

TABLE OF CONTENTS

16. ANNEX J..... 16-1

16.1 PURPOSE..... 16-1

16.2 SITUATION AND ASSUMPTIONS..... 16-1

 16.2.1 SITUATION 16-1

 16.2.2 ASSUMPTIONS 16-1

16.3 GENERAL PROCEDURES AND RESPONSIBILITIES..... 16-1

 16.3.1 RESPONSE PHASE..... 16-2

 16.3.2 RECOVERY PHASE..... 16-2

 16.3.3 FIRE AND RESCUE ANNEX ORGANIZATIONAL CHART 16-2

16.4 PHASES OF EMERGENCY MANAGEMENT 16-4

 16.4.1 MITIGATION..... 16-4

 16.4.2 PREPAREDNESS 16-4

 16.4.2.1 Civil Disturbances 16-4

 16.4.2.2 Hazardous Materials..... 16-5

 16.4.2.3 Severe Weather: Dam Failure/Flood..... 16-5

 16.4.2.4 Severe Weather: Ice/Snow 16-5

 16.4.2.5 Transportation Accidents, Land & Air..... 16-5

 16.4.2.6 Utility Failure 16-5

 16.4.3 RESPONSE 16-6

 16.4.3.1 Civil Disturbances 16-6

 16.4.3.2 Earthquake..... 16-7

 16.4.3.3 Hazardous Materials Incident 16-7

 16.4.3.4 Severe Weather: Dam Failure/Flood..... 16-8

 16.4.3.5 Severe Weather: Ice/Snow 16-8

 16.4.3.6 Transportation Incidents..... 16-8

 16.4.3.7 Utility Failure 16-8

 16.4.3.8 Volcanic Activity 16-9

 16.4.3.9 EOC Liaison..... 16-9

16.4.3.10	Fire Branch Director	16-9
16.4.3.11	Fire Staging Area Director	16-9
16.4.3.12	Safety Officer	16-10
16.4.3.13	Division Supervisor.....	16-10
16.4.3.14	Strike Team, Task Force Leader	16-11
16.4.4	RECOVERY	16-11
16.4.4.1	Hazardous Materials Incidents.....	16-11
16.4.4.2	Severe Weather: Dam Failure/Flood.....	16-12
16.4.4.3	Severe Weather: Ice/Snow	16-12
16.4.4.4	Volcanic Activity	16-12
16.5	OTHER ANNEX-SPECIFIC INFORMATION	16-12

CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN**16. ANNEX J: Fire & Rescue**

→Lead Department: Fire & Life Safety
→Lead ICS Section: Operations

16.1 PURPOSE

The Fire and Rescue Annex is designed to provide a formal operational plan which, when implemented, will provide the City of Springfield with a firefighting capability to meet the demands of a disaster situation. In addition to firefighting, responsibilities for rescue, civil disturbances, weather emergencies, and radiological defense operations are addressed. The checklist format is designed to serve strictly as a memory guide and is in no way intended to require implementation of every step or to necessarily list all the steps that may be needed to effectively stabilize the disaster.

16.2 SITUATION AND ASSUMPTIONS**16.2.1 Situation**

Fire prevention and control are daily problems faced by fire service personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection, including conflagration, forest fires, nuclear attack, weather emergencies, transportation emergencies, and hazardous-materials incidents.

16.2.2 Assumptions

Existing fire personnel and equipment will be able to handle most emergency situations through emergency call-out and the use of existing mutual aid agreements. When additional support is required, assistance will be requested from state and federal agencies.

16.3 GENERAL PROCEDURES AND RESPONSIBILITIES

Upon declaration of an emergency and the activation of the City's Emergency Operations Center (EOC), the Fire & Life Safety Chief and other designated fire staff will report to the EOC. All disaster fire operations will be coordinated and directed through the On-Scene Fire Incident Commander (IC).

16.3.1 Response Phase

During the Response phase, Fire & Life Safety staff will:

- Assess nature of emergency and prepare appropriate operating procedures;
- Identify fire service requirements;
- Notify appropriate agencies and key personnel of emergency, as necessary;
- Inform all on-duty personnel of type and severity of an impending, or developing, disaster and planned course of action;
- Coordinate development of plan to provide support for families of those Fire & Life Safety personnel who must remain on duty with Human Resources, as needed;
- Coordinate necessary personnel and equipment from available resources; recall and assign off-duty personnel as needed;
- Determine necessary resources; initiate action to obtain additional resources as needed;
- Review section of Fire & Life Safety annex dealing with specific emergency;
- Coordinate firefighting, rescue, and emergency medical operations, as necessary, to stabilize and control emergency;
- Establish helicopter landing zones with GPS coordinates, as needed;
- Support other public safety operations, as needed.

16.3.2 Recovery Phase

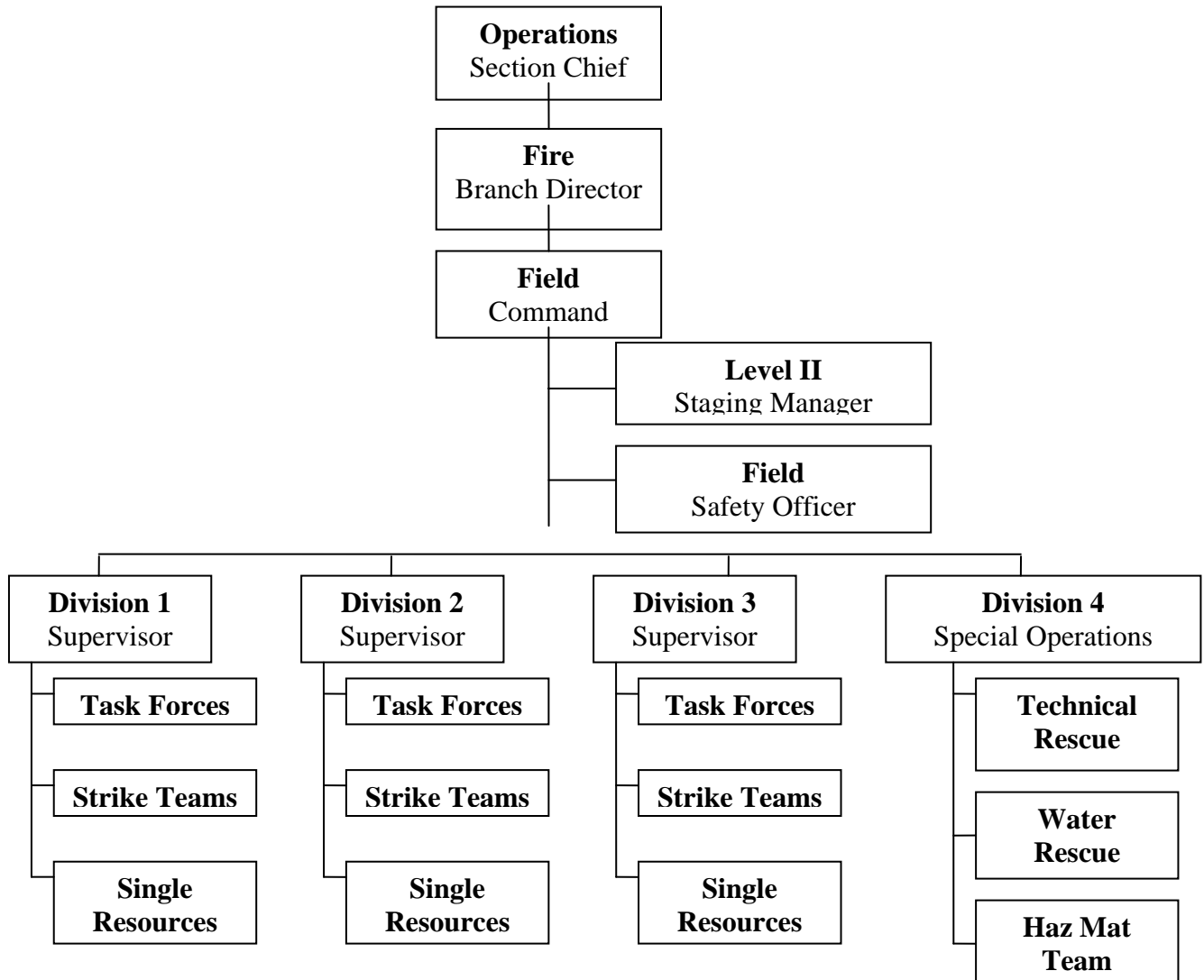
During the Recovery phase the EOC Fire & Life Safety staff will:

- Assist in returning Fire & Life Safety operations to normal as soon as possible;
- Obtain information about and evaluate loss and damage to equipment, condition of personnel and other pertinent data;
- Complete all documentation reports necessary for records and reimbursement;
- Prepare summary report critiquing incident;
- Submit revisions to City EMP if needed.

16.3.3 Fire and Rescue Annex Organizational Chart

See the organization chart on the following page.

CHAIN OF COMMAND
Fire and Rescue Annex
Organizational Chart



16.4 PHASES OF EMERGENCY MANAGEMENT**16.4.1 Mitigation****→ Departments Involved: Fire & Life Safety**

- Identify potential hazards requiring City's response to public health, safety, and welfare needs of citizens;
- Review and recommend codes and ordinances, where applicable, for minimizing consequences from potential disasters;
- Evaluate potential impact and consequences of potential disasters; share information with other City departments for assistance in preparation;
- Work with Development Services/Building Safety to conduct periodic assessment of fire facilities for potential building collapse;
- From fire station surveys, identify and secure fixtures to minimize damage in the case of an earthquake.

16.4.2 Preparedness**→ Departments Involved: Fire & Life Safety**

- Develop emergency response procedures and checklists for Fire & Life Safety personnel; place in each fire station;
- Provide training for emergency response personnel in disaster procedures;
- Provide means of prioritizing calls in event of overloading;
- Assess Fire & Life Safety resources to determine capabilities and limitations;
- Assess other City departments, neighboring jurisdictions, County, State and Federal resources to estimate capabilities and limitations;
- Assess hospitals and other private sector resource provider's capabilities and limitations; determine potential for providing emergency resource requirements;
- Develop written agreements with private sector resource providers for resource requirements where applicable;
- Develop procedures to provide for safety and well-being of families of emergency response personnel during disaster operations;
- Conduct periodic disaster exercises in conjunction with other agencies;
- Provide stockpile of identified resources needed to sustain fire stations and personnel for a 72-hour period in the event of a disaster.

16.4.2.1 Civil Disturbances

- Develop and maintain procedures to implement in event of civil disaster.

16.4.2.2 Hazardous Materials Incident

- Provide hazardous materials training for all response personnel;
- Provide for staffing of hazardous materials vehicle with specially trained personnel;
- Acquire and maintain appropriate resources for responding to incidents;
- Maintain resource list for technical assistance on hazardous materials incidents.

16.4.2.3 Severe Weather: Dam Failure/Flood

- Identify flood-prone areas; identify strategic points for station relocation and evacuation points;
- Provide for adequate supply of well-maintained, operational, portable pumps; ensure fuel requirements for equipment will be met;
- Provide training and develop response procedures for Water Rescue Team.

16.4.2.4 Severe Weather: Ice/Snow

- Have news releases available on fire safety, exposure, clearing hydrants, and other storm-related safety tips;
- Educate personnel on dangers of frostbite;
- Inform personnel to ensure their families have an adequate supply of food and other necessities;
- Provide adequate staffing levels in fire stations to augment regular crews;
- Reposition fire apparatus to ensure safety in hilly terrain of the response area.

16.4.2.5 Transportation Accidents, Land & Air

- Equip and maintain disaster trailer for handling multi-casualty incidents;
- Predetermine location of community resources that might become necessary in dealing with a transportation disaster.

16.4.2.6 Utility Failure

- Preplan for alternate sources of water for fire fighting.

16.4.3 Response

→ Departments Involved: Fire & Life Safety

Position:	Field Command
Responsible Department/Division:	Fire & Life Safety
Emergency Supervisor (title):	Operations Section Chief
Reports to (location):	Field Command Post
Applicable ICS Section:	Operations

- Develop Operations section of Incident Action Plan;
- Brief and assign Operations personnel in accordance with Incident Action Plan;
- Supervise Operations;
- Review suggested list of resources to be utilized; initiate recommendation for deployment of resources;
- Establish staging area for assembly/disassembly of strike teams, task forces, or other resources assigned to Operations as appropriate;
- Assign staff for documentation of Operations activities;
- Determine shift schedules of personnel to provide adequate coverage;
- Coordinate Fire & Life Safety operations with other agencies in Operations.

16.4.3.1 Civil Disturbances

- Direct fire crews to review civil disaster SOP documents;
- Remind fire crews to confine activities to fire suppression only (unless directed to do otherwise by the EMO IC);
- Determine level of service needed after conferring with Police Operations (as to extent of disturbance);
- Notify all stations that civil disturbance is occurring; give instructions as to level of preparation;
- Recall all off-duty chief officers and adequate number of off-duty personnel to augment crews (staffing will normally be four per engine);
- Staff reserve apparatus as needed;
- Assign two personnel per station to guard station;
- Assign driver for each chief officer;
- Divide city into zones; form task forces for each zone with a chief officer;
- Coordinate Fire activities with Police branch;
- Consider ordering “hit and run” firefighting tactics only.

16.4.3.2 Earthquake

- Move all fire apparatus outside stations and clear of potential falling power lines, buildings, and other potential hazards;
- Order recall of all off-duty personnel;
- Conduct rapid assessment of affected area through windshield survey, or other expeditious means, to estimate extent of damage, potential for casualties, and magnitude of disaster;
- Fires;
- Survey districts; conduct damage assessment;
- Implement priority response in the following order:
 1. fires with trapped victims;
 2. fires with probability of spread;
 3. trapped victims;
 4. large fires with no spread potential;
 5. severe medical aids;
 6. major gas leaks;
 7. small fires with no spread potential;
 8. minor medical aids;
 9. general assistance.

- Deploy Technical Rescue Team (TRT) as needed;
- Order conditions survey of all Fire & Life Safety property;
- Direct uncommitted fire crews to conduct windshield surveys of:
 - Hospitals and rest homes;
 - Schools and theaters, if occupied;
 - Large manufacturing facilities;
 - Chemical and petroleum facilities;
 - Major shopping centers and apartment complexes;
 - General condition of buildings and streets;
 - Water systems for fire suppression.

16.4.3.3 Hazardous Materials Incident

- Deploy Hazardous Materials team as needed;
- Obtain specialized equipment and supplies, as requested, for field operations;
- Advise other response agencies of safe approach routes and staging area locations;
- Notify Oregon Emergency Response System (OERS) (800) 452-0311;
- Notify appropriate police agency;
- At the request of response crews, initiate contact with CHEMTREC (1-800-424-9300);
- Obtain technical assistance as needed or requested;

- Determine whether individuals in the area are to shelter-in-place or evacuate;
- Activate Community Emergency Notification System (CENS) to provide appropriate instructions to the public in the affected area;
- Communicate necessary evacuation area to appropriate police agencies.

16.4.3.4 Severe Weather: Dam Failure/Flood

- After assessing flooded areas, coordinate fire protection coverage for City of Springfield and fire districts;
- Deploy Water Rescue team; coordinate with Lane County Search & Rescue;
- Contact utilities; prepare to isolate areas.

16.4.3.5 Severe Weather: Ice/Snow

- Determine that fire apparatus, including reserve apparatus, have been properly prepared for freezing operations (pumps and booster lines drained, tires chained);
- Arrange for food deliveries to fire stations through contracted vendor;
- Keep fire response personnel informed of road conditions, and of current weather conditions and forecasts;
- Secure additional four-wheel drive vehicles as needed;
- Arrange for snowplow response to incident scenes as needed (furnish with portable radios);
- Issue public assistance requests for clearing hydrants;
- Forward information to PIO regarding hazards associated with thawing frozen pipes;
- Notify fire crews to be alert for exit doors blocked by snow drifts;
- Make businesses aware of potential problems with fire sprinkler systems.

16.4.3.6 Transportation Incidents

- Arrange for additional resources needed at emergency scene; keep abreast of additional needs (body bags, refrigerated trailers, etc.).

16.4.3.7 Utility Failure

- Public Works will provide liaison with affected utilities; contact Public Works Branch Director for necessary information;
- Have fire crews preplan response routes in the event traffic signals are inoperative;
- Anticipate resource needs and procure adequate stockpiles.

16.4.3.8 Volcanic Activity

- Upon notification of eruption, notify all stations to secure all station doors and windows; keep apparatus in the engine room;
- Restrict apparatus to quarters unless responding to emergency;
- Direct all personnel to utilize filter masks and goggles for outside activity;
- To prevent damage to fire pumps, avoid pumping ash-contaminated water. Either seek clean water source or utilize hydrant pressure;
- Provide for frequent maintenance of apparatus if significant ash-fall is experienced;
- Issue reminder for personnel to keep all doors, windows, and compartments closed when leaving apparatus.

16.4.3.9 EOC Liaison

Position:	EOC Liaison
Responsible Department/Division:	Fire & Life Safety
Emergency Supervisor (title):	Deputy Chief
Reports to (location):	Field Command Post
Applicable ICS Section:	Operations

- Report to Field Commander for briefing;
- Establish continuous communications link with Fire & Life Safety staff in the EOC; keep staff informed of all current activities affecting Fire & Life Safety operations;
- Keep EOC staff apprized of Fire & Life Safety incident strategies and predictions, including additional resource needs anticipated.

16.4.3.10 Fire Branch Director

Position:	Fire Branch Director
Responsible Department/Division:	Fire & Life Safety
Emergency Supervisor (title):	Operations Section Chief
Reports to (location):	EOC or Field Command Post
Applicable ICS Section:	Operations

- Attend planning meetings at request of Operations Section Chief;
- Develop and prioritize organizational structure to effectively maintain and exercise control over field divisions within branch; modify and redirect as necessary based on effectiveness of current operations;
- Maintain activity log of branch activities.

16.4.3.11 Fire Staging Area Director

Position:	Fire Staging Area Director
Responsible Department/Division:	Fire & Life Safety
Emergency Supervisor (title):	Fire Branch Director
Reports to (location):	Branch Headquarters
Applicable ICS Section:	Operations

- Obtain briefing from Field Commander;
- Establish check-in procedure for all in-coming resources as appropriate and maintain log; determine status of all resources in staging;
- Determine need to request maintenance and refueling services for equipment at staging area;
- Demobilize staging area in accordance with incident demobilization plan;
- Maintain activity log of all staging area activities.

16.4.3.12 Field Safety Officer

Position:	Field Safety Officer
Responsible Department/Division:	Fire & Rescue Branch
Emergency Supervisor (title):	Fire Branch Director
Reports to (location):	EOC or Branch Headquarters
Applicable ICS Section:	Operations

- Obtain briefing from Branch Director;
- Review IAP for all safety aspects of the operation;
- Respond, investigate, and prepare documentation of all accidents occurring within incident areas;
- Prepare all required safety reports;
- Maintain activity log of all safety functions occurring.

16.4.3.13 Division Supervisor

Position:	Division Supervisor
Responsible Department/Division:	Fire & Life Safety
Emergency Supervisor (title):	Fire Branch Director
Reports to (location):	EOC or Branch Headquarters
Applicable ICS Section:	Operations

- Develop and implement IAP for Fire and Rescue;
- Provide IAP to strike teams, task forces, attack teams and single resources under division supervision;
- Review Division assignments and incident activities with subordinates; assign tasks;
- Ensure Fire branch is kept informed of all changes in status of resources assigned to Division;

- Report special occurrences or events, e.g., accidents or sickness to the Branch Director;
- Participate in development and revision of branch plans for next operational period based on changing conditions and the status of existing resources;
- Maintain activity log of division activities.

16.4.3.14 Strike Team, Task Force Leader

Position:	Strike Team, Task Force Leader
Responsible Department/Division:	Fire & Life Safety
Emergency Supervisor (title):	Division Supervisor
Reports to (location):	Assigned Location for Assembly
Applicable ICS Section:	Operations

- Coordinate activities with adjacent strike teams, task forces, and single resources;
- Submit situation and resource status information to division supervisor;
- Maintain activity log of unit activities.

16.4.4 Recovery

→ Departments Involved: Fire & Life Safety

- Return to normal operations as soon as possible;
- Assess and prioritize station and apparatus repair;
- Evaluate supply levels and re-supply as necessary;
- Conduct debriefing sessions for fire and rescue personnel. Make psychological counselling available to all personnel;
- Conduct post incident sessions to critically analyze overall operational effectiveness and identify areas needing improvement;
- Obtain information about and evaluate loss and damage to equipment, condition of personnel and other pertinent data;
- Complete all documentation necessary for records and reimbursement and send copies to Cost Unit;
- Evaluate operations and all information collected during response and submit necessary improvements and revisions to City EMP;
- Prepare a summary report critiquing the entire incident.

16.4.4.1 Hazardous Materials Incidents

- Determine when danger has passed and evacuees may safely return to the area;
- Conduct and/or oversee any decontamination deemed necessary for equipment and personnel.

16.4.4.2 Severe Weather: Dam Failure/Flood

- Conduct secondary searches of areas for victims;
- Arrange for inoculations of personnel as necessary for water-borne diseases;
- Assist returning evacuees, as availability allows.

16.4.4.3 Severe Weather: Ice/Snow

- Continue alert for excess snow accumulation and possible roof collapse from increased weight;
- Issue danger warnings associated with clearing roofs;
- Continue surveillance efforts of possible blocked exit doors and blocked fire lanes. Survey other fire appliances, such as post indicator valves, sprinkler connections, and standpipe connections for damage;
- Anticipate, and be prepared to respond to, calls for assistance with broken pipes and flooded buildings.

16.4.4.4 Volcanic Activity

- Provide maintenance to apparatus as need is determined by amount of ash fall and operational time:
 - oil and filters changed;
 - lubrication, including all universal joints;
 - clean undercarriage, all electrical connections, electronic equipment, and radiators with air pressure;
- Arrange for ash removal from fire stations and surrounding grounds.

16.5 OTHER ANNEX-SPECIFIC INFORMATION

- Hazardous Materials Plan
- Thurston Hills Fire Plan

Accidents	
Air.....	5
Community Resources.....	5
Land.....	5
Transportation.....	5
Annex J, Fire & Rescue.....	1
Assumptions	
Fire & Rescue.....	1
CENS (Community Emergency Notification System)	
.....	8
Chart	
Fire and Rescue.....	2
Civil Disturbances.....	1
Community Emergency Notification System (CENS)	
.....	8
Conflagration.....	1
Dam Failure.....	5, 8, 12
Damage Assessment	
Fire Dept Property.....	7
Gas Leaks.....	7
Hospitals.....	7
Schools.....	7
Shopping Centers.....	7
Victims.....	7
Water Systems.....	7
Windshield Survey.....	7
Documents	
Incident Accident Plan.....	6
Earthquake.....	7
Fire Apparatus.....	7
Fire Personnel.....	7
Fire.....	7
Fire & EMS	
Staging Area.....	6
Fire & Life Safety	
Division Supervisor.....	10
EOC Liaison.....	9
Field Command.....	6
Fire Branch Director.....	9
Fire Staging Area Director.....	9
Strike Team.....	11
Technical Rescue Team.....	7
Fire & Life Safety.....	1
Fire & Life Safety	
Safety Officer.....	10
Fire & Rescue.....	1
Fire & Rescue Branch.....	10
Fire Hydrants, Clearing.....	8
Fire Prevention and Control.....	1
Firefighting Capability.....	1
Flood.....	5, 8, 12
Forest Fires.....	1
Gas Leaks.....	7
Hazardous Materials.....	1
Incident.....	7, 11
Materials.....	5
Vehicle Staffing.....	5
Ice.....	5, 8, 12
Incident	
Accident Plan.....	6
Action Plan for Fire and Rescue.....	10
Hazardous Materials.....	5, 11
Transportation.....	8
Lane County Search & Rescue.....	8
Medical Resources.....	4
Mitigation	
Fire & Rescue.....	4
Nuclear Attack.....	1
OERS (Oregon Emergency Response System).....	7
Oregon Emergency Response System (OERS).....	7
Preparedness	
Fire & Rescue.....	4
Radiological Defense Operations.....	1
Recovery	
Fire & Life Safety.....	2, 11
Resources	
Fire & EMS.....	4
Response	
Fire & Life Safety.....	2, 6
Search & Rescue.....	8
Severe Weather.....	5, 8, 12
Situation	
Fire & Rescue.....	1
Snow.....	5, 8, 12
SOPs (Standard Operating Procedures).....	6
Technical Rescue Team (TRT).....	7
Training	
Emergency Response.....	4
Transportation	
Accidents.....	5
Emergencies.....	1
Incident.....	8
TRT (Technical Rescue Team).....	7
Utility	
Failure.....	5
Utility Failure.....	8
Volcanic Activity.....	9, 12
Water Rescue Team.....	8
Weather Emergencies.....	1