1.3.4 Emergency Operations Planning

	YOUR ORGANIZATION STANDARD OPERATING PROCEDURES/GUIDELINES
TITLE: Emergency Operations Planning	**SECTION/TOPIC:** Organizational Planning and Preparedness
NUMBER: 1.3.4	**ISSUE DATE:**
	REVISED DATE:
PREPARED BY: X _____ Preparer	**APPROVED BY:** X _____ Approver
These SOPs/SOGs are based on FEMA guidelines FA-197	

1.0 POLICY REFERENCE

CFR	
NFPA	
NIMS	

2.0 PURPOSE

This standard operating procedure/guideline addresses community right to know, general operations planning, facility and operational preplanning (fire suppression, emergency medical response, hazardous materials response, technical rescue, disaster operations), resource classification.

Pre-incident planning can provide valuable information about an occupancy which can improve the ability of firefighters to respond effectively to a fire or other emergency at that location. Pre-incident planning addresses vital fire protection concerns, such as: structure layout including access, contents, construction details, types and locations of built-in fire protection systems. It includes all data which can have an impact on decisions or actions taken during an emergency. Pre-incident planning should be a joint venture between emergency services personnel and the occupants/owners of the property.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

This procedure identifies the roles and responsibilities for fire companies, fire districts, Urban Survival for Business, and Dispatch & Deployment in pre-planning for emergencies including: Occupancy selection, Tactical Premise entry into the City Fire Department RMS system, and record keeping.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Community Right to Know:

Our stated mission as a department is to provide for the safety and welfare of the public. We are a public entity. The public has a legal right to know not only what we do, but how we do it. The vehicle for informing and educating the public is the news media.

Within an atmosphere of public apathy, our department and its programs (hence the public itself) will suffer. We can only benefit from an accurate portrayal of the things we do on a daily basis. The more the public knows about us, the greater will be its support. It is for this reason that the Sister City Fire Department shall aggressively pursue a positive relationship with the media.

5.2 General Operations Planning:

FIRE COMPANIES
Each quarter, company officers will select a tactically significant occupancy to pre-plan for emergency incidents in their first due area. What determines a "tactically significant occupancy" may vary according to an individual company's response area but, may include, industrial facilities such as woodworking, hazardous materials, general manufacturing or large storage facilities, residential occupancies such as apartment complexes, condominium complexes, convalescent homes, or senior care facilities, high-rise buildings, health care facilities such as hospitals, clinics or laboratories, and any other occupancy the company officer feels is tactically significant.

When the company officer has selected an appropriate site for a pre-plan, he/she should meet the owner/occupant at the selected site and, together with the owner/occupant, complete the Tactical Premise Pre-plan Authorization Form. Once a pre-plan has been scheduled, the company officer should forward a copy of the Tactical Premise Pre-plan Authorization Form to his/her battalion chief. One copy will be kept by the company officer and placed in the Station Tactical Premise log. A sample of the Tactical Premise Pre-plan Authorization Form can be found in the Tactical Premise handbook.

The company officer is expected to make every pre-plan a training opportunity. Pre-fire planning guidelines can be found in the Building familiarization/Tactical Premise handbook. Pre-plan

information should be shared with the other two shifts in the station so they can conduct a walk through in the pre-planned occupancy. **Each company on each shift should schedule and complete a Tactical Premise pre-plan on different occupancies.**

During the pre-plan, the company will fill out the BUILDING FAMILIARIZATION / TACTICAL PREMISE worksheet. Companies are encouraged to make drawings or record other information which may be useful in a response book carried on the apparatus. When the company returns to quarters, the information on the Building Familiarization/Tactical Premise worksheet is entered into the Tactical Premise portion of the RMS system in the station computer. **NOTE: If the company is located in a Fire District with a designated Tactical Premise Coordinator, the completed Building Familiarization/Tactical Premise worksheet is forwarded to the District Office for entry into the CAD system** (see District Responsibilities). Once the information has been entered, the company officer will make a computer printout of the Tactical Premise information and forward the printout to his/her battalion chief.

FIRE DISTRICT RESPONSIBILITY
The District Commander may choose to designate a District Tactical Premise Coordinator whose primary responsibility would be Tactical Premise data entry. This would increase the possibilities of consistent data entry.

When the battalion chief receives a copy of the Tactical Premise pre-plan authorization form, he/she will place the form in the District pre-plan log. Battalion chiefs should make every effort to accompany fire companies when they are conducting a pre-plan.

After the pre-plan information is in the RMS system, the battalion chief will receive a copy of the Tactical Premise computer printout and then place it with the Tactical Premise pre-plan authorization form in the District pre-plan log. The date the pre-plan was completed should be added to the Tactical Premise pre-plan authorization form in the space provided.

When the Tactical Premise pre-plan authorization form is completed, the battalion chief will make two copies of the completed form and forward them to the engine and ladder company that completes the 2-1 first due assignment for the pre-planned occupancy so they can access the information in Tactical Premise.

URBAN SURVIVAL FOR BUSINESS RESPONSIBILITY
The fire prevention specialist assigned to each District will review the District pre-plan log at the beginning of each month. The fire prevention specialist will advise the battalion chief(s) that he/she is available should any company need technical assistance regarding Fire Code issues in the buildings scheduled for pre-planning.

Each fire prevention specialist assigned to Urban Survival for Business participates in the Self-Inspection Program and is responsible for contacting 25 businesses per week. The fire prevention

specialist will place information received from these contacts into the Tactical Premise portion of RMS including, Business Name and Address, Responsible Party information, and any other information which may be useful to responding companies.

Fire prevention specialists routinely respond to service requests in all categories of tactically significant occupancies, inspect industrial facilities, and respond to fire company requests for service. Every time a fire prevention specialist makes contact with a business or other occupancy, the fire prevention specialist will obtain responsible party information from that occupancy and place that information into Tactical Premise. The fire prevention specialist will occasionally encounter an occupancy which is tactically significant but which has no information in Tactical Premise. The fire prevention specialist will bring this information to the attention of the District Commander of the Fire District which contains the occupancy.

Whenever a fire prevention specialist encounters a situation that changes the Tactical Premise information for a specific occupancy, the fire prevention specialist will enter the changes into the Tactical Premise portion of the RMS system. The Tactical Premise entry will receive a new revision date and a computer printout of the updated information will be made. The fire prevention specialist will then forward a copy of the updated information to the first due company officer. The fire prevention specialist will send a second copy of the Tactical Premise printout to the battalion chief who will update the District Pre-plan log.

DISPATCH AND DEPLOYMENT RESPONSIBILITY
When it becomes obvious that there is a working fire, hazardous materials incident, or other incident which might require information contained in Tactical Premise, the Dispatch and Deployment Captain will immediately begin monitoring the tactical radio channel.

While units are responding or as soon as practical, the Dispatch and Deployment Captain will retrieve tactical and/or responsible party information from the Tactical Premise database using the **TP, TPI, or TPB** commands .

Having the Tactical Premise information displayed at the alarm Captains terminal will allow him/her to provide critical information to command when needed. For example; City units are working a structure fire at Troy Biosciences, the first in ladder company has not had time to look at Tactical Premise information for this structure and Command says "go to the roof and ventilate."

The Dispatch and Deployment Captain has been listening to the radio traffic and sees that Troy Biosciences (through the Tactical Premise display on his terminal) has a metal clad roof. The Dispatch and Deployment Captain relays this information to Command who advises the Ladder to take a metal saw blade with them. The roof is quickly ventilated and the progress of the fire is stopped.

Tactical Premise may be accessed using the TP, TPI, TPB, RP, RPI, and RPB commands from any terminal in Dispatch. If the Dispatch and Deployment Captain is busy with another incident, the Supervisor or TRO will provide Tactical Premise information as noted above.

5.3 <u>Facility and Operational Preplanning</u>: (fire suppression, emergency medical response, hazardous materials response, technical rescue, disaster operations)

5.4 <u>Resource Classification</u>: