



Lee County NIMS Overview

Dispatch Meeting

April 3rd & 5th, 2007

Presented by

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Overview



- Standard Operating Guidelines (S.O.G.'s)
- Initial Response
- Strike Teams / Task Force
- IMT – Multi-Discipline
- Area Command
- Communication Plan



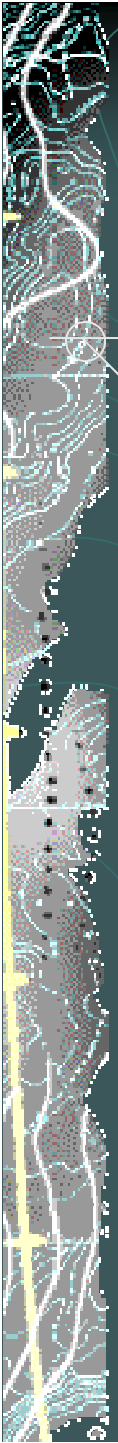
Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s)

Purpose

- To establish operational guidelines for the department's response and operation at incidents which have the potential to initiate the Regional – Incident Management Team (IMT).

Scope

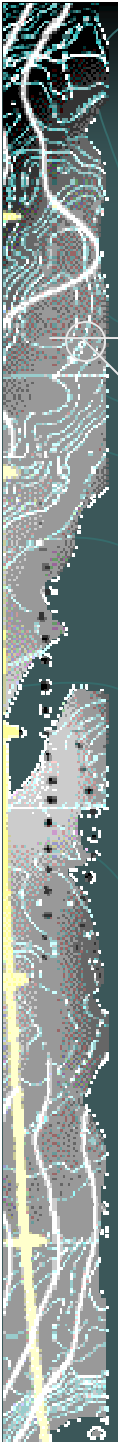
- When two mutual-aid Departments & Department of Forestry or one Strike Team is called out, the Incident Management Team should be notified. The Team will be requested thru Lee Control or Collier Control and members will be paged out. When an IMT is called out the Area Command component will be activated.



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

Definitions

- Acre - A unit of area equal to 43,560 square feet – for estimation purposes the approximate size of a football field
- ALS Unit – Advanced Life Support with a Privileged Paramedic on board. May be transport or not.
- BLS Unit – Basic Life Support unit with EMT on board.
- Command – the act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority
- Fuels
 - Light – Fuels such as grass, leaves, draped pine needles, dog-hair melaleuca, fern, tree moss, and some kinds of slash which ignite readily and are consumed rapidly when dry.
 - Heavy – Fuels of large diameter, such as snags, logs, and large limbs which ignite and are consumed more slowly.



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

- Hot Zone – The area located on the immediate perimeter as established by the IC.
- IAP (Incident Action Plan) – The Incident Action Plan, which is initially prepared at the on set of an incident, contains general control objectives reflecting the overall incident strategy, and specific action plan for the next operational period.
- ICS (Incident Command System) – the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
- IMT - Incident Management Team makeup may vary in size depending on incident.

Caloosahatchee All Hazards

Standard Operating Guidelines (S.O.G.'s) cont.

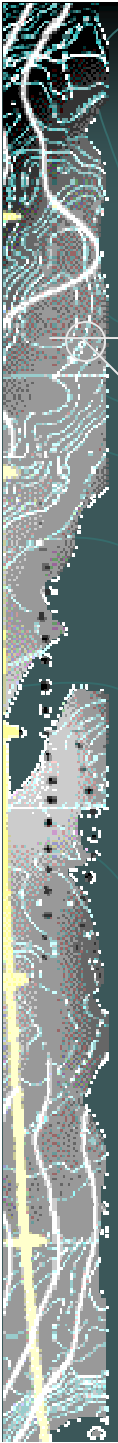
- Operations Section – is responsible for the management of all operations directly applicable to the primary mission. Operations Section activates and supervises organizational elements in accordance with the Incident Action Plan and directs its execution. Operations also directs the preparation of unit operational plans, requests or releases resources, make expedient changes to the Incident Action Plan as necessary; and reports such to the Incident Commander
- Protected Vehicle – a designated vehicle designed and capable of protecting itself in and around the incident.
- RIT (Rapid Intervention Team) – A group of resources established on-scene to provide increased safety to incident resources
- Square Mile – Approx. 640 acres estimating one section of a map grid
- Staging Area – the location where incident personnel and equipment are assigned on a (3) minute available status.
- Unprotected Vehicle – any vehicle **without** design and means to protect itself in an incident.

Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

Ordering Resources

- Do not respond to incident unless called for. **Free Lancers will be sent home.**
- The IC will request exact or additional **resource needs** through the local Dispatch. As a guideline, brush trucks and engines shall have a **minimum of 2 people on board.**
- A **RIT Team** will be established and placed at a strategic location on the Incident.
- The call for ***"in county or out of county"*** Strike Team or Task Force Leaders, with their resources, will go through local Dispatch. These **S/T or T/F Leaders will be responsible for putting together their resources** and will **FAX a list** to DOF, local dispatch, and participating agencies by each Monday AM.
- Upon receiving the call, the **leaders will contact dispatch** for page & tones (and designate a rendezvous point for out of county response.)

Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

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- **TASK FORCE**

	<u>North</u>	<u>South</u>	<u>Collier Co.</u>
1 leader & asst.	Pine Is. / U. Captiva / Lehigh	San Carlos	Sanibel
2 engines	Cape / Boca Grande / Alva	Estero	Iona
3 brush trucks	N. FM / Bayshore / Tice	Bonita	Captiva
	City FM / FM Shores / Useppa	FM Beach	S. Trail
	Lee CFR		

 - **STRIKE TEAM**

	<u>S/T</u>	<u>RIT TEAM</u>	
	leader & asst.	1 leader	1 engine
	5 engines or brush	1 brush truck	1 ambulance



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

- When a S/T or T/F is called out, local Dispatch will notify all Departments through the pager system & tones.
- **All resources will report to Staging**, located off scene. Have the Mutual Aid information sheet and passport ready to hand in upon arrival (see Appendix A). With regard to the passport system, leave your 3 x 5 card, with names attached, at Staging. Once assigned take your card with names attached, to the Division Sup. **Transfer info onto the ICS 211 form.**

Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

On Scene

- Establish command and designate command post
- Designate access points to fire and staging
- Gather information to transmit to Mutual Aid Companies
 - Life safety hazards primary – due to material involved
 - Life safety hazards secondary – due to smoke exposure, etc.
 - Identify if structures are involved or are threatened
 - Determine approximate size of fire and fuel type
 - Number and types of units on scene and others requested
 - Identify additional hazards in area above or below grade:
 - Utility lines – electric, cable, phone, gas, etc.



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

- Gather information to transmit to Mutual Aid Companies (cont.)
 - All arriving resources will automatically report to staging unless an immediate assignment is given by Command or Operations
 - Identify water supplies for refilling suppression vehicles
 - Hydrant
 - Drafting
 - Helo bucket

Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

Communication

- When request for IMT or Task Force comes in:
 - Lee Control sends free-text page via "FD All"
 - Lee Control sends verbal message over Station Tones to North, South, or both groups.
 - Request for IMT Lee SO must receive phone call
- Notify Division of Forestry if response is needed or not.
- If mutual aid is needed, radio communication should be established through the Lee County Fire Chief's Association Communication Flow Chart (6-02)
 - All agencies working on designated fire shall also follow the Caloosahatchee ICS Communication Plan
 - Communicate with DOF on Red (Lee), White (Hendry), or Blue (Collier) channels.
- Any unit entering Hot Zone shall notify Command or Operations/Division via radio.



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

Operations

- At no time should fire support personnel extend the limit of their equipment or training capability
- At all times when any unit is operating in the Hot Zone at least 1 protected unit will be on scene in radio communication with that unit.
- At all times when protected vehicles are operating in a Hot Zone there will be at least one staffed BLS vehicle on scene with a request for an ALS unit to establish rehab recommended.
- Before staging is closed all persons who operated in Hot Zone will go through a post incident evaluation consisting of at least pulse, respiration and Blood Pressure checks. Recommend using the approved form for this.



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

Operations (cont.)

- All personnel will be evaluated (in person) by a supervisor at least every 4 hours if they have not left the Hot Zone.
- Any unprotected vehicle entering the Hot Zone is recommended to do so with a minimum of two personnel and must be in radio communication with Command and or Operations
- RIT – A RIT team will be established and placed at a strategic location on the incident.



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

Air Operations (Daylight Only)

- Anytime aircraft is called for the IMT must be notified
- Rotary-wing Aircraft considerations
 - Immediate life safety
- Immediate protection of multiple structures
- Request for fixed wing aircraft
 - Fire detection
- Missing / lost vehicle



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

Plans

- Situation Unit
- Incident should be accurately mapped as soon as possible, locating structures, hazards, water locations, etc.
- Resource Unit
 - Accountability should be established immediately using the passport system.
- PAR's should be conducted at least every 30 minutes while on scene.



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

Logistics

● Services Branch

- An ALS unit will be requested to establish Rehab on scene to evaluate the troops using the approved form.
- A Command Bus (provided by the County where the incident is) will respond when an IMT is called on.
- Food and Water considerations will be addressed as soon as possible.

● Support Branch

- Fuel needs will be addressed as soon as practical.
- Equipment maintenance issues should be considered and an agency mechanic ordered.



Caloosahatchee All Hazards Standard Operating Guidelines (S.O.G.'s) cont.

General Information

- If resources are available obtain:
 - local wind speed and direction
 - temperature
 - relative humidity
- Weather information should be updated through command at least every two hours or as conditions warrant.
- Local weather information can be obtained at http://flame.fl-dof.com/fire_weather



Incident Management Teams (IMT's)

- Multi-discipline
- Law Enforcement
- Fire
- Emergency Management
- Emergency Medical Services
- Utilities
- School Board



Area Command



Lee County Fire Chief's Association Operational Guidelines

Title: Multi-Agency Fire Service Response Support Plan

Purpose: To establish a plan for supporting multi-agency fire response to two or more simultaneous incidents affecting two or more jurisdictions.

Area Command (cont.)

DEFINITIONS:

- AREA FIRE COMMAND: An authority to command fire suppression and rescue resources in support of two or more simultaneous incidents affecting two or more jurisdictions.
- CHIEF OFFICER: A Chief Officer of a fire service agency within Lee County. The chief officer must be capable of establishing Area Command.
- COUNTY COORDINATOR: That person designated in the Florida Fire Chief's Association Statewide Emergency Response plan for coordinating the mutual aid resources originating within Lee County.

Area Command (cont.)

DEFINITIONS (cont.):

- EOC LEVEL 3 ACTIVATION: The Lee County Emergency Operations Center (EOC) facility is open and a representative of Emergency Management will be present, as necessary, to assist the Chief Officer.
- EOC LEVEL 2 ACTIVATION: The EOC may be staffed around the clock with essential ICS staff members from Emergency Management and Public Safety, and various other disciplines, including the fire officers and staff. The Emergency Management Programs Manager or Emergency Support Assistance Team (ESAT) Team Leader must approve this level of activation. This level of activation may be accompanied by the declaration of a State of Local Emergency (SOLE) by the Board of County Commissioners. A SOLE may be issued in situations causing significant health and welfare impacts on the County as a whole, or a specific segment of the County population.

Area Command (cont.)



DEFINITIONS (cont.):

- EOC LEVEL 1 ACTIVATION: The EOC will be staffed around the clock with ICS staff members from all necessary disciplines. This level of activation requires the approval of the Director of Public Safety, Emergency Management Programs Manager or the ESAT Team Leader and will normally be preceded by or accompany a State of Local Emergency declaration by the Board of County Commissioners.
- MULTI-AGENCY FIRE RESPONSE: A response to a single incident comprised of apparatus from three or more fire service agencies, excluding the Florida Division of Forestry.

Area Command (cont.)

DEFINITIONS (cont.):

- ON-CALL CHIEF OFFICER: A Chief Officer who has been pre-identified for response to the Emergency Operations Center.
- REGION 6 COORDINATOR: The person designated in the Florida Fire Chief's Association's State Emergency Response Plan for coordinating the mutual aid resources originating within Region 6. This includes Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Okeechobee, and Sarasota counties.

Area Command (cont.)

DEFINITIONS (cont.):

- **STATE OF LOCAL EMERGENCY:** Declared by the Board of County Commissioners, allows the use of emergency spending procedures, authorizes the suspension of certain county activities and the use of all county owned resources in support of an incident.
- **EMERGENCY SUPPORT ASSISTANCE TEAM (ESAT):** A team of emergency management personnel consisting of a team leader and 3 to 4 team members. This is an on-call team that responds to after duty hour requirements for Emergency Management assistance. This team will be the nucleus element for after hours EOC activation and/or Overhead Team response to an incident requiring the Special Response Vehicle (SRV). The ESAT Team Leader can be reach by Lee Control (Dispatch).

Area Command (cont.)

DEFINITIONS (cont.):

- Procedures:

As part of the ICS Overhead Team (Short or Long), any time an agency within Lee County requests the response of an ICS Overhead Team, the on-call Chief Officer may respond to the Lee County Emergency Operations Center (EOC) to assist in obtaining mutual aid resources as requested by the Incident Commander.

If there are two or more simultaneous incidents within two or more fire service jurisdictions, the Chief Officer will establish Area Command at the EOC. Area Command will be utilized to support the operations of the multiple incidents and coordinate the response of mutual aid resources. Resources will be assigned by the Area Command based upon need and availability.



Area Command (cont.)

- Procedures (cont.)

The Chief Officer will notify the Lee County Emergency Operations Center of his or her intended response to the EOC. After duty hours and on weekends or holidays, the Chief Officer will notify Lee Control (Dispatch) of his or her response to the EOC. Dispatch will notify the ESAT Team Leader.

Upon arrival at the EOC, the chief officer will assume responsibilities as the County Coordinator for mutual aid response to incidents within and outside of Lee County.

The Chief Officer will notify or update, as necessary, the State Warning Point and the Florida Fire Chiefs Region 6 Coordinator of the incident.

Area Command (cont.)

- Procedures (cont.)

If the resources are required from outside Charlotte, Collier, Hendry and Lee counties, the Chief Officer will recommend that the Emergency Management Programs Manager or his designated representative elevate the activation level to LEVEL 2. The State Warning Point will be notified of the change in status and all mutual aid requests to the State will be made through Emergency Management (EM). The Chief Officer may request that Lee County declare a State of Local Emergency. This request will be made through the Emergency Programs Manager or his designated representative.

Area Command (cont.)

CHECK LIST

This is just a short check list or suggested steps you may take in order to bring the event to a successful conclusion. Please feel free to expand on these items.

- Call dispatch and tell them you are on your way and you will be activating EOC Area Command
- Request dispatcher to activate Emergency Support Assistance Team (ESAT)
- See LCFCA Operational Guidelines: Multi-Agency Fire Service Response Support Plan

Upon arrival at EOC:

- Contact other team members if they haven't already arrived
- Go to dispatch and request phone numbers and TAC channels being used for each event. (If they are not following the Lee County Fire Chiefs Association's Communication chart, contact the Incident Commander and recommend a change)
- You should have current list of contact numbers with you (i.e. Region 6 contact numbers, Lee County, Collier County, Hendry County, etc. phone numbers)
- It may be necessary to monitor multiple radios (bring additional hand-held radios) or you may wish to set up in the rear of the EOC Operations room. This area has plenty of phones, radios, etc.



Area Command (cont.)

Do a size up, start a report and possibly mark events on maps (ingress, egress, etc.)

- You will need to contact the Incident Commander of each event to see what their needs are; police, PIO's, additional units, Incident Management Teams (IMT's)
- Paint a picture of each event in your head and try to separate yourself from any single event. You need to look at the big picture; this means looking at other local and other state events going on.

If all local resources have been exhausted, activate the Florida Fire Chiefs Association State Emergency Response Plan (S.E.R.P.).



Questions?