

ANNEX F - FIREFIGHTING (ESF #4)

I. PURPOSE

This annex establishes the policy for fire and rescue operations when coordinating response during emergencies in Shelby County.

II. MISSION AREAS AND LIFELINES

A. Mission Areas

1. **Prevention:** Fire departments work with the community to prevent fires and other emergencies from happening. They teach children and adults about fire prevention, and they do facility inspections to identify immediate hazards to safety.
2. **Protection:** Fire departments protect property by identifying critical code components and violations, and assist property and business owners in modifications to protect their property from disaster damages. They also work to advocate and utilize alarm systems to warn people about active threats and to facilitate a rapid response to protect from loss.
3. **Mitigation:** Fire departments work through fire code enforcement, juvenile fire-setter prevention programs, and other fire safety programming to lessen the incidence of fires and to educate the public about fire prevention.
4. **Response:** Fire departments provide fire suppression, special rescue services, and extrication services for incidents where fire is present or victims are entrapped. Fire service is also the key responder for incidents involving hazardous substances at fixed facilities, highway incidents, or other spills, leaks and releases.

B. Lifelines

1. **Safety and Security:** Fire departments provide general incident management, fire management and suppression, extrication and rescue, and hazardous materials containment and management.
2. **Health and Medical:** Fire departments are responsible for the health, safety and welfare of their responders and for decision-making that maintains environmental safety for the citizens and workers in the county who are affected by or part of a disaster incident.
3. **Hazardous Materials:** Fire departments are responsible for evacuation and isolation of the public from releases and spills of hazardous substances, and for containment of the substances to prevent further exposure through waterways, airborne exposure, or other transmission of chemicals to others

III. SITUATION AND ASSUMPTIONS

A. Situation

1. There are 11 fire departments in Shelby County, one of which is a full-time paid department with the remainder being a mix of paid per call and volunteer staffs.
2. Federal and state law mandates the use of the Incident Command System as described in the National Incident Management System (NIMS) to organize and direct all responders engaged in executing incident objectives.
 - a. The first arriving fire unit will assess the situation and implement components of ICS as needed; at a minimum, an Incident Commander will take charge of the incident.

- b. The Incident Commander (IC) establishes incident objectives and manages organizational resources and response personnel at the scene of an emergency.
- c. The ICS will be developed as partially or as fully as the situation warrants, and can be adjusted at any time to most effectively meet the needs of the incident at hand.
- d. The Incident Commander will activate the resources necessary to contain the incident.
- e. Units reporting for duty will report to the Staging Area unless otherwise directed by the Incident Commander.
- f. The IC will communicate activities with the fire liaison in the Shelby County EOC, when it is activated.

B. Assumptions

1. Fire personnel and equipment of Shelby County will be able to handle most emergencies through the use of existing mutual aid agreements.
2. If local agencies and mutual aid cannot handle the needed response, the Incident Commander will request support through The Ohio Fire Chiefs Association Emergency Response Plan.
3. Additional support can be obtained from the state and federal government through the Shelby County EOC.

IV. CONCEPT OF OPERATIONS

A. Core Capabilities

1. **Planning:** The fire service will participate in planning efforts for incidents that may involved the safety and welfare of the public due to a fire, accident, hazardous materials exposure, natural disaster, or other threat to the public's safety and well-being.
2. **Public Information & Warning:** The fire service plays a support role in public information and warning by providing basic information and directions to the public and neighborhoods in a disaster.
3. **Operational Coordination:** The fire service works together with other first responders to manage, contain, and control emergency situations.
4. **Fire Management & Suppression:** The fire service is the lead agency in extinguishment of fires, including the use of any and all equipment necessary to achieve such results, and the employment of specialized skills to carry out strategic and tactical operations to such end.
5. **Mass Search and Rescue Operations:** The fire service assumes the lead role in the search for victims and the removal of these victims from disaster sites, including those who are entrapped, buried, or otherwise unable to self-rescue.
6. **Screening, Search & Detection:** The fire service takes a significant role, in cooperation with public health, to screen and detect contamination during emergencies of a radiological or nuclear nature.

B. Local Operations

1. The first arriving unit to an emergency that endangers the public's welfare and safety will take immediate command of the incident, and will organize and direct all subsequent arriving units until command is formally transferred to another more qualified, experienced or higher-ranking unit.
 - a. Subsequent arriving fire units will be assigned roles in the General Staff (NIMS) to create an effective and efficient response system based upon the incident, specifically in sections for Operations, Logistics, Planning, and Administration.

- b. Other arriving units will be established, at the discretion of the Incident Commander, to fill Command Staff roles of Public Information Officer, Safety Officer, and Liaison Officer and other technical advisors as needed.
- c. The Incident Commander may choose to establish a Unified Command.
 - 1) If the nature of the incident is multi-disciplinary, most generally the other officials involved in a unified command would be from law enforcement, public health, or emergency medical services. Any chief officer having authority within the scope of the incident may be a logical part of a unified command structure.
 - 2) If the nature of the incident is multi-jurisdictional, the other officials involved in a unified command would be similar officials from those other directly involved jurisdictions.
- d. The Incident Commander/Unified Command will establish an Incident Command Post (ICP) identified by a green light, green flag, or other marking as the Incident Command Post, and the Incident Commander(s) will serve from this post for the duration of his/her assignment as IC.
- e. The Incident Commander/Unified Command may establish various other locations from which specific actions will take place, as described below:
 - 1) Staging: All reporting units will first report to Staging to be assigned a mission by the Staging Officer who is responsible for the Operations Chief.
 - 2) Air Base: A base location for arriving air units may be established for air medical, or other goods or personnel arriving by air.
 - 3) Operational Base: Each responding department may utilize their department base or other location to perform logistical, planning, and/or other support duties.
 - 4) Emergency Operations Center: The Incident Commander may request that the county's EOC be opened to support the operations. The EOC may include a PIO location as well as other relevant services.
 - 5) Logistics Base may be established to support and service the operations through providing for special needs such as rural water hauling and water shuttle, incoming special equipment, and other large equipment needs.
- 2. Area Command may be established, including a multi-jurisdictional Policy Group, if an incident is so large that it includes several jurisdictions that need to coordinate, modify, or otherwise combine individual policies and procedures into a unified operation.
 - a. An Area Command structure may require numerous separate incidents to be established, or for there to be coordinated units under the Area Commander.

C. Response Tactical Overview

- 1. During emergencies, fire departments may be called upon to perform the tasks that they perform in day-to-day operations as well as additional tasks. Operations will be coordinated with other emergency response organizations.
- 2. Responders on scene will communicate through the use of two-way radio or other means necessary as described in their agency SOGs.
 - a. Radios may include VFH and UHF radio frequencies as well as MARCS radios.
 - b. Amateur radio may assist with communications if all other systems fail.
 - c. Cellular telephones may provide some back up for two-way radio communication.

3. Search and Rescue - Search and rescue functions are performed by different response organizations depending upon the specifics of each situation.
 - a. Search - Fire service personnel will usually take the lead in victim searches and recovery operations for the following:
 - 1) Collapsed or damaged buildings
 - 2) Areas devastated by disasters (man-made or natural)
 - 3) Contaminated or unsafe areas
 - 4) Fire service personnel will support searches for missing or endangered persons, which will generally be directed by law enforcement.
 - 5) Fire service is not generally involved in any search for criminals or fugitives.
 - b. Rescue – Fire departments bear the primary responsibility for conducting rescue operations. Departments should provide for the capability of rescue operations, whether conducted on their own, or through mutual aid support. Most departments have some equipment, although each one is unique in inventory and training. Following are some items used in rescue operations:
 - 1) Airbags
 - 2) Rescue tools, such as: hydraulic cutters, spreaders, and rams
 - 3) Cribbing and shoring materials, and jacks
 - 4) Saws, torches, and other cutting devices
 - 5) Thermal Imaging Cameras
 - 6) Scene lighting
 - 7) Portable Global Positioning System (GPS)
 - 8) Robotic equipment
 - 9) Drones
 - c. Specialized Search and Rescue Teams - Some incidents may require the use of specialized teams and equipment. These may include, but not be limited to:
 - 1) Rope Rescue – There is an organized team for conducting high angle rope rescue operations in the county. Other departments have some equipment and training in this area and may be called upon to assist.
 - 2) Water Rescue & Dive Team – There is an organized team for conducting swift water rescue and dive activities. Most departments have boats and/or cold water/ice rescue equipment.
 - 3) Confined Space Rescue – There is an organized team for confined space rescue in Shelby County. Some industrial resources may exist and be available for support.
 - 4) Heavy Equipment Rescue – There is a team for heavy rescue in Shelby County. The EMA Office maintains a resource list with contact information for companies that can also provide this type of equipment.
 - 5) Urban Search and Rescue (USAR) - Ohio has several USAR teams located around the state. These teams may provide assistance during declared emergencies. A request must be submitted through the Shelby County EMA Office to Ohio EMA or by calling 937-333-USAR (8727).
4. Decontamination procedures for hazardous material events are addressed in the Annex Q Oil and Hazardous Materials Response.

5. Radiation incidents may utilize expertise of the fire departments in screening, detection, monitoring and managing radiological contamination or contaminated victims.
6. Scene Stabilization – During major emergencies the fire service may require support from outside entities to assist in stabilizing a disaster site. This may include, but not be limited to:
 - a. Public Works/Highway Department support to clear access to the incident scene and provide heavy equipment as requested
 - b. Emergency Medical Service support for triage, treatment, and transportation of victims, including critical care units and special response such as stroke teams and air medical services
 - c. Law Enforcement support for scene security and perimeter enforcement
 - d. Utility provider support for turning off electrical, gas, and other services
7. Upon request from chief officer of a Fire, EMS, or Law Enforcement agency the Shelby County EMA will arrange Critical Incident Stress Debriefing (CISD).

D. Planning Overview

1. Each fire department in Shelby County is responsible to have developed standard operating guidelines and training that addresses fire suppression goals through established and standardized operational strategies and tactics.
 - a. The following items should be addressed in organizational Standard Operating Guidelines:
 - 1) Fire suppression
 - 2) Victim rescue and/or extrication
 - 3) Hot zone operations / evacuation area
 - 4) Warm zone operations / safety buffer area
 - 5) Activation of staging areas
 - 6) Confined space rescue
 - 7) Heavy equipment rescue / Structural collapse rescue and response
 - 8) River rescue
 - 9) Vehicle Extrication
 - 10) Rapid Response Teams
 - 11) Rehabilitation Teams
 - b. Several other agencies have specialized training in rescue for specific hazards including suppression of chemical fires, rope rescue, and water rescue. They have developed SOGs to address these additional capabilities.
 - c. Fire Department plans should allow them to expand to incorporate outside response and support organizations when local abilities are limited or exhausted.
2. County planning efforts will require input from a fire service representative. The Shelby County EMA will designate a committee of fire chiefs as the primary fire service contact for Emergency Management planning and project work.
 - a. If a designee is unable to attend daytime meetings, the EMA Director will contact another member of the committee to assist in these efforts.
 - b. Results of these efforts will be reported to the Shelby County Firefighters Association.

3. Hazard specific annexes in the Shelby County EOP address specific responsibilities for fire departments. These include but are not limited to the following:
 - a. Annex Q – Oil and Hazardous Materials Response
 - b. Annex P - Terrorism

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Chief Executive Officers are charged with ensuring the people of their jurisdiction have fire protection.
2. Many jurisdictions in Shelby County have their own fire department; however some are served through a contract with a neighboring area. See Tab 1, for a listing of Shelby County Fire Departments.
3. Fire departments operate under a paramilitary structure. They are led by officers including a Chief, Assistant-Chief (s), Captains and Lieutenants.
4. The Shelby County Firefighters Association provides a means for the various departments to come together and receive information on developing programs, discuss issues, and coordinate support of countywide activities (such as the County Fair).
5. Fire department representatives are included in emergency management planning efforts in Shelby County for the purpose of seamless organizational coordination, joint planning and information sharing.

B. Assignment of Responsibilities

1. General Fire Service Responsibilities
 - a. The Fire Chief of each organization, or his/her designee shall:
 - 1) Establish and maintain Standard Operating Guidelines.
 - 2) Ensure that departmental equipment and training are maintained according to standards established by Occupational Safety and Health Administration (OSHA).
 - 3) Supervise and manage the personnel of the department, its equipment, supplies, and other needed resources.
 - 4) Participate in countywide operational coordination, planning activities, and communication
2. On-Scene Fire Service Responsibilities
 - a. First Fire Department on the Scene/Incident Commander
 - 1) Activate the Incident Command System to whatever extent is required
 - 2) Direct firefighting and rescue operations, including establishment of incident objectives
 - 3) Prioritize the assignment of personnel and equipment to emergency sites
 - 4) Activate mutual aid as needed
 - 5) Designate staging areas for equipment and personnel and assign a manager
 - 6) Assign a liaison for fire and rescue to the activated EOC
 - 7) Establish and maintain ongoing communications with the Shelby County EOC

- 8) Request investigative personnel as needed
- b. Fire Departments providing mutual aid
 - 1) Support the Incident Command System as required.
 - 2) Support firefighting and rescue operations
 - 3) Provide personnel and equipment to emergency sites.
3. Support Agency Responsibilities
 - a. Law Enforcement within the jurisdiction
 - 1) Provide traffic control and security for firefighting and rescue operations as needed.
 - 2) Support investigative and evidence collection efforts as necessary
 - 3) Coordinate operations with other responders as necessary
 - b. Shelby County Emergency Management Agency
 - 1) Support firefighting and rescue operations through EOC activation
 - 2) Coordinate requests for state and federal assistance
 - 3) Coordinate resource support for the response, as requested

VI. DIRECTION AND CONTROL

- A. Fire service organizations are responsible for operations within their respective jurisdiction and any other jurisdiction with which they have contractual obligations. Routine operations will be handled by standard operating procedures.
 1. Incident Command will be established to coordinate the response to emergencies. Standard incident command practices will be adapted to accommodate the distinct needs of the situation, and can be expanded and contracted as the incident progresses.
 2. The first fire official at the scene of the emergency will implement the Incident Command System (ICS) and will serve as the Incident Commander (IC) unless he/she designates an alternate IC or a higher ranking or more qualified responder arrives and takes command.
 - a. During civil emergencies (riots and terrorist incidents) law enforcement officials for the affected jurisdiction will establish Incident Command.
 3. An incident command post will be established in an area near the response, but located at a safe distance. Command posts will be identified by a green light, use of a flag, or through a radio call.
 4. The Incident Command System has considerable internal flexibility and can expand or contract to meet different levels of incident needs. The organization of ICS is built around the following five major management components, all or part of which may be activated by the Incident Commander.
 - a. Command - Command sets objectives and priorities and has overall responsibility at the site of the incident or event.
 - b. Operations - This ICS activity conducts and develops tactical objectives and directs resources.
 - c. Planning - The planning element of ICS develops the Incident Action Plan (IAP) to accomplish the objectives, collects and evaluates information and maintains the status of resources.
 - d. Logistics - Logistics provides support to meet incident needs and provides resources and all other services needed to support the incident.

- e. Finance and Administration - This element of ICS monitors costs related to the incident, provides accounting, procurement, time recording and cost analysis as well as managing any claims associated with the incident response.
5. A Safety Officer is assigned by the Incident Commander at the initiation of each incident. He/she serves as part of Command Staff and recommends measures for assuring personnel safety. He/she or his/her staff also address the following:
 - a. Anticipation of hazardous or unsafe situations
 - b. Advising responders on safety procedures
 - c. Halting unsafe operations
 - d. Directing assistance for responders suffering heat stress, dehydration, and fatigue.
 - e. Providing a system of accountability for on-scene personnel operating in/around the immediate hazard area.
6. The Incident Commander will conduct an initial damage assessment and use the information to make protective action decisions and establish response priorities.
 - a. Information from the assessment will be provided to the Shelby County EOC, when activated.
7. Incident command will constantly monitor the emergency scene in order to apply the most effective response and recovery efforts.
8. During certain incidents or major emergencies, the Incident Commander or his/her designee may notify the Shelby County Emergency Management Director and maintain communications with Shelby County EMA as needed to update the status of the emergency.
 - a. During response to an EPA reportable hazardous materials release the Local Emergency Planning Committee (LEPC) must be notified of the release within 30 minutes. In Shelby County, the EMA Director serves as the emergency coordinator for the LEPC and is the point of contact.
9. The Incident Commander, either personally or through his/her command staff, will determine the need and usage, or lack thereof, for unaffiliated individual volunteers or volunteer groups who arrive unexpectedly at the scene.

B. ICS/EOC Coordination

1. Some incidents may require the activation of the County Emergency Operations Center to support the incident and coordinate resources for implementation of incident objectives.
2. Incident commanders will relay regular status reports to the EOC if activated.
3. The EOC will support Incident/Unified Command through planning, responses to resource requests, and other efforts as needed.
4. State and/or Federal officials needing to function at the scene will report to the Incident Commander for a situation briefing and integration of their response into the Incident Action Plan.

C. EOC

1. The Incident Commander will send a liaison to the EOC upon its activation. The EOC Fire liaison will advise decision makers and act as a link between fire organizations and EOC representatives for material and personnel support.

2. If the EOC has not been activated, the Incident Commander may request activation by contacting the Shelby County Emergency Management Director.
3. The Incident Commander may request additional resources or support by contacting the activated EOC.
 - a. These requests may be made when local assets have been exhausted, become limited, or do not exist for that capability.
 - b. This includes planned for State, Federal, or private support.
4. The IC will relay reports on the status of the emergency to include the number of casualties, injuries, extent of damage, potential for evacuation, radiation/chemical exposure levels and support requirements to the EOC.
5. The EOC will assist in the demobilization of resources to support the Incident Commander and to ensure that proper documentation is provided to the Finance Chief for incident costs and claims.

D. On-Scene Command

1. The internal resources of all departments will be managed through individual departmental procedures and policies.
2. In the event of the activation of mutual aid, the IC will establish a chain of command to integrate and manage fire and rescue resources from other responding jurisdictions.

VII. CONTINUITY OF GOVERNMENT

A. Line of Succession

1. Fire Response
 - a. Fire Chief
 - b. Highest Ranking Fire Official
 - c. Fire Official Designated to Serve
2. EOC Fire Liaison
 - a. As designated by the Incident Commander

B. Relocation and Safeguarding of Vital Records

1. Refer to Appendix 3, Procedures for the Relocation of Vital Records in the Basic Plan and Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel, in Annex N, Resource Management.

VIII. ADMINISTRATION AND LOGISTICS

- A. Reports and records of fire service activities during an emergency/disaster will be collected and maintained by the individual Fire Departments.
1. Copies of these records will be provided to the EMA Office upon request following declared emergencies for the purpose of complete recordkeeping and possible reimbursements.
 2. Incident Action Plans for each operational period should be submitted to the EMA and retained with all official records as official documentation of the incident response.

- B. Mutual Aid Agreements between fire and related organizations are maintained by the fire departments.
 - 1. Mutual Aid will be activated in accordance with procedures set down in the agreements between the fire/rescue organizations.
 - 2. The Ohio Fire Chiefs' Association has developed a statewide mutual aid plan that facilitates mutual aid response by and between all fire departments in Ohio; this system is valid and recognized in Shelby County.

- C. Each fire service organization in Shelby County maintains up-to-date internal personnel notification and recall rosters.
 - 1. Each fire department maintains accurate and up-to-date information on each member's certification(s), driving records, and other relevant certifications and licensures.
 - 2. It is the responsibility of the home fire department chief to remove any firefighter from a role for which they are not or are no longer qualified.

- D. The Incident Commander is responsible for arranging necessary support of their response for food, water, fuel and emergency power.
 - 1. Requests for support can be directed to the local Red Cross Chapter, or the EMA.
 - 2. During declared events, these items can be coordinated through the EOC.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. Designated chief executives of the fire service agencies in Shelby County are responsible for coordinating with the Emergency Management Director for the review and update of this annex, including submittal of new/updated information for necessary changes and revisions.
 - 1. Updates will be made when deficiencies are identified through exercises, actual occurrences, or a change in recommended practices as recognized by the chief executives of the fire service agencies in Shelby County or the EMA Director.
 - 2. At any time, this plan is activated and utilized, a review can take place after demobilization and after-action to make revisions and updates that are considered best practices.
 - 3. When revisions are proposed, they will be provided to the Fire Chiefs in Shelby County for review and comment before final publication.

- B. The EMA Director will coordinate, publish and distribute this annex and will forward all revisions to the appropriate organizations.

- C. All fire departments are responsible for developing and maintaining Standard Operating Guidelines (SOGs), mutual aid agreements, personnel rosters including 24-hour emergency notification telephone numbers and resource inventories.

X. AUTHORITIES AND REFERENCES

- A. Authorities
 - 1. Occupational Safety and Health Administration (OSHA) Chapter 1910 – Fire Service Operations

2. Ohio Administrative Code 4123:1-21 – Fire Department Occupational Safety and Health

B. References

1. National Fire Protection Association (NFPA) 1500 - Fire Department Occupational Safety and Health
2. National Incident Management System
3. Ohio Fire Academy Incident Command System Training
4. Ohio Fire Chief's Association – Ohio Fire Service Emergency Response Plan

XI. ADDENDA

Tab 1 – Shelby County Fire Department Matrix

Tab 2 – Shelby County Fire District Overview Map

XII. AUTHENTICATION

Shelby County EMA Director

Date

Fire Chief Association President

Date

Tab 1 to Annex F – Shelby County Fire Department Matrix

Dept. #	Fire Department/District	Status	Location
1	Anna Fire Department	Per Call	Anna
2	Botkins	Per Call	Botkins
3	Fort Loramie	Volunteer	Fort Loramie
4	Houston	Volunteer	Houston
5	Jackson Center	Per Call	Jackson Center
6	Kettlersville	Salaried	Kettlersville
7	Lockington	Volunteer	Lockington
8	Maplewood	Volunteer	Maplewood
9	Port Jefferson	Volunteer	Port Jefferson
10	Russia	Volunteer	Russia
11	City of Sidney Fire Department	Full-time	Sidney

Tab 2 to Annex F – Shelby County Fire District Overview Map

