

# ANNEX F

# FIREFIGHTING

City of Beaumont



**EMERGENCY MANAGEMENT**

# APPROVAL & IMPLEMENTATION

## Annex F

### Firefighting

 Signature (Anne Huff)	Fire Chief	<u>9/20/2012</u> Date
 Signature	Fire-Ops Section Chief	<u>10-11-2012</u> Date
 Signature	Fire-Plans Section Chief	<u>10-8-12</u> Date
 Signature	Fire-Logs Section Chief	<u>10-11-12</u> Date
 Signature	Chief of Police	<u>10-29-12</u> Date
 Signature	Public Health Director	<u>10/9/2012</u> Date
 Signature	Water Utilities Director	<u>10/11/2012</u> Date
 Signature	Public Works Director	<u>10/9/12</u> Date
 Signature	EMC	<u>10/29/2012</u> Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the annex may sign the annex.

# RECORD OF CHANGES

## Annex F

### Firefighting

**Fire Department Planning Team Review:** May 30, 2012

Command: Fire Chief Anne Huff

Operations Section Chief: Assistant Chief Christian Singler

Planning Section Chief: District Chief Jack Maddox

Admin & Finance Section Chief: Fire Administrator Danny Cross

Logistics Section Chief: District Chief Joe Condina

Logistics-Services Branch Director: District Chief Keith Stewart

Technical Response Branch Director: Deputy Chief Calvin Carrier

Fire Response Branch Director: Deputy Chief Jeff McNeel

Medical Response Branch Director: Deputy Chief Keith Nolen

Public Information Officer: Captain Brad Penisson

Communications Group Supervisor: Captain Pat Grimes

**Reviewed by City Planning Committee Members:** October 10, 2012

Tim Ocnashek- EMC and Law Enforcement

Glenda Piazza-Emergency Management

Anne Huff- Chief, Fire/Rescue

Christian Singler- Asst Chief Fire/Rescue

Thomas Gill- Public Works, Streets and Drainage Mgr

Bart Bartkowiak- Technology Services (phone conference: no updates)

Chris Boone- Director, Community Development

Amalia Villarreal- Water Utilities

**EMC Review Date:** October 1, 2012

Change #	Date of Change	Entered By	Date Entered

# ANNEX F FIREFIGHTING

## I. AUTHORITY

See Section I of the Basic Plan for general authorities.

## II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations in the City of Beaumont. In addition to firefighting, the fire department has the responsibility for rescue, radiological protection, and hazardous materials & oil spill response operations as addressed in Annexes R, D and Q, respectively.

## III. EXPLANATION OF TERMS

### A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FNSS	Functional Needs Support Services
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
MACS	Multi-Agency Coordination System
NIMS	National Incident Management System
NRF	National Response Framework
RRP	Regional Response Plan
RUC	Regional Unified Command
SOC	State Operations Center
SOG/SOP	Standard Operating Guidelines/Standard Operating Procedures
TFS	Texas Forest Service
TRRN	Texas Regional Resource Network
UC	Unified Command
VFD	Volunteer Fire Department

### B. Definitions

1. Conflagration. Uncontrolled burning that threatens human life, animal life, health, or property. A conflagration can be accidentally begun, naturally caused (wildfire), or intentionally created (arson). During conflagration property is damaged or destroyed by fire. Conflagrations can result in casualties, deaths, or injuries from smoke inhalation or burns.

2. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. For domestic consequence management, the primary authority rests with the States to respond and the Federal Government to provide assistance as required. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).
3. Crisis Management. Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The requirements of crisis management and consequence management are combined in the NRF.
4. Expedient Evacuation. Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.
5. Hazardous Materials (Hazmat) A substance in a quantity or form posing an unreasonable risk to health, safety and/or property when manufactured, stored, or transported in commerce; A substance which by its nature, containment, and reactivity has the capability for inflicting harm during an accidental occurrence, characterized as being toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer , thereby posing a threat to health and the environment when improperly managed; Includes EHSs, HSS, HCs, toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances; Substances defined as hazardous by the most current edition of the International Fire Code adopted by the City of Beaumont.
6. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy and tactics for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.
7. Multi-agency Coordination Systems (MACS). Part of ICS/NIMS that provides the basic architecture for facilitating the allocation of resources, incident prioritization, coordination and integration of multiple agencies for large-scale incidents and emergencies.
  - a. Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information;
  - b. Establishing priorities between incidents and/or Area Commands in concert with Incident Commanders or a Unified Command;
  - c. Acquiring and allocating resources required by incident management personnel in concert with the priorities established by Incident or Unified Command;
  - d. Anticipating and identifying future resource requirements;
  - e. Coordinating and resolving policy issues arising from the incident(s); and
  - f. Providing strategic coordination as required

8. Terrorist Incident. Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 213 5 (2002).

## IV. SITUATION AND ASSUMPTIONS

### A. Situation

1. The City of Beaumont depends on its municipal fire department for fire protection and prevention.
2. Several hazards within the community create vulnerabilities with regard to fire protection. These include refining/chemical production facilities, tank farms, pipelines, high rise structures, hospitals and nursing homes, port/marine facilities, municipal airport, prison complexes, wildland/urban interface zones, railways and switchyards, hazardous materials in all modes of transportation and commercial facilities, flood-prone areas, and conflagration potential within residential areas.
3. Fire prevention and control present daily challenges to fire service personnel. These challenges become more significant during emergency situations. The challenges of fire prevention and control are exacerbated when multiple emergency situations occur simultaneously or when a disaster has already impacted the local area.
4. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment. Uncontrolled fires may reach such proportions as to become a major emergency situation.
5. Fire scenes may present problems requiring a response by emergency medical services, law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using ICS/NIMS is essential.
6. Large-scale emergencies, disasters, and acts of terrorism may adversely impact firefighting personnel, equipment, facilities, and communications systems.

### B. Assumptions

1. Existing Fire Department personnel and equipment will be able to handle most firefighting situations with departmental resources.
2. A trained, equipped and organized rescue service can provide the capability to conduct search and rescue operations to minimize loss of life, release trapped persons, and locate the missing or dead.

3. The first ICS-trained City responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. For fires, technical rescue/recovery, hazmat, and radiological incidents, a Fire Department Chief Officer will generally assume the role of IC. The IC will direct and control responding resources and designate emergency operating areas. Depending on the situation, Unified Command may be initiated. The EOC will generally not be activated.
4. When support is needed beyond the capabilities of the Fire Department, assistance can be requested through existing mutual aid agreements.
5. If our resources and those obtained pursuant to regional and inter-local agreements are insufficient during a major incident or disaster, State and/or federal resources can be requested to augment our firefighting capabilities.
6. During major emergency situations, our firefighting resources may be damaged and specialized supplies depleted.

## V. CONCEPT OF OPERATIONS

### A. General

1. Fire Department emergency services in a disaster situation are basically the same as in routine operations. These services include fire control, first responder emergency medical services, hazmat and oil spill response, radiological protection operations and certain technical rescue/recovery specialties. During disaster situations, fire department teams may also manage special needs evacuation operations, or go door-to-door to warn citizens who cannot be reached by primary warning systems.
2. During emergency operations, response may be required from other City departments so that the Fire Department can effectively provide the above services.
3. The Fire Department also plays a major response and recovery role in providing the above services in the event of a domestic terrorist incident.
4. Firefighting resources are identified in Annex M, Resource Management.

### B. Implementation of ICS/NIMS

1. The first-arriving ICS-trained City responder should immediately size-up the situation, initiate protective measures and maintain control using ICS at all fires. Command will subsequently be transferred to a Fire Department Chief Officer, who will act as stationary IC at the Incident Command Post (ICP). Unified Command should be considered when the situation requires response of multiple City departments and the establishment of a Branch or Division/Group structure.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System (MACS). Transitioning to MACS is advantageous and beneficial during large-scale disasters that

require additional personnel, resources, and the coordination and management of communications.

3. The EOC is central to MACS, functioning as a conduit for coordinating information and resources to support incident operations. The IC will manage and direct the on-scene response from the ICP. The EOC will assemble and deploy resources for use by the IC/UC, coordinating external resources and technical support, researching problems, providing information to senior managers, disseminating emergency public information, and performing other tasks to support field operations.

### **C. Protective Action Recommendations**

1. During response to a fire, hazardous materials or radiological release, flooding, terrorist incident, natural disaster or other emergency situation, the IC/UC may determine that the most appropriate action is to immediately and expeditiously evacuate people who are threatened and/or at risk.
2. When a protective action determination is made, fire service and/or other emergency responders at the incident site will normally warn affected residents and provide instruction and direction for evacuating or sheltering-in-place.
3. Major fires, hazardous material releases, flooding, a natural disaster or terrorist incident may require large-scale evacuation.

### **D. Evacuation Operations**

1. The IC/UC may direct an expedient evacuation from the incident site, isolation zone, or protective action zone associated with a hazard. Fire Department and/or other emergency responders on site will normally initiate the evacuation pending the arrival of supplemental forces.
2. The Emergency Management Office is responsible for coordinating the pre-planning for evacuation of known risk areas.
3. The fire service and law enforcement have lead roles in carrying out large-scale evacuation operations. Fire Department and the Public Health Department handle Functional Needs Support Services (FNSS) evacuation, while law enforcement handles general evacuation. Emergency Management supports evacuation operations by coordinating necessary resources. During such evacuations, City personnel may be tasked to:
  - a. Alert residents in the affected area who have not been warned by other means.
  - b. Evacuate individuals who require assistance.
  - c. Participate in activities to support evacuation operations.

### **E. Terrorist Incident Response**

1. The Fire Department will respond in accordance with Emergency Service Functions (ESF), rescuing, providing emergency medical care, establishing and controlling safe



zones (hot, warm and cold), extinguishing fires, and providing specialty/technical support services, as required, to manage the incident.

2. The Fire Department will collaborate with law enforcement and other agencies to provide appropriate incident stabilization that minimizes disturbing or destroying actual or potential evidence related to a terrorist act.
3. If a terrorist incident occurs, a UC structure will be used to provide law enforcement and other emergency response disciplines coordinated direction and control during crisis management operations. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.
4. Coordination through Emergency Management will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. UC should be utilized, with the fire service normally having the lead role in consequence management for situations involving fires and explosions, chemical agents and radiological materials, and law enforcement normally having the lead local role for terrorist incidents.
5. During consequence management, the UC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V, Terrorist Incident Response, Section V.B.2, for further information on terrorist incident consequence management.

#### **F. Requesting External Assistance**

1. If our local fire resources are inadequate to deal with an emergency situation, the Fire Chief or other authorized official may request additional resources pursuant to inter-local (mutual aid) agreements to which local fire departments are a party. The Fire Chief may also request assistance from industries and businesses with firefighting resources that have agreed to assist us during emergencies.
2. If our fire department resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, State-wide mutual aid will be requested in accordance with the *Texas Fire and Rescue Mutual Aid Plan* (see *State of Texas Emergency Management Plan*, Annex F, Section IV.H).
3. If the foregoing resources are inadequate to deal with an emergency situation, the Mayor or designee may request State firefighting assistance, in accordance with Section V.F. of the Basic Plan, from the DDC 2B in Beaumont.
4. During times of extreme fire danger, the TFS will pre-stage firefighting resources in several parts of the State. Jefferson County does fall within the 52 County Fire Suppression Zone identified by the TFS. TFS assistance is limited to forest or grassland fires, not structure fires. The Mayor or designee may make requests for these resources to the DDC. During emergency situations where time is of the essence, IC/UC or EMC may make resource requests directly to a TFS Regional Fire Coordinator.

#### **G. Actions by Phases of Emergency Management**

1. Prevention

- a. Enforce fire codes.
- b. Provide public fire safety education and public awareness programs.
- c. Recommend fire prevention activities to promote enforcement of unauthorized activities such as brush clearance, outdoor burning restrictions, and use of fireworks.
- d. Investigate fires, enforce arson statutes, and identify community fire problem(s) or trends.
- e. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
- f. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
- g. Activate local warning system(s) as necessary to warn and provide messages to responders and the public.

## 2. Preparedness

- a. Maintain a list of all firefighting resources (see Annex M). In accordance with Section IX.A of the Basic Plan, applicable City of Beaumont resources are entered into the Texas Regional Resource Network (TRRN), as required, to facilitate assistance pursuant to mutual aid agreements.
- b. Inspect and maintain all equipment.
- c. Stockpile specialized supplies.
- d. Ensure fire department personnel are properly trained on fire control, basic life support, hazmat response, rescue, and ICS/NIMS. Our emergency response personnel meet the NIMS national qualification and certification standards.
- e. Develop communications procedures to ensure adequate communications between emergency responders.
- f. Plan and execute NIMS-compliant training exercises for firefighting personnel on a regular basis.
- g. Test, maintain, and repair equipment on a scheduled basis.
- h. Revise and update response plans at regular intervals.

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## 3. Response

- a. Alert and advise all emergency response personnel and decision-makers to the dangers associated with fire and hazardous materials during emergency operations.

- b. In all emergency operations, give priority to public and firefighter safety, protecting property, and the environment, respectively.
- c. Contain, control, and extinguish fires within the existing level of capability.
- d. Initiate rescue missions and provide emergency medical treatment, as necessary, within the existing level of capability.
- e. Control hazmat incidents within the existing level of capability (see Annex Q).
- f. Conduct radiological monitoring and assessment within the existing level of capability. Maintain an operational Radiological Protection Program in accordance with State and federal standards (see Annex D). The NRF Nuclear/Radiological Incident Annex addresses the federal response to incidents involving radiological materials.
- g. Initiate evacuation and/or shelter-in-place orders for emergency sites, if deemed necessary.
- h. Deploy support services and equipment, as necessary.
- i. Provide fire inspections and fire protection for temporary shelters and mass care facilities.

#### 4. Recovery

- a. Perform fire inspections of restored or reconstructed buildings.
- b. Perform or assist in decontamination and cleanup.
- c. Assess damage to fire equipment and facilities, if necessary.
- d. Recommend condemnation of unsafe buildings and/or removal of unsafe structures following an incident.
- e. Review fire codes in relation to an incident or disaster and recommend improvements to City Council.

<b>VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>
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#### **A. General**

- 1. The Fire Chief will serve as the Executive Fire Officer, who is responsible for managing and leading the operations of all fire department sections (See Appendix 1).
- 2. The Fire Operations Section Chief is responsible for managing and leading fire department pre-incident planning, maintenance and testing programs and related activities for the following emergency service branches and groups:
  - a. Fire Response Branch

- 1) Hose Maintenance & Testing Group
  - 2) SCBA Maintenance & Testing Group
  - 3) PPE Maintenance & Testing Group
  - 4) Ladder Maintenance & Testing Group
  - 5) Hydrant Maintenance & Testing Group
  - 6) Apparatus Maintenance & Testing Group
- b. Medical Response Branch
- 1) BLS/ALS First Responder Group
  - 2) Occupational Safety & Health Group
  - 3) Officer Development Group
- c. Technical Response Services
- 1) Technical Rescue & Recovery Group
  - 2) Water Response & Recovery Group
  - 3) Hazardous Materials Response Group
3. The Fire Planning Section Chief serves as the City Fire Marshal, who is responsible for managing and leading three prevention-related groups: Code Enforcement, Investigations and Public Education and Information. The Planning Section's responsibilities include enforcement of all laws of the State of Texas, City ordinances, and regulations within the most recently adopted version of the International Fire Code and community outreach activities. The City of Beaumont has in place an ordinance prohibiting outdoor burning and the use of fireworks without a permit.
  4. The Fire Logistics Section Chief is responsible for managing and leading the Support and Services Branches. The Support Branch includes the Certification and Training Group, Purchasing Unit and Supply Unit. The Services Branch includes the Communications Group, Food Unit and Medical Unit.
  5. The Fire Administration & Finance Section Chief is responsible for general, budget and grants administration, database management and technology coordination.
  6. The Fire Operations Section consists of a network of fire stations located throughout the City. Fire Stations are staffed by skilled Firefighter/EMTs, who are all also Operations-Level Hazmat First Responders. The Fire Department's response capabilities also include certified technicians and specialists in hazardous materials response, and various technical rescue disciplines.
  7. ICS/NIMS will be used to manage and efficiently mitigate incidents by integrating a combination of personnel, equipment, facilities, procedures and communications into a common organizational structure. Due to the size, diversity and complexity of hazards encountered by the fire service, implementation and adherence to ICS/NIMS is utilized for managing both routine and large-scale emergencies.
  8. The first ICS-trained City responder to arrive on scene should initiate ICS until a more qualified responder arrives. A Fire Department Chief Officer will normally assume Command as the stationary IC in response to fires, hazmat incidents, oil spills, radiological incidents and technical rescue/recovery situations. When multiple departments/agencies are required to mitigate the incident, Unified Command should be considered so that resources are most efficiently utilized and coordinated.

9. The EOC may be activated during major emergencies and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multi-Agency Coordination System (MACS) is advisable.

## **B. Task Assignments**

### 1. The Fire Department will:

- a. Coordinate all fire services activities within the City.
- b. Dispatch and deployment of all Fire and EMS personnel and equipment during an emergency.
- c. Provide fire response services.
- d. Provide medical First Responder services (see Annex H).
- e. Provide hazardous materials response services (see Annex Q.)
- f. Provide search and rescue response services (see Annex R).
- g. Provide radiological response services (see Annex D).
- h. Provide evacuation services and assistance (see Annex E).
- i. Provide support for shelter/mass care operations (see Annex C.)
- j. Assist in warning and operation of warning systems (see Annex A.)
- k. Enforce fire codes and provide fire prevention activities.
- l. Prepare and execute inter-local agreements, as applicable.
- m. Provide support for other public safety operations, as necessary.
- n. Provide qualified individuals to staff the ICP and EOC, when activated.

### 2. The IC will:

- a. Establish and confirm Command and place the Incident Command Post in an effective operating position.
- b. Develop a regular approach to situation evaluation (size-up) by managing information and critical incident factors.
- c. Initiate, maintain and control efficient incident communications.
- d. Provide and manage a steady, adequate, timely stream of appropriate resources.
- e. Use a systematic, managed-risk method to make basic strategy decisions and to develop and initiate an Incident Action Plan (IAP).

- f. Confirm that the current IAP is meeting the tactical requirements of the incident, adequately provides for the safety of the workers, and identifies incident objectives that have not been covered.
- g. Provide the required duration of Command necessary to complete the incident objectives and insure that operations are safely concluded.
- h. Establish a specific division of responsibilities between the ICP and the EOC, if activated.
- i. During an Incident of National Significance, make a situation assessment and coordinate resource needs, as required, with the NRF, ESF #4. Coordination shall be made through the Multi-Agency Coordination Center (MACC)/Regional Unified Command (RUC), DDC, SOC, and TFS to the JFO (See NRF, ESF #4-Firefighting Annex).

3. Law Enforcement will:

- a. Maintain a radio-equipped police officer at the ICP until released by the IC.
- b. Provide personnel for staffing Unified Command, when initiated.
- c. Provide traffic control in and around the incident site and evacuation routes.
- d. Provide crowd control in and around the incident site.
- e. Provide perimeter access control. Limit entry to authorized personnel only. The IC/UC will determine the size of the cordon. Persons without a valid reason for entry into the area, and who insist on right of entry, will be referred to the designated law enforcement officer on duty for determination of status and/or legal action.
- f. Initiate and take action to implement warning messages for responders and the community (see Annex A), when required.
- g. Upon direction of the IC/UC, initiate evacuation actions. Update the 9-1-1 Operations Center and the EOC regarding the status of the evacuation.
- h. Provide access control to evacuated areas to prevent theft.
- i. Provide assistance in determining the number and identity of casualties.
- j. Provide personnel for the staffing of the EOC, if activated

4. Public Health Department will:

- a. Provide triage and medical treatment for casualties.
- b. Transport casualties requiring further treatment to medical facilities.
- c. Provide sanitarians to respond to commercial cooking establishments after a fire.

- d. Maintain personnel to provide medical monitoring of response personnel until released by the IC/UC.
  - e. Provide personnel for the staffing of the EOC, if activated.
5. Water Utilities Department will:
- a. Provide a radio-equipped Water Utilities supervisor at the ICP, when requested.
  - b. Provide personnel for staffing Unified Command, when required.
  - c. Make adjustments to the water distribution system, as feasible, to support adequate water supply for firefighting.
  - d. When notified of an incident, which may impact water or sewer systems, take precautionary actions to minimize damage to those systems.
  - e. When appropriate, provide inputs to the IC/UC or EOC for protective actions for the public relating to water and sewer systems.
  - f. Provide personnel for the staffing of the EOC, if activated.
6. Public Works Department will:
- a. Upon request of the IC/UC, provide heavy equipment support for fire control operations.
  - b. Upon request of the IC/UC, provide barricades and/or other traffic control devices to assist law enforcement with perimeter and traffic control.
  - c. Provide assistance in the demolition of unsafe structures after a fire has been extinguished.
  - d. Assist in debris removal, as necessary.
5. City Attorney will, upon request, assist the City Council by drafting legal documents enforcing outdoor burning and/or the use of fireworks (see Annex U).
6. The TFS will:
- a. Detect and/or coordinate response to wildland fires in the State.
  - b. Process requests for State firefighting assistance.
  - c. Coordinate firefighting ESF group actions to develop and implement mutual aid programs and procedures, as necessary.
  - d. Coordinate firefighting activities and issues involving fire departments, as applicable.

- e. Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations.
  - f. Conduct wildland fire training academies for State and local personnel.
7. The U.S. Forest Service will, upon request from the TFS, provide support for local fire control operations when U.S. Forest Service lands are threatened.

## VII. DIRECTION AND CONTROL

### A. General

1. For most calls for service, an IC will establish an ICP to direct and control operations at the scene. The stationary IC will typically be a Fire Chief Officer. All fire department teams will carry out tactical assignments and tasks as directed by the IC. Unified Command should be considered when the situation requires response of multiple City departments and the establishment of a Branch or Division/Group structure.
2. Emergency call-back and apparatus back-up procedures for the Fire Department will become effective when the Fire Chief declares that the Department is confronted with a condition in the category of major emergency and/or a situation threatens to extend beyond the resources or control of the Fire Department.
3. During a major emergency or disaster situation, which requires the activation of the EOC, the Fire Chief or his/her designee will be responsible for coordinating all fire service operations within the City in accordance with the principles of Unified Command and NIMS.
4. Internal and external response agencies are expected to follow the Incident Action Plan (IAP), carrying out assignments as directed by the IC/UC. However, organized response units will normally work under the immediate supervision of their own supervisors, who are expected to conform to the principles of ICS/ NIMS.
5. In emergency situations where multiple incident management teams, jurisdictions, State and/or federal agencies are providing significant response resources or technical assistance over a wide disaster area, it is generally desirable to transition from the normal UC structure to Unified Area Command structure. This structure helps to ensure that conflicts do not arise between incident management teams working in close proximity to each other.
6. In some situations, the EOC may be activated to monitor potential threats to the community. Activations of this type are most likely when:
  - a. A significant wild land fire threatens our community.
  - b. A hurricane threatens our region.
  - c. A generalized threat exists and there is no identifiable incident site, as may be the case for a terrorist threat.



7. When the EOC is activated, the Fire Chief or his/her designee will normally report to the EOC to coordinate the Fire Department response.

## **B. Incident Command System – EOC Interface**

When both the EOC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the EOC. A general division of responsibilities is outlined in Section V.D of Annex N, Direction and Control.

## **C. Line of Succession**

The line of succession for the Fire Chief is:

1. Operations Section Chief
2. Deputy Chief on-duty
3. Logistics Section Chief
4. Planning Section Chief

<b>VIII. INCREASED READINESS ACTIONS</b>
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## **A. Readiness Level IV – Routine Readiness**

See the mitigation and preparedness activities in paragraphs V.G.1 and V.G.2 above.

## **B. Readiness Level III – Increased Readiness**

1. Monitor the situation and consider situation briefings for senior staff.
2. Alert key personnel, determine personnel availability, and update staff call lists.
3. Check readiness of all equipment and repair or replace as needed.
4. Check status of supply items and restock as needed.
5. Review inter-local agreements for use of firefighting resources operated by other agencies.
6. Review plans and procedures and update them, if necessary.

## **C. Readiness Level II – High Readiness**

1. Activate applicable personnel and make preliminary assignments. Identify personnel to increase staffing, as required.
2. Identify equipment that may be needed, and stage or place on standby.
3. Identify personnel to staff the EOC and ICP when activated.
4. Prepare to implement inter-local agreements.

#### **D. Readiness Level I – Maximum Readiness**

1. Mobilize selected or additional Fire Department personnel.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch Fire Department representative(s) to the EOC, when activated.

<b>IX. ADMINISTRATION AND SUPPORT</b>
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#### **A. Reporting**

1. Departments are responsible for documenting and maintaining reports during normal operations and throughout all phases of disaster response.
2. Departments will follow documentation and reporting criteria that apply to eligibility for reimbursement.
3. In addition to records and reports that may be required, responders and supervisors participating in emergency operations should provide appropriate situation reports to the IC/UC. The IC/UC will provide periodic updated status reports to the EOC.
4. Per VII.A.6., if the EOC is activated to monitor potential threats, situation reports should be provided to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Status Reports. The essential elements of information for these reports are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

#### **B. Records**

1. Activity Logs. The IC/UC and, if activated, the EOC, will maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in Activity Logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents, hazmat incidents, unauthorized open space burning, or during a declared disaster may be recoverable from the responsible party. Hence, all City responders will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

#### **C. Preservation of Records**

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

**D. Resources**

- 1. A listing of local fire department resources can be found in Annex M, Resource Management.
- 2. The City has implemented a firefighting equipment acquisition program to ensure our equipment complies with the relevant NIMS performance and interoperability standards. Our firefighting resources are categorized by size, capacity, capability, and skill.

**E. Communications**

The City of Beaumont communications network is shown in Appendix 2.

**F. Post Incident Review**

For large-scale emergency operations, the EMC shall organize and conduct an after action review of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

**X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Fire Chief, in coordination with Fire Department Section Chiefs, assisting Department Heads and the EMC are responsible for developing and maintaining this annex.
- B. This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs/SOGs covering those responsibilities.

**XI. REFERENCES**

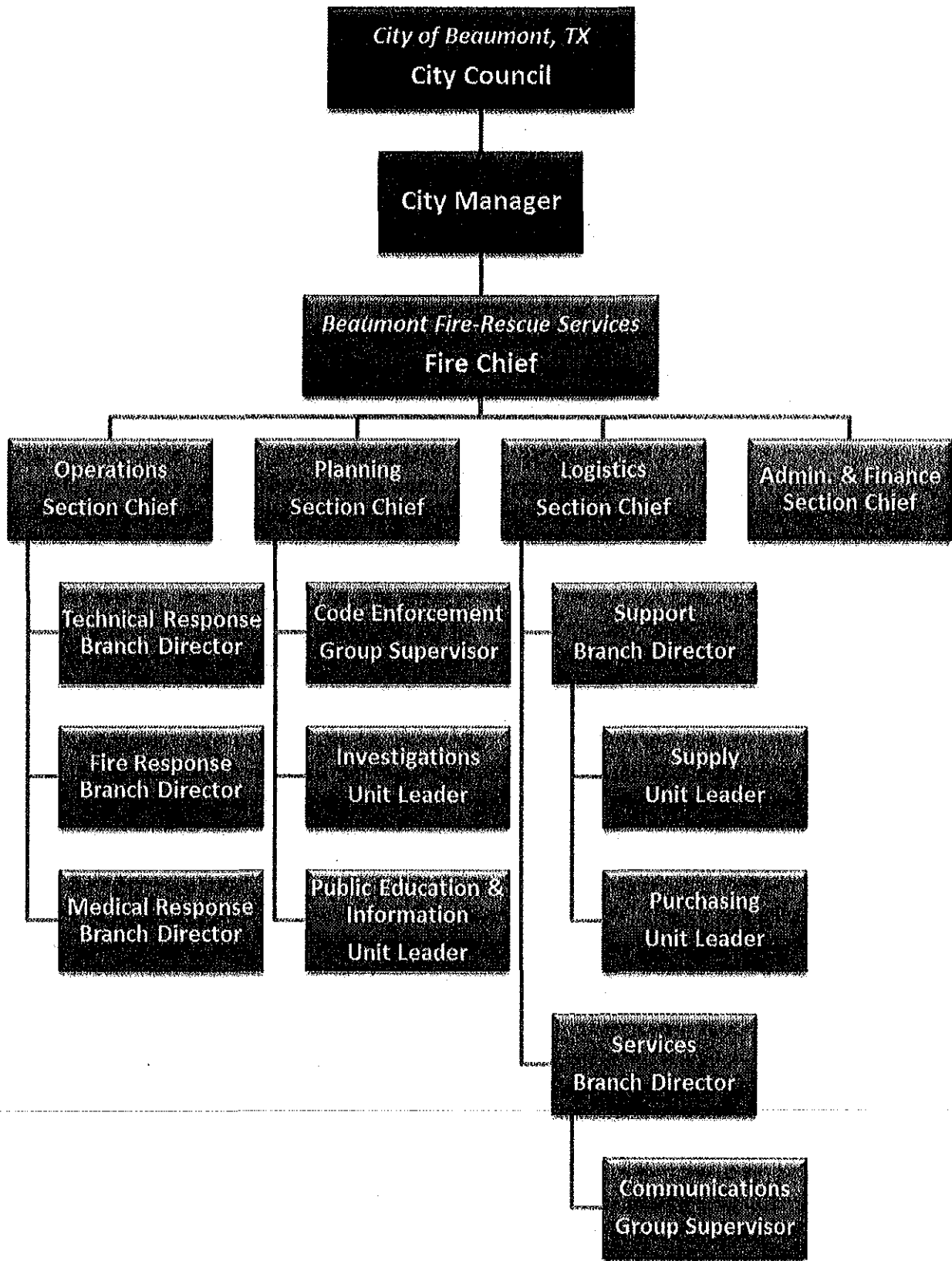
- A. Annex F (Firefighting) to the *State of Texas Emergency Management Plan*.
- B. *Texas Intrastate Fire Mutual Aid Plan*.

**APPENDICES**

Appendix 1 ..... Fire Department Management Structure-Routine Readiness

Appendix 2 ..... City Communications Network

FIRE DEPARTMENT MANAGEMENT STRUCTURE-ROUTINE READINESS



CITY COMMUNICATIONS NETWORK

