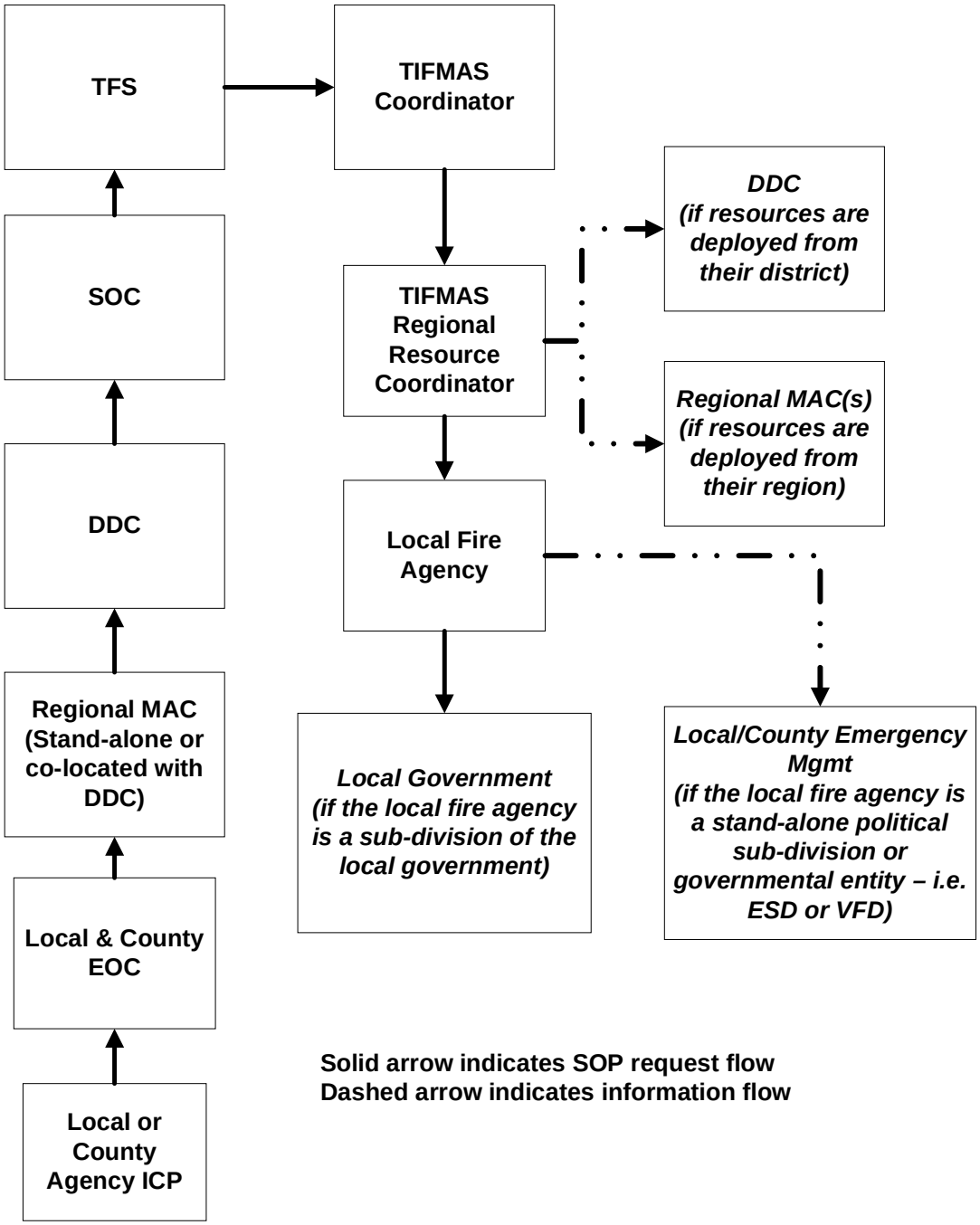

TIFMAS
Texas Intrastate
Fire Mutual Aid
System

Field Guide to the Texas Intrastate Fire Mutual Aid System (TIFMAS) Quick Reference Guide

Hasty Request for Assistance



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Purpose & Scope of Field Guide

The purpose of this Quick Reference Guide to the Texas Intrastate Fire Mutual Aid System (TIFMAS) is to provide first responders a quick reference to the essential operational procedures for requesting and providing mutual aid within the state of Texas.

This document is based upon Appendix 6 to Annex F (Firefighting) of the State of Texas Emergency Management Plan and covers the following information:

SECTION I: Mutual Aid Processes

The purpose of the TIFMAS annex is to provide guidance for a response to catastrophic emergency incidents of state significance involving fire. These include, but are not limited to, incidents that are:

Beyond the resource capabilities of local response organizations, including local mutual aid resources.

Multiple single significant (major) events occurring that exceed local resources.

The Texas Intrastate Fire Mutual Aid System (TIFMAS) was created to provide for the systematic mobilization, deployment, organization, and management of Texas local fire-related resources in order to provide assistance in mitigating the effects of emergencies and disasters throughout Texas and the nation, when so requested.

State Mutual Aid

1. Mutual Aid 101

Recommendations for stricken area units & supporting units

1.1Requesting Agency

1.1.1. Incident Command

1.1.2. Initial Assessment

What are the Conditions? Actions? Needs?

What is at risk?

Who has the jurisdictional responsibility for this incident?

Current Assumptions – Strategic (MS), tactical (crews)

Current Actions:

- Strategic goals, tactical objectives and tactics?
- Effectiveness? How to improve?
- Efficiency? How to improve?

Important Considerations

Request supporting units through proper protocols

Look at big picture when requesting help

Have proper amount of command staff to handle responding units. If not request command support

Be prepared to supply maps, known hazards etc. to responding agencies

Realize units responding may not know the area

Build command staff to appropriate size for support

Considerations for Successful Outcome

Planning will be a key to your success

Support units with essentials as soon as possible, fuel, food, shelter, etc.

Consider safety and control of stricken area

Command needs to listen to reports from field to insure plan is progressing or needs to change

Suggestions need to be considered and answered professionally

Assign staging areas large enough for amount of help that may be requested overall

Staging areas need security provided

Assign Public Information officer as soon as possible. Press and news will be uncontrollable very quickly

Give orders clearly and professionally

Effective work time for all personnel including command personnel is twelve hours

Command staff needs to evaluate overall operations and inform field personnel with constant updates and proper intelligence for the accomplishment of the assignments given

Have a plan for relief crews and demobilization procedure

Return units in a timely manner

1.1.3. Activation

Responsibility:	
Actions:	
	In the event of an emergency/disaster when local normal mutual aid assistance has been exhausted, the local jurisdiction shall conduct a needs assessment for determining the kind, type and amount of additional resources required.
	The locally affected jurisdiction contacts the county Emergency Management Authority and requests mutual aid assistance, if they can provide what is beyond the normal "local" mutual aid of the local jurisdiction. If this request can be filled within that county, it is taken care of there.
	If the local mutual aid and the impacted county resources have been exhausted, the city/county Emergency Management Authority requests assistance from the DDC to address the needs for the affected jurisdiction(s) within that county.
	The Emergency Management Authority contacts the DDC with the resource needs for the affected jurisdictions within the County.
	The DDC contacts the SOC who contacts the Texas Forest Service (ESF-4) with the request for resources available to respond to the affected county.
	TFS then contacts the TIFMAS Coordinator of the request.
	The TIFMAS Coordinator and the appropriate TFS representative shall verify the need to activate Appendix 6 to Annex F. If this is determined not to be a request requiring the Appendix, the TFS either fills the order internally; or passes it back to the DDC to route accordingly to another agency; or denies the request and notifies the DDC of the denial and rationale behind it; If the need is determined to activate Appendix 6 to Annex F, the TIFMAS Coordinator notifies the appropriate TIFMAS Regional Resource Coordinator (TRRC) of the activation and then the TIFMAS Coordinator and staff will report to the Coppell EOC and TFS EOC. The TRRC will then verify available resources from their respective region and inform the Coppell EOC. The TFS will assign resource order numbers to the available resources and forward these resource orders to the TRRC and the TIFMAS Coordinator.
	The TRRC will notify the needed resources from within that region, and provide a resource order form, a signed ICS 213 Form (General Message) for reimbursement, a point if contact, and any other applicable mission information. The local fire agency (receiving a TIFMAS resource request) will *EITHER* notify their local government authority, *if they are a department of a political sub-division*, *OR* advise their local / county emergency management authority *if the local fire agency is a stand-alone governmental entity or political sub-division (i.e. VFD or ESD).* The TRRC will verify their response and then advise the TIFMAS Coordinator, or designee, and TFS-EOC which resources were sent from within the region. Inform the DDC, Regional MAC, and Local/County Emergency Management Authority of resources from their district/region that were deployed (for informational purposes).

	A TFS representative will go to the SOC to serve as an Emergency Management Council member. This person will maintain situational awareness with the SOC, TFS EOC and TIFMAS Coordinator.
	The TIFMAS Coordinator and TRRC(s) will maintain resource status and situational awareness. The TIFMAS Coordinator will inform the TFS representative at the TFS EOC and SOC of resource status. The TIFMAS Regional Resource Coordinator will inform the DDC of resource status.

Example of filled out 213 for TIFMAS Request

GENERAL MESSAGE		
TO: Disaster District 15	POSITION: DDC Chair	
FROM: I. M. Mayor	POSITION: City of Beaumont Mayor	
SUBJECT: Request for Assistance	DATE: 8/11/08	TIME: 3:00 p.m. CDT

MESSAGE:

We request fire suppression equipment and personnel to assist with fire / rescue / emergency response operations following a Category 4 hurricane in our city in which some of our fire apparatus and water system were damaged or destroyed. All responding resources should have the radio frequencies that are compatible with the Texas Interoperability Channel Plan. We anticipate the resources for at least five (5) days. Our anticipated requirement is as follows:

10 – Type I or II Engines
2 – Aerial Apparatus, 75 ft or longer
5 – Water Tenders/Tankers, Type I
1 – Type I Hazardous Materials Response Team

The local EOC phone number is (555)555-2121. The local contact is Battalion Chief Monty Clark and he can be contacted at (555)555-1212-cell. He will be able to discuss the mission. Resources are to come with appropriate command and support, such as fuel, food, and maintenance. We understand that they will be under the authority of District Disaster Chairman's priority of need in the region as a state resource.

SIGNATURE:	POSITION:
I am the Mayor	Mayor, City of Beaumont

REPLY:

(NOTE: This will go to the respective DDC, who will confirm the request. If the resource is not available through the respective regional MAC, it will be forwarded to the State Operations Center, who will approve or deny, and be forwarded to ESF-4 – Firefighting (Texas Forest Service) and passed to the Texas Interstate Fire Mutual Aid System (TIFMAS) Coordinator.)		
DATE:	TIME:	SIGNATURE/POSITION:

1.2Responding Units

1.2.1. Important Considerations

Bring proper dispatch documentation.

Be prepared to respond and have all proper suggested equipment and supplies

Use proper protocols for responding units:

Accept plan and assignment

Ask for equipment or extra units to accomplish assignment

Use proper check in and check out procedures

Make suggestions to command professionally and accept decision

Operate safely

Be able to accept and accomplish assignment with the equipment you have

Be self sufficient fro all your needs for at least 72 hours

Make sure you understand orders, if not ask for clarification

Represent yourselves professionally and courteously

Try to understand the situation and give assistance accordingly

Do not talk to media about the incident unless requested by command

You will need permission to leave once the assignment is accepted

Let command know of any special circumstances that would cause you not to complete your assignment.

Leave all political baggage at home. Work professionally with all units assigned

Use check out procedure when you have received orders to leave

Provide all documentation as requested

Be positive in your critique. Use it as a tool for improvement.

Critical comments to personnel that weren't involved will be what is heard and relayed so make your comments and reports as positive as possible,

2. Deployment of Resources

This Appendix, as a part of Annex F, can be activated through normal GDEM request procedures when called upon by local officials. Local governments may request activation of the provisions of this Appendix by making a request to their DDC Chairperson by providing basic information on the situation which has given rise to the request. Requests should be made by the chief elected official or an individual authorized by that individual to make such a request. (Refer to Section IV, paragraph D.5 in the Basic Emergency Management Plan for correct procedures to request assistance.) If approved, the DDC will contact the TFS as the primary state agency for Annex F. As deemed appropriate for the request, the TFS will activate Appendix 6.

The TFS will provide support to emergencies and disasters involving the events associated with ESF-4, Appendix F of the State Plan, and of this Appendix.

Emergency operations conducted pursuant to this Appendix shall use the National Incident Management System (NIMS).

Three concepts of operations for activation of this Appendix are:

The ability to pre-identify available resources within each region;

- o These can be single resources and possibly assembled into Strike Teams or Task Forces either prior to deployment or at the incident;
- o Personnel trained and identified as potential ICS leaders;

The ability to have an efficient timeframe for deployment; TIFMAS Coordinator, in consultation with TIFMAS Regional Resource Coordinator (TRRC) will determine a reasonable and appropriate response time.

The ability to pre-stage resources in advance of a pending disaster;

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- o Personnel trained and identified as potential ICS leaders;

The ability to have an efficient timeframe for deployment; The TIFMAS Coordinator, in consultation with TIFMAS Regional Resource Coordinator(s) (TRRC), and the responding jurisdiction(s) will determine a reasonable and appropriate response time.

The ability to pre-stage resources in advance of a pending disaster;

Develop Regional Task Forces

Below are the three concepts of a TIFMAS Task Force. Note: Responding agencies can also deploy as a single resource or partial Task Force and be combined with additional resources at staging depending on the mission assigned.

- **All Hazards Task Force**
  -Task Force Commander (Senior Chief Officer)
  -4 Staff Chief Officers (in Vehicles)
  -4 Engines (3 man minimum)
  -2 Brush Engines (2 man minimum)
  -1 Heavy Quint or Ladder (4 man minimum)
  -1 Water Tender (2 man minimum)
  -2 Ambulances (2 man minimum)
  -1 Heavy Rescue (4 man minimum)
  -1 Light & Air (2 man minimum)
  -1 Utility & 1 Boat (2 man minimum)
  -1 Utility & 1 ATV (2 man minimum)
  -2 Force Protection Vehicles (4 Law Enforcement minimum)
  (Consider Mechanic)

- **Wildland Task Force**
  -Task Force Commander (Senior Chief Officer)
  -4 Staff Chief Officers (in Vehicles)
  -2 Engines (3 man minimum)
  -6 Brush Trucks (2 man minimum)
  -2 Water Tenders (2 man minimum)
  -2 Ambulances (2 man minimum)
  -1 Light & Air (2 man minimum)
  -2 Utility & ATV (2 man minimum)
  -2 Force Protection Vehicles (4 Law Enforcement minimum)
  (Consider mechanic)

- **Structural Task Force**
  -Task Force Commander (Senior Chief Officer)
  -4 Staff Chief Officers
  -6 Engines (3 man minimum)
  -2 Heavy Quints or Ladders (4 man minimum)
  -2 Brush Trucks (2 man minimum)
  -2 Ambulances (2 man minimum)
  -1 Water Tender (2 man minimum)
  -1 Light & Air (2 man minimum)
  -2 Force Protection Vehicles (4 Law Enforcement minimum)
  (Consider mechanic)

All task forces should consider the support of a vehicle capable of aligning all frequencies used by the task force and assisting with communications.

3. Self-Sustainment

The logistical support of mutual aid resources is critical to the effective management of an emergency effort. The TIFMAS uses a tiered logistical support response. The first tier is self sufficiency. It is imperative that personnel arrive at the scene of a disaster with the ability to be self-sufficient with regards to personal amenities, equipment, and personal protective equipment (PPE). Resources deployed to an affected area should be sent with enough provisions to not require additional logistical support for up to 72 hours. Additional tiered responses will be dependant on several variables which include but are not limited to; the scope of the disaster, the size of the affected area, the existing infrastructure in the affected area, and the resource's ability to re-supply. Considerations for logistical support include:

Logistical Support Category	Considerations
Transportation	☐ Staging areas, within & outside the disaster area ☐ Overnight storage for vehicles ☐ Maps and directions for responding personnel ☐ Emergency towing and repairs ☐ Designating fuel, oil, and water depots
Food supplies & preparation	☐ Self contained mobile food preparation units ☐ Personnel to prepare/distribute meals ☐ Sanitation and clean up ☐ Food supplies/utensils
Overnight shelter & rehabilitation areas	☐ Provide suitable (secure) overnight shelter ☐ Environmental considerations (rain, sun/heat, insects) ☐ Bedding ☐ Transportation to and from shelter ☐ Parking and security of apparatus ☐ Electricity/generator power ☐ Water and sanitary facilities ☐ Communications links (in/out of disaster area)
Critical Incident Stress Debriefing (CISD)	
Affected worker support/assistance	

4. Force Protection

Protection of responders will be coordinated with the Department of Public Safety, which is the lead for ESF 16 (Law Enforcement & Security) based on the nature of the mission and extent of risk to those responders. This protection shall include but not be limited to: protection of personnel and equipment while at a facility, in transit, or at the work site.

The primary mission of the force protection resources is to assess and detect hostile activity before it becomes a risk to operations. The law enforcement officers must assess, evaluate, and then advise the Leader or the senior operations officer, regarding risk associated with criminal or hostile individuals or groups. The law enforcement officer is a deterrent by his or her mere presence, which may be sufficient to deter and prevent criminal and hostile behavior. When mere physical presence is insufficient to establish a safe work environment, then/agencies responding under The Plan should be removed from danger until law enforcement can establish a secure environment.

5. Communications

Agencies responding to a TIFMAS incident will use their existing communications systems. If these resources are inadequate, additional communications capabilities may be requested using the procedures outlined in “A” above. However, all entities that may become a part of a TIFMAS response should have access to radio equipment that is in compliance with the Texas Interoperability Channel Plan (TICP). This can be in a supervisory vehicle that can communicate with interagency personnel as well as those of their own entity.

Radio Communications for a TIFMAS incident, will utilize existing radio systems at the local level. The Texas Interoperability Channel Plan (TICP) offers suggested mutual aid frequencies. If no common radio communications capability exists, representatives of the respective agencies should be present at the Incident Command Post to disseminate information to and from their personnel and/or utilize gateway devices to interconnect disparate frequencies. Many local entities, and all COGs, have access to gateway devices for radio communications interoperability.

Telephonic Communications can be expanded to assist in a TIFMAS incident. Plans for their utilization should be developed and maintained. This could include finalizing use agreements and/or locating cellular telephone caches, mobile cellular systems, satellite telephone systems, non-electronic telephones, etc.

The Local Incident Commander (IC) shall be responsible for taking measures to establish any additional communications connectivity required between response elements, requesting support as needed from regional, state and/or federal agencies.

6. Deployment Lists

6.1Suggested Pre-Deployment List

What is the deployment duration?

What is the reporting location?

What is the reporting time?

Who does the deployed crew report to on arrival?

What room and board provisions are there for personnel?

What is the incident commander's name?

What is the command post telephone number?

What is the mission number?

What are the emergency contact numbers for all deployed personnel?

Have all appropriate forms been faxed?

Prepare go-kit for specific assignment.

Notify State Emergency Operations Officer of the destination and expected function. Provide a cell phone or other contact numbers if known.

Perform communications check with **all** assigned communications equipment prior to departure.

Insure all expenditure accountability documents are understood and identified before departure.

Requisition (the number given to the team by TFS)

6.2Equipment Considerations

Each team should consider equipment needs. The following are suggestions:

Radios with batteries, spare batteries, and chargers

Flashlights – all shapes and sizes

Extra batteries for flashlights and battery tools

Tools – hand, power, and extrication as appropriate to the mission

Compressed breathing air

Generator, lights, extension cords, adapters

Thermal imagers, gas meters

Fuel for power tools, oil, spare parts

Tool kit (wrenches, pliers, screwdrivers, etc.)

Shelter, tents, etc. for Base of Operations

Cash, credit cards, or purchase orders for team expenses

6.3Personal Items

Each responder should consider their equipment needs. The following are suggestions.

Food / Water (at least three day supply)

Full set of NFPA compliant protective Structural Firefighting gear including SCBA (coat, pants, helmet, fire fighting gloves, suspenders, boots, protective eyewear, and flash hood).

Full set of wildland fire PPE (including fire shelter) [for wildland response only]

Infectious disease control kit, with basic body substance isolation items (gloves, goggles, pocket mask, etc.)

Shirts appropriate for the weather (at least three)

Sweat shirts (at least three, based on weather)

Long pants (at least three; no shorts in the field, shorts OK in camp)

Socks (at least three pair)

Boots - consider bringing an extra pair

Jacket (based on weather)

Under clothing (at least three sets)

Personal toiletry items (soap, shampoo, deodorant, toilet paper, shaving kit, towels, etc.)

Medicines (at least a weeks supply)

Bed roll & pillow (cot optional)

Eye glasses / Contact lens (extra set)

Money

Identification materials

Sunscreen

Rain gear

Heavy-duty work gloves (not to be used for fire fighting)

Cell phone

7. Key Positions

7.1 Texas Forest Service (TFS):

Facilitates the development and implementation of Appendix 6 of Annex F of the State Emergency Management Plan. This is to include the training of responders, officials, technical specialists, etc.

Facilitates operations of the TIFMAS Committee to Appendix 6 of Annex F and related committees;

Through the TIFMAS staff, creates the structure and mechanism for the issuance of resource order numbers for all resources activated by Appendix 6;

- This will avoid duplications of resource order numbers;
- This will aid the tracking of Appendix 6 resources;
- This will provide an accounting number for any reimbursement that might be attached to the incident;

Identifies and Coordinates ESF staffing requirements appropriate to the emergency situation.

Collects information.

Operates an Incident Management Team to support operations, as needed;

7.2 The TIFMAS Emergency Response Committee:

Responsible for the coordination of the TIFMAS, including its development, revision, distribution, training and implementation;

7.3 The TIFMAS Coordinator:

Is appointed bi-annually by the TIFMAS Emergency Response Committee;

Is the Chair of the TIFMAS Emergency Response Committee;

Has overall direction, coordination, implementation and management of the Texas Intrastate Fire Mutual Aid System (TIFMAS) Addendum to Annex F;

Appoints a Vice Chair of the TIFMAS Emergency Response Committee;

Appoints TIFMAS Regional Resource Coordinators for each of the twenty four Regions;

Maintains contact with all TIFMAS Regional Resource Coordinators upon appointment;

Holds regular TIFMAS Emergency Response Committee meetings. These meetings shall be conducted at least quarterly;

Makes reports to the membership and employees of various State agencies and associations on an annual or as needed basis of the TIFMAS and the activities of the TIFMAS Emergency Response Committee;

Insures TIFMAS updating, training, funding and other administrative functions are on going;

Coordinates the TIFMAS activation;

Ensures appropriate TIFMAS representation during plan activation;

Appoints a fire service TIFMAS Support Team (TST) when needed;

Develops appropriate support structure to implement the TIFMAS;

Serves as the liaison, during the disaster, to the affected Regional Coordinator in providing needed resources from other regions in the state;

Notifies TIFMAS Regional Resource Coordinators of the TIFMAS activation and that resources may be required;

7.4The TIFMAS Assistant Coordinator:

Assists the TIFMAS Coordinator in the overall direction, coordination, implementation and management of the TIFMAS.

Is appointed bi-annually by the Chairman of the TIFMAS Emergency Response Committee;

Serves as committee chairman and State TIFMAS Coordinator in the absence of the Coordinator;

Serves in support positions as necessary or directed;

Provides recommendations on revisions necessary to update the TIFMAS;

7.5The TIFMAS Regional Resource Coordinator:

Coordinates assistance for state operations at the regional level;

Is appointed bi-annually by the TIFMAS State Coordinator;

Appoints at least one (1) alternate TIFMAS Regional Coordinator;

Appoints other necessary positions deemed necessary during an emergency;

Coordinates with the TIFMAS Coordinator for state requested assistance outside the region;

Serves as a member of the TIFMAS Committee;

Interacts with various Emergency Operations Centers (EOCs) in their region;

Identifies and maintains current information on mobilization staging areas for statewide deployment requests;

Coordinates TIFMAS fire-related mutual aid assistance into the affected areas, including: the mustering of equipment; ensuring equipment checks are performed; assignment of team leaders (if required); issuance of resource orders and all applicable information for mission.

Communicates with the TIFMAS State Coordinator;

Works with fire agencies in their region to insure accurate and current resource data in TRRN;

Is responsible for training TIFMAS regional staff and alternates;

Utilizes NIMS, as needed, in support of the regions TIFMAS activities;

During times of potential activation of TIFMAS resources, pre-identifies single resources, strike teams and task forces;

Verifies that resources from within that region, and which were mobilized for a TIFMAS response, arrive at the designated point from the request;

Informs the DDC and Regional MACS of resources from their district/region that were deployed (for informational purposes);

Verifies that resources from within that region, and which were mobilized for a TIFMAS response, arrive back at their home unit after being released from the incident;

Documents the date and timelines associated with each notification, deployment, arrival, demobilization and date/time back at normal duty station of each resource dispatched via this Appendix.

7.6Resources participating in a TIFMAS response:

Maintain accurate and current data in the TRRN;

Maintains current contact information for their agency, including “backdoor” contact information for contact after normal operating hours;

Train and equip their personnel to meet NIMS and state standards and maintain currency;

Equipment shall be maintained and meet NIMS and state standards;

Maintain records of date and timelines associated with each deployment. This includes date/time of notification, date/time of dispatch, date/time of arrival, dates/times associated with each operational period, date/time of demobilization from the incident and date/time of arrival back at headquarters;

Formally checks in at the designated location of the assignment;

Formally demobilizes from the designated assignment;

Contacts the TIFMAS representative for their region regarding their status from item d above;

Complies with Item IX. B. (Communications) of this Appendix with each response;

Is self-sufficient for a period of 72 hours or able to return to their home unit after each operational period, unless logistical support has been established for those resources at the incident.

7.7Common Responsibilities

All local fire entity participants to this Appendix who are ***REQUESTING*** mutual aid resources:

- The requesting entity must be able to utilize the resources requested;
- The requesting entity must be able to arrange for support for the incoming mutual aid resources associated with this Appendix;
- A Staging Area Manager should be in place prior to the arrival of incoming resources

- Provide long-term logistical support for the requested resources beyond the 72 hour self-sufficiency timeline; provide for the safety and security of the resources

All local fire entity participants to this Appendix who are ***PROVIDING*** mutual aid resources:

- Maintain and update personnel and equipment data in the TRRN which will be available for a response within the scope of this TIFMAS Appendix;
- It is understood that the personnel and equipment listed in TRRN will be provided only if available at the time of a request.
- Resources will be typed according to the typing system used by the TFS in the TRRN (NIMS and NWCG-based).
- Upon a resource request from TIFMAS, the local fire agency will *EITHER* notify their local government authority, *if they are a department of a political sub-division*, *OR* advise their local / county emergency management authority *if the local fire agency is a stand-alone governmental entity or political sub-division (i.e. VFD or ESD).*
- Resources activated under this Appendix, that are regulated by the TCFP or will be working at an incident with those that are, and who will be engaged in structural firefighting at the incident, will be expected to comply with safety standards for fireground operations as defined by the TCFP under 419.046 “Fire Protection Personnel Operating at Emergency Incidents” (d) The standard operating procedures for structure fires shall comply with the Occupational Safety and Health Administration’s Final Rule, 29 C.F.R. Section 1910.134.(g)(4), procedures for interior structural fire fighting of July 1, 1998. (This is more commonly referred to as “two-in-two-out.)

8. Training Credentials & Minimum Qualifications

Each of the personnel appointed to a designated role within the TIFMAS shall complete the following phases of training, when available:

ICS 100 – Introduction to ICS

ICS 200 – Basic ICS

ICS 300 – Intermediate ICS

ICS 400 – Advanced ICS

IS 700 – National Incident Management System

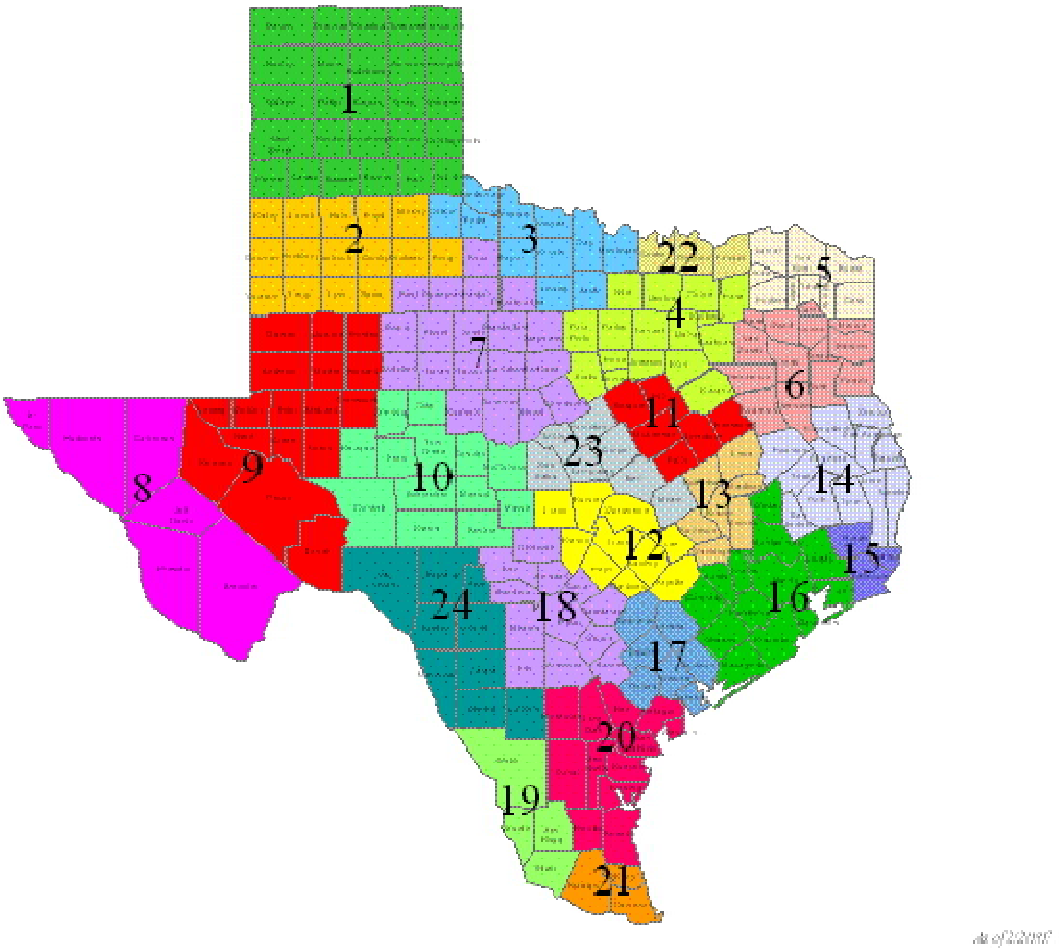
IS 800 – National Response Plan

Minimum of five (5) years command experience in the fire service

Appropriate position specific training

9. State Organization & Structure

Using the Department of Public Safety (DPS) Disaster District (DDC) boundaries, the State has been divided into twenty four (24) regional response areas.



Within each Region, an appointed TIFMAS Regional Resource Coordinator (TRRC) will appoint an Alternate Regional Coordinator. The Alternate if possible should be geographically separate in the region, minimizing the possibility of both persons being directly affected in the event of an emergency occurring in that region. Each TRRC is responsible for insuring that all jurisdictions which have available mutual aid resources within the region have listed these resources in the Texas Regional Resource Network (TRRN).

Region		Counties Served
1	PRPC – Panhandle Regional Planning Commission	Armstrong, Briscoe, Carson, Castro, Childress, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, Wheeler
2	SPAG – South Plains Association of Governments	Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry, Yoakum
3	NORTEX – North Texas Regional Planning Commission	Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, Young
4	NCTCOG-North Texas Regional Planning Commission	Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, Wise
5	ATCOG- Ark-Tex Council of Governments	Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, Titus
6	ETCOG-East Texas Council of Governments	Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt, Wood
7	WCTCOG-West Central Texas Council of Governments	Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Kent, Knox, Mitchell, Nolan, Runnels, Scurry, Shackelford, Stephens, Stonewall, Taylor, Throckmorton
8	RGCOG-Rio Grande Council of Governments	Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio
9	PBRPC-Permian Basin Regional Planning Commission	Andrews, Borden, Crane, Dawson, Ector, Gaines, Glasscock, Howard, Loving, Martin, Midland, Pecos, Reeves, Terrell, Upton, Ward, Winkler
10	CVCOG-Concho Valley Council of Governments	Coke, Concho, Crockett, Irion, Kimble, Mason, McCulloch, Menard, Reagan, Schleicher, Sterling, Sutton, Tom Green
11	HOTCOG-Heart of Texas Council of Governments	Bosque, Falls, Freestone, Hill, Limestone, McLennan
12	CAPCO-Capital Area Planning Council	Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, Williamson
13	BVCOG-Brazos Valley Council of Governments	Brazos, Burleson, Grimes, Leon, Madison, Robertson, Washington
14	DETCOG- Deep East Texas Council of Governments	Angelina, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler
15	SETRPC- South East Texas Regional Planning Commission	Hardin, Jefferson, Orange

16	HGAC - Houston-Galveston Area Council	Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, Wharton
17	GCPRC - Golden Crescent Regional Planning Commission	Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, Victoria
18	AACOG – Alamo Area Council of Governments	Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, Wilson
19	STDC - South Texas Development Council	Jim Hogg, Starr, Webb, Zapata
20	CBCOG – Coastal Bend Council of Governments	Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleburg, Live Oak, McMullen, Nueces, Refugio, San Patricio
21	LRGVDC - Lower Rio Grande Valley Development Council	Cameron, Hidalgo, Willacy
22	TEXOMA - Texoma Council of Governments	Cooke, Fannin, Grayson
23	CTCOG – Central Texas Council of Governments	Bell, Coryell, Hamilton, Lampasas, Milam, Mills, San Saba
24	MRGDC – Middle Rio Grande Development Council	Dimmit, Edwards, Kinney, La Salle, Maverick, Real, Uvalde, Val Verde, Zavala

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10. Common Responsibilities

The following is a checklist applicable to all ICS personnel:

Receive assignment from your agency, including:

- Job assignment, e.g., Strike Team designation, overhead position, etc.
- Resource order number and incident number.
- Reporting location.
- Reporting time.

- Travel instructions.
- Any special communications instructions, e.g., travel frequency.

Upon arrival at the incident, check in at designated Check-in location, Check-in may be found at:

- Incident Command Post.
- Base or camps.
- Staging Areas.
- Helibases.
- If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.

Receive briefing from immediate supervisor.

- Acquire work materials.
- Supervisors shall maintain accountability of their assigned personnel as to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.
- Organize and brief subordinates.
- Know your assigned frequency(s) for your area of responsibility and ensure that communication equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications."
- Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
- Respond to demobilization orders and brief subordinates regarding demobilization.

10.1 Unit Leader Responsibilities In ICS

A number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent chapters.

Participate in incident planning meetings, as required.

Determine current status of unit activities.

Confirm dispatch and estimated time of arrival of staff and supplies.

Assign specific duties to staff; supervise staff.

Develop and implement accountability, safety and security measures for personnel and resources.

Supervise demobilization of unit, including storage of supplies.

Provide Supply Unit Leader with a list of supplies to be replenished.

Maintain unit records, including Unit/Activity Log (ICS Form 214).

11. Personnel Incident Safety And Accountability Guidelines

11.1 Introductions

In 1987 the National Fire Protection Association adopted NFPA 1500, Standard on Fire Department Occupational Safety and Health Program. This standard was revised in 1997 and is a broad-based national standard which addresses firefighting safety in fire ground operations, as well as a number of other important issues. NFPA Standard 1561 has been revised several times and establishes guidelines for Fire Department Incident Managements Systems.

This and many other national safety standards are important issues adopted for personnel accountability at the scene of emergencies. Personnel Incident Safety and Accountability Guidelines provide additional personnel safety measures, emergency announcements, and accountability into the Incident Command System (ICS) to ensure compliance with state and national safety standards

The National Standards contain specific requirements regarding accountability of members that include but are not limited to the following:

11.2 Personnel Emergencies

The Term “EMERGENCY TRAFFIC” shall be used to clear radio traffic. Clear text shall be used to identify the type of emergency “PERSONNEL DOWN”, “PERSONNEL MISSING,” or “PERSONNEL TRAPPED,” etc.

NOTE: Specific terms such as Officer and/or Firefighter may be used.

Other guidelines for “EMERGENCY TRAFFIC” include:

A distinctive “EMERGENCY TRAFFIC” tone transmitted by a Dispatch Center on designated channel(s) followed by clear text that identifies the type of emergency, i.e. “PERSONNEL DOWN”, “PERSONNEL MISSING”, or “PERSONNEL TRAPPED”.

The Dispatch Center OR On Scene incident Command should broadcast “EMERGENCY TRAFFIC” Radio Tone and verbal notification of “PERSONNEL DOWN”, “PERSONNEL MISSING”, or “PERSONNEL TRAPPED” etc., on designated channels.

Initiate rescue action plan assigned by the Incident Commander.

Monitor designated radio channel(s) during rescue operations.

In the initial stages of an incident where only one team is operating in the hazardous area at a working Incident, a minimum of four individuals is required, consisting of two individuals working as a team in the hazard area and two individuals present outside this hazard area for assistance or rescue at emergency operations where entry into the danger area is required. The standby members shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry. The standby members shall remain in radio, visual, voice or signal line communications with the team (NFPA 1500 6-4.4).

The assembling of four members of the initial entry can be accomplished in many ways. The jurisdictions should determine the manner in which they plan to assemble members in their response plan.

Initial entry operations shall be organized to ensure that, if upon arrival at the emergency scene, initial personnel that find an imminent life-threatening situation which immediate action could prevent the loss of life or serious injury, such action shall be permitted with less than four personnel when conducted in accordance with National Safety Standards . No exception shall be permitted when there is no possibility to save lives. Any such actions taken in accordance with this section shall be thoroughly investigated by the department.

11.3 Operational Retreat Policy

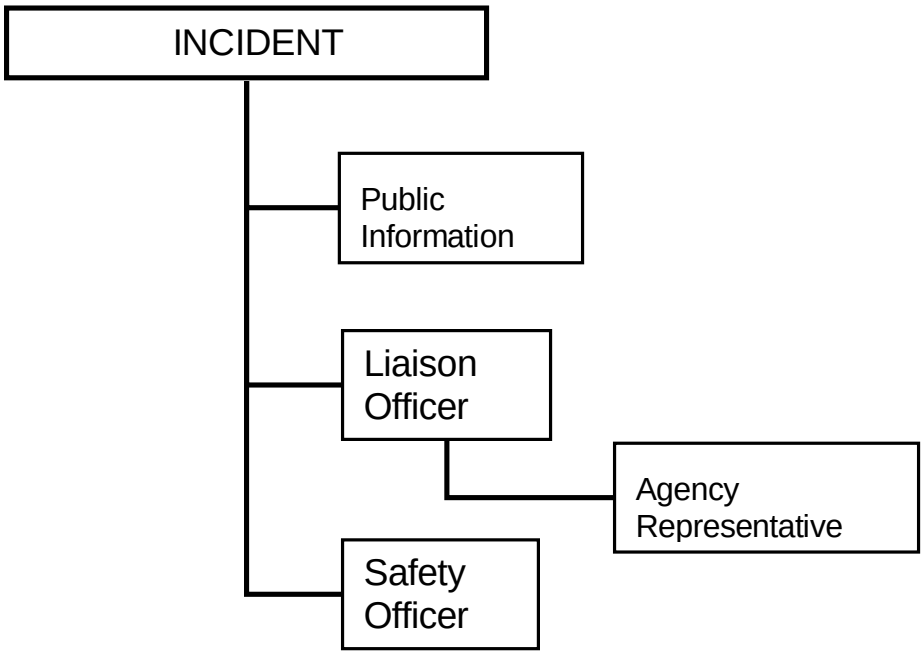
In addition to radio traffic requiring evacuation, the following standardized audible signal can be used to indicate evacuation.

The **EVACUATION SIGNAL** will consist of repeated short blasts of the air horn for approximately 10 seconds, followed by 10 seconds of silence. This sequence of air horn blasts for 10 seconds followed by a 10 second period of silence will be done three times; total air horn evacuation signal including periods of silence will last 50 seconds. The Incident Commander shall designate specific apparatus to sound the evacuation signal using air horns. This should be done in conjunction with the radio announcement of “EMERGENCY TRAFFIC”, with direction for emergency scene personnel to evacuate the hazard area.

The Dispatch Center should continue to advise the Incident Commander of the elapsed time at each additional 15-minute interval, or until canceled by the IC or until the incident is declared under control., i.e., knockdown.

12. Command

12.1 Organization Chart



12.2 Position Checklists

12.2.1. Incident Commander

The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

Review Common Responsibilities (section 9)

Assess the situation and/or obtain a briefing from the prior Incident Commander.

Determine Incident Objectives and strategy.

Establish the immediate priorities.

Establish an Incident Command Post.

Establish an appropriate organization.

Ensure planning meetings are scheduled as required.

Approve and authorize the implementation of an Incident Action Plan.

Ensure that adequate safety measures are in place.

Coordinate activity for all Command and General Staff.

Coordinate with key people and officials.

Approve requests for additional resources or for the release of resources.

Keep agency administrator informed of incident status.

Approve the use of trainees, volunteers, and auxiliary personnel.

Authorize release of information to the news media.

Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to appropriate higher authority.

Order the demobilization of the incident when appropriate.

12.2.2. Public Information Officer

The Public Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Public Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Public Information Officer which would generally apply on any incident:

Review Common Responsibilities (section 9).

Determine from the Incident Commander if there are any limits on information release.

Develop material for use in media briefings.

Obtain Incident Commander's approval of media releases.

Inform media and conduct media briefings.

Arrange for tours and other interviews or briefings that may be required.

Obtain media information that may be useful to incident planning.

Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.

Maintain Unit/Activity Log (ICS Form 214).

12.2.3. Liaison Officer:

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the contact for representatives of the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

Review Common Responsibilities (section 9).

Be a contact point for Agency Representatives.

Maintain a list of assisting and cooperating agencies and Agency Representatives.

Assist in establishing and coordinating interagency contacts.

Keep agencies supporting the incident aware of incident status.

Monitor incident operations to identify current or potential inter-organization problems.

Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

Maintain Unit/Activity Log (ICS Form 214).

12.2.4. Agency Representatives

In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of a Liaison Officer.

Review Common Responsibilities (section 9).

Ensure that all agency resources are properly checked in at the incident.

Obtain briefing from the Liaison Officer or Incident Commander.

Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.

Attend briefings and planning meetings as required.

Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.

Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.

Ensure the well-being of agency personnel assigned to the incident.

Advise the Liaison Officer of any special agency needs or requirements.

Report to home agency dispatch or headquarters on a prearranged schedule.

Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.

Ensure that all required agency forms, reports and documents are complete prior to departure.

Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

12.2.5. Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

Review Common Responsibilities (section 9).

Participate in planning meetings.

Identify hazardous situations associated with the incident.

Review the Incident Plan for safety implications.

Exercise emergency authority to stop and prevent unsafe acts.

Investigate accidents that have occurred within the incident area.

Assign assistants as needed.

Review and approve the medical plan.

Develop Hazardous Materials Site Safety Plan (ICS Form 208) as required.

Maintain Unit/Activity Log (ICS Form 214).

13. Joint Information Center

13.1 JIC Intent And Purpose

The intent and purpose of organizing a JIC is to support impacted communities by providing public information *to protect citizens by providing information to help them make informed decisions and to avoid risks.* The guidelines provide an organizational process and structure that pre-identifies trained and qualified PIOs from jurisdictions and disciplines, statewide, who, when requested or directed, may be deployed to support local jurisdictions in their efforts to coordinate press and public information during a emergency.

13.2 Regional Asset Deployment Philosophy

Regional assets will be deployed, as needed, to augment local response consistent with direction provided by the State's Comprehensive Emergency Management Plan (CEMP). The MAC Group or Area Command, in conjunction with local EOCs, will monitor the deployment of local assets or those requested through Mutual Aid in accordance with existing plans.

13.3 Definition of the Joint Information System (JIS) and Joint Information Center (JIC)

The Public Information Joint Information System (JIS) is the organizational model and process for providing pre and post event emergency communications support for impacted communities. The system is designed to promote consolidated public information through inter-agency cooperation. The system, in Georgia, is governed by the Georgia Comprehensive Emergency Plan (CEMP) and, is comprised of local government, local and state Emergency Operations Centers (EOC) and the seven Regional Domestic Security Task Forces (RDSTF), as well as, federal agency representatives and is assigned the responsibility to handle public information needs that accompany large-scale incidents.

The Joint Information Center (JIC) is the designated location from which public information is coordinated and released. The JIC may be established at any location as determined necessary by the local jurisdiction(s) involved but should always work closely with the local EOC and liaison(s). The JIC functions best when all components are co-located in a single location. The location of the JIC should be pre-determined, if possible, and the site should be evaluated to ensure that it is large enough accommodate sufficient staff, telecommunications equipment and computer support. If circumstances prohibit co-location, the JIC components can operate from different physical locations as long as the organizational integrity is maintained; operational support is available and the chain-of-command is adhered to.

The JIC is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The JIC develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external communication. The JIC may also perform a key public information-monitoring role.

Key elements include the following:

Inter-agency coordination and integration;

Developing and delivering coordinated messages;

Support for decision-makers; and

Flexibility, modularity, and adaptability.

13.4 JIC Organization Structure

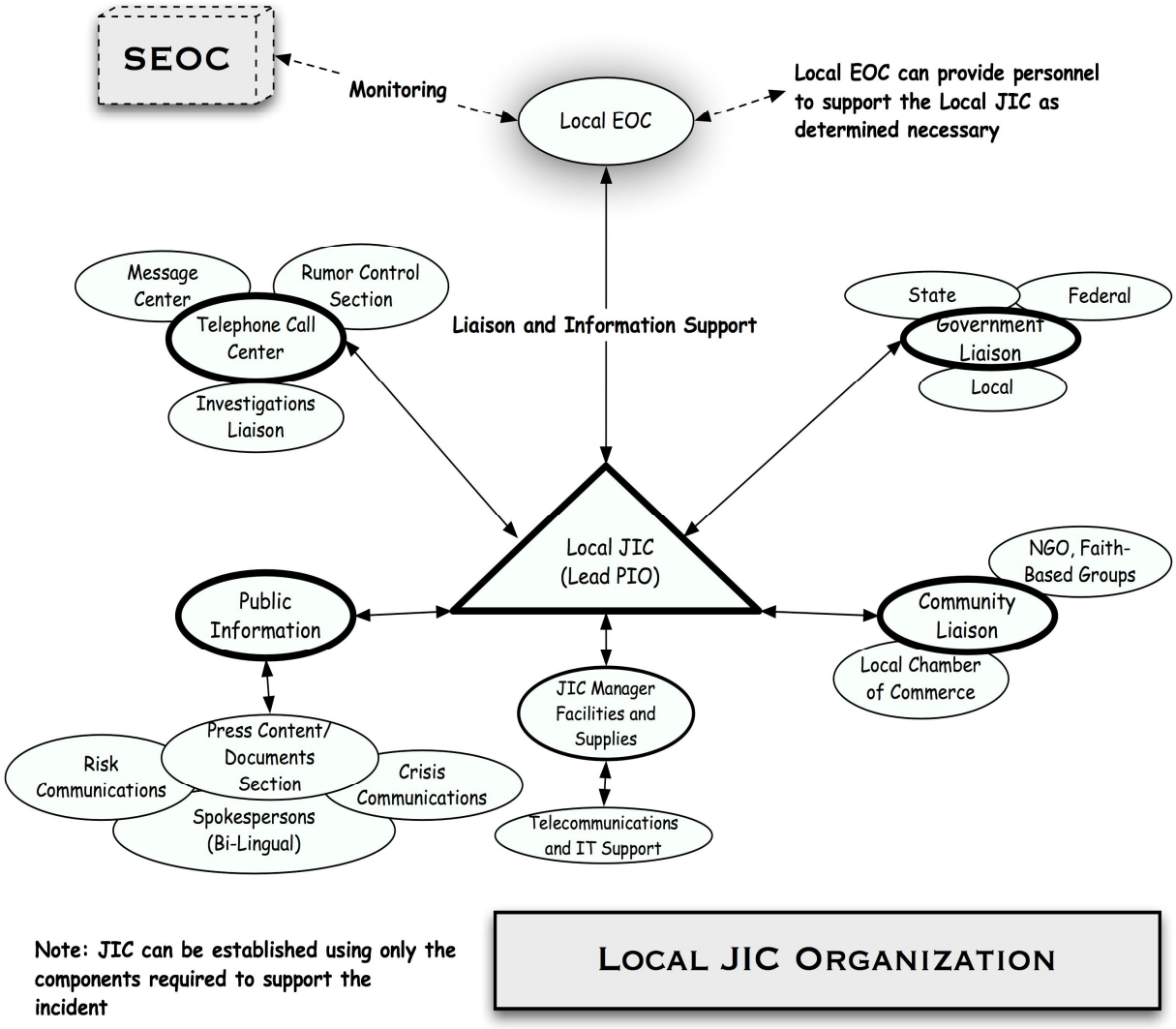
The JIC organizational structure set forth and defined below is the recommended footprint for use by local jurisdictions and RDSTF Public Information Officers to manage large-scale events or catastrophic incidents. The structure is scalable and flexible, which means that the functional components contained within the JIC can be established, as needed, and expanded or contracted to match the information needs of the event or incident.

The JIC structure works equally well for a local a PIO, EOC, MAC, Area Command or any other coordination entity. Accordingly, the three organization charts depict JIC structures at various levels of operation within the Georgia EOC activation system.

Local jurisdictions that do not possess sufficient number of trained personnel to staff a full function JIC may use resources from other local jurisdictions or request JIC staff support from the local EOC or RDSTF.

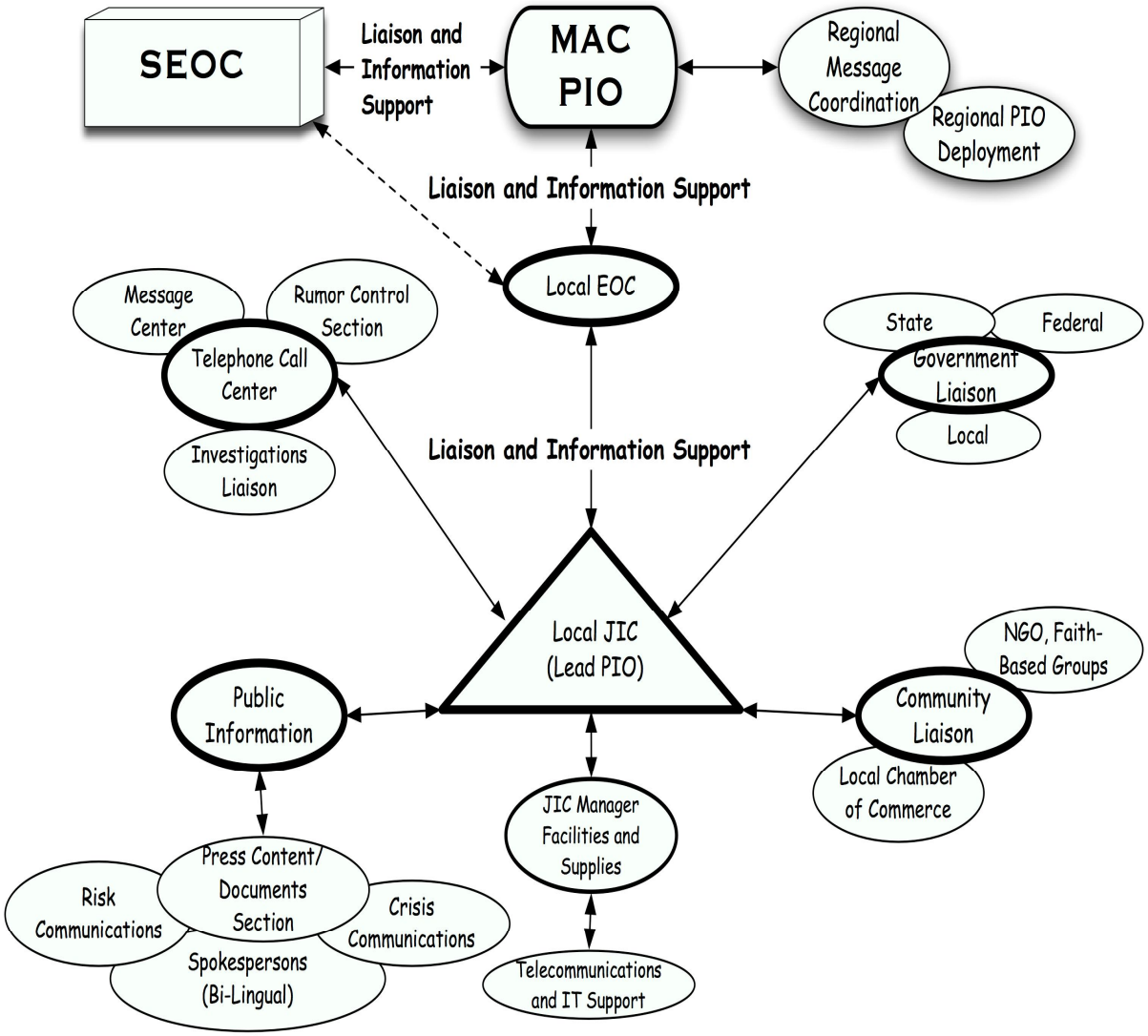
NOTE: Some local jurisdictions will not be able to staff and operate a JIC within its available resources. The JIC can be staffed and supported by local agencies, local EOCs, the RDSTF MAC or any other established and recognized support organization. Catastrophic incidents will require regional response, support and coordination.

Local JIC Organization



SINGLE COMMAND IC. When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single IC should be designated with overall incident management responsibility by the appropriate jurisdictional authority. The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan (IAP) and all requests pertaining to the ordering and releasing of incident resources and public information.

Statewide JIC Organization With MAC and SEOC



STATEWIDE JIC ORGANIZATION WITH MAC AND SEOC

13.5 JIC Minimum Staffing

Each JIC will consist of representatives of the primary agencies affected by the incident, others that comprise the task force and other members as warranted depending on the nature of the incident or event. Each JIC will have a designated JIC Manager to support the Lead PIO. Pre-designated individuals will be trained to fill key positions from local jurisdictions and each RDSTF. The following positions are recommended:

Public Information Officer (Lead PIO for the JIC)

MAC Public Information Officer (RDSTF Liaison to the JIC)

JIC Manager

Telephone Manager

Rumor Control Officer

Community Liaison Officer, and

Government Liaison Officers

Content Experts Coordinator (Chemical, Biological, Public Health, Hazardous Devices, etc.)

13.6 JIC Procedures

Each organization covered by the JIC protocol should develop procedures and specific action-oriented checklists for use during incident management operations to accomplish its assigned tasks. Procedures are documented and implemented with:

Checklists; resource listings; maps, charts, and other pertinent data;

Mechanisms for notifying staff; processes for obtaining and using equipment, supplies, and vehicles;

Methods of obtaining mutual aid;

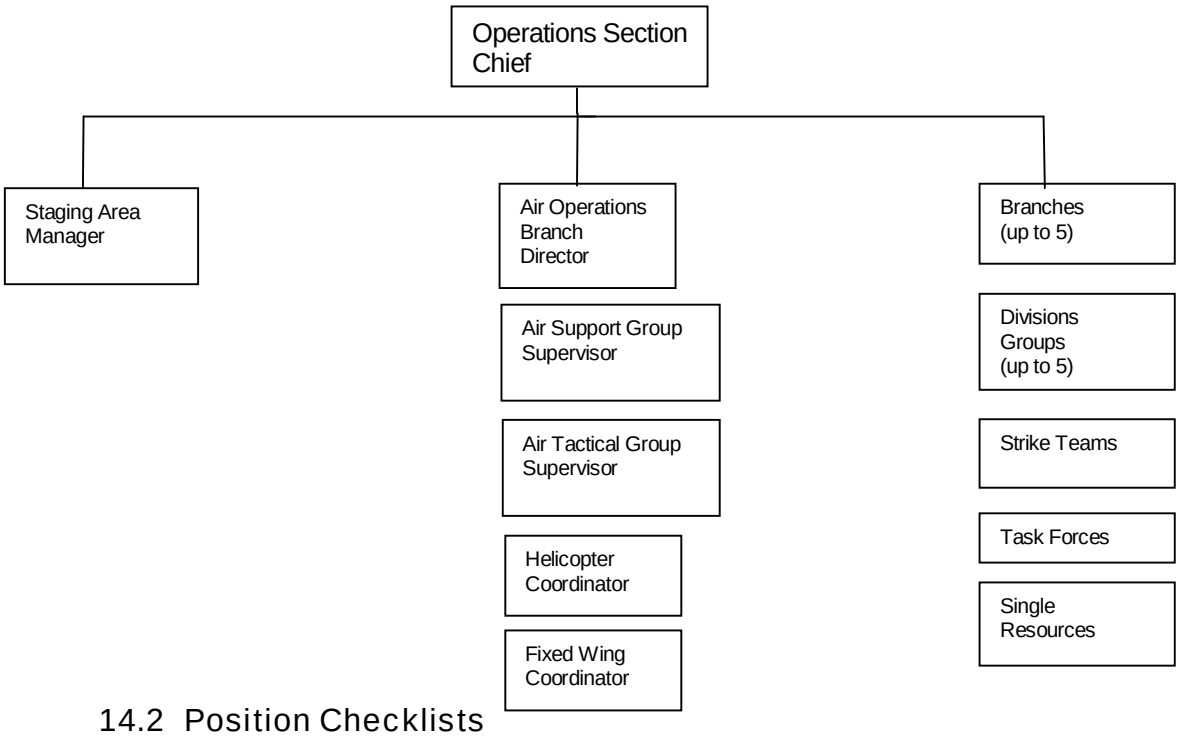
Mechanisms for reporting information to organizational work centers and EOCs; and

Communications operating instructions, including connectivity with private-sector and nongovernmental organizations

Procedures for the mobilization, staffing and operation of a Mobile JIC, if available within the region.

14. Operations Section

14.1 Organizational Chart



14.2 Position Checklists

14.2.1. Operations Section Chief

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, make expedient changes to the Incident Action Plan as necessary; and reports such to the Incident Commander.

Review Common Responsibilities (section 9).

Develop operations portion of Incident Action Plan.

Brief and assign Operations Section personnel in accordance with Incident Action Plan.

Supervise Operations Section.

Determine need and request additional resources.

Recommendation for release of resources.

Assemble and disassemble strike teams assigned to Operations Section.

Report information about special activities, events, and occurrences to Incident Commander.

Maintain Unit/activity Log (ICS Form 214).Review suggested list of resources to be Released And Initiate

14.2.2. Branch Director

The Branch Directors when activated, are under the direction of the Operations Section Chief, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the Branches.

Review Common Responsibilities (section 9).

Develop with subordinates alternatives for Branch control operations.

Attend planning meetings at the request of the Operations Section Chief.

Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups within Branch. Modify lists based on effectiveness of current operations.

Assign specific work tasks to Division/Group Supervisors.

Supervise Branch operations.

Resolve logistic problems reported by subordinates.

Report to Operations Section Chief when: Incident Action Plan is to be modified; additional resources are needed; surplus resources are available; hazardous situations or significant events occur.

Approve accident and medical reports (home agency forms) originating within the Branch.

Maintain Unit/Activity Log (ICS Form 214).

14.3 Division/Group Supervisor

The Division/Group Supervisor reports to the Operations Section Chief (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the Division/Group, and reporting on the progress of control operations and status of resources within the Division/Group.

Review Common Responsibilities (section 9).

Implement Incident Action Plan for Division/Group.

Provide Incident Action Plan to Strike Team Leaders, when available.

Identify increments assigned to the Division/Group.

Review Division/Group assignments and incident activities with subordinates and assign tasks.

Ensure that Incident Communications and/or Resources Unit is advised of all changes in status of resources assigned to the Division/Group.

Coordinate activities with adjacent Divisions/Groups.

Determine need for assistance on assigned tasks.

Submit situation and resources status information to Branch Director or Operations Section Chief.

Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.

Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.

Resolve logistics problems within the Division/Group.

Participate in the development of Branch plans for next operational period.

Maintain Unit/Activity Log (ICS Form 214).

14.3.1. Strike Team/Task Force Leader

The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The Leader reports work progress, resources status, and other important information to a Division/Group Supervisor, and maintains work records on assigned personnel.

Review Common Responsibilities (section 9).

Review assignments with subordinates and assign tasks.

Monitor work progress and make changes when necessary.

Coordinate activities with adjacent strike teams, task forces and single resources.

Travel to and from active assignment area with assigned resources.

Retain control of assigned resources while in available or out-of-service status.

Submit situation and resource status information to Division/Group Supervisor.

Maintain Unit/Activity Log (ICS Form 214).

14.3.2. Single Resource

The person in charge of a single tactical resource will carry the unit designation of the resource.

Review Common Responsibilities (section 9).

Review assignments.

Obtain necessary equipment/supplies.

Review weather/environmental conditions for assignment area.

Brief subordinates on safety measures.

Monitor work progress.

Ensure adequate communications with supervisor and subordinates.

Keep supervisor informed of progress and any changes.

Inform supervisor of problems with assigned resources.

Brief relief personnel, and advise them of any change in conditions.

Return equipment and supplies to appropriate unit.

Complete and turn in all time and use records on personnel and equipment.

14.3.3. Staging Area Manager

The Staging Area Manager is responsible for managing all activities within a Staging Area.

Review Common Responsibilities (section 9).

Proceed to Staging Area.

Establish Staging Area layout.

Determine any support needs for equipment, feeding, sanitation and security.

Establish check-in function as appropriate.

Post areas for identification and traffic control.

Request maintenance service for equipment at Staging Area as appropriate.

Respond to request for resource assignments. (Note: This may be direct from Operations Section or via the Incident Communications Center).

Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.

Determine required resource levels from the Operations Section chief.

Advise the Operations Section Chief when reserve levels reach minimums.

Maintain and provide status to Resource Unit of all resources in Staging Area.

Maintain Staging Area in orderly condition.

Demobilize Staging Area in accordance with Incident Demobilization Plan.

Maintain Unit/Activity Log (ICS Form 214).

14.3.4. Air Operations Branch Manager

The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, Air Operations is responsible for implementing its strategic aspects–those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection).

Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities (target selection, suggested modifications to specific tactical actions in the Incident Action Plan) are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

Review Common Responsibilities (section 9).

Organize preliminary air operations.

Request declaration (or cancellation) of restricted air space area, (FAA Regulation 91.137).

Participate in preparation of the Incident Action Plan through Operation Section Chief. Insure that the Air Operations portion of the Incident Action Plan takes into consideration the Air Traffic Control requirements of assigned aircraft.

Perform operational planning for air operations.

Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.

Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.

Supervise all Air Operations activities associated with the incident.

Evaluate helibase locations.

Establish procedures for emergency reassignment of aircraft.

Schedule approved flights of non-incident aircraft in the restricted air space area.

Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.

Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.

Consider requests for non-tactical use of incident aircraft.

Resolve conflicts concerning non-incident aircraft.

Coordinate with Federal Aviation Administration (FAA).

Update air operations plans.

Report to the Operations Section Chief on air operations activities.

Report special incidents/accidents.

Arrange for an accident investigation team when warranted.

Maintain Unit/Activity Log (ICS Form 214).

14.3.5. Air Tactical Group Supervisor

The Air Tactical Group Supervisor is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

Review Common Responsibilities (section 9).

Determine what aircraft (air tankers and helicopters) are operating within area of assignment.

Manage air tactical activities based upon Incident Action Plan.

Establish and maintain communications and Air Traffic Control with pilots, Air Operations, Helicopter Coordinator, Air Tanker/Fixed Wing Coordinator, Air Support Group (usually Helibase Manager), and fixed wing support bases.

Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.

Obtain information about air traffic external to the incident.

Receive reports of non-incident aircraft violating restricted air space area.

Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division/Group Supervisor).

Inform Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.

Report on Air Operations activities to the Air Operations Branch Director. Advise Air Operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System.

Report on incidents/accidents.

14.3.6. Helicopter Coordinator

The Helicopter Coordinator is primarily responsible for coordinating tactical or logistical helicopter mission(s) at the incident. The Helicopter Coordinator can be airborne or on the ground operating from a high vantage point. The Helicopter Coordinator reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the complexity of the incident and the number of helicopters assigned. There may be more than one Helicopter Coordinator assigned to an incident.

Review Common Responsibilities (section 9).

Determine what aircraft (air tankers and helicopters) are operating within incident area of assignment.

Survey assigned incident area to determine situation, aircraft hazards and other potential problems.

Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator and the Air Support Group (usually Helibase Manager) as the situation dictates.

Coordinate the use of assigned ground to air and air to air communications frequencies with the Air Tactical Group Supervisor, Communications Unit, or local agency dispatch center.

Ensure that all assigned helicopters know appropriate operating frequencies.

Coordinate geographical areas for helicopter operations with Air Tactical Group Supervisor and make assignments.

Determine and implement air safety requirements and procedures.

Ensure that approved night flying procedures are in operation.

Receive assignments, brief pilots, assign missions, and supervise helicopter activities.

Coordinate activities with Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator, Air Support Group and ground personnel.

Maintain continuous observation of assigned helicopter operating area and inform Air Tactical Group Supervisor of incident conditions including any aircraft malfunction or maintenance difficulties and anything that may affect the incident.

Inform Air Tactical Group Supervisor when mission is completed and reassign helicopter as directed.

Request assistance or equipment as required.

Report incidents or accidents to Air Operations Branch Director and Air Tactical Group Supervisor immediately.

Maintain records of activities.

14.3.7. Fixed Wing Coordinator

Fixed Wing Coordinator is primarily responsible for coordinating assigned air tanker operations at the incident. The Coordinator, who is always airborne, reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the need or upon complexity of the incident.

Review Common Responsibilities (section 9).

Determine all aircraft including fixed wing and helicopters operating within incident area of assignment.

Survey incident area to determine situation, aircraft hazards and other potential problems.

Coordinate the use of assigned ground to air and air to air communications frequencies with Air Tactical Group Supervisor, Communications Unit or local agency dispatch center and establish air to air radio frequencies.

Ensure fixed wing know appropriate operating frequencies.

Determine incident fixed wing capabilities and limitations for specific assignments.

Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group (usually Helibase Manager) as the situation dictates.

Determine and implement air safety requirement procedures.

Receive assignments, brief pilots, assign missions, and supervise fixed-wing activities.

Coordinate activities with Air Tactical Group Supervisor, Helicopter Coordinator and ground operations personnel.

Maintain continuous observation of air tanker operating areas.

Provide information to ground resources, if necessary.

Inform Air Tactical Group Supervisor of overall incident conditions including aircraft malfunction or maintenance difficulties.

Inform Air Tactical Group Supervisor when mission is completed and reassign air tankers as directed.

Request assistance or equipment as necessary.

Report incidents or accidents to Air Operations Branch Director immediately.

Maintain records of activities.

14.3.8. Air Support Group Supervisor

The Air Support Group Supervisor is primarily responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing 1) fuel and other supplies 2) maintenance and repair of helicopters 3) retardant mixing and loading 4) keeping records of helicopter activity, and 5) providing

enforcement of safety regulations. These major functions are performed at helibases and helispots. Helicopters during landing and take-off and while on the ground are under the control of the Air Support Group's Helibase or Helispot Managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.

Review Common Responsibilities (section 9).

Obtain copy of the Incident Action Plan from the Air Operations Branch Director including Air Operations Summary Worksheet (ICS Form 220).

Participate in Air Operations Branch Director planning activities.

Inform Air Operations Branch Director of group activities.

Identify resources/supplies dispatched for Air Support Group.

Request special air support items from appropriate sources through Logistics Section.

Identify helibase and helispot locations (from Incident Action Plan) or from Air Operations Branch Director.

Determine need for assignment of personnel and equipment at each helibase and helispot.

Coordinate special requests for air logistics.

Maintain coordination with airbases supporting the incident.

Coordinate activities with Air Operations Branch Director.

Obtain assigned ground to air frequency for helibase operations from Communications Unit Leader or Incident Radio Communications Plan (ICS Form 205).

Inform Air Operations Branch Director of capability to provide night flying service.

Ensure compliance with each agency's operations checklist for day and night operations.

Ensure dust abatement procedures are implemented at helibase and helispots.

Provide crash-rescue service for helibases and helispots.

Ensure that Air Traffic Control procedures are established between Helibase and Helispots and the Air Tactical Group Supervisor, Helicopter Coordinator or Air Tanker/Fixed Wing Coordinator.

Maintain Unit/Activity Log (ICS Form 214).

14.3.9. Helibase Manager:

Review Common Responsibilities (section 9).

Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).

Participate in Air Support Group planning activities.

Inform Air Support Supervisor of helibase activities.

Report to assigned helibase. Brief pilots and assigned personnel.

Manage resources/supplies dispatched to helibase.

Ensure helibase is posted and cordoned.

Coordinate helibase Air Traffic control with pilots, Air Support Group Supervisor, Air Tactical Group Supervisor, Helicopter Coordinator and the Takeoff and Landing Controller.

Manage retardant mixing and loading operations.

Ensure helicopter fueling, maintenance and repair services are provided.

Supervise manifesting and loading of personnel and cargo.

Ensure dust abatement techniques are provided and used at helibases and helispots.

Ensure security is provided at each helibase and helispot.

Ensure crash-rescue services are provided for the helibase.

Request special air support items from the Air Support Group Supervisor.

Receive and respond to special requests for air logistics.

Supervise personnel responsible to maintain agency records, reports of helicopter activities, and Check-In List (ICS Form 211).

Coordinate activities with Air Support Group Supervisor.

Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.

Solicit pilot input concerning selection and adequacy of helispots, communications, Air Traffic Control, operational difficulties, and safety problems.

Maintain Unit/Activity Log (ICS Form 214).

14.3.10. Helispot Manager

Review Common Responsibilities (section 9).

Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).

Report to assigned helispot.

Coordinate activities with Helibase Manager.

Inform Helibase Manager of helispot activities.

Manage resources/supplies dispatched to helispot.

Request special air support items from Helibase Manager.

Coordinate Air Traffic Control and Communications with pilots, Helibase Manager, Helicopter Coordinator, Air Tanker/Fixed-Wing Coordinator and Air Tactical Group Supervisor when appropriate.

Ensure crash-rescue services are available.

Ensure that dust control is adequate, debris cannot blow into rotor system, touchdown zone slope is not excessive and rotor clearance is sufficient.

Supervise or perform retardant loading at helispot.

Perform manifesting and loading of personnel and cargo.

Coordinate with pilots for proper loading and unloading and safety problems.

Maintain agency records and reports of helicopter activities.

14.3.11. Deck Coordinator

The Deck Coordinator is responsible for providing coordination of a helibase landing area for personnel and cargo movement. The Deck Coordinator reports to the Helibase Manager.

Review Common Responsibilities (section 9).

Obtain Air Operations Summary Worksheet (ICS Form 220).

Establish emergency landing areas.

Ensure crash/rescue procedures are understood by deck personnel.

Establish and mark landing pads.

Ensure sufficient personnel are available to load and unload personnel and cargo safely.

Ensure deck area is properly posted.

Provide for vehicle control.

Supervise deck management personnel. (Load Masters and Parking Tenders)

Ensure dust abatement measures are met.

Ensure that all assigned personnel are posted to the daily organization chart.

Ensure proper manifesting and load calculations are done.

Ensure Air Traffic Control operation is coordinated with Landing and Takeoff Coordinator.

Maintain agency records.

14.3.12. Loadmaster (Personnel/Cargo)

The Loadmaster is responsible for the safe operation of loading and unloading of cargo and personnel at a helibase. The Loadmaster reports to the Deck Coordinator.

Review Common Responsibilities (section 9).

Obtain Air Operations Summary Worksheet (ICS Form 220).

Ensure proper posting of loading and unloading areas.

Perform manifesting and loading of personnel and cargo.

Ensure sling load equipment is safe.

Know crash/rescue procedures.

Supervise loading and unloading crews.

Coordinate with Takeoff and Landing Controller.

14.3.13. Parking Tender

The Parking Tender is responsible for the takeoff and landing of helicopters at an assigned helicopter pad. The Parking Tender reports to the Deck Coordinator. (A Parking Tender should be assigned for each helicopter pad.)

Review Common Responsibilities (section 9).

Supervise activities at the landing pad. (Personnel and helicopter movement, vehicle traffic, etc.)

Know and understand the crash/rescue procedures.

Ensure agency checklist is followed.

Ensure helicopter pilot needs are met at the landing pad.

Ensure pad is properly maintained (dust abatement, marking, etc.).

Ensure landing pad is properly marked.

Check personnel seatbelts, cargo restraints and helicopter doors.

14.3.14. Takeoff And Landing Controller

The Takeoff and Landing Controller is responsible for providing coordination of arriving and departing helicopters at a helibase and all helicopter movement on and around the helibase. The Takeoff and Landing Controller reports to the Helibase Manager.

Review Common Responsibilities (section 9).

Obtain Air Operations Summary Worksheet (ICS Form 220).

Check radio system before commencing operation.

Coordinate with radio operation on helicopter flight routes and patterns.

Maintain communications with all incoming and outgoing helicopters.

Maintain constant communications with radio operator.

Coordinate with Deck Manager and Parking Tender before commencing operation and during operation.

14.3.15. Helibase Radio Operator

The Helibase Radio Operator is responsible for establishing communication between incident assigned helicopters and helibases, Air Tactical Group Supervisor, Air Operations

Branch Director and Takeoff and Landing Controller. The Helibase Radio Operator reports to the Helibase Manager.

Review Common Responsibilities (section 9).

Obtain Air Operations Summary Worksheet (ICS Form 220).

Establish communication needs at helibase.

Ensure orders from Air Operations Branch Director are relayed to Helibase Manager.

Maintain constant communications with all helicopters.

Notify Takeoff/Landing Coordinator of incoming helicopters.

Verify daily radio frequencies with Helibase Manager.

Maintain a log of all helicopter takeoff/landings, ETA's, ETD's and flight route check-ins.

Establish helicopter identification call numbers and post.

Ensure helicopter timekeeping is completed.

Establish and enforce proper radio procedures.

Notify Air Operations Branch Director immediately of any overdue or missing helicopters.

Understand crash/rescue procedures.

Receive clearance from Air Tactical Group Supervisor before launching helicopters.

14.3.16. Helicopter Timekeeper

The Helicopter Timekeeper is responsible for keeping time on all helicopters assigned to the helibase. Helicopter Timekeeper reports to the radio operator.

Review Common Responsibilities (section 9).

Obtain Air Operations Summary Worksheet (ICS Form 220).

Determine number of helicopters by agency.

Determine helicopter time needed by agency.

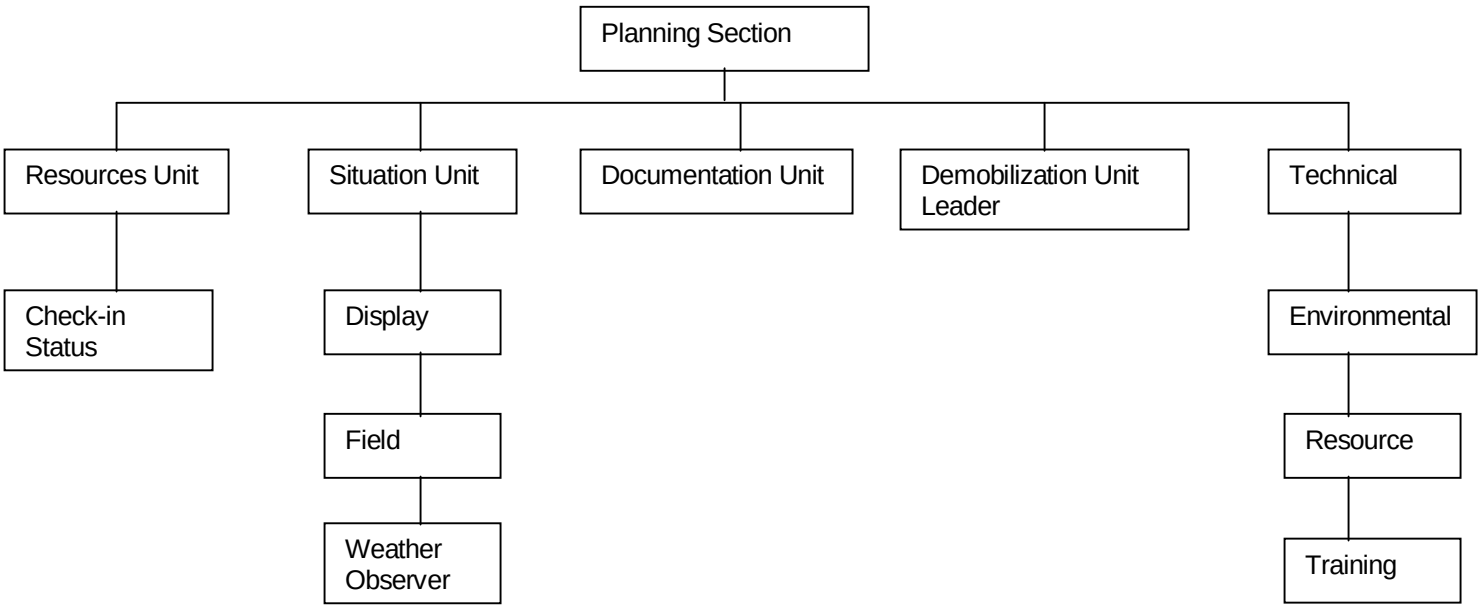
Record operation time of helicopters.

Fill out necessary agency time reports.

Obtain necessary timekeeping forms.

15. Planning Section

15.1 Organizational Chart



15.2 Planning Process

The checklist below provides basic steps appropriate for use in almost any incident situation. However, not all incidents require written plans and the need for written plans and attachments are based on incident requirements and the decision of the Incident Commander.

The Planning Checklist is intended to be used with the Operational Planning Worksheet (ICS Form 215). The Operations Section Chief should have a draft Operational Planning Worksheet (ICS Form 215) completed prior to the planning meeting.

Incident Objectives and strategy should be established before the planning meeting. For this purpose it may be necessary to hold a strategy meeting prior to the planning meeting.

The Planning Process works best when the incident perimeter and proposed control lines are divided into logical geographical units for planning purposes. The tactics and resources are then determined for each of the planning units and then the planning units are combined into divisions/groups utilizing span-of-control guidelines.

The ICS Form 215A, LCES Safety Analysis, is intended to highlight potential problem areas. The Incident Commander, Command and General Staff would then consider reasonable mitigation actions or select a different strategic or tactical approach. In the following table:

IC = Incident Commander

PSC = Planning Section Chief

OPS = Operations Section Chief

LSC = Logistics Section Chief

SO = Safety Officer

CHECKLIST	PRIMARY RESPONSIBILITY
Briefing on situation and resource status	PSC
Set control objectives	IC
Plot control lines, establish division boundaries/ group assignments	OPS
Specify tactics/safety for each division	SO, OPS
Specify resources needed by Division/Group	OPS, PSC
Specify Operations facilities, reporting locations/Plot on map	OPS, PSC, LSC
Place resource and personnel order	LSC
Consider Communications, Medical, Site Safety, and Traffic Plan requirements	SO, PSC, LSC
Finalize, approve and implement Incident Action Plan	PSC, IC, OPS

15.3 Position Checklists

15.3.1. Planning Section Chief

The Planning Section Chief, a member of the Incident Commander's General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to 1) understand the current situation 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

Review Common Responsibilities (section 9).

Collect and process situation information about the incident.

Supervise preparation of the Incident Action Plan.

Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.

Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.

Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).

Determine need for any specialized resources in support of the incident.

If requested, assemble and disassemble strike teams and task forces as requested by Operations.

Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.

Assemble information on alternative strategies.

Provide periodic predictions on incident potential.

Report any significant changes in incident status.

Compile and display incident status information.

Oversee preparation and implementation of Incident Demobilization Plan.

Incorporate plans, (e.g., Traffic, Medical, Communications, Site Safety) into the Incident Action Plan.

Maintain Unit/Activity Log (ICS Form 214).

15.3.2. Resources Unit Leader

The Resources Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources, e.g., key supervisor personnel, primary and support resources, etc.

Review Common Responsibilities (section 9).

Review Unit Leader Responsibilities (page 1-3).

Establish check-in function at incident locations.

Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).

Prepare appropriate parts of Division Assignment Lists (ICS Form 204).

Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).

Maintain and post the current status and location of all resources.

Maintain master roster of all resources checked in at the incident.

A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all incident assigned resources.

15.3.3. Check-In/Status Recorder

Check-in-Status recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

Review Common Responsibilities (section 9).

Obtain required work materials, including Check-in Lists (ICS Form 211), Resource Status Cards (ICS 219), and status display boards.

Establish communications with the Communication Center and Ground Support Unit.

Post signs so that arriving resources can easily find incident check-in location(s).

Record check-in information on Check-in Lists (ICS Form 211).

Transmit check-in information to Resources Unit on regular pre-arranged schedule or as needed.

Forward completed Check-in Lists (ICS Form 211) and Status Change Cards (ICS Form 210) to the Resources Unit.

Receive, record, and maintain resources status information on Resource Status Cards (ICS Form 219) for incident assigned single resources, strike teams, task forces, and overhead personnel.

Maintain files of Check-in Lists (ICS Form 211).

15.3.4. Situation Unit Leader

The collection, processing and organization of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

Review Common Responsibilities (section 9).

Begin collection and analysis of incident data as soon as possible.

Prepare, post, or disseminate resource and situation status information as required, including special requests.

Prepare periodic predictions or as requested.

Prepare the Incident Status Summary Form (ICS Form 209).

Provide photographic services and maps if required.

15.3.5. Display Processor

The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerial and ortho photographs and infrared data.

Review Common Responsibilities (section 9).

Determine location of work assignment.

Determine numbers, types and locations of displays required.

Determine priorities.

Determine map requirements for Incident Action Plans.

Determine time limits for completion.

Determine field Observer assignments and communications means.

Obtain necessary equipment and supplies.

Obtain copy of Incident Action Plan for each operational period.

Assist Situation Unit Leader in analyzing and evaluating field reports.

Develop required displays in accordance with time limits for completion.

15.3.6. Field Observer

The Field Observer is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

Review Common Responsibilities (section 9).

Determine location of assignment.

Determine type of information required.

Determine priorities.

Determine time limits for completion.

Determine method of communication.

Determine method of transportation.

Obtain copy of Incident Action Plan for the Operation Period.

Obtain necessary equipment and supplies.

Perform Field Observer responsibilities to include but not limited to the following:

- Map perimeters of incident.
- Map locations of hot spots.
- Map unburned islands.
- Observe rates of spread.
- Observe weather conditions.
- Observe hazards, ~~including~~ escape routes and safe areas.
- Observe progress of operational resources.

Be prepared to identify all facility locations (e.g., helispots, Division and Branch boundaries).

Report information to Situation Unit Leader by established procedure.

Report immediately any condition observed which may cause danger and safety hazard to personnel.

Gather intelligence that will lead to accurate predictions.

15.3.7. Weather Observer

The Weather Observer is responsible to collect current incident weather information and provide the information to an assigned meteorologist or Situation Unit Leader.

Review Common Responsibilities (section 9).

Determine nature and location of work assignments.

Determine weather data collection methods to be used.

Determine priorities for collection.

Determine specific types of information required.

Determine frequency of reports.

Determine method of reporting.

Determine source of equipment.

Obtain weather data collection equipment.

Obtain appropriate transportation to collection site(s).

Record and report weather observations at assigned locations on schedule.

Turn in equipment at completion of assignment.

15.3.8. Documentation Unit Leader

The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and historical purposes.

Review Common Responsibilities (section 9).

Set up work area; begin organization of incident files.

Establish duplication service; respond to requests.

File all official forms and reports.

Review records for accuracy and completeness; inform appropriate units of errors or omissions.

Provide incident documentation as requested.

Store files for post-incident use.

15.3.9. Demobilization Unit Leader

The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

Review Common Responsibilities (section 9).

Review incident resource records to determine the likely size and extent of demobilization effort.

Based on above analysis, add additional personnel, work space and supplies as needed.

Coordinate demobilization with Agency Representatives.

Monitor ongoing Operations Section resource needs.

Identify surplus resources and probably release time.

Develop incident check-out function for all units.

Evaluate logistics and transportation capabilities to support demobilization.

Establish communications with off-incident facilities, as necessary.

Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.

Prepare appropriate directories (e.g., maps, instructions, etc.) For inclusion in the demobilization plan.

Distribute demobilization plan (on and off-site).

Ensure that all Sections/Units understand their specific demobilization responsibilities.

Supervise execution of the Incident Demobilization Plan.

Brief Planning Section Chief on demobilization progress.

15.3.10. Technical Specialists

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required.

15.3.11. Environmental Specialist

Review Common Responsibilities (section 9).

Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies.

Collect and validate environmental information within the incident area by reviewing pre-attack land use and management plans.

Determine environmental restrictions within the incident area.

Develop suggested priorities for preservation of the environment.

Provide environmental analysis information, as requested.

Collect and transmit required records and logs to Documentation Unit at the end of each operational period.

Maintain Unit/Activity Log (ICS Form 214).

15.3.12. Resource Use Specialist

Review Common Responsibilities (section 9).

Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies as requested.

Collect information on incident resources as needed.

Respond to requests for information about limitations and capabilities of resources.

Collect and transmit records and logs to Documentation Unit at the end of each operational period.

Maintain Unit/Activity Log (ICS Form 214).

15.3.13. Training Specialist

Review Common Responsibilities (section 9).

Inform Planning Section Chief of planned use of trainees.

Review trainee assignments and modify if appropriate.

Coordinate the assignments of trainees to incident positions with Resources Unit.

Brief trainees and trainers on training assignments and objectives.

Coordinate use of unassigned trainees.

Make follow-up contacts on the job to provide assistance and advice for trainees to meet training objectives as appropriate and with approval of unit leaders.

Ensure trainees receive performance evaluation.

Monitor operational procedures and evaluate training needs.

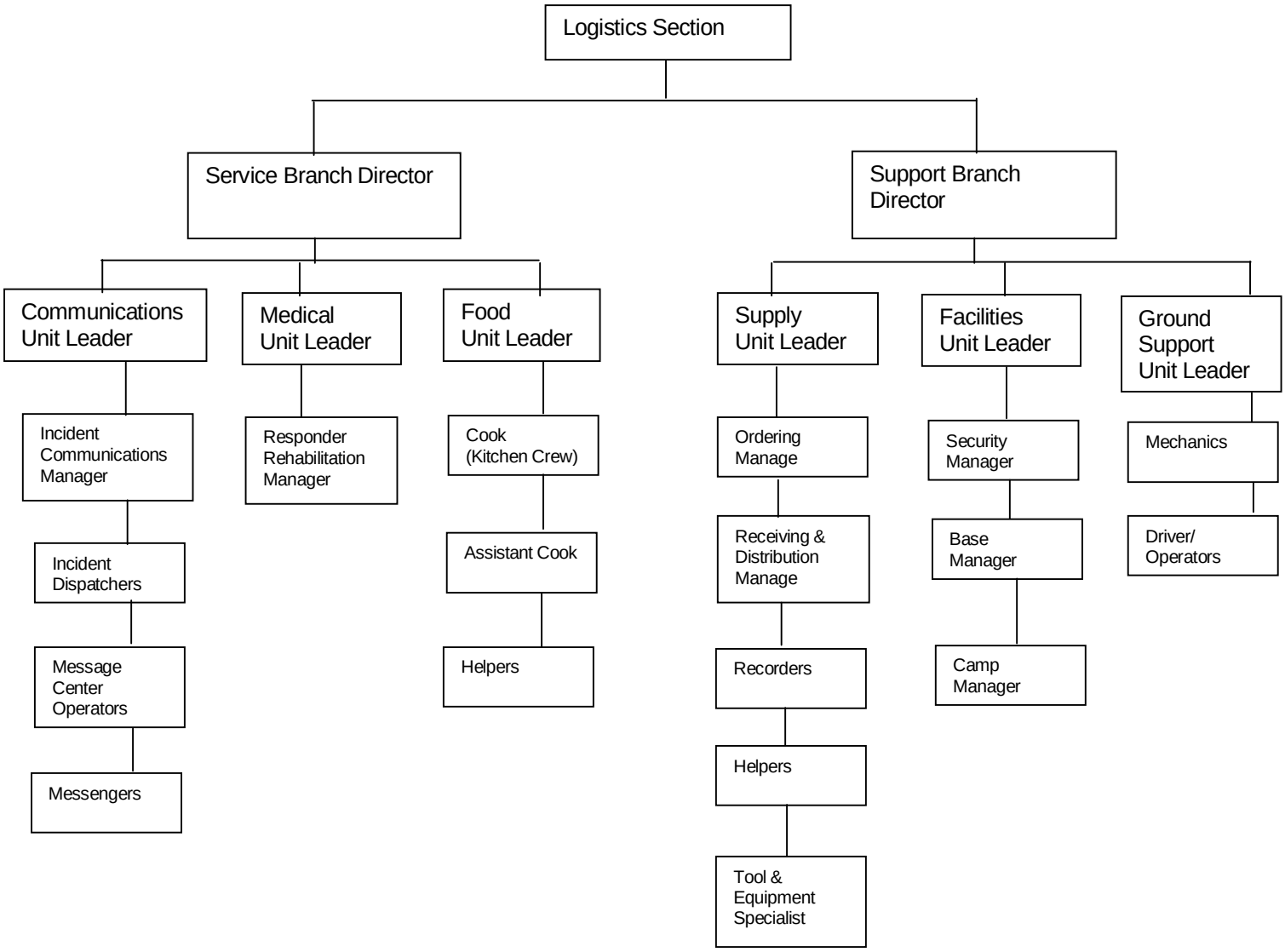
Respond to requests for information concerning training activities.

Give Training Specialist records and logs to Documentation Unit at the end of each operational period.

Maintain Unit/Activity Log (ICS Form 214).

16. Logistics Section

16.1 Organization Chart



16.2 Position Checklists

16.2.1. Logistics Section Chief

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support ~~on~~ of the incident. The Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section.

Review Common Responsibilities (section 9).

Plan organization of Logistics Section.

Assign work locations and preliminary work tasks to Section personnel.

Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.

Assemble and brief Branch Directors and Unit Leaders.

Participate in preparation of Incident Action Plan.

Identify service and support requirements for planned and expected operations.

Provide input to review Communications Plan, Medical Plan and Traffic Plan.

Coordinate and process requests for additional resources.

Review Incident Action Plan and estimate Section needs for next operational period.

Advise on current service and support capabilities.

Prepare service and support elements of the Incident Action Plan.

Estimate future service and support requirements.

Receive Demobilization Plan from Planning Section.

Recommend release of unit resources in conformity with Demobilization Plan.

Ensure general welfare and safety of Logistics Section personnel.

Maintain Unit/Activity Log (ICS Form 214).

16.2.2. Service Branch Director

The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical and Food Units.

Review Common Responsibilities (section 9).

Obtain working materials.

Determine level of service required to support operations.

Confirm dispatch of Branch personnel.

Participate in planning meetings of Logistics Section personnel.

Review Incident Action Plan.

Organize and prepare assignments for Service Branch personnel.

Coordinate activities of Branch Units.

Inform Logistics Chief of Branch activities.

Resolve Service Branch problems.

Maintain Unit/Activity Log (ICS Form 214).

16.2.3. Communications Unit Leader

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

Review Common Responsibilities (section 9).

Determine unit personnel needs.

Prepare and implement the Incident Radio Communications Plan (ICS Form 205).

Ensure the Incident Communications Center and Message Center are established.

Establish appropriate communications distribution/maintenance locations within base/camp(s).

Ensure communications systems are installed and tested.

Ensure an equipment accountability system is established.

Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.

Provide technical information as required on:

- Adequacy of communications systems currently in operation.
- Geographic limitation on communications systems.
- Equipment capabilities/limitations.
- Amount and types of equipment available.
- Anticipated problems in the use of communications equipment.

Supervise Communications Unit activities.

Maintain records on all communications equipment as appropriate.

Ensure equipment is tested and repaired.

Recover equipment from relieved or released units.

16.2.4. Incident Dispatcher

The Incident Dispatcher (including incident Communications Manager) is responsible to receive and transmit radio and telephone messages among and between personnel and to provide dispatch services at the incident.

Review Common Responsibilities (section 9).

Ensure adequate staffing (Incident Communications Manager).

Obtain and review Incident Action Plan to determine incident organization and Incident Radio Communications Plan.

Set up Incident Radio Communications Center - check out equipment.

Request service on any inoperable or marginal equipment.

Set up Message Center location as required.

Receive and transmit messages within and external to incident.

Maintain files of Status Change Cards (ICS Form 210) and General Messages (ICS Form 213).

Maintain a record of unusual incident occurrences.

Provide briefing to relief on current activities, equipment status, and any unusual communications situations.

Turn in appropriate documents to Incident Communications Manager or Communications Unit Leader.

Demobilize communications center in accordance with Incident Demobilization Plan.

16.2.5. Medical Unit Leader

The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records.

Review Common Responsibilities (section 9).

Participate in Logistics Section/Service Branch planning activities.

Establish Medical Unit.

Prepare the Medical Plan (ICS Form 206).

Prepare procedures for major medical emergency.

Declare major medical emergency as appropriate.

Respond to requests for medical aid, medical transportation, medical supplies.

Prepare and submit necessary documentation.

16.2.6. Responder Rehabilitation Manager

The Rehabilitation Manager reports to the Medical Unit Leader and is responsible for the rehabilitation of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

Review Common Responsibilities (section 9).

Designate responder rehabilitation location and have location announced on radio with radio designation “Rehab.”

Request necessary medical personnel to evaluate medical condition of personnel being rehabilitated.

Request necessary resources for rehabilitation of personnel, e.g., water, juice, personnel.

Request through Food Unit or Logistics Section Chief feeding as necessary for personnel being rehabilitated.

Release rehabilitated personnel to Planning Section for reassignment.

Maintain appropriate records and documentation.

16.2.7. Food Unit Leader

The Food Unit Leader is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

Review Common Responsibilities (section 9).

Determine food and water requirements.

Determine method of feeding to best fit each facility or situation.

Obtain necessary equipment and supplies and establish cooking facilities.

Ensure that well-balanced menus are provided.

Order sufficient food and potable water from the Supply Unit.

Maintain an inventory of food and water.

Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.

Supervise caterers, cooks, and other Food Unit personnel as appropriate.

16.2.8. Support Branch Director

The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of the Supply, Facilities and Ground Support Units.

Review Common Responsibilities (section 9).

Obtain work materials.

Identify Support Branch personnel dispatched to the incident.

Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.

Prepare initial organization and assignments for support operations.

Assemble and brief Support Branch personnel.

Determine if assigned Branch resources are sufficient.

Maintain surveillance of assigned units work progress and inform Section Chief of activities.

Resolve problems associated with requests from Operations Section.

Maintain Unit/Activity Log (ICS Form 214).

16.2.9. Supply Unit Leader

The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

Review Common Responsibilities (section 9).

Participate in Logistics Section/Support Branch planning activities.

Determine the type and amount of supplies enroute.

Review Incident Action Plan for information on operations of the Supply Unit.

Develop and implement safety and security requirements.

Order, receive, distribute, and store supplies and equipment.

Receive and respond to requests for personnel, supplies and equipment.

Maintain inventory of supplies and equipment.

Service reusable equipment.

Submit reports to the Support Branch Director.

16.2.10. Ordering Manager Checklist

The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager reports to the Supply Unit Manager.

Review Common Responsibilities (section 9).

Obtain necessary agency(s) order forms.

Establish ordering procedures.

Establish name and telephone numbers of agency(s) personnel receiving orders.

Set up filing system.

Get names of incident personnel who have ordering authority.

Check on what has already been ordered.

Ensure order forms are filled out correctly.

Place orders in a timely manner.

Consolidate orders when possible.

Identify times and locations for delivery of supplies and equipment.

Keep Receiving and Distribution Manager informed of orders placed.

Submit all ordering documents to Documentation Control Unit through Supply Unit Leader before demobilization.

16.2.11. Receiving And Distribution Manager Checklist

The Receiving and Distribution Manager is responsible for receiving and distribution of all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. The Receiving and Distribution Manager reports to the Supply Unit Leader.

Review Common Responsibilities (section 9).

Order required personnel to operate supply area.

Organize physical layout of supply area.

Establish procedures for operating supply area.

Set up filing system for receiving and distribution of supplies and equipment.

Maintain inventory of supplies and equipment.

Develop security requirement for supply area.

Establish procedures for receiving supplies and equipment.

Submit necessary reports to Supply Unit Leader.

Notify Ordering Manager of supplies and equipment received.

Provide necessary supply records to Supply Unit Leader.

16.2.12. Facilities Unit Leader

The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, e.g., Base, Camp(s) and Incident Command Post. The Unit provides sleeping and sanitation facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service, and general maintenance. The Facility Unit Leader reports to the Support Branch Director.

Review Common Responsibilities (section 9).

Receive a copy of the Incident Action Plan.

Participate in Logistics Section/Support Branch planning activities.

Determine requirements for each facility.

Prepare layouts of incident facilities.

Notify unit leaders of facility layout.

Activate incident facilities.

Provide Base and Camp Managers.

Provide sleeping facilities.

Provide security services.

Provide facility maintenance services-sanitation, lighting, clean up.

16.2.13. Facility Maintenance Specialist

The Facility Maintenance Specialist is responsible to ensure that proper sleeping and sanitation facilities are maintained; to provide shower facilities; to provide and maintain lights and other electrical equipment; and to maintain the Base, Camp and Incident Command Post facilities in a clean and orderly manner.

Review Common Responsibilities (section 9).

Request required maintenance support personnel and assign duties.

Obtain supplies, tools, and equipment.

Supervise/perform assigned work activities.

Ensure that all facilities are maintained in a safe condition.

Disassemble temporary facilities when no longer required.

Restore area to pre-incident condition.

16.2.14. Security Manager Checklist

The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

Review Common Responsibilities (section 9).

Establish contacts with local law enforcement agencies as required.

Contact the Resource Use Specialist for crews or Agency Representatives to discuss any special custodial requirements which may affect operations.

Request required personnel support to accomplish work assignments.

Ensure that support personnel are qualified to manage security problems.

Develop Security Plan for incident facilities.

Adjust Security Plan for personnel and equipment changes and releases.

Coordinate security activities with appropriate incident personnel.

Keep the peace, prevent assaults, settle disputes through coordination with Agency Representatives.

Prevent theft of all government and personal property.

Document all complaints and suspicious occurrences.

16.2.15. Base Manager

The Base Manager is responsible to ensure that appropriate sanitation, security, and facility management services are conducted at the Base. The Base Manager duties include:

Review Common Responsibilities (section 9).

Determine personnel support requirements.

Obtain necessary equipment and supplies.

Ensure that all facilities and equipment are set up and properly functioning. Supervise the establishment of:

Sanitation facilities (including showers).

Sleeping facilities.

Make sleeping area assignments.

Ensure that strict compliance is made with all applicable safety regulations.

Ensure that all facility maintenance services are provided.

16.2.16. Camp Manager

On large incidents, one or more camps may be established by the General Staff to provide better support to operations. Camps may be in place several days or may be moved depending upon the nature of the incident. Functional unit activities performed at the ICS Base may be performed at the Camp(s). These could include: Supply, Medical, Ground Support, Food, Communications and Finance/Administration as well as the Facilities Unit functions of facility maintenance and security. Camp Managers are responsible to provide non-technical coordination for all units operating within the Camp. Units assigned to Camps will be determined by the ICS General Staff. Personnel requirements for units at Camps will be determined by the parent unit based on kind and size of incident and expected duration of Camp operations.

Review Common Responsibilities (section 9).

Determine personnel support requirements.

Obtain necessary equipment and supplies.

Ensure that all sanitation, shower and sleeping facilities are set up and properly functioning.

Make sleeping arrangements.

Provide direct supervision for all facility maintenance and security services at Camp.

Ensure that strict compliance is made with all applicable safety regulations.

Ensure that all Camp to Base communications are centrally coordinated.

Ensure that all Camp to Base transportation scheduling is centrally coordinated.

Provide overall coordination of all Camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.

Maintain Unit/Activity Log (ICS Form 214).

16.2.17. Ground Support Unit Leader

The Ground Support Unit Leader is primarily responsible for 1) support out of service resources 2) transportation of personnel, supplies, food, and equipment 3) fueling, service, maintenance, and repair of vehicles and other ground support equipment and 4) implementing Traffic Plan for the incident.

Review Common Responsibilities (section 9).

Participate in Support Branch/Logistics Section planning activities.

Develop and implement Traffic Plan.

Support out-of-service resources.

Notify Resources Unit of all status changes on support and transportation vehicles.

Arrange for and activate fueling, maintenance, and repair of ground resources.

Maintain inventory of support and transportation vehicles (ICS Form 218).

Provide transportation services.

Collect use information on rented equipment.

Requisition maintenance and repair supplies (e.g., fuel, spare parts).

Maintain incident roads.

Submit reports to Support Branch Director as directed.

16.2.18. Equipment Manager

The Equipment Manager provides service, repair and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

Review Common Responsibilities (section 9).

Obtain Incident Action Plan to determine locations for assigned resources, Staging Area locations, and fueling and service requirements for all resources.

Obtain necessary equipment and supplies.

Provide maintenance and fueling according to schedule.

Prepare schedules to maximize use of available transportation.

Provide transportation and support vehicles for incident use.

Coordinate with Agency Representatives on service and repair policies as required.

Inspect equipment condition and ensure coverage by equipment agreement.

Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in efficient operating condition), and place orders with Supply Unit.

Maintain Support Vehicle Inventory (ICS Form 218).

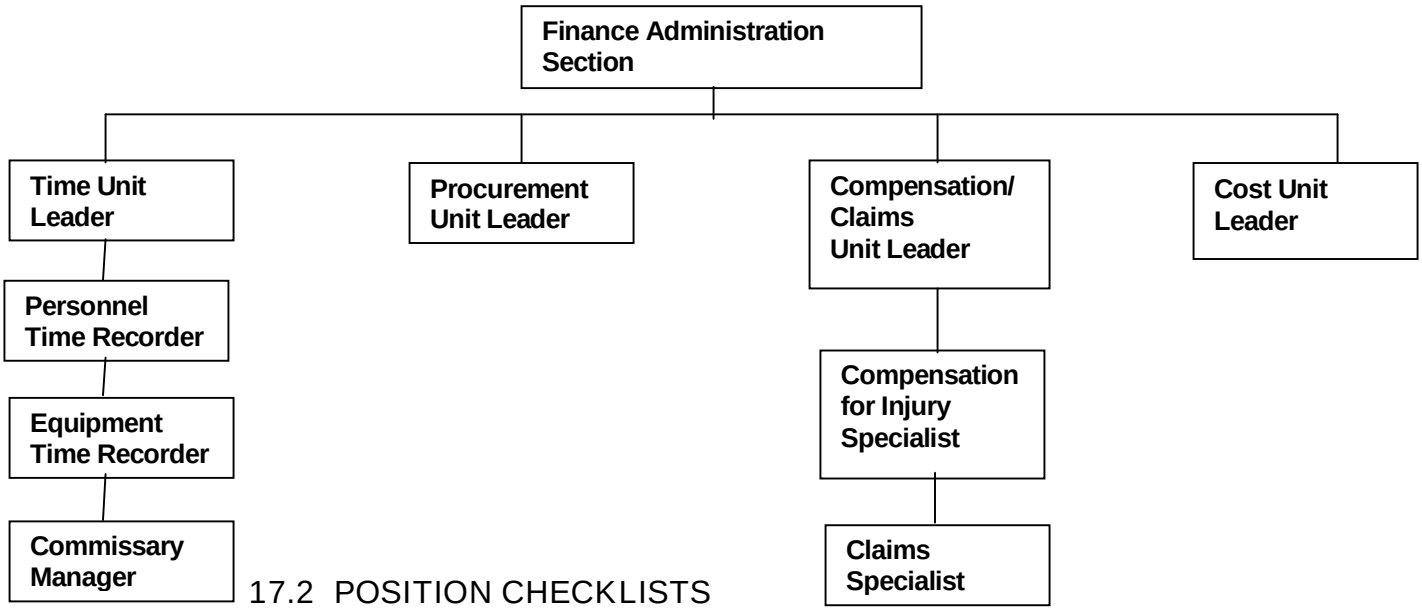
Maintain equipment rental records.

Maintain equipment service and use records.

Check all service repair areas to ensure that all appropriate safety measures are being taken.

17. Finance / Administration Section

17.1 Organization Chart



17.2 POSITION CHECKLISTS

17.2.1. Finance / Administration Section Chief

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

Review Common Responsibilities (section 9).

Manage all financial aspects of an incident.

Provide financial and cost analysis information as requested.

Gather pertinent information from briefings with responsible agencies.

Develop an operating plan for the Finance/administration Section; fill supply and support needs.

Determine need to set up and operate an incident commissary.

Meet with Assisting and Cooperating Agency Representatives as needed.

Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.

Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.

Provide financial input to demobilization planning.

Ensure that all obligation documents initiated at the incident are properly prepared and completed.

Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.

Maintain Unit/activity Log (ICS Form 214).

17.2.2. Time Unit Leader

The Time Unit Leader is responsible for equipment and personnel time recording and for managing the commissary operations.

Review Common Responsibilities (section 9).

Determine incident requirements for time recording function.

Contact appropriate agency personnel/representatives.

Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.

Maintain separate logs for overtime hours.

Establish commissary operation on larger or long-term incidents as needed.

Submit cost estimate data forms to Cost Unit as required.

Maintain records security.

Ensure that all records are current and complete prior to demobilization.

Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.

Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

17.2.3. Equipment Time Recorder

Under supervision of the Procurement Unit Leader, the Equipment Time Recorder is responsible for overseeing the recording of time for all equipment assigned to an incident.

Review Common Responsibilities (section 9).

Set up Equipment Time Recorder function in location designated by Time unit Leader.

Advise Ground Support Unit Facilities Unit, and Air support Group of the requirement to establish and maintain a file for maintaining a daily record of equipment time.

Assist units in establishing a system for collecting equipment time reports.

Post all equipment time tickets within four hours after the end of each operational period.

Prepare a use and summary invoice for equipment (as required) within 12 hours after equipment arrival at incident.

Submit data to Time Unit Leader for cost effectiveness analysis.

Maintain current posting on all charges or credit for fuel, parts, services and commissary.

Verify all time data and deductions with owner/operator of equipment.

Complete all forms according to agency specifications.

Close out forms prior to demobilization.

Distribute copies per agency and incident policy.

17.2.4. Personnel Time Recorder

Under supervision of the Time Unit Leader, Personnel Time Recorder is responsible for overseeing the recording of time for all personnel assigned to an incident.

Review Common Responsibilities (section 9).

Establish and maintain a file for employee time reports within the first operational period.

Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period.

Ensure that all employee identification information is verified to be correct on the time report.

Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.

Post all commissary issues to personnel time documents.

Ensure that time reports are signed.

Close out time documents prior to personnel leaving the incident.

Distribute all time documents according to agency policy.

Maintain a log of excessive hours worked and give to Time Unit Leader daily.

17.2.5. Commissary Manager

Under the supervision of the Time Unit Leader, Commissary Manager is responsible for commissary operations and security.

Review Common Responsibilities (section 9).

Set up and provide commissary operation to meet incident needs.

Establish and maintain adequate security for commissary.

Request commissary stock through Supply Unit Leader.

Maintain complete record of commissary stock including invoices for material received issuance records, transfer records and closing inventories.

Maintain commissary issue record by crews and submit records to Time Recorder during or at the end of each operational period.

Use proper agency forms for all record keeping. Complete forms according to agency specification.

Ensure that all records are closed out and commissary stock is inventoried and returned to Supply Unit prior to demobilization.

17.2.6. Procurement Unit Leader

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

Review Common Responsibilities (section 9).

Review incident needs and any special procedures with Unit Leaders, as needed.

Coordinate with local jurisdiction on plans and supply sources.

Obtain Incident Procurement Plan.

Prepare and authorize contracts and land use agreements.

Draft memoranda of understanding.

Establish contracts and agreements with supply vendors.

Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.

Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.

Interpret contracts and agreements; resolve disputes within delegated authority.

Coordinate with Compensation/Claims Unit for processing claims.

Coordinate use of impress funds as required.

Complete final processing of contracts and send documents for payment.

Coordinate cost data in contracts with Cost Unit Leader.

Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

17.2.7. Compensation / Claims Unit Leader

The Compensation / Claims Unit Leader is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims-related activities (other than injury) for an accident.

Review Common Responsibilities (section 9).

Establish contact with incident Safety Officer and Liaison Officer (or Agency Representatives if no Liaison Officer is assigned).

Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.

Establish a Compensation for injury work area within or as close as possible to the Medical Unit.

Review Incident Medical Plan.

Review procedures for handling claims with Procurement Unit.

Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.

Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

17.2.8. Compensation For Injury Specialist

Under the supervision of the Compensation / Claims Unit Leader, the Compensation For Injury Specialist is responsible for administering financial matters resulting from serious injuries and fatalities occurring on an incident. Close coordination is required with the Medical Unit.

Review Common Responsibilities (section 9).

Collate Compensation for Injury operations with those of the Medical Unit when possible.

Establish procedure with Medical Unit Leader on prompt notification of injuries or fatalities.

Obtain copy of Incident Medical Plan (ICS Form 206).

Provide written authority for persons requiring medical treatment.

Ensure that correct agency forms are being used.

Provide correct billing forms for transmittal to doctor and/or hospital.

Keep informed and report on status of hospitalized personnel.

Obtain all witness statements from Safety Officer and/or Medical Unit and review for completeness.

Maintain log of all injuries occurring on incident.

Coordinate/handle all administrative paper work on serious injuries or fatalities.

Coordinate with appropriate agency(s) to assume responsibility for injured personnel in local hospitals prior to demobilization.

17.2.9. Claims Specialist

Under the supervision of the Compensation/Claims Unit Leader the Claims Specialist is responsible for managing all claims-related activities (other than injury) for an incident.

Review Common Responsibilities (section 9).

Develop and maintain a log of potential claims.

Coordinate claims prevention plan with applicable incident functions.

Initiate investigation on all claims other than personnel injury.

Ensure that site and property involved in investigation are protected.

Coordinate with investigation team as necessary.

Obtain witness statements pertaining to claims other than personnel injury.

Document any incomplete investigations.

Document follow-up action needs by local agency.

Keep the Compensation/Claims Unit Leader advised on nature and status of all existing and potential claims.

Ensure use of correct agency forms.

17.2.10. Cost Unit Leader

The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.

Review Common Responsibilities (section 9).

Coordinate with agency headquarters on cost reporting procedures.

Collect and record all cost data.

Develop incident cost summaries.

Prepare resources-use costs estimates for the Planning Section.

Make cost-saving recommendations to the Finance/Administration Section Chief.

Complete all records prior to demobilization.

INCIDENT RESPONSE
Table of Contents

18. Incident Commander – Initial Response

18.1 Primary All Clear & Fire Control

Challenge and verify:

Burning: Contents? Structure? Exposures?

Assign 1.75, 2.5, 500 or 1000 gpm

Survivability: Of fire area? Smoke? Fire?

Protect savable lives – remove people from the fire and/or fire from the people

Find the fire, cut the fire off, layers and voids, open up, vent, TI, exposures

Strategy and tactics and orders: offensive when the hazard is 'behaving'; go defensive when it isn't.

Offensive attack (inside): control utilities; from unburned side with vent; open up layers and voids

Primary search (inside): control utilities; vent and line (unburned side); open up layers and voids

Defensive attack (outside): control utilities; away from collapse zone; protect exposures

To do:

	Establish on deck: forward deploy, brief, recon (TI), improve egress, establish triage		**Supply water to pumper:** offensive lay in, or first tanker, direct connect
	Access & egress: open up new access & egress – ladders up &		**Secondary search/all clear:** occupant, customer accountability, customer care

	down		
	Check for extension: all sides, voids, layers, find burned/unburned line (TI)		**Rehab:** set up, connect w/ EMS
	Check for extension in exposures: layers/voids/loss control (TI)		Aggress loss control (with SCBA)
			Liaison with PIO & customer care

18.2 Loss Stopped

Aggressive loss control: clean up, cover up, store (w/SCBA)

Check for extension (TI)

Monitor atmosphere

18.3 Incident Stabilized & Customer Cared For

Customer Care and/or Recovery Assistance to customer – connect!

Critical Factor	Discernable	Clearly Present	Serious Hazard	Extremely Severe	Fatal
Building Size/Area	Small	Medium	Large	Humongous	Ultra
Fire Stage	Incipient	Working	Extended	Deep Seated	Fully Involved
Heat	200 OK	400 Warm	600 Hot	800 Real Hot	1000 Fatal
Smoke	Faint	Light	Moderate	Heavy	Zero Visibility
Structural Stability	OK	Light	Shaky	Weak	Collapse
Fire Load	Light	Light+	Moderate	Moderate +	Heavy
Occupancy Hazard	OK	Light	Moderate	Heavy	Ultra Heavy
Access In	OK	Moderate Barriers	Complex Entry	Heavy Security	Locked Out
Exit Out	OK	Complex	Detained	Stuck	Trapped
Interior Clutter	OK	Confused	Obstacle Course	Awful Maze	Grid Lock
Resid/Comm	Sm-Med Res	Med-Lg Res	Sm-med Comm	Med-lg Comm	Huge – Ultra Comm
% Involvement	10%	20%	30%	40%	50%
Penetration into Haz Zone	50’ normal distance	80’	150’	250’	400’
Aggression	Coma	Moving		Moving Quick	Running
ICs Instinct Fire Location	OK Known	Unknown	Unknown	Unknown	Unknown
Building Shape Elevation	Known Known				Unknown Unknown
Sides & Layers	Known	Main Area	Layers		Unknown

19. Mass Casualty Incidents

19.1 Benchmarks

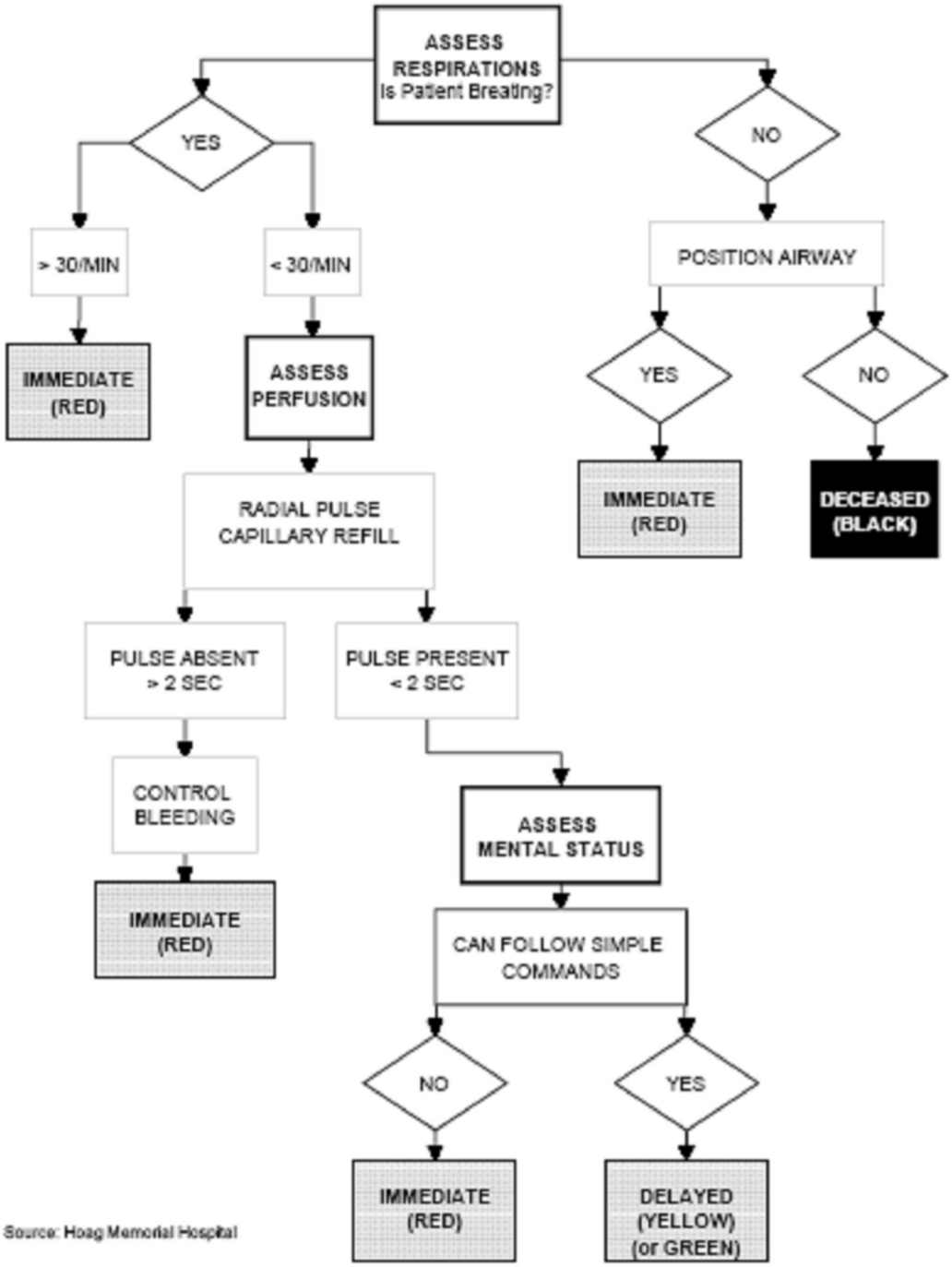
All Patients Extricated & Triaged	Initial dispatch information for Hazmat cues Get smarter about incident (people, AQ monitoring, info) Hazmat cues: occupancy, containers, signage, papers, people Locate/designate transportation & treatment areas Locate patients – consider ejections & walk always (homes) Stabilize vehicle/mechanism (cribbing/chokes, deflate tires, de-energize) Triage – give patient numbers (immediate & delayed) to treatment & transport Ask treatment for patient movement plan to treatment areas Extricate patients – roof, doors, dash roll Move patients to treatment areas
All patients in treatment (primary all clear)	Establish treatment areas (Immediate, Delayed, Minor, Morgue) Tell triage/extrication about patient movement plan Re-triage within treatment area (ABCs) Tell transport patient numbers (immediate & delayed) and ask about loading areas Move patients to loading areas
All patients transported	Tell treatment patients movement plan to loading areas Contact Medical Control with patient numbers (Immediate & Delayed); get destinations Record patients ID, transportation, and destination – LOAD/GO

19.2 Standard Triage Methods

The method of initial field triage to be utilized is the START (Simple Triage and Rapid Treatment) method for adult patients and the Jump START method for pediatric patients age 8 and under. Ambulatory patients are initially directed to a designated treatment area where they will be assessed and further triaged as personnel become available. For all remaining patients, triage personnel quickly move from patient to patient, using START or JumpSTART to assess and apply color-coded triage ribbons (surveyor's tape.

START -- Simple Triage and Rapid Treatment

Remember RPM (Respirations, Perfusion, Mental Status)

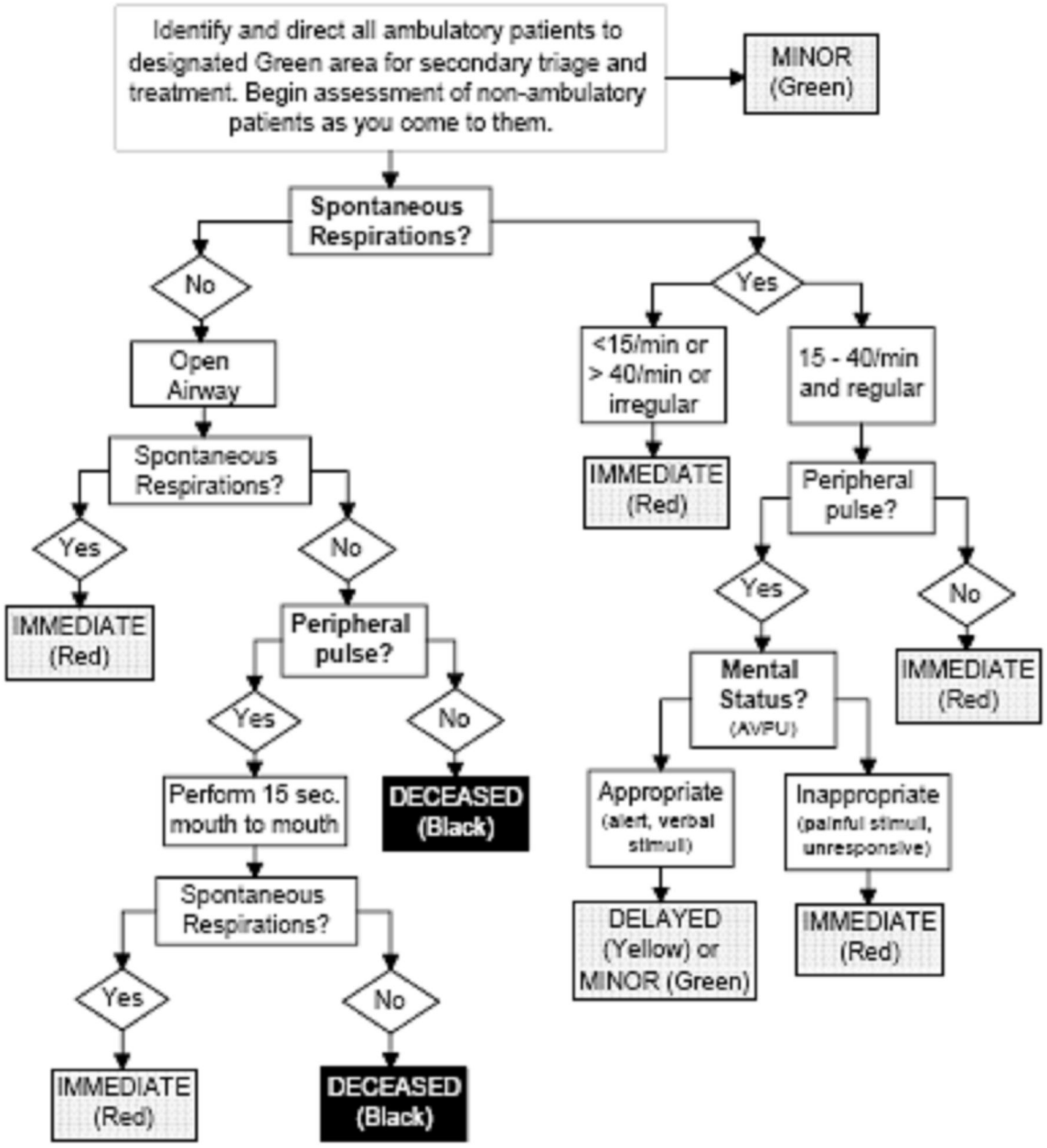


Source: Hoag Memorial Hospital

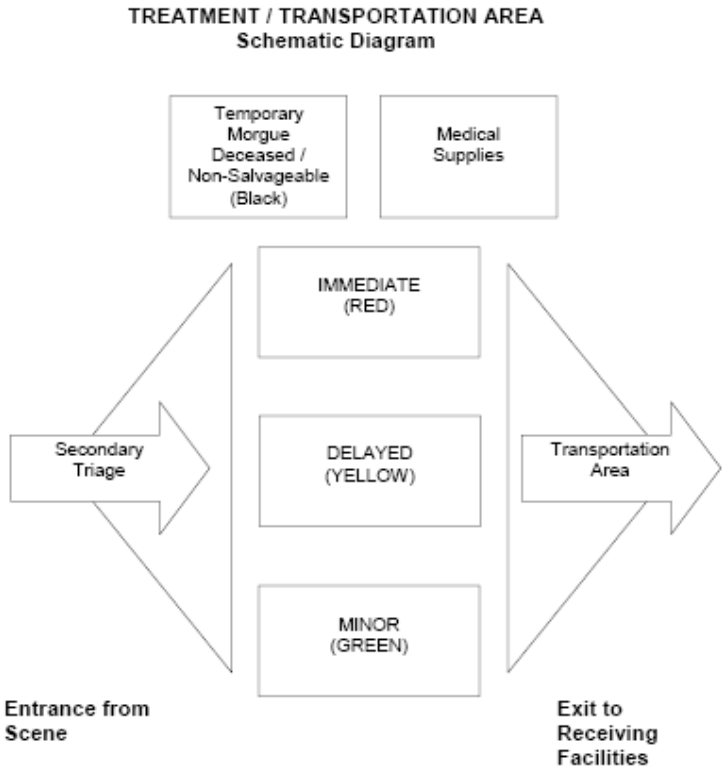
JumpSTART

Field Pediatric Multicasualty Triage System

Patients aged 1 - 8 years



19.3 Mass Casualty Patient Flow



19.3.1. The Incident Scene

All victims are accounted for; trapped victims are rescued/extricated.

Patients are accounted for and quickly triaged (START and Jump START)

Triage ribbons are applied.

Ambulatory patients are directed to a medically supervised area. These patients shall be moved from the scene to a treatment area as soon as that area is identified.

Non-ambulatory patients are removed from the scene to the Treatment Area by porters. Patients are decontaminated (as needed) prior to leaving the incident scene, preferably prior to arrival in the Treatment Area.

19.3.2. The Treatment Area

Patients arriving from the incident scene are prioritized for treatment using a more in-depth assessment method (Secondary Triage) and a triage tag applied. Patients are placed in the Treatment Area and definitive/stabilizing emergency medical care is provided on the basis of the triage priority.

Separate areas are created in the Treatment Area for Immediate (Red), Delayed (Yellow), and Minor (Green) injured patients.

A separate isolated area (Temporary Morgue) is created for victims who die in the Treatment Area.

Personnel and equipment resources are allocated to patients based on the triage priority.

Patients are continuously reevaluated (re-triage).

19.3.3. The Transportation Area

Hospitals are contacted (early in the incident) to obtain information to assist with the most appropriate patient distribution to medical facilities. The closest hospital ("Coordinating Hospital") will usually be contacted, which will then notify other hospitals. The "Coordinating Hospital" role may be handed off to another facility. Transportation resources are assigned based on triage priority.

Patients are moved to the Transportation Area to the appropriate vehicle by Porters/Transport Loaders. Patients are transported to the most appropriate medical facility by the most appropriate means available. Emergency medical care is continued en route to the hospital.

Patient movements are documented.

19.4 First Unit on Scene Actions

First unit on scene gives visual size-up, assumes and announces command, and confirms incident location, then…the 5 S's: SAFETY, SIZE UP, SEND information, SETUP the scene, and START (triage).

Safety Assessment: Assess the scene observing for:	Electrical hazards Flammable liquids Hazardous materials Other life-threatening situations
Size Up the scene: how big and how bad is it? Survey incident scene for:	Type and/or cause of incident Approximate number of patients Severity level of injuries (major vs minor) Area involved, including problems with scene access
Send information	Contact dispatch with your size-up information Request additional resources Contact closest hospital
Setup the scene for management of the casualties	Establish staging Identify access and egress routes Identify adequate work areas for Triage, Treatment, and Transportation
START (**S**imple **T**riage **A**nd **R**apid **T**reatment) and Jump START (for pediatric patients)	Begin where you are Ask anyone who can walk to move to a designated area Use surveyor's tape to mark patients Move quickly from patient to patient Maintain patient count Provide only minimal treatment Keep moving!

20. Hazardous Materials Incidents

20.1 Common Benchmarks & Tactics

Primary All Clear and Hazard Confined: strategy is defensive at First Responder Operational (FRO) level	Identify product Hazard Behavior Prediction – NAERG and Chemical/Physical Properties (NIOSH Guide) Establish emergency decon Find responsible party Stay out of the product
Isolate	Deny access Monitor hazard & weather
Evacuate	PPE w/ SCBA Monitor hazard & weather
Decon/Hot Zone/Confine	Known product (NAERG) PPE w/ SCBA Monitor hazard & weather
Protect saveable lives	Remove people from hazard and/or hazard from people
Find the Cold Zone and do defensive confinement (wind & slope)	Utilities/Ignition sources – control them Set up rehab Execute water supply plan
Establish on-deck or RICs	Forward deploy, brief, recon Improve egress Establish Triage/EMS Check for extension, all sides, voids, downslope, downwind, downstream Check for extension in exposures/layers/loss control Secondary all clear - occupant
Secondary All Clear	Occupant/Customer Accountability
Incident Stabilized	Customer care – connect with customer Recovery assistance

20.2 Possible Indicators of Use

20.2.1. Chemical/Biological

Unusual dead or dying animals; lack of insects

Unexplained Casualties: multiple victims; serious illness; nausea, disorientation, difficulty breathing or convulsions; definite casualty patterns.

Unusual Liquid, Spray or Vapor: droplets, oily film; unexplained odor; low flying clouds unrelated to weather

Suspicious Devices/Packages: unusual metal debris; abandoned spray devices; unexplained munitions

20.2.2. HAZMAT

Vapor plume – low lying fog – cloud

More than a single product mixing or potentially mixing

Product is on fire or fire is impinging on container

Product is reacting with air or water – looks like it is boiling or bubbling

Victims are down and not responding

Victims complaining of dizziness, nausea, difficulty breathing, burning/reddened skin, diminished level of consciousness.

Dead animals or plants

Fire with weird color flame or smoke

Container severely damaged – large crack dents, exposed to direct flame contact

Sound – rapid escape of gas or liquefied gas – loud roar, high pitch, crackling noise

Container cooking off or ruptured containers in area

Containers and equipment used to make illegal drugs (acetone, ammonia, lye, lithium, etc)

20.3 Critical Factors for HAZMAT Materials (cite John Culbertson, PhD, Captain, Central Valley Fire District, Montana)

The following table presents the five considerations that need to be addressed in order to get a very good handle on the behavior of the hazard.

1	Is it a SOLID, LIQUID, or GAS?	SOLID – keep water off it! Otherwise, probably not a big deal. Cover it if it is blowing around. LIQUID – what is its vapor pressure? Over 20 mm Hg is significant; consider where the vapors are going and their effects. GAS – hard to control where it's going. Is it disbursing or hanging around?

2	What are the environmental or topographic conditions?	Temperature, wind, precipitation. All effect the hazard behavior; how depends on the product. Use NIOSH Pocket Guide. Stay upslope, upwind. Our atmosphere is a very dynamic, turbulent mixing chamber – even at ground level. If there is even the slightest breeze, a chemical with a Vapor Density (VP) > 1 can be found at dangerous concentrations well above the ground. If VP > 1 but < 2: mixes well with air, generally found at waist level If VP >2 but < 3: does not mix well with air, generally found at knee level If VP > 3: does not mix with air, found low to the ground.
3	Will it BURN?	If an LEL/UEL is listed, it has the potential to burn. What is its flashpoint (Fl P)? If it is less than ambient, it could flash.
4	Will it RISE or SINK?	LIQUIDS – solubility is % by weight that will mix with water. Miscible means completely soluble; if it is miscible, it will not separate. It will make a new solution. If it is *not* soluble, Specific Gravity will tell you if it will sink or float (water = 1, so if Specific Gravity <1, it will float; if Specific Gravity >1, it will sink). If it floats, there is a good chance it is flammable. GASES/VAPORS – use Molecular Weight (M.W.) The M.W. of air = 29; so if M.W. of gas < 29, it will rise and if M.W. is > 29, it will sink.
5	What is its concentration in air?	For approximate vapor concentration of a solid or liquid chemical in a contained space (e.g., building), multiply Vapor Pressure by 1300. Example: V.P. = 50 mm Hg Concentration = 50 mm Hg X 1300 = 65,000 ppm Compare 65,000 ppm to IDHL for a worst-case scenario

20.4 HAZMAT Emergency Decon Procedures

20.4.1. Firefighters with PPE and SCBA

Step #1 - Rinse all surfaces w/diffused water stream, (watering wand), completely wet, about 1 minute

Step #1a - Spray soap solution on all surfaces (pump spray can), no scrub/contact, completely cover with soap spray, about 2 minutes (use only for oily, immiscible products)

Step #2 - Rinse all surfaces w/diffused water stream, (watering wand), completely rinse off all soap solution, about 2 minutes

Step #3 - Move to undress area at end of decon area

Step #4 - Remove SCBA facepiece last, remove and bag PPE gear and clothing.

Step #5 - Put on clean Tyvek suit

Step #6 - Do EMS evaluation

20.4.2. Patients

Step 1 - Rinse while they are removing clothing

Step 2 - Remove clothing, leaving undergarments on person(bag)

Step 3 - Rinse again after clothing is removed

Step 4 - Put on clean Tyvek suit, go to EMS evaluation

20.5 HAZMAT Checklist – Site Safety Planning

<table>
<tr><td rowspan="2">1</td><td rowspan="2">Incident Type</td><td>☐ Chemical</td><td>☐ Fire</td><td>☐ Meth Lab</td></tr>
<tr><td>☐ Casualty/EMS</td><td>☐ Terrorism</td><td>☐ Bomb</td></tr>
<tr><td colspan="4">☐ Other</td></tr>
<tr><td>2</td><td>Risk Management Assessment</td><td>☐ Savable Life @ Risk</td><td>☐ Savable Property @ Risk</td><td>☐ No Risk</td></tr>
<tr><td>3</td><td>Incident Location & Directions</td><td colspan="3"></td></tr>
<tr><td rowspan="2">4</td><td rowspan="2">Hazards</td><td>☐ Flammable</td><td>☐ Slip, Trip, Fall – Surfaces</td><td>☐ Corrosive</td></tr>
<tr><td>☐ Explosive</td><td>☐ Reactive</td><td>☐ Topography</td></tr>
</table>

		☐ Toxic Inhalation Hazard (TIH)	☐ Lighting	☐ Out of sight – recon – go/no
		☐ Energized	☐ Other	
5	Environment	Current winds:	☐ Direction	☐ Speed
		Forecasted winds	☐ Direction	☐ Speed
		Current Temperature Range	☐ Hi:	☐ Lo:
		Current Precipitation	☐ YES	☐ NO
		Forecasted precipitation & dewpoint	☐ YES	☐ NO
6	Container	☐ Flame Ire impingement (fall back 1 mile IAW Guide Page 115)	Battle Damage	☐ No leak ☐ Leaking
7	Chemical	Chemical Name		
		UN Ident No		
		ERG Guide Number		
		NIOSH Guide, pp	Yr	Color
		NFPA 704	☐ Fire ☐ Reactive	☐ Life ☐ Special
		Amount in container	Gallons/lbs	
		Amount spilled	Gallons/lbs	
		Continuous spill	☐ YES	☐ NO
		Estimated Rate of Leak	☐ Amount	☐ Per time
		Vaporizing/evaporating	☐ YES	☐ NO
		Spilled on ground	☐ YES	☐ NO
		Spilled on water	☐ YES	☐ NO

8	Incident Command	Incident Name		
		Incident Commander		
		IC, Organization		
		Safety Officer		
		HM Task Force Liaison		
		HM Task Force Leader		
		HM Tech Safety Officer		
		PIO Phone Number		
9	Responsible Party for Release	Name		
		Address		
		Insurance Company		
		Phone Number		
		Point of contact		
		On-scene liaison		
10	Action Plan	Handle locally with single jurisdiction resources?	☐ YES	☐ NO
		Deny access by isolating incident?	☐ YES	☐ NO
		Evacuation?	☐ YES	☐ NO
		Protect in place?	☐ YES	☐ NO
		Zones secured (consult NAERG): hot, warm, and cold	☐ YES	☐ NO

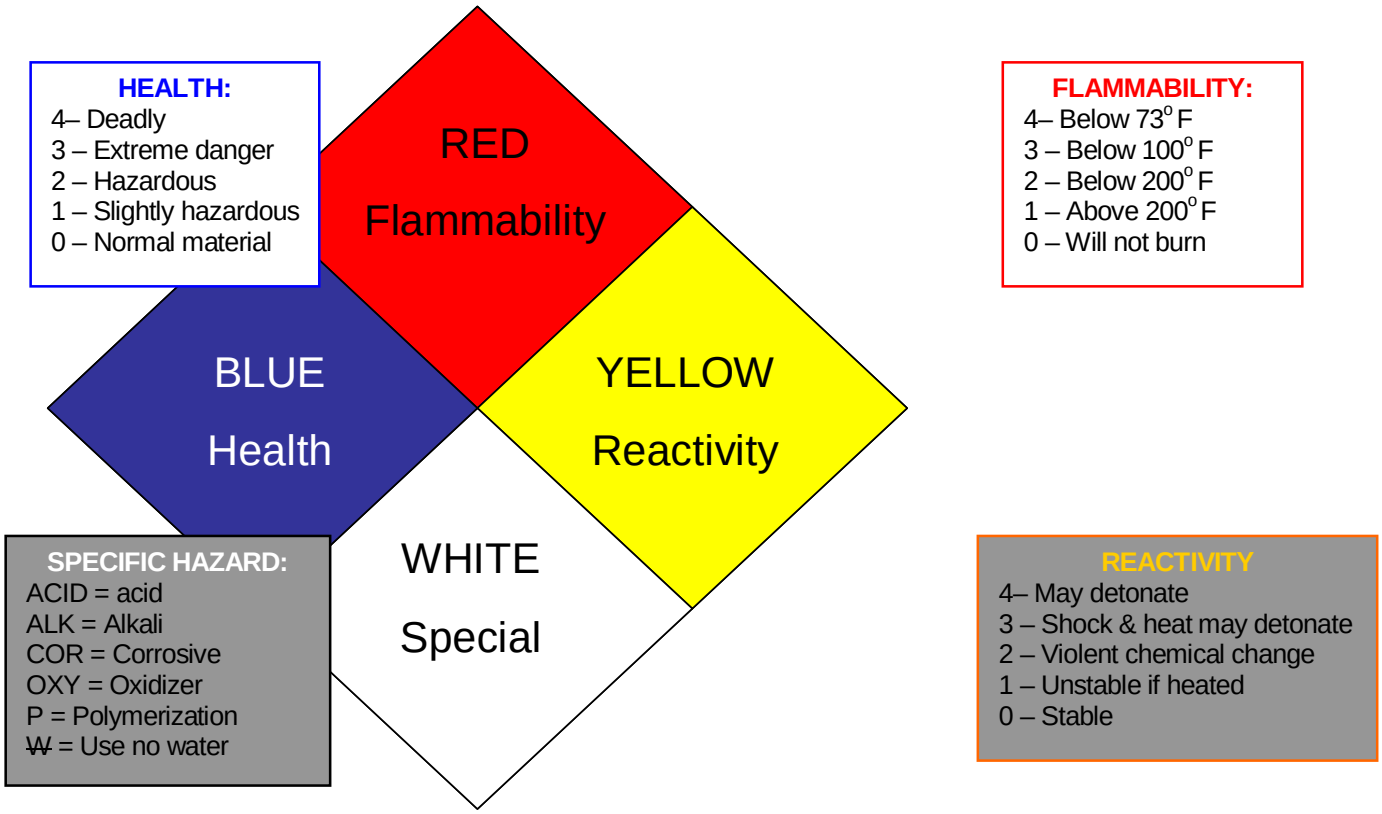
		Call for local mutual aid?	☐ YES	☐ NO
		Call for State Assistance?	☐ YES	☐ NO
		Emergency decon?	☐ YES	☐ NO
		Tech Level decon? Decon source document?	☐ YES	☐ NO
		Tech	☐ Recon actions?	☐ Entry actions
		Entry rescue?	☐ YES	☐ NO
		Stay back and allow to self stabilize?	☐ YES	☐ NO
		Monitor spill and call for additional expertise?	☐ YES	☐ NO
		Confine spill to protect property and environment?	☐ YES	☐ NO
		Notifications and documented?	☐ YES	☐ NO
11	Injuries & Fatalities	Number injured @ scene:		
		Number exposed to release:		
		Number contaminated:		
		Number fatalities @ scene:		
		Hospital notified?	☐ YES	☐ NO
		Coroner notified?	☐ YES	☐ NO
12	Personal	Equipment on site		

	Protective Equipment	Level A:	☐ YES	☐ NO
		Level B:	☐ YES	☐ NO
		Level C:	☐ YES	☐ NO
		F/F Turnouts	☐ YES	☐ NO
		Number SCBA	☐ YES	☐ NO
		Amount of Grade D air needed	☐ # tanks	☐ Psi
		Equipment needed on site		
		Level A	☐ YES	☐ NO
		Level B	☐ YES	☐ NO
		Level C	☐ YES	☐ NO
		SCBA	☐ YES	☐ NO
		F/F Turnouts	☐ YES	☐ NO
13	On Deck – Rapid Intervention Plan	Staffing needed		
		Level of protection needed		
		HM Cert Level needed		
		Staffed		
		Equipped		
		Training cert		
		Location		
		Decon plan for On Deck		
		Commo plan		
		Radio Procedures		

		Works for:	

20.6 HAZMAT Material Classifications

20.6.1. NFPA Classification for fixed facilities



The **Blue**, **Red**, and **Yellow** inter-diamonds specify what *kind* of hazards are present and how *great* those hazards can be on a scale of 0-4, where 4 represents a maximum hazard. The White area denotes special information that is usually written in words or symbols.

20.7 HAZMAT Data Sheets

20.7.1. LPG – PROPANE NAEREG GUIDE 115 Placard 1075

Type	Gases-Flammable
Initial Isolation	160-330 ft
Tank fire isolate	1 mile
Decon	Move to fresh air
Vapor density = 2.0 (Air = 1) Molecular Weight = 44	Gas will collect in low areas
B.P. = -44 F	Gas at normal temperatures
Vapor Pressure = 107 psi (190 mm Hg)	Pressure in container liquefies the gas, release will create a vapor cloud.
Explosive range 2.1% - 9.5%	Vapors are highly flammable
Auto ignition temp = 761 F	Static electrical arc and vehicles are ignition sources
IDLH = 2100 ppm or 10% of LEL	SCBA mandatory
Warmer, windy weather is better	Helps disperse vapors
Colder, calmer weather isn't good	Vapor cloud stays more concentrated, greater risk of health or explosion hazard

20.7.2. Gasoline NAERG GUIDE 128 Placard 1203

Type	Flammable liquid
Initial Isolation	330 to 660 ft
Tank fire isolate	1 mile
Decon	Use water, 10 gpm for 20 minutes, remove clothing
Vapor density > 1.0 (Air = 1) Molecular Weight about 72	Vapors will collect in low areas
B.P. = 102 F	Liquid at normal temperatures
Flash point = -45 F Vapor Pressure = 300 mm Hg	Liberates flammable vapors at normal temperatures.
Specific gravity = 0.7 (water = 1) Not soluble in water	Liquid will float on water
Auto ignition temp = 530 F	Vapors will ignite by any arc or spark
Vapors are a health hazard attacking the central nervous system.	SCBA mandatory
Warmer weather increases evaporation	More flammable vapors being liberated

20.7.3. Anhydrous Ammonia NAERG Guide 125 Placard 1005

Type	Gases-Corrosive
Initial Isolation	330-660 ft
Tank fire isolate	1 mile
Decon	Use water, 10 gpm for 20 minutes; remove clothing
Molecular Weight = 17	Gas will initially go to low places because it is cold; but as it warms up, it will have a tendency to rise.
B.P. = -28 F	Gas at normal temperatures
Vapor Pressure = 129 psi	Liquified gas/container under pressure
Miscible	Mixes with water, corrosive run-off
Explosive range 15% - 28%	May create explosive atmosphere when gas is confined. Should be treated as an explosive gas when released inside a structure of or enclosed area.
Auto ignition temp = 1274 F	May find ignition source from arc, spark, or open flame.
IDLH = 300 ppm (0.003%)	SCBA mandatory
Warmer, windy weather is better	Helps disperse vapors
Colder, calmer weather isn't good	Vapor cloud stays more concentrated, greater risk of health or explosion hazard

20.7.4. Sulfuric Acid NAERG Guide 137 Placard 1830

Type	Corrosive-Water reactive
Initial Isolation	160-330 ft
Tank fire isolate	1/2 mile
Decon	Use water, 10 gpm for 20 minutes; remove clothing; transport
Reactive with organics and water	Do not apply water, violent reactions and harmful vapors
Specific gravity = 1.84, Miscible	Heavier than water, but mixes with water
Vapor Pressure = .001 mm Hg	Very minimal vapors in pure form. Readily forms vapors when it comes in contact with the environment, especially water.
Nonflammable	Won't burn, but can support combustion and may produce flammable gases, such as hydrogen.
Freezing point about 37 F	Could freeze in winter temperatures.
Temperature change in weather	Not much effect

20.7.5. Chlorine NAERG Guide 124 Placard 1017

Type	Gas-Toxic and/or Corrosive-Oxidizing
Initial Isolation	For large spill, 900 ft; downwind, 4.2 miles (night)
Tank fire isolate	1/2 mile
Decon	Use water, 10 gpm for 20 minutes; remove clothing
Vapor density = 2.67 Molecular weight = 71	Gas is heavier than air, will collect in low places
B.P. = -29 F	Gas at normal temperatures
Vapor Pressure = 100 psi	Liquified gas/container under pressure
Nonflammable – strong oxidizer	Violent reaction with ammonia, acetylene, fuels
Miscible	Mixes with water, toxic run off
IDLH = 10 ppm (0.0001%)	SCBA mandatory
Warmer, windy weather is better	Helps disperse vapors
Colder, calmer weather isn't good	Vapor cloud stays more concentrated, greater risk of health or explosion hazard

20.7.6. Carbon Monoxide NAERG Guide 119 Placard 1016

Type	Gases-flammable
Initial Isolation	330-660 ft
Tank fire isolate	1 mile
Decon	Move to fresh air
Molecular weight = 28 (air = 29)	Vapors are buoyant in air
B.P. = -313 F	Gas at normal temperatures
Vapor Pressure = 514 psi	Gas at high pressure in container
Explosive range: 12.5% to 74%	Wide explosive range
Auto ignition temperature = 1166 F	May find ignition source from arc, spark, or open flame
IDLH = 1200 ppm (0.12%); colorless, odorless	SCBA mandatory, use monitor
Warmer, windy weather is better	Helps disperse vapors
Colder, calmer weather isn't good	Vapor cloud stays more concentrated, greater risk of health or explosion hazard

20.7.7. WMD Chemical NAERG Guide 153

Type	WMD Chemical; SCBA mandatory, use monitor
Decon	Use water, 10 gpm for 20 minutes, remove clothing, administer nerve agent antidote (if applicable) and transport
Vapor pressure and vapor density: most WMD chemicals have low VP and large VD.	Most do not give off significant vapors, but if they do, are much heavier than air
Explosive range = ???	Most are not flammable
IDLH = most are low	Toxic, SCBA, and skin protection mandatory
Warmer, windy weather is not so good	Helps spread the agent
Colder, calmer weather is better	Will help reduce the spread of agent.

20.7.8. WMD – Biological NAERG Guide 158

Type	WMD Biological; SCBA mandatory
Decon	Use water, 10 gpm for 20 minutes, remove clothing
Most are spores or in aerosol form	Will move with air currents
Explosive range = 0	Not flammable
Infective dose = most are low	Toxic and SCBA mandatory
Warmer, windy weather is not so good	Helps spread the agent
Colder, calmer weather is better	Will help reduce the spread of agent.

20.8 Improvised CBRN & Explosive Devices

20.8.1. Improvised Chemical Devices (ICD)

<table>
<tr><th>Nomenclature</th><th>Probability & Pathology</th><th>Evidence</th><th>Initial Incident Actions</th></tr>
<tr><td>Local hazardous materials sites used against community</td><td>Weapons grade warfare agents not employed to date</td><td>Any container that has been breeched without cause</td><td rowspan="6">Follow RRG safety protocols. Stay upwind and uphill of incident. ERG GP 153.
PPE: SCBA and F/F turnouts in the Cold Zone.
SCBA and Level B in the warm zone
Decon patients prior to initiating treatment
Remove outer garments, leave under garments on
Using water to decon is good; using a foam (CAFS) and water rinse is better.</td></tr>
<tr><td>Small explosive device or charge designed to breech containers at fixed site facility</td><td rowspan="5">Improvised devices could be used by criminals or terrorists
Dispensing a hazardous chemical could be accomplished easily; chemicals can be stolen or acquired.
People poisoning symptoms, use SLUDGE:
S: salivation
L: lacrimation
U: urination
D: defecation
G: gastro-intestinal distress
E: emesis</td><td>Any abandoned pressure and non-pressure container</td></tr>
<tr><td>Transportation containers with explosive device to contaminate community</td><td>Any explosion that may have caused a spill or leak</td></tr>
<tr><td>Nonbulk containers left in a facility with Hazardous/Toxic chemical with timer</td><td>Any container out of place</td></tr>
<tr><td>Chemical weapon or dispensing device to atomize liquid.</td><td>Events and venues that report a release or odor</td></tr>
<tr><td></td><td>Sick people inside a facility with rapid on-set of like symptoms</td></tr>
</table>

20.8.2. Improvised Biological Device (IBD)

Nomenclature	Probability & Pathology	Evidence	Initial Incident Actions
Biological contamination – bacterial, toxin and viral agents must have a host to survive (except anthrax).	Biological agents are difficult to culture and most will not survive outside of a host. Sunlight kills most viral and bacterial agents. Inhalation and ingestion are the primary routes of exposure.	Community has a number of unexplained illnesses as tracked by public health.	Follow public health recommendations ERG GP: 158 PPE: universal precautions for infectious disease control. Not an emergency. Reported white powders: call public health, take names, numbers and addresses. All employees wash hands. Seek treatment if further symptoms appear,.
Container may be herbicide sprayer, spray can, or some other device to spread the agent.	Typically, flu like symptoms that progressively worsen. Incubation periods are on the order of 1-7 days, so people experiencing or complaining of health problems at “powder calls” are usually psychosomatic.	RP may report white powder or suspicious container.	

20.8.3. Improvised Explosive Device

Nomenclature	Probability & Pathology	Evidence	Initial Incident Actions
Pipe bombs to Rider Rent trucks w/ ANFO (ammonium nitrate and fuel oil)	So far, the WMD tool of choice.	Detonation and rubble pile	Detonation: stay out of line of sight and take cover. Rescue those outside of the collapse zone. Grab and go. Patient treatment starts when out of the line of sight, outside of the collapse zone. PPE: SCBA and Turnouts Unexploded: follow bomb threat standoff.
	Mechanical injury and burns. May include other WMD materials.	Unexploded, any device in any shape. Usually metallic.	
	Inhaling particulates from building collapse will have long-term health consequences.		

20.8.4. Improvised Radiological Device

Nomenclature	Probability & Pathology	Evidence	Initial Incident Actions
Low level radiological source (industrial or medical equipment) with explosive device to disperse radiological material.	Materials are available and technology is low. However, high level radiological devices are tightly controlled.	Reading on radiological meter greater than background. 10 mR/hr considered action level. Small explosion. Radiological container with DOT markings.	Approach uphill and upwind. ERG GP 165 PPE: F/F Turnouts Taking meter readings to mark hot zone Walking patients decon by removing clothing; if meter registers contamination, then wash with water.
	Ingestion/inhalation is the primary route for alpha and beta particles and is extremely hazardous.		

21. Bomb Incident Response

21.1 Bomb Threat Standoff Distances

Threat Description	Explosives Capacity (TNT equivalent)	Building Evacuation Distance	Outdoor Evacuation Distance
Pipe bomb	5 lbs	70 ft	850 ft
Homicide belt	10 lbs	90 ft	1,080 ft
Homicide vest	20 lbs	110 ft	1,360 ft
Briefcase/suitcase bomb	50 lbs	150 ft	1,850 ft
Compact car	500 lbs	320 ft	1,500 ft
Sedan	1,000 lbs	400 ft	1,750 ft
Passenger/cargo van	4,000 lbs	640 ft	2,750 ft
Small moving van (single); delivery truck	10,000 lbs	860 ft	3,750 ft
Moving van (tandem)	30,000 lbs	1,240 ft	6,500 ft
Semi-trailere	60,000 lbs	1,570 ft	7,000 ft

22. Confined Space Incident Response

22.1 Definitions

A confined space is large enough to physically enter, but is not designed for continuous employee occupancy, and has limited entry and egress. The acceptable entry conditions for confined spaces are:

Oxygen between 19.5% and 22.5%

Lower Explosive Level (LEL) less than 10% of the products LEL

Toxicity is less than the IDLH

Monitor the atmosphere continuously

22.2 Benchmarks

Phase I Size Up	
Primary Assessment	☐ Secure witness or competent person ☐ Identify immediate hazards ☐ Location, number, condition of patients ☐ Secure entry permit
Secondary Assessment	☐ What type of space ☐ Products in space or last in space ☐ Hazards: atmospheric, mechanical, electrical ☐ Diagram of space ☐ Structural stability of space ☐ Required personnel and equipment @ scene ☐ Additional resources necessary? ☐ Atmospheric monitoring; ventilation ☐ Strategy: offensive (rescue) or defensive (recovery)
Phase 2: Pre-Entry Operations	
	☐ Initiate Fire Department Confined Space Rescue Permit ☐ Make general area safe by establishing a perimeter, evacuating (if necessary), and traffic & crowd control ☐ Make rescue area safe by establishing/affirming accountability ☐ Secure hazards: lock-out, tag-out

23. Trench Incident Response

23.1 Definitions

Any trench 4 ft deep or greater must have a means of egress within 25 ft of any worker. A trench with a hazardouse atmosphere or a potential hazardous atmosphere that is 4 ft deep or greater must be monitored prior to employee entry.

An excavation 5 ft deep or greater must have an approved protective system to protect employees from cave-ins. Protective systems shall be placed from the top working down and removed from the bottom working up so as to protect the employee during construction or removal.

Many Fire Departments consider all soils to be “Type C” and protective systems and practices shall be used accordingly. Timber shoring should be designed by a state-licensed engineer.

23.2 Benchmarks

Phase I Size Up	
Primary Assessment	☐ Secure witness or competent person ☐ Identify immediate hazards ☐ Location, number, condition of patients
Secondary Assessment	☐ Trench collapse: YES NO ☐ Proper equipment & personnel on scene: YES NO ☐ Additional resources necessary: ventilation, shoring, retrieval system
Phase 2: Pre-Entry Operations	
	☐ Traffic control ☐ Crowd control ☐ Heavy equipment shut down ☐ Establish zones: Hot (< 50'); Warm (50-150'); Cold (150' out to 300') ☐ Make rescue area safe ☐ Establish accountability and lobby control ☐ Secure hazards: gas, electric, utilities ☐ Place ground pads ☐ De-water trench from outside trench ☐ Monitor trench from outside trench ☐ Ventilate from outside trench
Phase 3: Rescue Operations	
	☐ Make trench lip safe: assess spoil pike and approach from ends ☐ Place/affirm ground pads

24. Earthquake Incident Response

24.1 Earthquake Scales

Moment Magnitude	Richter Magnitude	Mercalli Intensity	Description
1.0 – 3.0	2	I	Usually not felt, detected by instruments
3.0	2	II	Felt by few, especially on upper floors of buildings detected by instruments

3.9	3	III	Felt noticeably indoors, vibration like a passing vehicle, cars may rock
4.0		IV	Felt indoors by many, outdoors by a few; dishes and doors disturbed; like a heavy truck passing
4.9	4	V	Felt by most people, slight damage; some dishes and windows broken; some cracked
5.0	5	VI	Felt by all; many frightened people who might run outdoors; damage minor to moderate
5.9	5-6	VII	Everyone running outdoors; much damage to poorly designed buildings; some chimneys broken; noticed by people driving cars
6.0	6	VIII	Everyone runs outdoors; damage is moderate to major. Damage is minor in well designed structures and major in poor designs. Chimneys, columns, and walls might fall; heavy furniture overturned; well water changes; sand and mud ejected.
6.9	7	IX	Major damage in all structures; ground cracked; pipes broken; foundations may shift
7.0+	7-8	X	Major damage; most masonry and frame structures destroyed. Ground badly cracked; landslides; water sloshed over river banks; rails bent.
	8	XI	Almost all masonry structures destroyed; bridges fall; big fissures in ground; land slumps; rails severely warped.
	8 and above	XII	Total destruction. Ground surface waves seen and objects thrown up into the air. All construction destroyed.

25. USAR Building Marking System – Engineering Reference

25.1 General

A uniform building marking system has been developed by the National US&R Response System. There are 4 categories of structural markings:

Identification Marking

Structure/ Hazards Evaluation Marking

Victim Location Marking

Search Assessment Marking

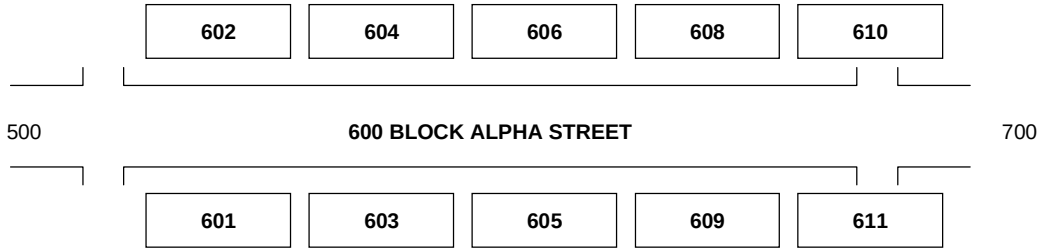
The building marking system was established to ensure:

Differentiation of structures within a geographic area

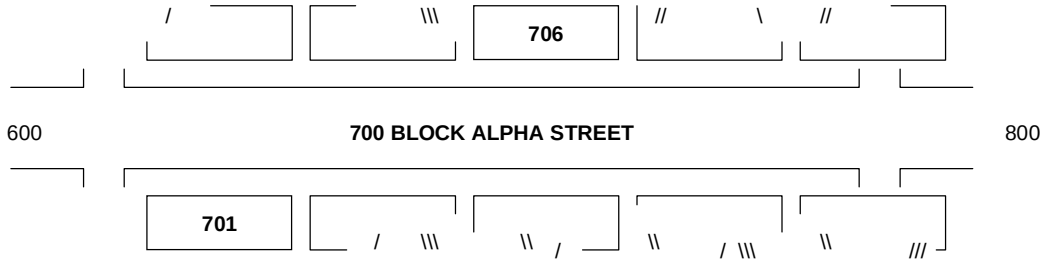
Communicate the structural condition and status of US&R operations within the structure

25.2 Building Identification Marking

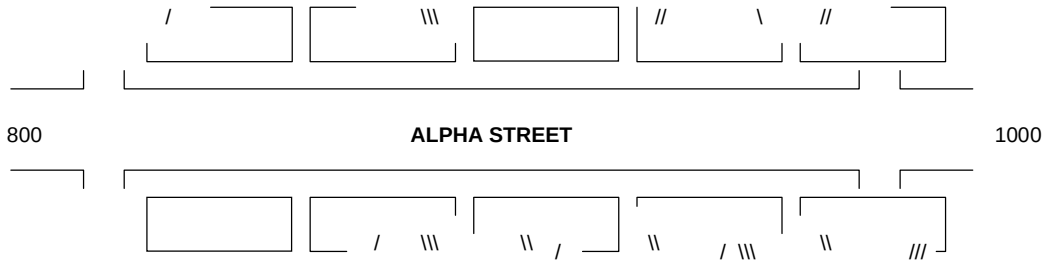
Identification markings on structures should be made with International Orange spray paint and placed on the building surface. Identification markings should be placed on the normal address side of the structure.



If at all possible, the existing street name and building number will be used. If some previously existing numbers are obliterated, an attempt should be made to reestablish the numbering system based on nearby structures.

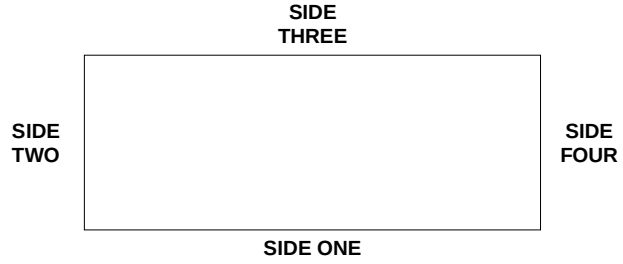


If no numbers are identifiable on the given block, then US&R personnel will identify the street name and number based on other structures in proximity to the site and the structures will be assigned appropriate numbers to differentiate them.



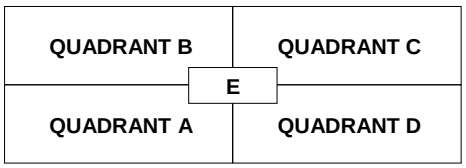
It is also important to identify locations within a single structure.

The address side of the structure shall be defined as SIDE ONE. Other sides of the structure shall be assigned numerically in a clockwise manner from SIDE ONE.



700 BLOCK ALPHA STREET

The interior of the structure will be divided into QUADRANTS. The quadrants shall be identified ALPHABETICALLY in a clockwise manner starting from where the side 1 and side 2 perimeters meet. The center core, where all four quadrants meet, will be identified as Quadrant E (i.e., central core lobby, etc.).



700 BLOCK ALPHA STREET

Multi-story buildings must have each floor clearly identified. If not clearly discernable, the floors should be numbered as referenced from the exterior. The grade level floor would be designated floor 1 and, moving upward the second floor would be floor 2, etc. Conversely, the first floor below grade level would be B-1, the second B-2, etc.

If a structure contains a grid of structural columns, they should be marked with 2' high, orange letters/numbers and used to further identify enclosed areas. If plans are available, use the existing numbering system. If plans are not available, number the columns across side one starting from the left, and letter the columns from side one to side four, starting with "A" at side one. The story level should be added to each marked column, and be placed below the column location mark. Example: "FL-2" = Floor 2.

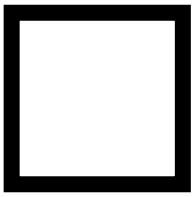
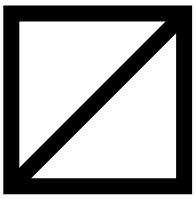
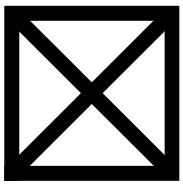
25.3 Structural & Hazards Evaluation Marking

The Structural Specialist (or other Task Force member as appropriate) will outline a 2' X 2" square box at any entrance accessible for entry into the structure. The box will be made with **international orange spray paint**.

It is important that an effort is made to mark all normal access points to ensure that approaching task force personnel can identify that it has been evaluated and discern its condition.

Specific markings will be made inside the box to indicate the condition of the structure and any hazards **AT THE TIME OF THIS ASSESSMENT**.

An arrow will be placed next to the box indicating the direction of the safe entrance, if the markings must be made somewhat remote from the safe entrance.

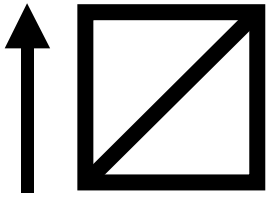
	Structure is accessible and safe for search and rescue operations. Damage is minor with little danger of further collapse.
	Structure is significantly damaged. Some areas are relatively safe, but other areas may need shoring, bracing, or removal of falling and collapse hazards. The structure may be completely pancaked.
	Structure is not safe for search and rescue operations and may be subject to sudden additional collapse. Remote search operations may proceed at significant risk. If rescue operations are undertaken, safe haven areas and rapid evacuation routes should be created.
	Arrow located next to a marking box indicates the direction to the safe entrance to the structure, should the marking box need to be made remote from the indicated entrance.
HM	Indicates that a Hazardous Material (Haz Mat) condition exists in or adjacent to the structure. Personnel may be in jeopardy. Consideration for operations should be made in conjunction with the Hazardous Materials Specialist. Type of hazard may also be noted.

The following information; TIME, DATE, and SPECIALIST ID, will also be noted outside the box at the upper right-hand side. This information will be made with pieces of carpenter's chalk or lumber crayon. An optional method may be to apply duct tape to the

exterior of the structure and the detailed information written on the tape with a grease pencil or black magic marker.

All task force personnel must be aware of other Structure/Hazards Evaluation markings made on the interior of the building. As each subsequent assessment is performed throughout the course of the mission, a new TIME, DATE, and SPECIALIST ID entry will be made (with carpenter's chalk or lumber crayon) below the previous entry, or a completely new marking box made if the original information is now incorrect.

The following illustration shows the various components of the Structure/Hazards Evaluation marking system:



8/16/05 1310 hrs.
HM - natural gas
OR-TF S

The depiction above indicates that a safe point of entry exists above the marking (possibly a window, or upper floor, etc.). The single slash across the box indicates the structure may require some shoring or bracing before continuing operations. The assessment was made on August 16th, 2005, at 1:10 PM. There is an apparent indication of natural gas in the structure. This evaluation was made by the South Task Force out of the State of Oregon. It should be understood that this building would not be entered until the Haz Mat (natural gas) had been mitigated. When performed, the marking should be altered by placing a line through the “HM”, and adding the time and task force who performed the mitigation. An entirely new mark could also be added when the mitigation is done, or after any change in conditions such as an aftershock.

25.4 Victim Location Marking System

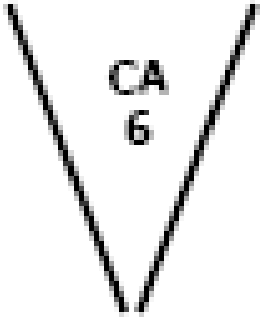
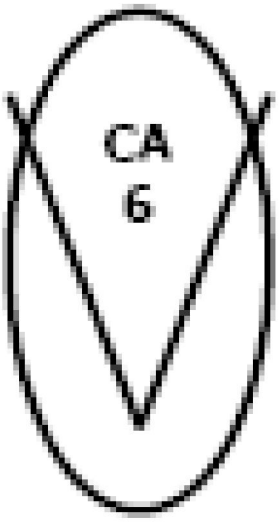
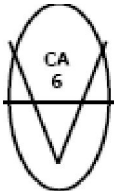
During the search function it is necessary to identify the location of potential and known victims. The amount and type of debris in the area may completely cover or obstruct the location of any victim.

The victim location marks are made by the search team or others aiding the search and rescue operations whenever a known or potential victim is located and not immediately removed.

The victim location marking symbols should be made with orange spray paint (using line marking or “downward” spray cans) or orange crayon.

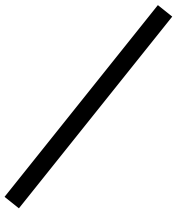
The victim location marking symbols and numbers of victims, if known, must be kept on the developing site map during the search of the structure or area.

The following illustrates the marking symbols:

A large (approx 2ft) “v” is painted near the location of the known or potential victim. An arrow may need to be added next to the “V” pointing towards the victim’s location if not clearly visible or is not immediately nearby where it is practicle to paint the “v”. Paint the US&R Task Force indentifier in the top part of the “V”.	
Paint a circle around the “V” when the location of a potential victim has been **Confirmed** either visually, vocally, or be hearing sounds that would indicate a high probability of a victim. Confirmation may be done when the victim is initially located or after partial debris removal. Confirmation may be done with use of specialized search equipment such as video or fiber optic cameras. A canine alert will normally be considered an unconfirmed victim location, even if the alert is confirmed by a second canine. However, such a confirming canine alert should be interpreted as a highly probable victim location.	
Paint a horizontal line through the approximate middle of the “V” when the victim is **Confirmed** to be decreased.	
Paint an “X” through the **Confirmed** victim symbol after all victims have been removed from the specific location by the marking. Paint new victim symbols next to additional victims that are later located near where the original victim(s) were removed (assuming original symbol has been “X”ed out).	

25.5 Search Assessment Marking

A separate and distinct marking system is necessary to denote information relating to the victim location determinations in the areas searched. This separate Search Assessment marking system is designed to be used in conjunction with the Structure/Hazards Evaluation marking system. The Canine Search Specialists, Technical Search Specialists, and/or Search Team Manager (or any other task force member performing the search function) will draw an "X" that is 2' X 2' in size with International Orange color spray paint. This X will be constructed in two operations - one slash drawn upon entry into the structure (or room, hallway, etc.) and a second crossing slash drawn upon exit.

	Single slash drawn upon entry to a structure or area indicates search operations are currently in progress.
	Crossing slash personnel exit from the structure or area.
	LEFT QUADRANT - FEMA US&R Task Force identifier
	TOP QUADRANT - Time and date that the Task Force personnel left the structure.

	RIGHT QUADRANT - Personal hazards.
	BOTTOM QUADRANT - Number of live and dead victims still inside the structure. ["0" = no victims]

26. Collapse Incident Response

Phase I Size Up		
Primary Assessment	☐ Stay away from damaged buildings! ☐ Secure witnesses or responsible person(s) ☐ Determine location, number and conditions of patients/victims ☐ Determine intact access to patients, possibility to improve ☐ Is there a way out for responders? ☐ Can you make more? ☐ Determine location and number of buildings involved	
Secondary Assessment	☐ Type of building ☐ Building construction type ☐ Assess hazards: secondary collapse, gas, electric, water ☐ Assess needs for additional personnel: search dogs, ARC, structural engineer ☐ Assess need for additional equipment: 100 ton cranes, heavy equipment ☐ Assess transportation conditions: establish transportation corridor ☐	
Subdivide incident organization	☐ Safety ☐ Building triage ☐ Search	☐ Accountability ☐ Extrication (tech rescue) ☐ Medical – MCI plan

	☐ Air Ops ☐ HAZMAT ☐ Staging	☐ Information ☐ LE Liaison ☐ PIO

Phase 2: Rescue Operations

- ☐ Remove surface patients
- ☐ Make general area safe (traffic, etc)
- ☐ Make rescue area safe – secure utilities
- ☐ Establish perimeter – deny access
- ☐ Establish transportation corridor
- ☐ Establish Treatment & Transport areas and morgue – patient accountability
- ☐ Remove non-essentials from rescue area
- ☐ Establish building triage teams
- ☐ Establish planning process for building search teams and rescue teams
- ☐ Transfer patients to treatment
- ☐ Selective debris removal to support rescues

Action Plan for Specific Building

- ☐ Determine structure type
- ☐ Interview neighbors, survivors to determine how many potential victims and points last seen
- ☐ Obtain building plan or draw crude plan
- ☐ Probably location of voids
- ☐ Best access
- ☐ Multiple, hardened exits for responders
- ☐ Basements
- ☐ Move info to supervisor and to planning function
- ☐ Use call out – listen search techniques

27. Interface Fire Incident Response

27.1 Benchmarks

Primary All Clear and Fire Control		
Challenge & Verify	☐ LCES: right here, right now – SZs first, commo,. Lookouts, escape routes ☐ Survivability of structures & people = FFs ability to meet LCES, right there, right now ☐ Protect savable lives – remove people from the fire and/or fire from the people, CFs ☐ Fire behavior prediction for the site: find the fire, cut the fire off, TI, exposures ☐ Where is smoke going? Fire will follow; people are notified of the hazard	
Strategy & Tactics & Orders	Offensive when Fs are in LCES and the hazard is behaving. Go defensive when FFs can not do LCES or fire isn't behaving.	
Notify of Evac Order LCES & predict FBx Customer accountability Deny access	Defend the Structure LCES & predict FBx Triage LCES by structure Primary Search - mitigate	Attack the Fire LCES & predict FBx Pick fight that favors FFs Protect exposures
TO DO		
☐ Establish on deck: forward deploy, brief, recon (TI), improve egress, establish Triage ☐ Access & Egress: open up new access & egress; access in and out, mark routes ☐ Check for extension: all sides, spotting, downwind, upslope, burned/unburned line ☐ Check for extension in exposures: layers/voids/loss control (TI)	☐ Supply water to pumper: offensive – lay in or first tanker, direct connect ☐ Secondary search/All Clear: occupant/customer accountability; customer care ☐ Rehab: set up, connect w/ EMS ☐ Aggressive loss control ☐ Assign liaison to PIO and customer care	

28. Wildland Fire Incident

28.1 Wildland Fire Behavior & Weather Interpretations

Winds	Major factor in spread of fire, spotting. A breeze is of concern if fire is in light fuels, such as grass. Wind over 15 mph can cause fire in dry 1000

	hr fuels to run
Aspect	The direction a slope faces. Major factor in intensity. Southwest: lots of afternoon solar pre-heat, will burn hard & fast
Slope	The steeper the slope, the harder and faster a fire will burn.
Temperatures	Maximum @ 85 F or above is noteworthy
1000 hr fuels	% fuel moisture in 3" and bigger fuels 12%or less is critical; % fuel moisture in fuels < ¼" (grass, brush) < 7% is critical fire behavior indicator
Burning Index	Temps and winds; rate of fire spread; 60+ is noteworthy
Energy Release Component	How hot will the fuels burn? 50+ is noteworthy
Haines Index	Probability of extreme fire behavior; 5 or 6 rating out of max. of 6 is critical
Humidity Recovery	Especially in light fuels (grass); 40% or less indicates active burning, active patrol

28.2 Triage Factors for Structure Protection in the Interface

Positive factors

A structure on a ridge with the roadway or driveway on the opposite side from the approaching fire

A structure with 100 feet or more of clearance and no ornament vegetation near the weak points of the structure

A structure where safety zones are obvious (large green areas or natural barriers)

Fire Approaching from a higher elevation than the structure you're protecting, with little or no wind

A backing fire (fire burning against the wind toward your location)

A north or east aspect. Because of lower fuel temperatures, & higher fuel moisture, structures on these aspects are generally safer to protect provided wind speed is low (less than 15 mph)

An available source of water, such as a hydrant, private water tank, swimming pool, spa, or garden hose supply. We recommend connecting to a hydrant if one is available and you plan on staying.

Negative factors:

Any structure on a slope(mid-slope structure) with the fire approaching from below

A structure that is in a draw (the terrain in an in-turn), or in a saddle

A structure that is w/o defensible space, or in a saddle

A structure that will require locating your engine between the structure and the fire without adequate defensible space

A structure that has considerable vegetation (ornamental or native) impinging on it

A structure that has an LPG tank that is impacted or exposed with brush or other combustibles

A structure or road that has trees surrounding it, or branches entwined from tree to tree, giving the structure or road the appearance of being in a tunnel or cave

A steep slope below the structure

Heavy fuel below your location

A structure that looks like a junkyard with considerable flammable, easily ignitable material, such as old construction wood, piles of brush or leaves

A south, southwest, or west aspect (the direction the slope faces). These aspects are the most hazardous on which to defend a structure & will require additional defensible space.

Time of day which should be considered as a unit with aspect. We highly recommend Campbell's Fire Prediction System class to improve your size-up or triage ability

Fuel type and height. Sagebrush will burn much faster than the heavier fuels, especially if they have grasses as a component of their fuel bed. These are considered light, flashy fuels.

No water source or limited water source. Remember, don't bet crew member lives, or apparatus, on water supply or a hose line

A wood-sided structure or one with a wood shingle roof

Section IV: Glossary