

**CONTRACOSTACOUNTY OPERATIONAL AREA**

**POLICY #15**

<b>TOPIC: CONTRA COSTA HIGH RISE POLICY</b>			
<b>Revision Date</b> December 18, 2012	<b>Replaces</b> NEW	<b>Approved By</b> County Chiefs	<b>Pages</b> 24
<b>DISPOSITION: Operational Area Policy Manual</b>			

**Purpose:** The Contra Costa County High-rise policy describes an all hazard organization designed to provide management and control of essential functions at incidents occurring in large multi-story buildings. These incidents present significant operational, management, logistical, and safety challenges for firefighters.

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 response personnel.

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 challenges specific to 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 firefighters.

**Policy:** It is the policy of the Contra Costa 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 Contra Costa 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: Modular Organization Development**

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.

## **Designated Incident Facilities**

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 a Staging Area 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; Lobby Control Unit Leader, Base Manager, Staging Area Manager, and Rapid Intervention Group Supervisor.

**Specialized High-rise ICS Positions:** Lobby 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 crew 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 crew 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 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 incident priorities, strategic/tactical objectives, incident organization, communications, and safety. 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 Establish incident priorities
- 2 Determine the appropriate strategy
- 3 Establish tactical objectives
- 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. Division 6 indicates the 6<sup>th</sup> 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, cchecklists, and any other necessary equipment for their area of responsibility.

Division/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
- 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/or 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.

## **Communications**

A command and tactical frequency shall be assigned to all High Rise Incidents. The Command Staff, unit, and group leader communications will take place on the Command frequency. Single resource engine and truck company communications will take place on the tactical channel. Division supervisors, RIC, and Safety shall monitor both the command and tactical frequencies.

## **APPENDICES:**

Appendix A – Glossary of Terms

Appendix B – High-rise Equipment

Appendix C – High-rise Incident Fire Resource Assignments

Appendix D – Position Checklists

## **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.

**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.

**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. The Operations Division 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.

**Rapid Ascent Team(RAT)** – A fire company(s) assigned to ascend and clear the fire attack stairwell and

then the evacuation stairwell to evacuate and or rescue fire victims. The RAT crew will continue to monitor and clear the stairwells throughout the incident.

**Rapid Intervention Crew (RIC)** – Team that consists of 3 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.

**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.

**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.

**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" Contra Costa County Operations Area High-Rise Equipment**

**Equipment:** All companies/overhead shall bring equipment appropriate for 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), and thermal imaging cameras

### **Truck Companies:**

Forcible Entry Tools, Pike Poles/Rubbish Hooks, SCBA Bottles, and thermal imaging cameras

### **Hose Compliments/Stand pipe kits:**

1. The standard high-rise hose pack shall include:
  - (3) 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 11/4" nozzle tip)
  - (9) 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) 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 line should be considered the primary fire attack hose used for a high-rise incident. The 1 ¾" hose bundle should be considered as an option only under unusual conditions.

## Appendix "C" High-rise Incident Fire Resource Assignments

### **1<sup>st</sup> Alarm Assignment- 5 Engines, 2 Trucks, 1 Safety Officer, and 2 Battalion Chiefs**

**First Unit:** Recon/ Fire Attack (Use company designator unless/until assigned an ICS designator)

- Condition report and exterior size-up
- Establish initial incident command.
- Access "Knox box" keys
- Gain entry to building. Designate Main access point
- Check alarm panel for fire signal location and type
- Make contact with building personnel if possible
- Designate stairwells (Attack Stair & Evacuation Stair)
- Pass or transfer command of the incident to first arriving Chief Officer.
- Size-up appropriate lower floor(s) enroute to the floor of alarm or fire
- Assume "Divisionx " until relieved. Transmit a condition report to command.

**First Truck:** Support First Engine/Division

- Aerial Ladder operations if immediately needed to effect rescue
- Forcible Entry/Ventilation/ and Search

**Second Engine:** Lobby Control, ("Lobby")

- Lobby/Systems Control
- Control Elevators, assess, and clear for Operational use
- Confirm Fire Attack/Evacuation Stairwell- Direct companies to the same.
- Establish Accountability- Distribute FF phones and keys
- Initiate public address system announcements as directed by IC

**Third Engine:**

- Engineer- Supplies appropriate fire department connection(s)
- Crew- Supports First Engine/Division

**Fourth Engine:** Support First Engine/Division

**Fifth Engine:** Establish RIC one floor below fire/alarm floor

**Second Truck (Engine if Truck not available):** Establish Rapid Ascent Team ("Rat")

- Clear fire attack and then the evacuation stairwell to the roof.
- Primary Search floors above the "fire/alarm floor"

**First Battalion Chief:** Establish IC and/or assume command and establish the ICP. ("Command")

**Second Battalion Chief:** Check-in, Assume Division Supervisor on the fire floor ("DivisionX")

**First Safety/Training Captain:** Check-in, Report to floor(s) operation and establish ("Safety")

**2<sup>nd</sup> Alarm Assignment- 5 Engines, 2 Trucks, 1 Breathing Support, 2 Battalion Chiefs, Communications Unit, 2 Ambulances, Ambulance Supervisor, Logistics Manager, and Fire Prevention Officer (s).**

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

**First Arriving Engine on 2<sup>nd</sup> Alarm:** Check-in and establish "Staging". Staging is located 2 floors below the fire floor if suitable.

**Remaining 2<sup>nd</sup> Alarm Engine and Truck Companies:** Check-in and assigned to Staging

**Breathing Support:** Check-in and establish Rehab area in Staging

**First Ambulance:** Check-in, Crew with appropriate equipment and carrying device to establish medical area in Staging

**Ambulance Supervisor and Second Ambulance:** Check-in assigned to Command Post.

**Suggested overhead assignments:**

Battalion Chief to assume "Staging"

Battalion Chief to assume "RIC Group Supervisor"

Logistics Manager: Check-in, Logistics Support for Base

Communications: Check-in, ICP and Communications Support

Fire Prevention Officer: Check-in, ICP and/or Fire Control Room Support

**3<sup>rd</sup> Alarm Assignment- 5 Engines, 2 Trucks, 2 Battalion Chiefs, and prompt for Incident Management Team Response.**

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

**First Arriving Engine:** Check-in, and establish "Base"

**Remaining 3<sup>rd</sup> Alarm Engine and Truck Companies:** Check-in and Assigned to Base.

**Suggested Overhead Assignments:**

Battalion Chief to "Operations"

Battalion Chief to "Evacuation Group Supervisor"

# Appendix "D"

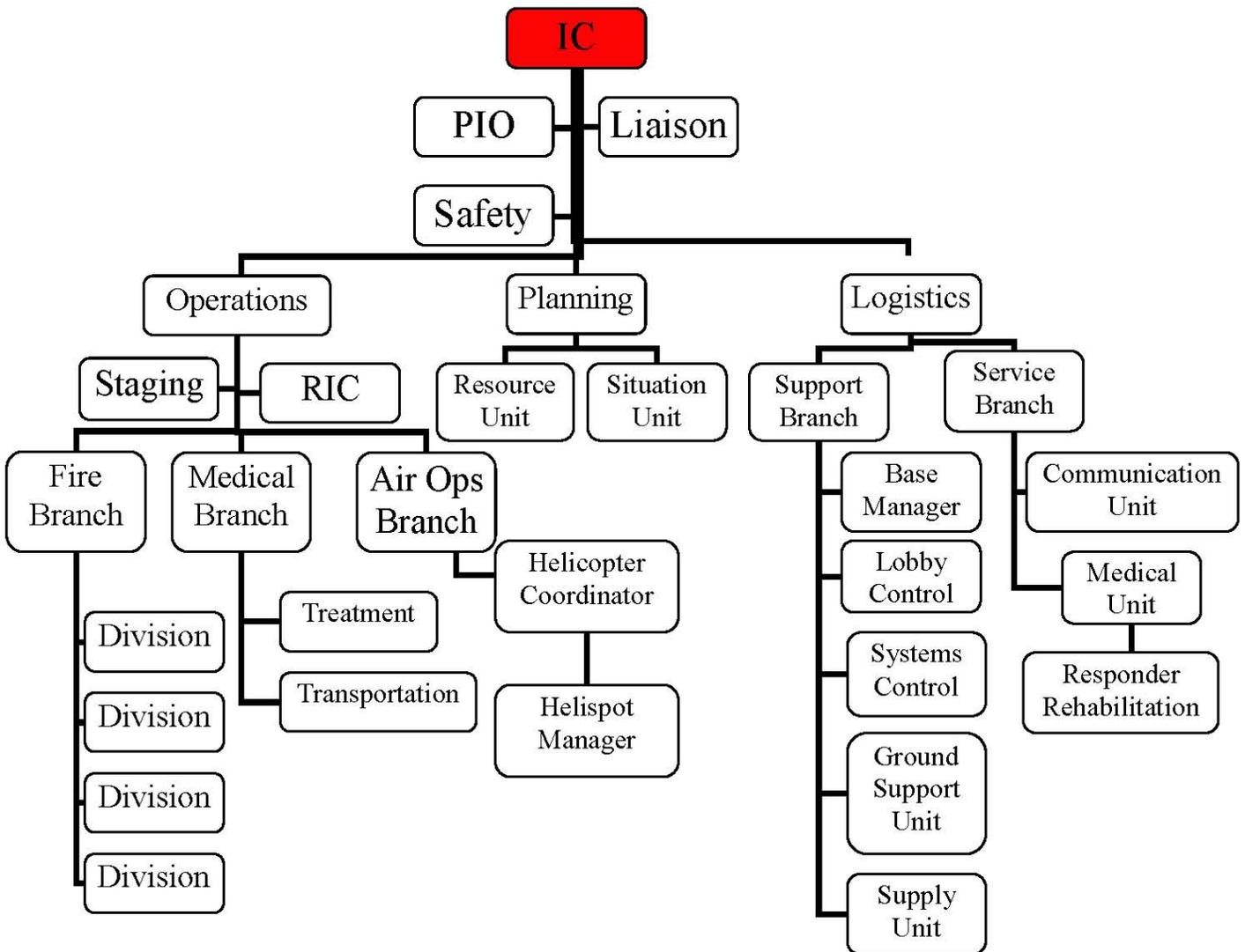
## Incident Commander Position Checklist

- Conduct an external size-up including a 360 degree view of the incident building
- Obtain a transfer of command and briefing from the prior IC, as appropriate
- Announce assumption of command on all assigned radio frequencies
- Determine Incident Priorities.
- Develop Strategic and Tactical Objectives
- Establish an Incident Command Post
- Consider the need for Unified Command
- Establish an appropriate incident organization
- Implement a communications plan
- Ensure that dynamic risk assessments, adequate safety, accountability measures are in place
- Approve and authorize the development of an Incident Action Plan (IAP)
- Coordinate activity for all Command and General Staff
- Coordinate with key building officials. Assign building engineer to the fire control room.
- Approve requests for additional resources or for the release of resources
- Keep Senior Staff Officer(s) 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 maintained
- Order the demobilization of the incident when appropriate
- Maintain Unit/Activity Log (ICS Form 214)

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

# Incident Commander Radio Call Sign "X Command"

Command Frequency \_\_\_\_\_ Tactical Frequency \_\_\_\_\_ Support Frequency \_\_\_\_\_



## **Division/Group Supervisor Checklist**

- Implement tactical objectives for Division or Group.
- Conduct dynamic risk assessments and ensure accountability for assigned resources.
- Review tactical objectives and missions with companies and assign tasks.
- Ensure that the IC and/or OSC are advised of resource status changes to the Division/ Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to the IC and/or OSC.
- Report hazardous situations, special occurrences, and/or significant events.
- Ensure that assigned resources 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 continued operations.
- Maintain Unit/Activity Log (ICS Form 214).

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

## **Lobby Control Unit Leader Position Checklist**

- Check in and obtain briefing from the IC.
- 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.
- Provide for the initial staffing and operation of the fire control room.
- Maintain Unit/Activity Log (ICS Form 214).

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

# **Rapid Intervention Crew/Group Supervisor Position**

## **Checklist**

- Obtain situation briefing from Operations Section Chief (OSC) or Incident Commander.
- Determine Rapid Intervention Crew/Group needs (personnel, equipment, and additional support).
- Evaluate tactical operations in progress. Coordinate with Divisions and Groups.
- 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 IC.
- Maintain Unit/Activity Log (ICS Form 214).

## **CCC Operations Area Policy #9 Minimum RIC Equipment Cache**

- RIC Equipment Staging Tarp
- RIC/Air bottle pack
- Search Rope with Lateral Search Ropes
- Rescue Sled or Tarp
- Thermal Imaging Camera (TIC)
- Forcible Entry Tools (Irons)
- Sledge Hammer
- Bolt Cutters
- Pike Pole

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

# **Safety Officer Position Checklist**

- Obtain situation briefing from I.C.
- Conduct a 360 degree exterior size-up and conduct on-going dynamic risk assessments.
- Review the Incident Action Plan (IAP) for safety implications.
- Identify, communicate, and mitigate identified hazards.
- Assign Assistant Safety Officers as needed.
- Exercise emergency authority to stop or prevent unsafe acts when immediate action is needed
- Ensure that Personnel Accountability & and adequate RIC resources are established and maintained.
- Participate in planning meetings and advocate effective risk management.
- Develop and communicate an incident safety messages as appropriate.
- Investigate accidents that have occurred within the incident area.
- Maintain Unit/Activity Log (ICS Form 214).

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

## **Operations Section Chief Position Checklist**

- Obtain a situation briefing from the IC
- 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 additional Supervisors as needed.
- Establish Staging Area and assign Staging Area Manager.
- Ensure RIC crew is established. Develop a RIC group as appropriate.
- Supervise Operations Section ensuring safety of all personnel.
- Determine need for any additional resources and make requests through command.
- Request periodic progress reports from Division/Group Supervisors.
- Maintain Unit/Activity Log (ICS Form 214).

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

## **Staging Area Manager Position Checklist**

- Obtain situation briefing from OSCand/or IC.
- Proceed to selected location and evaluate suitability(minimum two floors below). Update Command
- Request necessary resources and personnel to manage staging functions.
- Establish check-in function. Consider establishing a medical group within staging.
- 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, Rehab Area, and Medical Unit if co-located within Staging).
- Determine, establish, and/or request needed facility services (e.g. drinking water, lighting, etc.).
- Coordinate with Lobby and/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 or IC.
- Maintain staffing levels and advise the OSC or IC when reserve levels are reached.
- Direct crews and equipment to designated locations as requested by the OSC or Incident Commander.
- Maintain Unit/Activity Log (ICS Form 214).

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

# **Evacuation Group Supervisor Position Checklist**

- Obtain situation briefing from OSC or IC.
- 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 IC.
- Ensure ventilation of evacuation stairwell(s) and Safe Refuge Areas.
- Coordinate evacuation message with the Lobby Control 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 IC.
- Maintain Unit/Activity Log (ICS Form 214).

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

# **Planning Section Chief Position Checklist**

- Obtain situation briefing from Incident Commander.
- Develop the Incident Action Plan for current and on-going operations as appropriate.
- Complete ICS Form 215 (A/R) as appropriate.
- Brief and assign Operations Section personnel in accordance with Incident Action Plan.
- 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).

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

# **High-rise Incident Base Manager Position Checklist**

- Obtain briefing from the Incident Commander.
- 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 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 IC.
- Maintain Unit/Activity Log (ICS Form 214).

**Command Channel \_\_\_\_\_ Tactical Channel \_\_\_\_\_**

# High Rise Tactical Worksheet

## Tactical Objectives

10 20 30 40 50 60 90 120

Elapsed Time

Staging Area

### Mode of Operation

- Investigation
- Offensive
- Defensive

TAC \_\_\_\_\_ SUPPORT \_\_\_\_\_

### Incident Priorities

- Life Safety
- Fire Control
- Locate/Confine/Extinguish
- Limit Smoke Propagation

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

- Fire Attack/Division
- Lobby Control
- Water Supply-Standpipe
- Rapid Ascent Team
- RIC
- Ventilation/Systems Control/Evacuations
- Unified Command

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

- Reinforce Division
- Establish Staging
- Evacuation Group
- RIC Group
- Search

1 <sup>st</sup> Alarm		Assignments	PAR	PAR	PAR	PAR	PAR	PAR
E-								
E-								
E-								
E-								
E-								
T-								
T-								
STC-								
BC-								
BC-								
2 <sup>nd</sup> Alarm		Assignments	PAR	PAR	PAR	PAR	PAR	PAR
E-								
E-								
E-								
E-								
E-								
T								
T-								
BS-								
BC-								
BC-								

### Incident Commander Checklist

- Complete drive around 360 degree size-up
- Establish Command Post and develop Unified Command- (Law Enforcement and Building Official(s))
- Initiate Tier 1 MCI plan request ambulance supervisor to the ICP.
- Request additional alarms early
- Control ventilation and building systems
- Initiate evacuation instructions through Lobby/Systems Control Unit.