**Purpose:**   The San Mateo County High-rise policy describes an all hazard organization designed to provide effective management and control of essential functions at incidents occurring in large multi-story buildings. These incidents present significant management, logistical, and safety problems to emergency personnel.

The size and complexity of the interior spaces, the limited and sometimes arduous access coupled with extended travel and response times all contribute to the problems faced by emergency responders.

The organizational structure described in this policy is consistent with the standardized all-risk Incident Command System (ICS) organizational elements and operating requirements. It varies in design; however, it provides specialized positions and modifications to regular position task descriptions. These variations are designed to address the unique problems of high-rise incidents.

Additionally, most high-rise structures are equipped with various environmental, firefighting and life safety systems that require support and control. Successful operations in these types of buildings require preplanning and technical competence of emergency responders.

**Policy:**   It is the policy of the San Mateo County Fire Chiefs to ensure adequate and coordinated efforts to minimize the loss of life and property through efficient utilization of emergency response resources in the event of a high-rise incident.

A high-rise building is defined as a building of any type of construction or occupancy having floors used for human occupancy located more than 75 feet above the lowest floor level having building access or a building six stories or more in height. A high-rise response will be sent to buildings meeting this definition in San Mateo County. Individual agencies have the latitude to designate this response for additional buildings that don't meet the definition. Agencies also have the latitude to exempt buildings that meet the definition from this response at their discretion.

This policy is designed to closely follow the FIRESCOPE Field Operations Guide (FOG) ICS 420-1 July 2007 edition.

**Procedures:**

<u>**Modular Organization Development**</u>

The order in which the ICS organizational structure develops may vary with the type and nature of the incident.  A series of examples of modular development can be found in the FIRESCOPE FOG Chapter 19 High-rise that illustrate a typical method of expanding the incident organization at a high-rise incident to reflect the size and complexity of the incident and the available resources at a given time in the incident.

**Initial Response Organization**: Initial response resources are managed by the Incident Commander (IC) who will handle all Command and General Staff responsibilities.

**Multi-Group/Division Organization**:  The IC has established most Command and General Staff positions and has established a combination of divisions and groups to reflect the location and nature of the incident.

**Multi-Branch Organization**:  The IC has identified a number of actual or potential specialized incident problems and has established all Command and General Staff positions and has established several branches to effectively manage the problems and resource.

<u>**Designated Incident Facilities**</u>

Base and Staging have modified functions and locations in the high-rise incident.

**Staging Area:**  The high-rise incident requires that the regular concept of Staging Areas be modified.  The limited access and vertical travel distance of the larger high-rise building may require the establishment of a resource Staging Area within the building and that its functions are expanded.  The Staging Area is generally located a minimum of two floors below the emergency as long as the atmosphere is tenable.  The specific changes are described in the Staging Area Manager's Position Description.

**Base:**  The Base at a high-rise incident is a ground level assembly

area.  A major incident in a high-rise building will require Base to be expanded and to perform the functions of an Incident Base supporting large numbers of personnel.  Base should be located a minimum of 200' from the incident building to provide for the safety of personnel and equipment.

## Organization and Operations

**Modified High-rise ICS Positions:**  Certain existing ICS positions and functional units within the high-rise incident organization have modified responsibilities that require full descriptions.  These positions include; Ground Support Unit Leader, Base Manager, Staging Area Manager, Rapid Intervention Group Supervisor, Medical Unit Leader and Responder Rehabilitation.

**Specialized High-rise ICS Positions:** Lobby Control Unit Leader, Systems Control Unit Leader, and Evacuation Group Supervisor are specialized functional positions specific to a high-rise incident.

Lobby Control Unit is established to provide access control, accountability and routing inside the structure. As the incident escalates, a separate Systems Control Unit may be established to operate, supervise and coordinate the vital operation of specialized systems incorporated into modern high-rise buildings, from electrical supply to smoke removal systems. Systems Control Unit coordinates the efforts of various Technical Specialists who might be required to assist in the operation or repair of the systems.

In the initial period of an incident, or in a less complex incident/building, the Lobby Control Unit may assume the functions of the Systems Control Unit as shown in the basic organization chart.

The positions and modifications are described in the position descriptions that follow.

## Command Responsibilities

It will be the responsibility of the IC to develop an organizational structure utilizing standard operating procedures as soon as possible

after arrival and implementation of initial control measures.

During the initial phases of a high-rise incident, the IC will normally carry out three General Staff functions:

1. Operations
2. Planning
3. Logistics

Basic incident planning includes three levels:

1. Strategic level – Overall direction of the incident
2. Tactical level – Assigns operational objectives
3. Task level – Specific tasks assigned to companies

**Strategic Level**

This level involves the overall command of the incident.  The IC is responsible for the strategic level of the command structure.  The Incident Action Plan (IAP) should cover all strategic responsibilities, all tactical objectives and all support activities needed during the operational period.  The IAP defines where and when resources will be assigned to the incident to control the situation.  The IAP is the basis for developing a command organization, assignment of resources, and establishing tactical objectives.  The strategic level responsibilities include:

1. Determine the appropriate strategy
2. Establish overall incident objectives
3. Setting priorities
4. Develop an incident action plan (IAP)
5. Obtaining and assigning resources
6. Predicting outcomes and planning
7. Assigning specific objectives to tactical units
8. Providing for the safety, accountability, and welfare of personnel.

**Tactical Level**

Tactics identifies operational activities towards specific objectives.  A

tactical level assignment comes with the authority to make decisions and assignments, within boundaries of the overall plan and safety as outlined in the IAP.

When assigning a branch, division, or group, the IC will assign each:

1. Tactical objectives
2. Communications Plan
3. List of resources assigned

**Tactical Assignments**

During high-rise incidents the term "Division" will be used to indicate a floor level (e.g. Divison 6 indicates the 6th floor). When operating below grade the term "Subdivision" will be used (e.g. Subdivision 1 will be used to indicate the first level below grade).

When a resource is assigned from staging by the Staging Area Manager to a division/group assignment the resource will be told the location and the officer in charge to report to. The Staging Area Manager will inform Operations (or IC if no Operations Section Chief is yet assigned) which resources have been assigned to fill the request.

Division/Group supervisors must be in a position to directly supervise and monitor operations within their assigned responsibility. This will require the Division/Group Supervisor to be equipped with the appropriate PPE, two radios, and any other necessary equipment for their area of responsibility.

Divison/Group Supervisors will be responsible for, and in control of, all resources and functions assigned to them. This requires each Division/Group Supervisor to:

1. Complete objectives assigned
2. Account for all assigned personnel
3. Ensure that operations are conducted safely
4. Monitor work progress
5. Coordinate actions with related activities and adjacent divisions/groups
6. Monitor welfare of assigned personnel

7. Request additional resources as needed
8. Provide Command with essential and frequent progress reports
9. Reallocate resources within the division/group

Division/Group Supervisors will keep Operations and the IC informed of conditions and progress in their area of responsibility.

**Accountability**

Accountability at high-rise incidents can become complicated by the size of the incident.  Multiple check-in points are established to help maintain accountability.

1. Base – All resources assigned to the incident after Base has been established will check-in here.  The Base manager needs to keep an accurate accounting of resources assigned to Base.

2. Lobby – All resources entering the building will check-in with the Lobby Unit.  Lobby will provide route of travel and any additional information as necessary.  Lobby will also record anyone exiting the building.

3. Staging – All resources assigned to Operations will check-in with Staging after they leave Lobby.

**Fire Alarms**

Fire Alarm responses to buildings that receive a High-rise Structure Fire response will be 3 Engines, 1 Truck, and 1 Battalion Chief.

APPENDICES:
Appendix A – Glossary of Terms
Appendix B – High-rise hose bundles
Appendix C – High-rise Incident Fire Resource Assignments
Appendix D – Position Checklists

SAN MATEO COUNTY
HIGH-RISE INCIDENT PLAN

Glossary of Terms

APPENDIX A – GLOSSARY OF TERMS

**Agency Representative -** An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

**Air Operations Branch Director** - Responsible for managing all air operations and preparing the air operations portion of action plan, and providing logistical support to aircraft operating at the incident.

**Assistant -** Title for subordinates of Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.  Assistants may also be used to supervise unit activities at camps.

**Assistant Safety Officer** - Reports to the Safety Officer and assists in performing, monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety.

**Base -** That location where the primary logistics functions are coordinated and administered (incident name or other designator will be added to the term "Base"). The Incident Command Post may be co-located with the base. There is only one base per incident. Base should be located a minimum of 200' from the incident building to provide for the safety of personnel and equipment.

**Base Manager** – is responsible for management of all functions at the designated base and command post locations. The Base Manager reports to the Logistic Section Chief or the Support Branch Director if established.

**Branch** - That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is organizationally between Section Chiefs and Divisions/Groups. The intent of the position of branch director is to provide adequate span of control.

**Command Staff** - The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

**Communications Unit Leader** – Prepares the communication plan for the Incident Action Plan. They monitor and log all radio traffic.

**Division** – the organizational level having the responsibility for the operations within a defined geographic area. The division level is organized between single resources, task force, and strike team.

**Documentation Unit Leader** – is responsible for collecting all reports and records from the incident.

**Emergency Traffic** – Shall be used to clear radio traffic. Clear text shall be used to identify the type of emergency "Firefighter down," "Firefighter missing," or "Firefighter Trapped," etc.

**Evacuation Group Supervisor** - is responsible for coordinating the effective movement of people at risk within a structure through the identification and management of authorized routes of egress per the incident action plan.

**General Staff** - The group of incident management personnel comprised of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and the Finance Section Chief.

**Ground Support Unit Leader**– Is responsible for providing transportation for personnel, equipment, and supplies; providing refilling of SCBA; fueling all powered apparatus and equipment; implementing the ground level traffic/movement plan at the incident including safe routes and zones. The Ground Support Unit Leader reports to Logistics Section Chief or the Support Branch Director if established.

**Group** - The organizational level having responsibility for a specified functional assignment at an incident (rescue, salvage, ventilation, evacuation, medical, etc.).

**High-rise -** A high-rise building is defined as a building six or more stories in height, or 75 feet above the lowest fire department access to the highest floor level intended for occupant use.

**Incident Action Plan (IAP)** - The strategic goals, tactical objectives, and support requirements for an incident. All incidents require an action plan. The action plan is not usually in written form for simple incidents.  Large or complex incidents will require that the action plan be documented in writing.

**Incident Dispatch Team (IDT)** – trained communications personnel who assist in the management of all communications at the incident. They report to the Communications Unit Leader.

**Information Officer (PIO)** – is responsible for obtaining pertinent information regarding an incident and disseminating that information to the appropriate agencies. This position is a member of the Command Staff.

**Incident Commander** - The individual responsible for the management of all incident operations.

**Liaison Officer** - The point of contact for assisting or coordinating agencies. This position is a member of the Command Staff.

**Lobby Control Unit Leader**- Primary responsibilities are to operate a personnel/crew accounting system for all building entry and exit points, direct fire personnel to correct ingress/egress points, and maintain control of building access. The Lobby Control Unit operates elevator cars and directs building occupants to safe areas. In addition, the Lobby Control Unit Leader will prepare reports as needed. The Lobby Control Unit Leader reports to Logistics Section Chief or the Support Branch Director if established.

**Logistics Section Chief**- is responsible for providing facilities, services, and materials for the incident. The Logistics Section is made up of the Support Branch and the Service Branch. The Support Branch contains Lobby Control Unit, Systems Control Unit, Ground Support Unit, Base, and the Supply Unit. The Service Branch contains the Communications Unit and the Medical Unit (with Rehab).

**Medical Group Supervisor** – is responsible for coordination of Medical Group functions including triage, treatment, and transportation of civilians/occupants. The Medical Group reports to Operations Section Chief or Medical Branch if established.

**Medical Unit Leader** – is responsible for emergency personnel working the incident and for developing the Medical Plan. The plan will include medical aid, rehabilitation, and transportation for incident personnel. In addition, the Medical Unit Leader will prepare reports as needed. The Medical Unit Leader reports to Logistics Section Chief or the Support Branch Director if established.

**Operations Section Chief** – is responsible for all tactical operations at an incident. Includes divisions, groups, branches, task forces, strike teams, and single resources.

**Personnel Accountability Reports (PAR)** – A PAR is conducted to ensure all personnel/companies are accounted for at an incident or in a specific area. The Incident Commander shall conduct a PAR of the incident after an evacuation order is given or a change to a defensive mode. The Incident Commander can request a PAR from each Branch Director and Division/Group Supervisor to ensure accountability at any time during the incident.

**Planning Section Chief** – is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the Resource Unit, Situation Unit, and the Technical Specialist.

**Rehab Unit Leader** – is responsible for providing an area of rest and first aid for personnel relieved from assigned duties. Rehab may be co-located in the staging area. Rehab reports to the Medical Unit Leader.

**Rescue Group Supervisor**- is responsible for coordinating the rescue efforts of the Incident Action Plan and the assigned personnel and resources that carry out that function.

**Rapid Intervention Crew (RIC)** – Team that consist of two fire personnel that monitors fire suppression crew(s) on each designated division in the event of a rescue and or emergency situation. This team will respond at the request of the Incident Commander/Operations Section Chief to perform immediate rescue operations for trapped, missing, or injured fire personnel.

**Rapid Intervention Crew Tool Cache** – Consists of selected tools to perform rescue of personnel (e.g. power saws, axes, pry bars, etc.). This cache is to be located with the RIC and available for immediate use.

**Resource Unit Leader** – is responsible for recording the status of resources committed to an incident and evaluation of resources currently committed to an incident, the impact additional responding resources will have on an incident, and anticipated resources needed. They collect all T-cards.

**Safety Officer** – is responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety. This position is a member of the Command Staff.

**Salvage Group** Supervisor – is responsible for personnel and equipment assigned to the salvage efforts within a structure, per the Incident Action Plan.

**Section** - That organizational level having responsibility for primary segments of incident operations, such as Operations, Plans, and Logistics. The Section level is organizationally between Branch and Incident Commander.

**Situation Unit Leader** – is responsible for the analysis of the incident as it progresses. The Situation Unit Leader reports to the Planning Section Chief.

**Staging** - The location where incident personnel and equipment are assigned on an immediate available status usually 2 to 3 floors below the fire.

**Staging Area Manager** – is responsible for the management of all functions within the staging area and reports to the Operations Section Chief. Typically a rehab area and a safe refuge zone are also located in this area.

**Systems Control Unit Leader**– Monitors and maintains built-in fire control, life safety, environmental control, communications and elevator systems. This includes sprinkler systems and water supplying those systems.

**Technical Specialist** - Personnel with special skills who are activated only when needed. Technical Specialists report initially to the Planning Section, but may be assigned anywhere within the ICS organizational structure as needed.

**Ventilation Group Supervisor** – is responsible for coordinating the ventilation efforts and supervising personnel and equipment assigned to the Ventilation Group within the entire structure per the Incident Action Plan.

# Appendix "B"
## San Mateo County High-rise hose pack

1. The standard high-rise hose pack shall include:
   - (4) 50 foot lengths of 2 ½ inch hose with 2½ inch NST threads
   - (1) Smooth Bore/Extendable Nozzle with 2 ½ NST threads (1-1/8" or 1-1/4" nozzle tip)
   - (1) 6 to 10 feet of 2 ½ inch hose with 2 ½ inch NST threads
   - (12) 2" x 24" Securing straps

2. The *optional high-rise hose pack shall include:
   - (2) 100 foot lengths of 1 ¾ inch hose with 1½ inch NST threads
   - (1) Combination/Extendable Nozzle with 1 ½ NST threads
   - (1) 6 to 10 feet of 2 ½ inch hose with 2 ½ inch NST threads
   - (1) Gated wye 2 ½ to 1 ½ inch with NST threads

3. 2 ½" High-rise Bag Inventory Sheet

   - (1) 2 ½" Controlling nozzle equipped with 1-1/8" or 1-1/4" nozzle tip. (1) 2 ½" x 2 ½" In-line pressure gauge
   - (1) 60 Degree elbow
             Or
   - (2) 30 Degree elbows
   - (1) 18" Aluminum pipe wrench
   - (2) 2 ½" Spanner wrenches
   - (12) Door chocks - minimum
   - (1) 1 ½" x 2 ½" increaser

* The 2 ½" inch hose bundle should be considered the primary hose used for a high-rise incident. The 1 ¾" hose bundle should be considered as an option only under unusual conditions.

**High-rise Incident Fire Resource Assignments**

## 1<sup>st</sup> Alarm Units

**First Engine:**  Recon/ Fire Attack (Use Company Designator unless/until assigned an ICS designator)

- Exterior size-up
- Initiate IC
- Access "Knox box" keys
- Gain entry to building
- Check annunciator panel for fire signal location and type
- Make contact with building personnel if possible
- Identify stairwells
- Pass IC
- Size-up each floor on way up to floor of alarm or fire
- Before entering IDLH wait for 2<sup>nd</sup> company

**First Truck:**  Recon/ Fire Attack (Use Company Designator unless/until assigned an ICS designator)
- Assigned to work with First Engine
- Aerial Ladder operations if immediately needed to effect rescue

**Second Engine:**  Water Supply/Lobby Control Unit ("Lobby")
- Captain and FF to assume Lobby Control Unit
- Driver of engine obtains water supply and make appropriate connections to the FDC.

**Third Engine:**  Assigned to work with First Engine

**Fourth Engine:**  Establish Staging

**Fifth Engine:**  To Staging

**Second Truck:**  To Staging (Consideration given to assigning to floor above the fire)
- Aerial Ladder operations if immediately needed to effect rescue

**Third Truck:** To Staging
- Aerial Ladder operations if immediately needed to effect rescue

**RIC Engine** - Assigned engine on 1<sup>st</sup> alarm

- Check in with lobby
- Locate two floors below reported fire.
- Report to IC until RIC Group Supervisor arrives.
- A RIC group should be established at each stairwell where fire companies enter an IDLH.

## 2<sup>nd</sup> Alarm Units

**First Arriving Engine on 2<sup>nd</sup> Alarm:** Establish Base

**All other 2<sup>nd</sup> Alarm units to Staging through Base**

## 3<sup>rd</sup> Alarm & Greater Units

**All units to Base**

**Equipment:** All units should bring equipment appropriate to their assignment. No personnel should go into the building with empty hands. The following is a list of minimum requirements that each type of company should give first priority to:

**Engine Companies:**
Hose bundles (2 ½")
SCBA Bottles (multiple)
Thermal Imaging Cameras

**Truck Companies:**
Forcible Entry Tools
Hooks/Pike Poles, etc.
SCBA Bottles
Thermal Imaging Cameras

# Appendix "D"

# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

# Incident Commander Position Checklist

- ❑ Assess the situation and/or obtain a briefing from the prior Incident Commander.
- ❑ Donn ICS position vest.
- ❑ Determine Incident Objectives and strategy.
- ❑ Establish the immediate priorities.
- ❑ Establish an Incident Command Post.
- ❑ Consider the need for Unified Command.
- ❑ 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 and personnel accountability 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.
- ❑ Maintain Unit/Activity Log (ICS Form 214).

# Incident Commander

**Radio Call Sign "IC"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
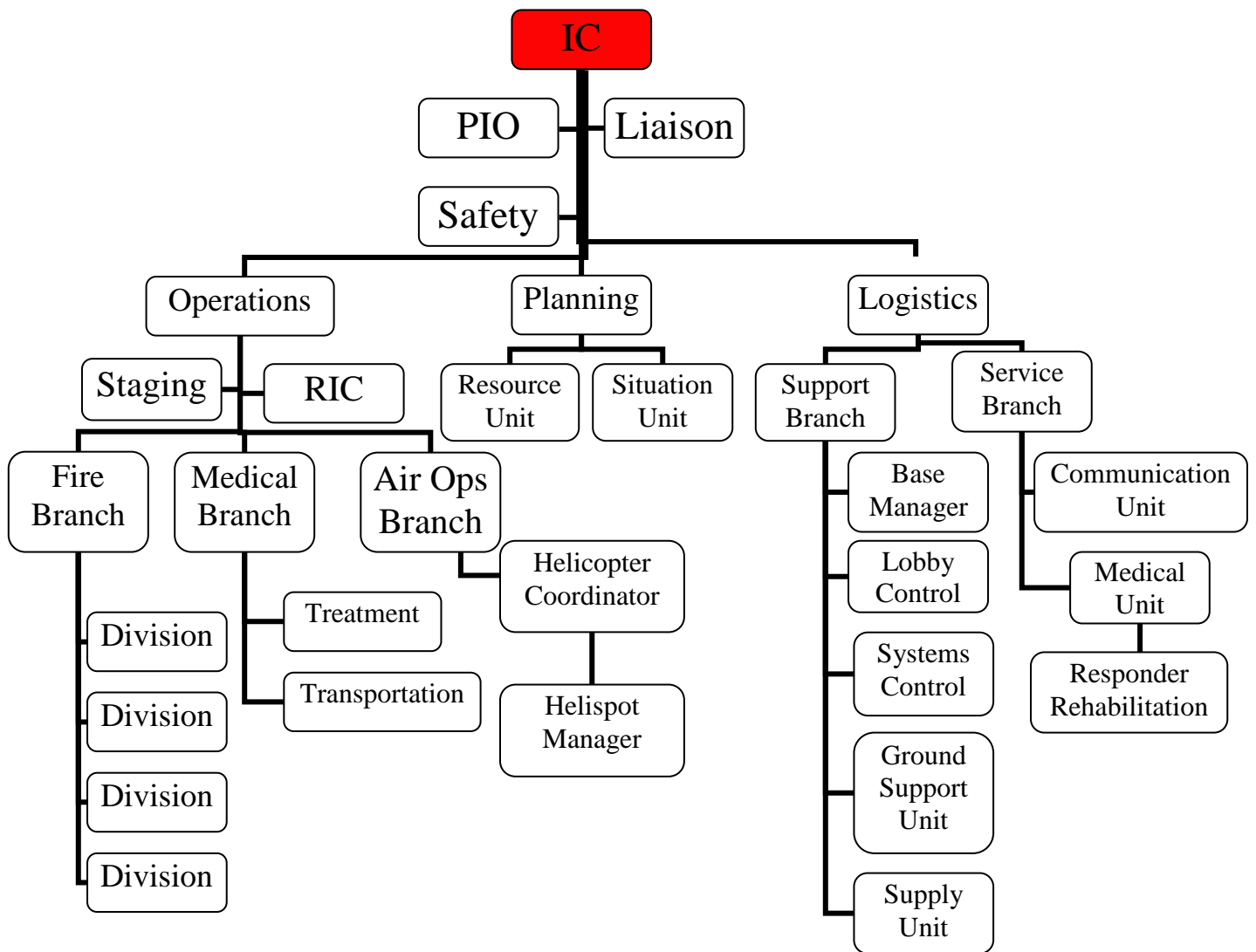
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## <u>Safety Officer Position Checklist</u>

- ❑ **Obtain situation briefing from I.C.**

- ❑ **Donn ICS position vest.**

- ❑ **Assess situation.**

- ❑ **Review the Incident Action Plan (IAP) for safety implications.**

- ❑ **Identify existing and potential hazardous situations associated with the incident.**

- ❑ **Keep all personnel informed of existing and potential hazards.**

- ❑ **Assign Assistant Safety Officers as needed.**

- ❑ **Exercise emergency authority to stop or prevent unsafe acts when immediate action is needed and communicate such exercise of authority to the Incident Commander.**

- ❑ **Initiate appropriate mitigation measures, i.e., Personnel Accountability, Rapid Intervention Crew/Company, etc.**

- ❑ **Participate in planning meetings and advocate effective risk management.**

- ❑ **Develop and communicate an incident safety message as appropriate.**

- ❑ **Investigate accidents that have occurred within the incident area.**

- ❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Safety Officer

**Radio Call Sign "Safety"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
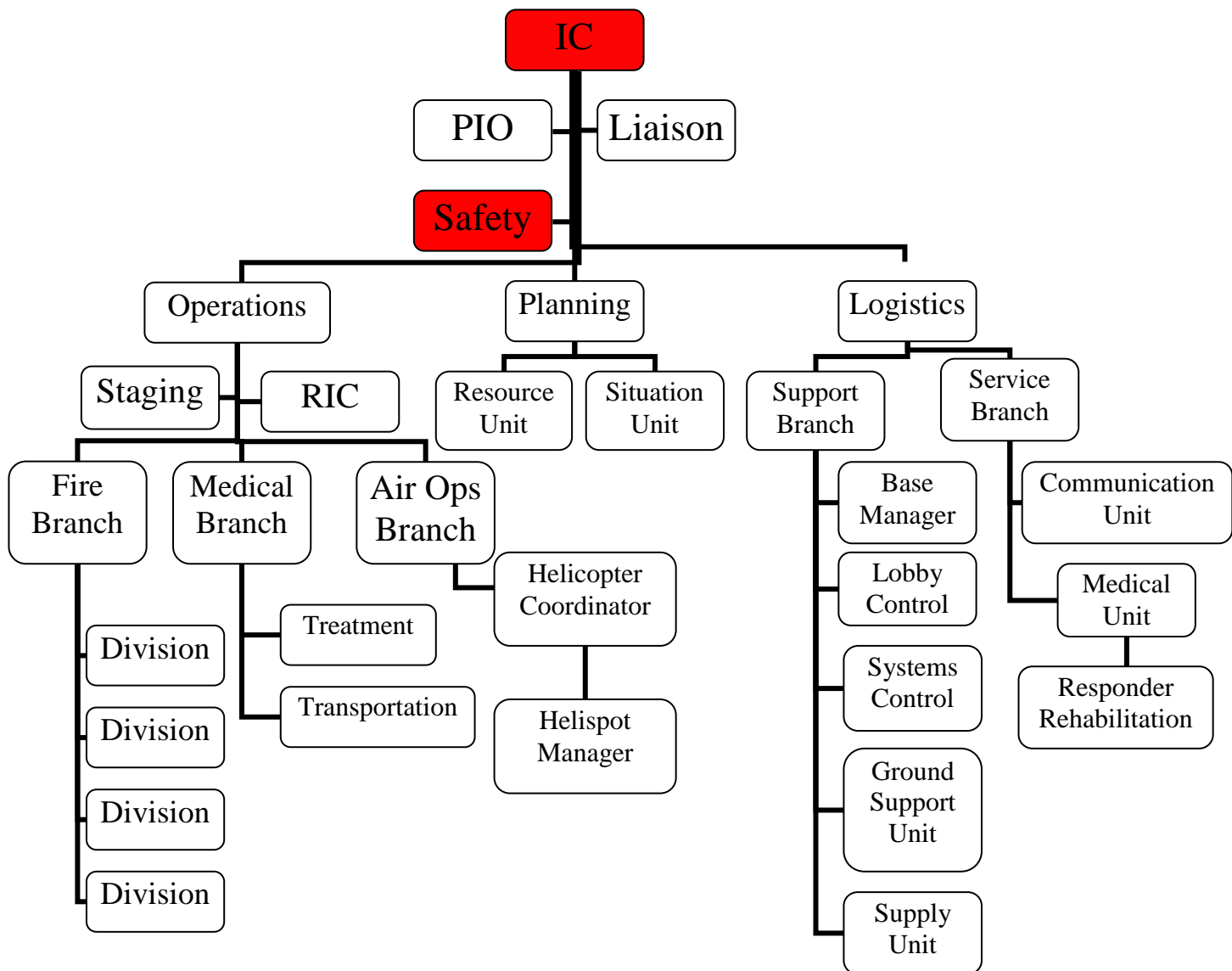
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## <u>Operations Section Chief Position Checklist</u>

- ❑ **Obtain situation briefing from I.C.**

- ❑ **Donn ICS position vest.**

- ❑ **Develop the operations portion of the Incident Action Plan (IAP).**

- ❑ **Brief and assign Operations Section personnel in accordance with the IAP.**

- ❑ **Establish operational area in proximity of the fire suppression activities.**

- ❑ **Establish Divisions/Groups and assign Supervisors as needed.**

- ❑ **Establish Staging Area and assign Staging Area Manager.**

- ❑ **Ensure RIC is established.**

- ❑ **Supervise Operations Section ensuring safety of all personnel.**

- ❑ **Determine need for any additional resources and make request.**

- ❑ **Request periodic progress reports from Division/Group Supervisors.**

- ❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Operations Section Chief

**Radio Call Sign "Operations"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
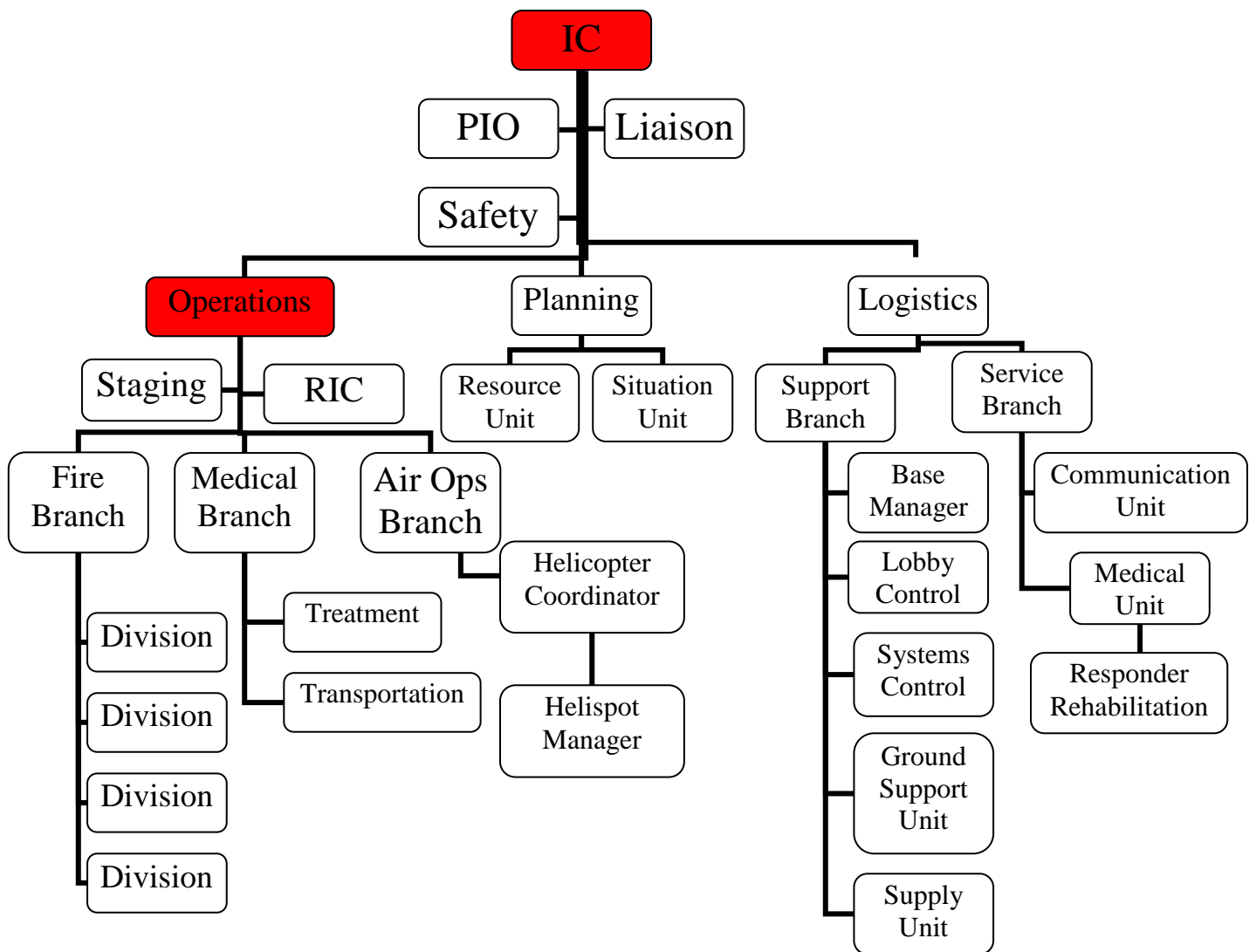
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## Staging Area Manager Position Checklist

- ❑ **Obtain situation briefing from Operations Section Chief (OSC) or Incident Commander.**

- ❑ **Donn ICS position vest.**

- ❑ **Proceed to selected location and evaluate suitability (minimum two floors below). Announce location to OSC.**

- ❑ **Request necessary resources and personnel to handle Staging functions.**

- ❑ **Establish check-in function.**

- ❑ **Maintain a personnel accountability system for arriving and departing crews.**

- ❑ **Establish Staging Area layout and identify/post each functional area (e.g. Crew-Ready Area, Air Cylinder Exchange, Equipment Pool, and Medical Unit if co-located within Staging).**

- ❑ **Determine, establish, or request needed facility services (e.g. drinking water, lighting, etc.).**

- ❑ **Coordinate with Logistics Section or Systems Control Unit to maintain fresh air.**

- ❑ **Request information on what the required reserve resource levels are to be maintained in Staging from the OSC.**

  - o **Maintain levels and advise the OSC when reserve levels are reached.**

- ❑ **Coordinate with the RIC Group Supervisor to designate area(s) for RIC(s) to standby if co-located within Staging.**

- ❑ **Direct crews and equipment to designated locations as requested by the OSC or Incident Commander.**

- ❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Staging Area Manager

**Radio Call Sign "Staging"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
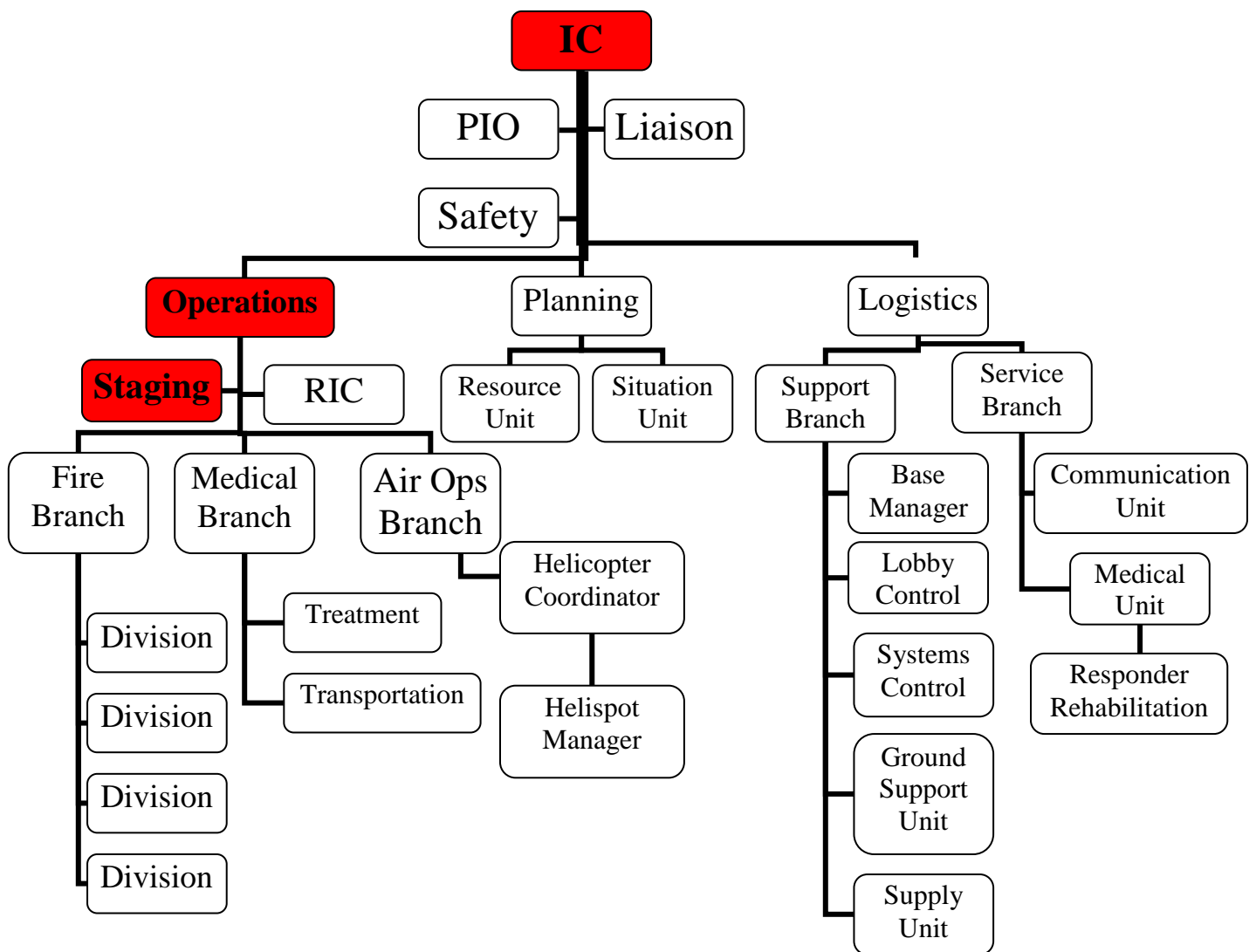
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## <u>Rapid Intervention Group Supervisor Position Checklist</u>

- ❑ **Obtain situation briefing from Operations Section Chief (OSC) or Incident Commander.**

- ❑ **Donn ICS position vest.**

- ❑ **Determine Rapid Intervention Group needs (personnel, equipment, supplies and additional support).**

- ❑ **Evaluate tactical operations in progress.**

- ❑ **Evaluate floor plans above and below emergency operations.**

- ❑ **Assign and brief RIC's based on number of stairwells and floors used for emergency operations.**

- ❑ **Verify potential victims and hazard locations and insure that RICs are prepared for possible deployment.**

- ❑ **Notify Operations Section Chief or Incident Commander when RICs are operational or deployed.**

- ❑ **Develop RIC contingency plans.**

- ❑ **Secure operations and release personnel as determined by the Demobilization Plan.**

- ❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Rapid Intervention Group Supervisor

**Radio Call Sign "RIC Group Supervisor"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
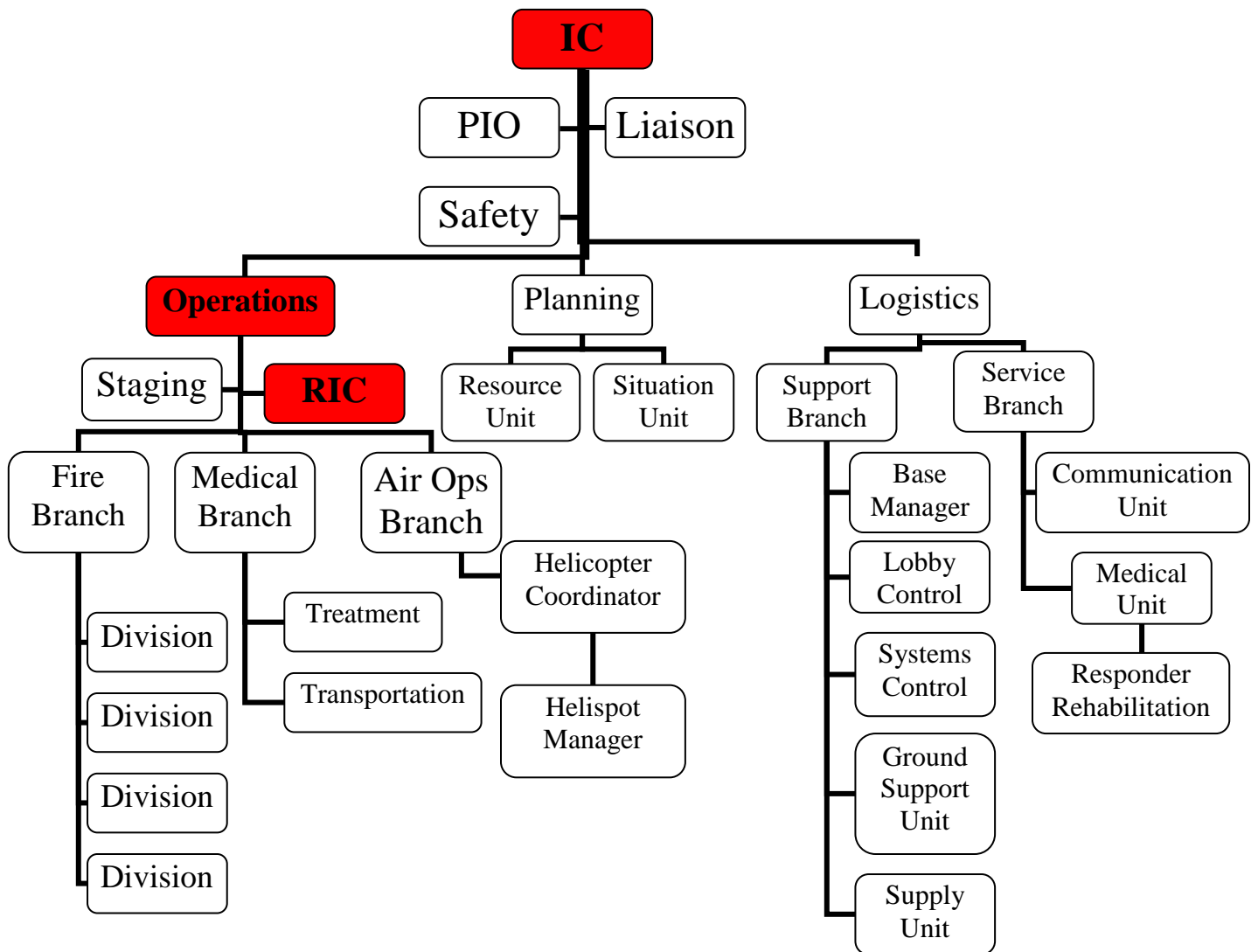
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## <u>Evacuation Group Supervisor Position Checklist</u>

- ❑ **Obtain situation briefing from Operations Section Chief (OSC) or Incident Commander.**

- ❑ **Donn ICS position vest.**

- ❑ **Determine Evacuation Group requirements (personnel, equipment, supplies).**

- ❑ **Ensure the evacuation in progress is to a safe location.**

- ❑ **Confirm evacuation stairwell(s) with the OSC and Ground Support.**

- ❑ **Ensure ventilation of evacuation stairwell(s) and Safe Refuge Areas.**

- ❑ **Coordinate evacuation message with the Systems Control Unit utilizing the building's Public Address system.**

- ❑ **Assign personnel in the evacuation stairwell(s) to assist/direct building occupants to a safe location.**

- ❑ **Secure operations and release personnel as determined by the Demobilization Plan.**

- ❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Evacuation Group Supervisor

**Radio Call Sign "Evacuation Group Supervisor"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____

```
                          IC
                  ┌────────┴────────┐
                 PIO            Liaison
                       Safety
        ┌──────────────────┼──────────────────────┐
    Operations         Planning               Logistics
   ┌────┴────┐        ┌────┴────┐           ┌─────┴─────┐
 Staging   RIC    Resource  Situation   Support      Service
                    Unit      Unit      Branch       Branch
```

- **Operations**
  - Staging
  - RIC
  - **Fire Branch**
    - **Evac. Group**
    - Division
    - Division
    - Division
  - Medical Branch
    - Treatment
    - Transportation
  - Air Ops Branch
    - Helicopter Coordinator
      - Helispot Manager

- **Planning**
  - Resource Unit
  - Situation Unit

- **Logistics**
  - Support Branch
    - Base Manager
    - Lobby Control
    - Systems Control
    - Ground Support Unit
    - Supply Unit
  - Service Branch
    - Communication Unit
    - Medical Unit
    - Responder Rehabilitation

# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## <u>Logistics Section Chief Position Checklist</u>

- ❑ **Obtain situation briefing from the I.C.**
- ❑ **Donn ICS position vest.**
- ❑ **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.**
- ❑ **Establish and supervise the activities of lobby control, base, stairwell support, and water supply.**
- ❑ **Coordinate with the Operations Section Chief to ensure proper flow of personnel and equipment to staging.**
- ❑ **Keep the I.C. informed as to the need for additional alarms, to maintain a minimum reserve of personnel and equipment.**
- ❑ **Identify service and support requirements for planned and expected operations.**
- ❑ **Provide input to and 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).**

# Logistics Section Chief

**Radio Call Sign "Logistics"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
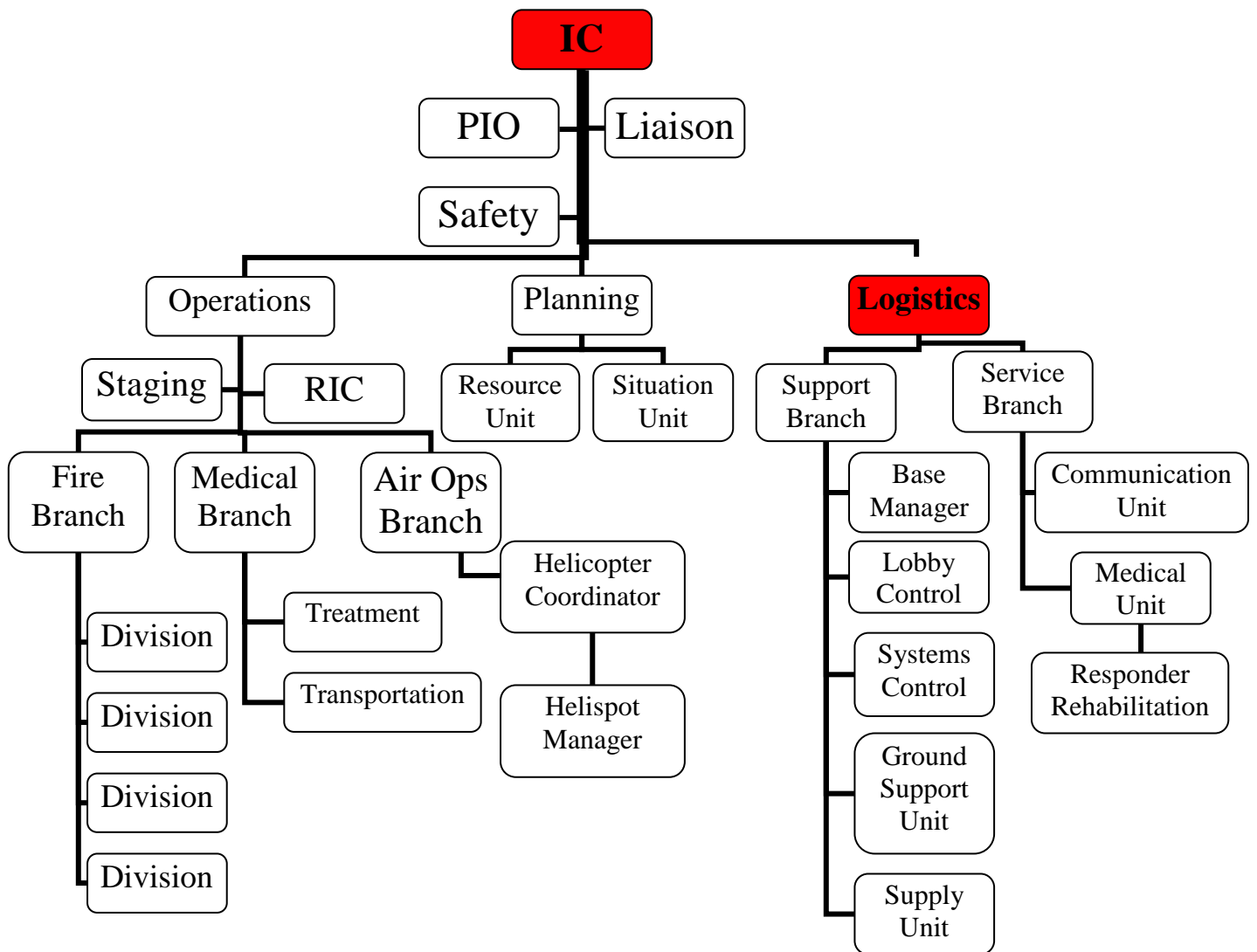
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## Planning Section Chief Position Checklist

- ❑ Obtain situation briefing from Incident Commander.

- ❑ Donn ICS position vest.

- ❑ Develop the operations portion of the Incident Action Plan and complete the appropriate.

- ❑ ICS Form 215 (A/R) as appropriate.

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

- ❑ Supervise Operations Section ensuring safety and welfare of all personnel.

- ❑ Determine need and request additional resources.

- ❑ Review suggested list of resources to be released and initiate recommendation for release of resources.

- ❑ Assemble and disassemble Strike Teams and Task Forces assigned to Operations Section.

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

- ❑ Maintain Unit/Activity Log (ICS Form 214).

# Planning Section Chief

**Radio Call Sign "Plans"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
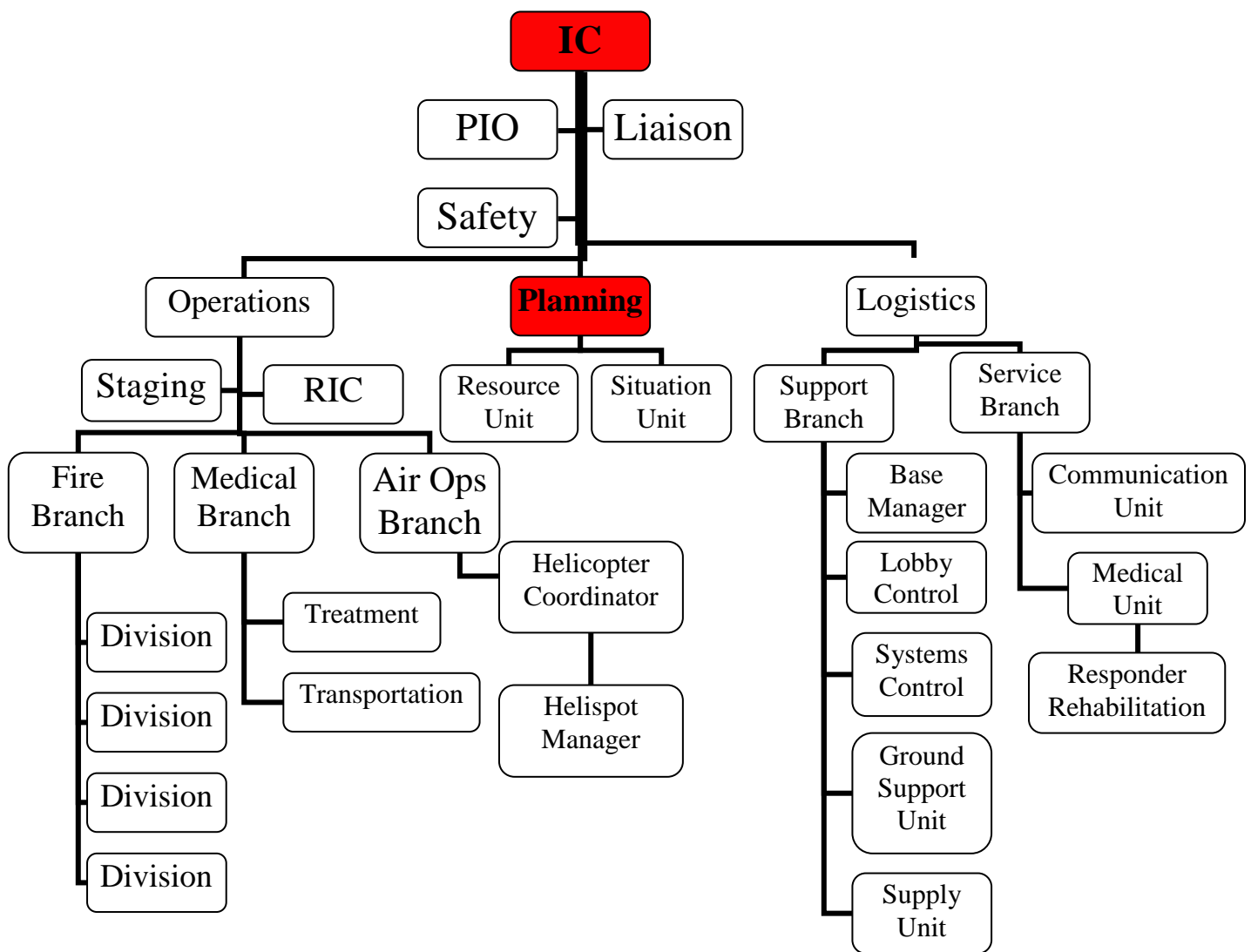
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## <u>Public Information Officer Position Checklist</u>

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

❑ **Donn ICS position vest.**

❑ **Develop material for use in media briefings.**

❑ **Obtain Incident Commander's approval of media releases.**

❑ **Coordinate with Joint Information Center (JIC) if established.**

❑ **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.**

❑ **Assign Assistant Public Information Officers as appropriate.**

❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Public Information Officer

**Radio Call Sign "PIO"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
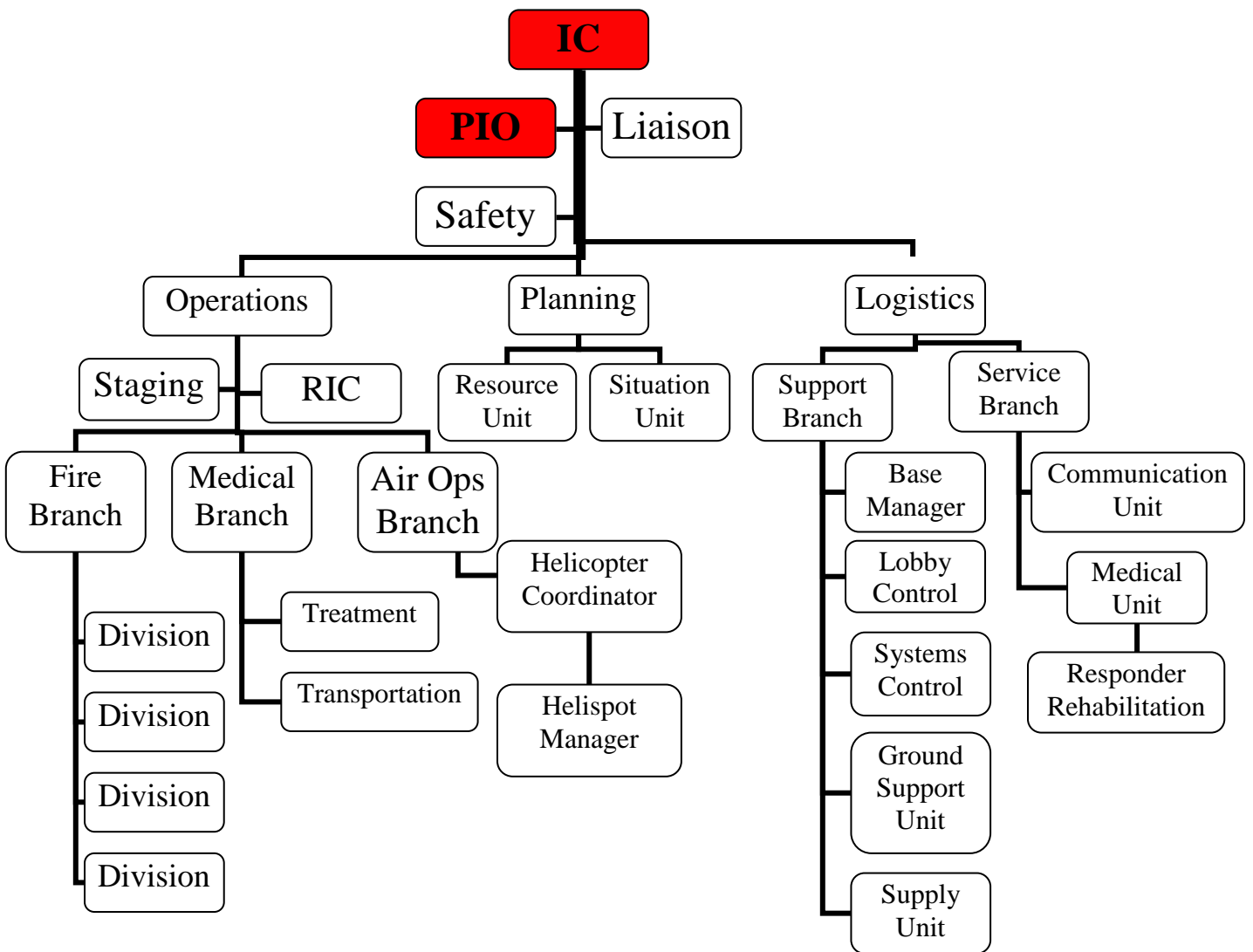
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## Liaison Officer Position Checklist

- ❑ Be a contact point for Agency Representatives.

- ❑ Donn ICS position vest.

- ❑ 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-organizational problems.

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

- ❑ Assign Assistant Liaison Officer(s) as appropriate.

- ❑ Maintain Unit/Activity Log (ICS Form 214).

# Liaison Officer

**Radio Call Sign "Liaison"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
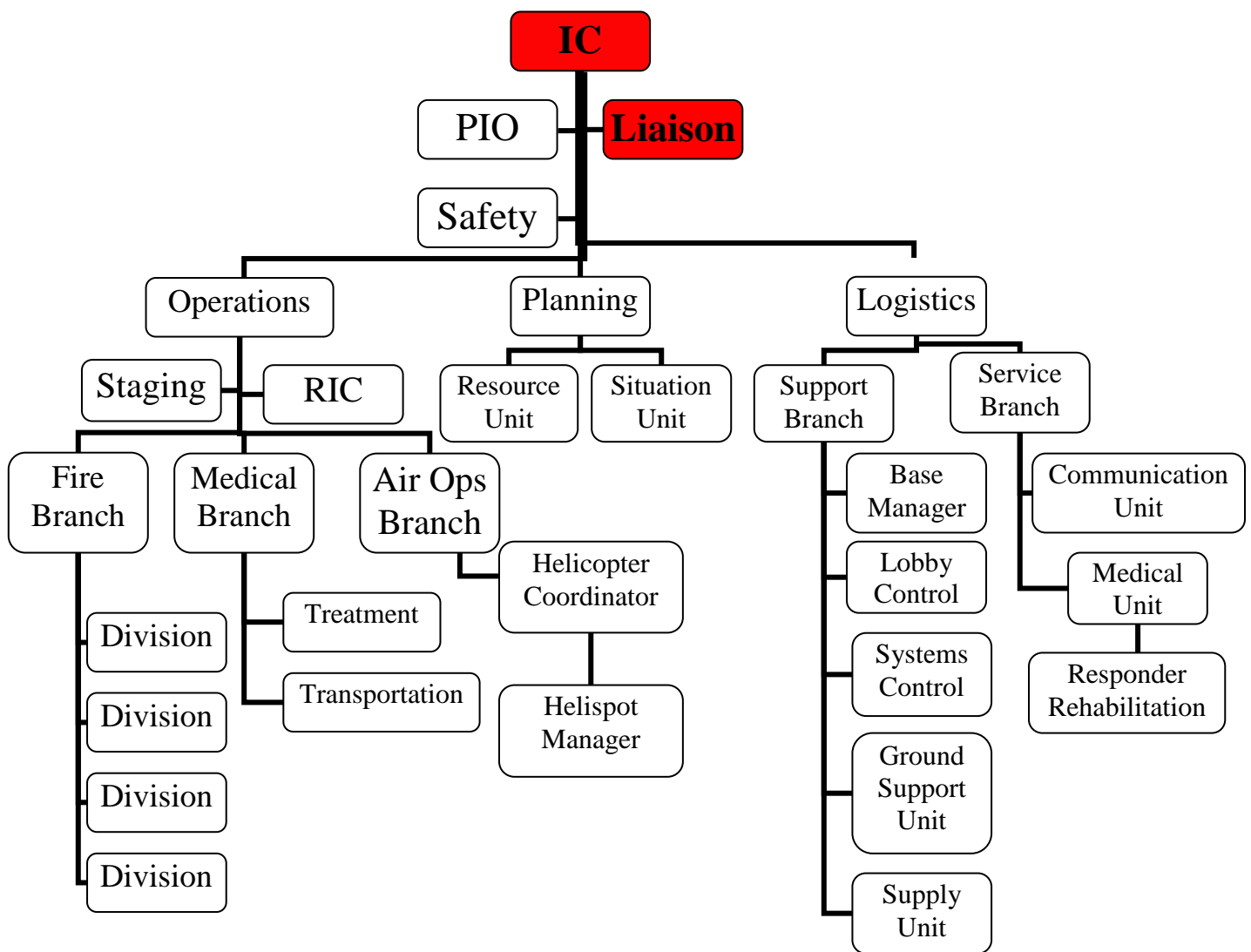
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## High-rise Incident Base Manager Position Checklist

- ❑ Obtain briefing from Support Branch Director, Logistics Section Chief, or Incident Commander.
- ❑ Donn ICS position vest.
- ❑ Participate in Support Branch/Logistics Section planning activities.
- ❑ Determine Base needs (personnel, equipment, supplies and additional support).
- ❑ Evaluate layout and suitability of the selected Base location.  Base should be located at least 200 feet from incident building.
- ❑ Make recommendations regarding relocation, if appropriate.
- ❑ Establish Base layout and identify functional areas to support the incident (i.e., Apparatus Parking, Crew Ready Area, Equipment Pool, Rehabilitation Area, Command Post, and Sanitation).
- ❑ Provide for safety, security and traffic control at Base and Command Post.
- ❑ Provide facility services at Base and Command Post (i.e., sanitation, lighting and clean up).
- ❑ Maintain accounting of resources in Base.  Periodically update Logistics Section, Planning Section or Incident Command.
- ❑ Direct personnel and equipment to designated locations as requested.
- ❑ Provide an auxiliary water supply to the building, if required.
- ❑ Update Support Branch, Logistics Section or Incident Commander as directed.
- ❑ Secure operations and release personnel as determined by the Demobilization Plan.
- ❑ Maintain Unit/Activity Log (ICS Form 214).

# High-rise Incident Base Manager

**Radio Call Sign "Base"**

**Command Frequency _____**

**Tactical Frequency _____**

**Support Frequency _____**

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                                    IC
                          PIO ─── Liaison
                          Safety
        ┌──────────────────────┼─────────────────────────┐
    Operations             Planning                   Logistics
   ┌────────┬─────────┐    ┌──────────┬──────────┐    ┌──────────────┬──────────────┐
Staging   RIC       Resource    Situation    Support      Service
                    Unit        Unit         Branch       Branch
┌──────────┬──────────────┐
Fire     Medical      Air Ops          Base            Communication
Branch   Branch       Branch           Manager         Unit
  │        │           │    Helicopter                   │
Division  Treatment   Coordinator   Lobby            Medical
  │        │                        Control          Unit
Division  Transportation  Helispot   Systems           │
  │                       Manager    Control          Responder
Division                             Ground           Rehabilitation
  │                                  Support
Division                             Unit
                                     Supply
                                     Unit
```

# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## <u>Lobby Control Unit Leader Position Checklist</u>

- ❑ **Check in and obtain briefing from Support Branch Director, Logistics Section Chief or Incident Commander.**

- ❑ **Donn ICS position vest.**

- ❑ **Make entry, assess situation, and establish Lobby Control position.**

- ❑ **Request needed resources.**

- ❑ **Obtain building access keys.**

- ❑ **Establish entry/exit control at all building access points.**

- ❑ **Maintain accountability for personnel entering/exiting the building.**

- ❑ **Assure personnel are directed to the appropriate stairways/elevator for assignment.**

- ❑ **Control the elevators and provide operators if approved for use by the Incident Commander.**

- ❑ **Provide briefings and information to Support Branch/Logistics Section or the Incident Commander.**

- ❑ **Perform the functions of the Systems Control Unit when directed by the Incident Commander or agency policy.**

- ❑ **Secure operations and release personnel as determined by the Demobilization Plan.**

- ❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Lobby Control Unit Leader

**Radio Call Sign "Lobby"**

**Command Frequency _____**

**Tactical Frequency _____**

**Support Frequency _____**

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                              IC
                    PIO ─────── Liaison
                         Safety
    ┌──────────────────────┼───────────────────────────┐
Operations              Planning                    Logistics
 Staging ─── RIC      Resource  Situation    Support      Service
                       Unit      Unit        Branch       Branch
Fire   Medical  Air Ops                    Base        Communication
Branch Branch   Branch                     Manager     Unit
                      Helicopter           Lobby       Medical
   Division  Treatment Coordinator         Control     Unit
   Division  Transportation                Systems     Responder
                       Helispot            Control     Rehabilitation
   Division            Manager             Ground
                                           Support
   Division                                Unit
                                           Supply
                                           Unit
```

# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

# Systems Control Unit Position Checklist

❑ **Check in and obtain briefing from the Lobby Control Unit, Support Branch Director, Logistics Section Chief or Incident Commander:**
   • **Briefing must include the type and performance of built-in systems.**
   • **Introductions to building's engineering staff should occur at briefing.**

❑ **Donn ICS position vest.**

❑ **Evaluate current situation and request needed personnel and resources.**

❑ **Establish communication with the building engineer, utility company representatives, elevator service personnel or others to coordinate the operation of selected systems.**

❑ **Assign personnel to monitor all building fire protection/life safety systems.**

❑ **Evaluate the status and operation of the building's fire and domestic water pumps and water supply (support as needed).**

❑ **Evaluate the operational effectiveness of the heating, ventilation, and air-conditioning system (HVAC); the smoke removal system; and stairwell protection system (support as needed).**

❑ **Evaluate the building's electrical system, emergency power systems, and security systems (support as needed).**

❑ **Evaluate the public address, telephone, emergency phone, and other building communications systems (support as needed).**

❑ **Secure operations and release personnel as determined by the Demobilization Plan.**
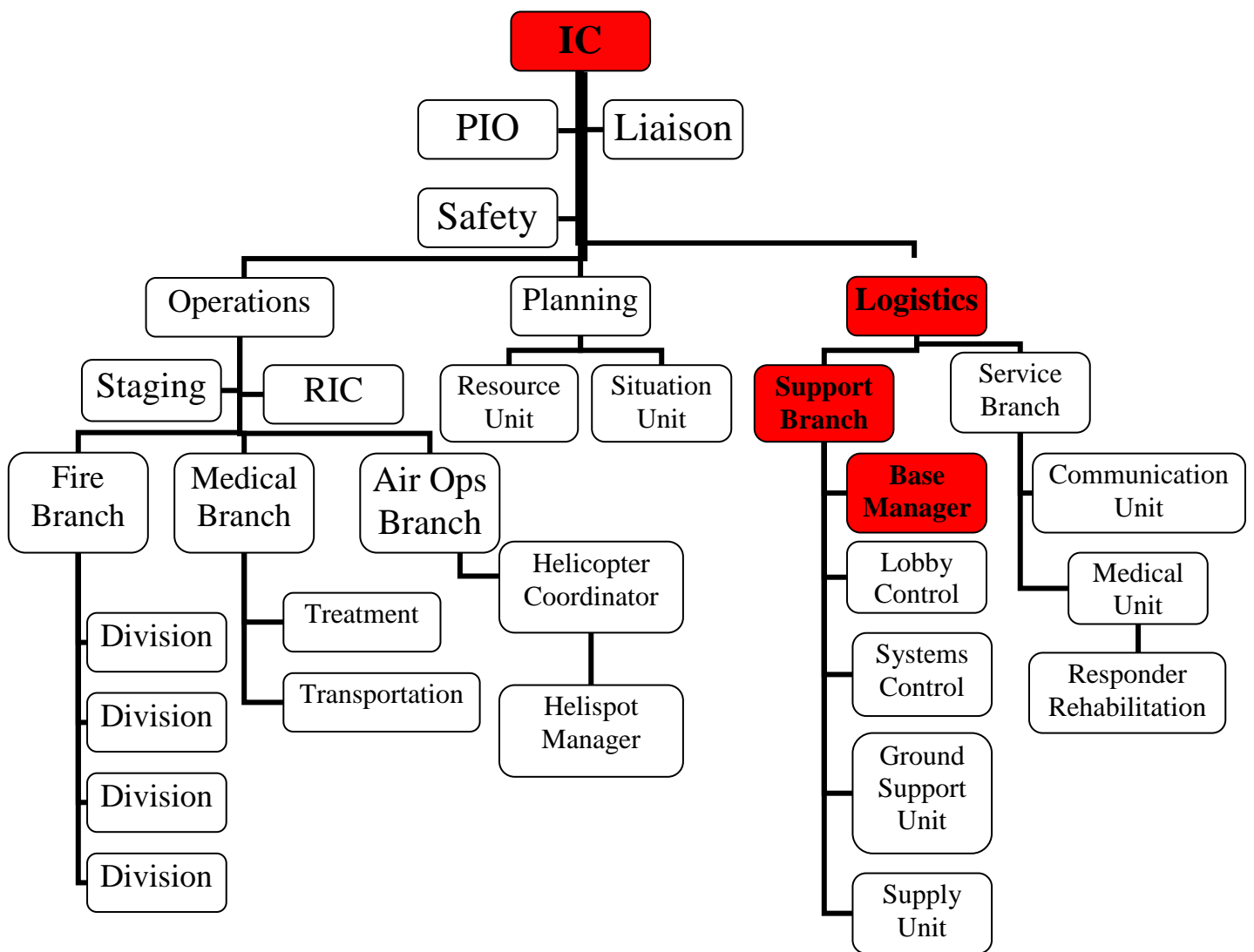
❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Systems Control Unit
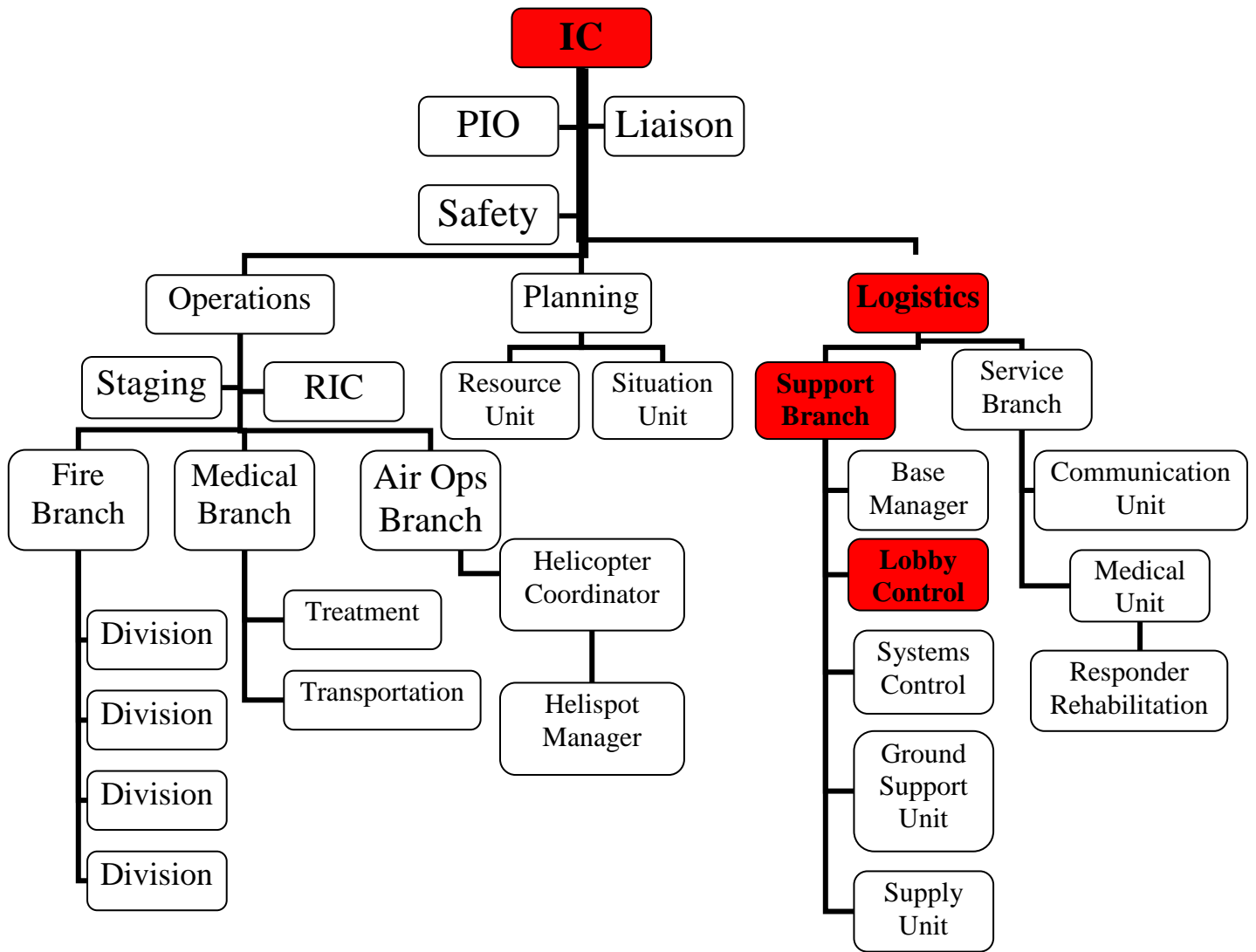
**Radio Call Sign "Systems"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____
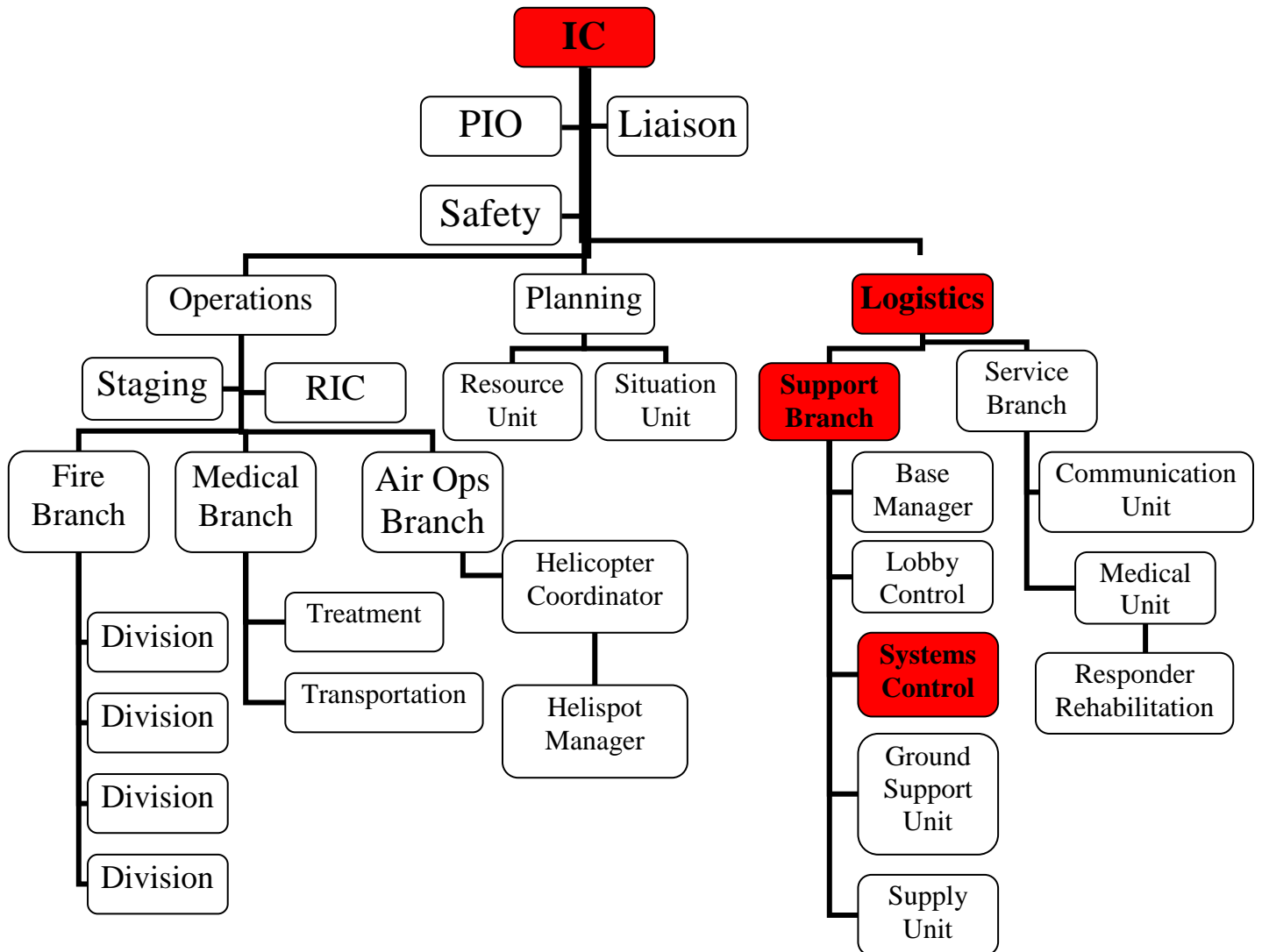
# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## <u>Ground Support Unit Leader Position Checklist</u>

- ❑ **Obtain briefing from Support Branch Director, Logistics Section Chief, or Incident Commander.**

- ❑ **Donn ICS position vest.**

- ❑ **Participate in Support Branch/Logistics Section planning activities.**

- ❑ **Identify, establish, and implement safe movement routes and exterior Safe Refuge Areas identified in the Traffic and Personnel Movement Plans.**

- ❑ **Assign personnel to transport services including stairwell, ground level, and general motor transport.**

- ❑ **Assign personnel to fueling and support of apparatus and portable power equipment and emergency power systems as appropriate.**

- ❑ **Assign personnel to SCBA air cylinder refilling and support.**

- ❑ **Maintain inventory of support and transportation vehicles and fuel supplies.**

- ❑ **Update Support Branch, Logistics Section, or Incident Commander as directed.**

- ❑ **Secure operations and release personnel as determined by the Demobilization Plan.**
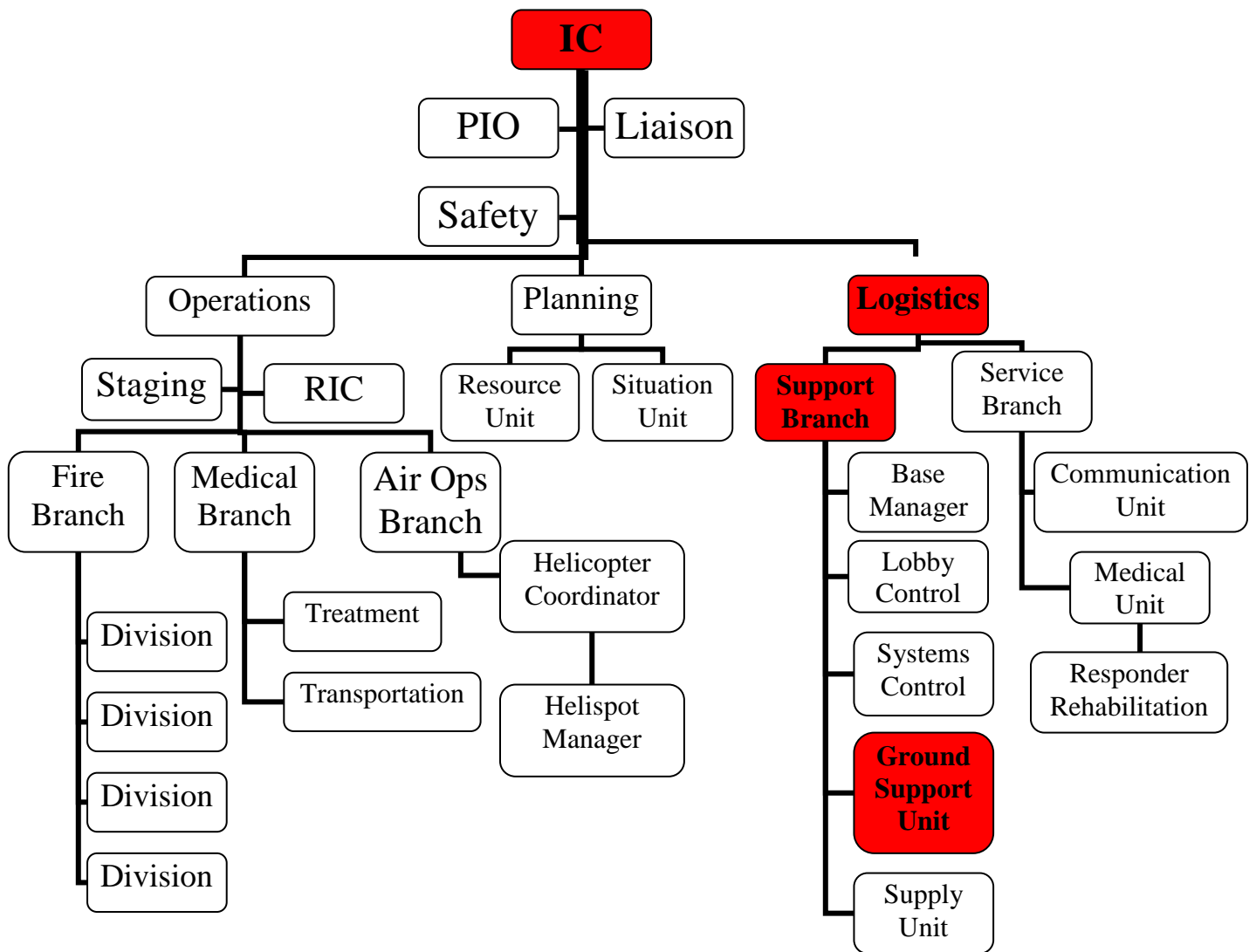
- ❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Ground Support Unit Leader

**Radio Call Sign "Group Support"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____

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                              ┌────────┐
                              │   IC   │
                              └────────┘
                      ┌────────┐   │   ┌──────────┐
                      │  PIO   ├───┼───┤ Liaison  │
                      └────────┘   │   └──────────┘
                      ┌────────┐   │
                      │ Safety ├───┤
                      └────────┘   │
        ┌──────────────┬───────────┴──────────────────────┐
   ┌──────────┐                ┌──────────┐          ┌────────────┐
   │Operations│                │ Planning │          │ Logistics  │
   └──────────┘                └──────────┘          └────────────┘
   ┌────────┐  ┌────────┐   ┌──────────┐ ┌──────────┐  ┌──────────┐  ┌──────────┐
   │Staging │  │  RIC   │   │ Resource │ │Situation │  │ Support  │  │ Service  │
   └────────┘  └────────┘   │   Unit   │ │   Unit   │  │  Branch  │  │  Branch  │
                            └──────────┘ └──────────┘  └──────────┘  └──────────┘
 ┌────────┐ ┌────────┐ ┌──────────┐                    ┌──────────┐  ┌────────────┐
 │  Fire  │ │Medical │ │ Air Ops  │                    │   Base   │  │Communication│
 │ Branch │ │ Branch │ │  Branch  │                    │ Manager  │  │    Unit    │
 └────────┘ └────────┘ └──────────┘ ┌──────────┐       └──────────┘  └────────────┘
                                     │Helicopter│       ┌──────────┐  ┌──────────┐
   ┌────────┐    ┌──────────┐        │Coordinator│      │  Lobby   │  │ Medical  │
   │Division│    │Treatment │        └──────────┘       │ Control  │  │   Unit   │
   └────────┘    └──────────┘                           └──────────┘  └──────────┘
   ┌────────┐    ┌──────────┐        ┌──────────┐       ┌──────────┐  ┌────────────┐
   │Division│    │Transport-│        │ Helispot │       │ Systems  │  │ Responder  │
   └────────┘    │  ation   │        │ Manager  │       │ Control  │  │Rehabilitation│
   ┌────────┐    └──────────┘        └──────────┘       └──────────┘  └────────────┘
   │Division│                                           ┌──────────┐
   └────────┘                                           │  Ground  │
   ┌────────┐                                           │ Support  │
   │Division│                                           │   Unit   │
   └────────┘                                           └──────────┘
                                                        ┌──────────┐
                                                        │  Supply  │
                                                        │   Unit   │
                                                        └──────────┘
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# SAN MATEO COUNTY HIGH-RISE INCIDENT PLAN

## Division/Group Supervisor Checklist

❑ **Implement Incident Action Plan for Division or Group.**

❑ **Donn ICS position vest if available/applicable.**

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

❑ **Identify increments assigned to the Division or Group.**

❑ **Review assignments and incident activities with subordinates and assign tasks.**

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

❑ **Coordinate activities with adjacent Divisions or Groups.**

❑ **Determine need for assistance on assigned tasks.**

❑ **Submit situation and resources status information to Branch Directors 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 or Group.**

❑ **Participate in the development of tactical plans for next operational period.**

❑ **Maintain Unit/Activity Log (ICS Form 214).**

# Division/Group Supervisor

**Radio Call Sign "Division XX" or "XX Group"**

**Command Frequency** _____

**Tactical Frequency** _____

**Support Frequency** _____