #4 ECO Roster changes.

7. RESPONSIBILITIES AND ACTIONS.

a. Coordinating Agency. As the Coordinating Agency for ESF #4, MID/SFMO is responsible for, but not limited to, the following:

(1) Preparedness.

(a) Provide a list of ESF #4 Emergency Coordination staff that will carry out the CEMP virtually or at the SEOC.

(b) In conjunction with MEMA and other support agencies, develop and maintain a Standard Operating Procedure (SOP) for this ESF #4 Firefighting Annex.

(c) Maintain access to all SEOC personnel, systems, and documentation, including but not limited to the Infrastructure Branch Director, WebEOC, HSIN SITRooms, Crisis Track, the CEMP, and associated Annexes and Appendices, the MEMA Response Framework, and all SEOC policies and procedures.

(d) Ensure all agencies with ESF #4 responsibility have SOPs in place to perform appropriate levels of mitigation, preparedness, response, and recovery related to the event. Agencies will have completed mitigation and preparedness activities before the initiating event.

(e) Ensure ESF #4 elements are familiar with and operate according to the National Incident Management System (NIMS) and ICS.

(f) Train and exercise ESF #4 personnel.

(g) Develop and maintain a database of fire departments, personnel, and equipment within Mississippi and determine the types and amounts of assistance available from the local departments in a catastrophic event.

(h) Designate an ECO, alternate ECO, Public Information Officer (PIO), and an ESF #4 liaison to report to the SEOC or support virtually.

(2) Pre-Incident.

(a) ESF #4 will develop and maintain alert and notification procedures for key transportation officials supporting ESF #4. MEMA will assist ESF #4 in maintaining the alert and notification list for other agencies supporting ESF #4.

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(b) Provide an ECO (and alternate if 24-hour coverage is necessary) and ESF #4 liaison to the SEOC.

(c) Notify support agency and partners on activation as needed and minimal staffing requirements.

(d) Conduct preliminary staff meetings with the complete ESF #4 team assigned to establish strategies for approaching incident(s).

(3) Incident.

(a) Upon activation of ESF #4, ECO will communicate pertinent information to all ESF #4 members. Such information will be a complete orientation of the ESF #4 mission, purpose, and scope of work.

(b) Establish communication links with the Regional/Area County Fire Coordinators, Local Fire Chiefs, and Forestry Commission Chief.

(c) Provide information to the SEOC for dissemination to the public and private agencies as needed.

(d) Ensure adequate communications are established and maintained.

(e) Obtain an initial fire situation and damage assessment through established intelligence procedures.

(f) If requested, provide technical advice and assistance for the containment and extinction of the fire(s).

(g) Coordinate the distribution of assets as needed.

(h) Maintain a complete log of actions, resource orders, records, and reports.

(i) If required, maintain close consultation with USDA/USFS to ensure awareness for potential federal ESF #4 mobilization.

(j) Provide Situation Report (SITREP) and Incident Action Plan (IAP) input via WebEOC and appropriate ICS Forms, according to the established operational timeline, event-specific.

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(k) Coordinate the efforts through a liaison to ESF #5.

(l) Assist in gathering and providing information to ESF #5 for establishing priorities;

(m) Assist in compiling and providing information to ESF #15/JIC for press releases.

(n) Participate in post-incident assessments of public works and infrastructure to help determine critical needs and potential workloads;

(o) MEMA may ask ESF #4 to provide personnel to the Joint Field Office (JFO) to work closely with their federal counterparts at the established JFO(s) and in the field.

(4) Post-Incident.

(a) Assist in the overall assessment and evaluation of the magnitude of the fire(s).

(b) Assist in the preparation and submission of damage assessment and other fire-related reports.

(c) The Mississippi Forestry Commission (MFC) evaluates the burned areas for wildland fires. This evaluation will be conducted regarding the need for salvage and reforestation.

(d) For wildland fires, MFC requests responsible state agencies conduct evaluations on wildlife habitat and watershed damage, the Mississippi Department of Environmental Quality (MDEQ) and the Department of Wildlife, Fisheries, and Parks (MDWFP).

(e) If the burn site were in an urban area, primary clean-up would be the responsibility of each affected business entity or homeowner.

(f) Prepare an After-Action Report/Improvement Plan (AAR/IP). The AAR/IP identifies key problems, indicates how they will be/were solved, and makes recommendations for improving ESF response operations.

(g) All ESF #4 organizations assist in the preparation of the after-action report.

(h) Submit AAR/IP comments and input to emergencyservices@mema.ms.gov and planning@mema.ms.gov.

(i) Review and recommend revision to plans and procedures as determined necessary.

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(j) Copy, catalog, and properly file all records and documents on the incident.

(k) Compare ESF #4 staff records with MEMA network tasking and tracking system to ensure accuracy.

b. Supporting Agencies. All ESF #4 Supporting agencies are expected to:

(1) Coordinate their support with ESF #4.

(2) Maintain access to all SEOC personnel, systems, and documentation, including but not limited to the Emergency Services Branch Director, WebEOC, HSIN SITRooms, Crisis Track, the CEMP, and associated Annexes and Appendices, the MEMA Response Framework, and all SEOC policies and procedures.

(3) Ensure agency administrative, supervisory, and technical personnel remain aware of the agency's role with MEMA and ESF #4.

(4) Locate, identify, and set up their operational work areas and maintain logistical support.

(5) Attend and support briefings and other coordination meetings, whether virtually, at the SEOC, or elsewhere.

(6) Participate in training and exercises when scheduled.

(7) Support the development and maintenance of SOPs to enable them to perform appropriate levels of mitigation, preparedness, response, and recovery related to public works and engineering.

(8) Maintain operational logs, messages, requests, and other appropriate documentation for future reference.

(9) Maintain their maps, displays, status reports, and other information not included in the ESF #5 operations.

(10) Provide SITREP and IAP input via WebEOC and appropriate ICS Forms, according to the established operational timeline, event-specific.

(11) All ESF #4 organizations assist in the preparation of the after-action report.

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(12) Submit AAR/IP comments and input to emergencyservices@mema.ms.gov and planning@mema.ms.gov.

(13) Review and recommend revision to plans and procedures as determined necessary.

(14) Copy, catalog, and properly file all records and documents on the incident.

(15) Compare ESF #4 staff records with the MEMA network tasking and tracking system to ensure accuracy.

The chart on the following pages shows the responsibilities of the individual ESF #4 support agencies. The list contains, but is not limited to, the core functions required:

| Agency | Functions |
|---|--|
| Mississippi Forestry Commission (MFC) | <ul style="list-style-type: none"> • Assist ESF #4 in staffing. • Administer and manage the Commission’s current fire suppression capabilities. • Submit through the Governor/MEMA a request for federal assistance as needed. |
| Mississippi State Fire Academy (MSFA) | <ul style="list-style-type: none"> • Assist ESF #4 in staffing. • Provide technical assistance to local fire departments in the suppression of urban fires. • Provide procedures and resources for controlling and suppressing all fires created by a catastrophic disaster. • Assist MEMA in designing and delivering training and exercise programs. |
| Mississippi Emergency Management Agency (MEMA) | <ul style="list-style-type: none"> • Develop and deliver training to fire services organizations in Incident Command System (ICS), Hazardous Materials Incidents, Emergency Planning, etc. • Assist with hazard analysis to determine the potential impact of specific hazards on state and local fire suppression capabilities. • Coordinate exercises at the state and local level involving fire service/emergency management organizations. • Provide training materials, public education materials, and other items from FEMA to local fire service organizations. |

8. AUTHORITIES AND REFERENCES. The procedures in this Annex are built on the core coordinating structures of the CEMP and references listed below. The specific responsibilities of each department and agency are described in the respective ESF, Recovery Support Function (RSF), Support and Incident Annexes, internal agency plans, policies, and procedures. See the CEMP Base Plan, SEOC Emergency Service Branch, or ESF #4 for a comprehensive list of Authorities and References.

- a. Mississippi Code of 1972, Title 33, Chapter 15, Emergency Management and Civil Defense
[Mississippi Code of 1972, Title 33, Chapter 15](#)
- b. Mississippi Code of 2018, Title 45, Chapter 18 Emergency Management Assistance Compact (EMAC)
[Mississippi Code of 2018, Title 45, Chapter 18](#)
- c. National Incident Management System, Third Edition, October 2017
<https://www.fema.gov/media-library/assets/documents/148019>
- d. National Preparedness Goal, Second Edition, September 2015
<https://www.fema.gov/media-library/assets/documents/25959>
- e. National Response Framework, Fourth Edition, October 2019
https://www.fema.gov/sites/default/files/2020-04/NRF_FINALApproved_2011028.pdf
- f. FEMA Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 3.0, September 2021
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf
- g. State of Mississippi Comprehensive Emergency Management Plan
[MEMA Downloads/CEMP](#)
- h. MEMA Response Framework
[MEMA Downloads/MEMA Publications](#)

The MEMA reference repository, containing the CEMP base plan, associated annexes, appendices, and other supporting documents, can be found at [MEMA Downloads](#).

Most Mississippi emergency management stakeholders have access to the MEMA Downloads site. However, non-registered stakeholders may access the repository by submitting an e-mail request to preparedness@mema.ms.gov.

9. REVIEW AND MAINTENANCE. This Annex will be continuously reviewed and exercised to evaluate the state's and political subdivisions' ability to execute response and recovery operations and support tribal, local, and municipal emergency management agencies. Directors of primary state agencies are responsible for maintaining internal policies, plans, SOPs, checklists, and resource data to ensure a prompt and effective response to a disaster in support of this Annex. For training purposes and exercises, the MEMA Executive Director may activate this Annex as deemed necessary to ensure high operational readiness.

MEMA will revise this Annex on a biennial basis. The revision will include testing, reviewing, and updating the document and its procedures. This Annex will be updated every two years, or as necessary, to incorporate new presidential or state directives, legislative changes, and procedural changes based on lessons learned from exercises and actual incidents. This Annex will be rewritten every four (4) years.

MEMA coordinates updates, modifications, and changes to the Annex. Heads of state agencies with ESF coordinator responsibility will periodically provide information regarding changes with available resources, personnel, and operating procedures. Recommended changes will be submitted to MEMA for approval and distribution. Submit recommendations via e-mail to preparedness@mema.ms.gov.

This Annex applies to all state agencies, state boards, state commissions, and state departments assigned emergency responsibilities and to all elements of local government in accordance with current law and Executive Orders (EOs).