BIRMINGHAM FIRE AND RESCUE SERVICE DEPARTMENT

POLICY NO. 94-07-22 (REVISED 03/27/13) VOLUME: II

SUBJECT: INCIDENT MANAGEMENT SYSTEM

SIGNED:
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04/01/13
DATE

PURPOSE:

The National Incident Management System (NIMS) was developed by the U.S. Department of Homeland Security to a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.

POLICY:

The standard operational procedures set forth in this policy establishes procedures for the implementation of all components of the Incident Management System and adhere to the requirements and guidelines established by NIMS, SARA, OSHA, EPA, and NFPA1500 regarding Incident Management procedures.

AUTHORITY:

The authority vested in the Chief of the Department by Code of Alabama, Section 11-43-140 and Birmingham City Code, Section 9-3-5.

RESPONSIBILITY:

It is the responsibility of the Assistant Chiefs of Operations to review and update this policy.

REVOCATION:

This revised policy replaces Revision 05/10/05.

PROCEDURES:

I. INCIDENT COMMAND

A. The following SOPs are designed to:

1. Fix the responsibility for command on a specific individual through a standard identification system, depending on the arrival sequence of members, companies, and chief officers.

2. Ensure that a strong, direct, and visible command will be established from the onset of the incident.
3. Establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander and to other individuals operating within the Incident Management System.
4. Provide a system to process information to support incident management, planning and decision-making.
5. Provide a system for the orderly transfer of command to subsequent arriving officers.

II. RESPONSIBILITIES OF COMMAND

A. The Incident Commander is responsible for the completion of the following tactical priorities.

1. Life Safety - (Provide for the safety, accountability, and welfare of personnel and civilians).
2. Incident Stabilization.
3. Property Conservation

III. FUNCTIONS OF COMMAND

A. The Incident Commander shall:

1. Assume command and establish an effective operating position (Command Post) when appropriate.
2. Rapidly evaluate the situation (360 degree size-up).
3. Initiate, maintain and control the communications process.
4. Identify the overall strategy and select tactics, develop an incident action plan, and assign companies and personnel consistent with the plan and the SOPs.
5. Develop an effective Incident Management Organization.
6. Review, evaluate and revise (as needed) the incident action plan.
7. Provide for the continuity, transfer, and termination of command.

IV. ESTABLISHING COMMAND

A. The ranking fire department member of the first unit to arrive at the scene shall establish or pass command of the incident.

1. The ranking member of the first arriving unit may pass command to the next arriving ranking member, dependent upon the essential function of the 1st arriving officer.

B. The initial Incident Commander shall remain in command until command is transferred to an equivalent rank or higher, or the incident is terminated.

C. The Incident Commander must staff the parts of the Incident Management System that are needed to effectively manage the incident resources.

D. When only a single unit has responded to an incident the ranking member is only required to acknowledge the arrival of the unit.

Example:

Engine 1 is on the scene of a vehicle fire at 67th Street and 1st Avenue North."

E. On incidents where multiple units (greater than 1 engine and 1 rescue unit) are dispatched, the ranking member of the first unit to arrive MUST establish command and begin to develop an Incident Command structure by giving an initial radio report, as follows:

1. Unit designation
2. Site of arrival
3. A brief description of the incident situation.

   a. Building description.
   b. Description of the incident conditions.

F. Actions your crew is performing (rescue-suppression-attack-ventilation- ladder, etc.)

G. Declaration of basic strategy (offensive or defensive).

H. Any obvious safety concerns.

I. Establish/Pass/Transfer, identification and location of command.

J. Request of additional resources, or release of resources (additional alarms, dropping certain units from dispatch, i.e., second rescue, etc.).

K. Assignment of other responding resources as required (staff specialty units, i.e., arson, air, inspection, safety).

The radio designation "command" will be used in conjunction with the geographical location of the incident, e.g., 87th Street Command, Legion Field Command. This designation will not change through the incident.

Example:

"Engine 14 is on the scene, 303 Graymont Avenue North, south side of Legion Field stadium. 25% fire involvement on the second level, through north side. We have a working fire. This is an offensive operation. Engine 14 establishing Legion Field Command. Command to Engine 32, lay a 5" supply line to Engine 14 and report with your crew to the command post."

V. PASSING COMMAND

A. In certain situations, it may be advantageous for the first arriving company officer to "Pass Command" to the next arriving officer of another unit. This is often the case when the first company is in the fast attack mode or tactics require a full crew, such as, a high rise incident.

B. The first arriving officer, after giving the brief initial report and another unit is now on the scene, simply identifies the other company and passes command to that unit.

Example:

Engine 3 on the scene of a two-story frame dwelling, fire on the first floor/ 19th Street side. This is a working fire. People trapped on the second floor at a window on 3rd Avenue side. Engine 3 is performing a rescue by ladder. This is an offensive fire, passing command to Engine 7. (Engine 7 must be on the scene)

C. If another unit is not on the scene, the first arriving company officer must establish and retain command until command can be assumed by another arriving unit. The first arriving unit will be operating as a mobile command if the officer of the first arriving unit is needed for a fast attack.

NOTE: Should a situation occur where a later arriving Chief Officer cannot locate or communicate with Command after several radio attempts, that officer will assume command and immediately take the appropriate action.

D. Command can only be passed one time at any given incident. Allowing command to be passed more than one time would create the possibility of free lance operating or loss of accountability by the incident commander. (Transfer of command, which will be covered in the next section, may be done numerous times during an incident)

E. Passing Command should not be done unless justified.

Example:

At incidents where the safety and welfare of the crew is directly related to keeping the entire operating company together.

Working incidents where fast intervention is critical and further investigation is required to make effective decisions.

F. When the company officer is unable to pass command due to the second unit not being on the scene, the officer will maintain command by portable radio until one of the following occurs:

1. The situation is stabilized.
2. The situation does not stabilize and the company has to withdraw and establish a command post and defensive attack until other units arrive.
3. Command is assumed by a higher-ranking officer.
4. Command is passed to another company officer.

VI. TRANSFER OF COMMAND

A. Command is transferred to improve the quality of the command organization. The following transfer of command procedure shall be used:

B. The first arriving company officer will establish command, provided command is not "passed."

C. The first arriving chief officer shall assume command of any incident that has not been put "under control."

D. The first arriving Assistant Chief may assume command of any incident that has not been put "under control."

E. The Fire Chief may choose to assume command, or assume an advisor role.

F. The officer assuming command will communicate with the person being relieved. Face-to-face communications are preferred. However, communications may be accomplished by radio if a face-to-face meeting is not possible.

G. The person being relieved will brief the officer assuming command on the following areas:

1. Incident conditions (e.g., fire location, type of spill or release, number of patients, etc.)
2. The incident action plan.
3. What progress has been made toward completion of the tactical objectives?
5. Safety considerations.
6. Deployment and assignment of operating companies and personnel.
7. Need for additional resources.

H. The tactical worksheet shall be reviewed.

I. The assumption of command by the ranking officer will be announced on the radio.

J. The person being relieved will be used to best advantage by the new Incident Commander.

VII. COMMAND STRUCTURE

A. The Incident Commander is required to develop an organizational structure to manage the incident. The size and complexity of the organizational structure will be determined by the scope of the emergency.

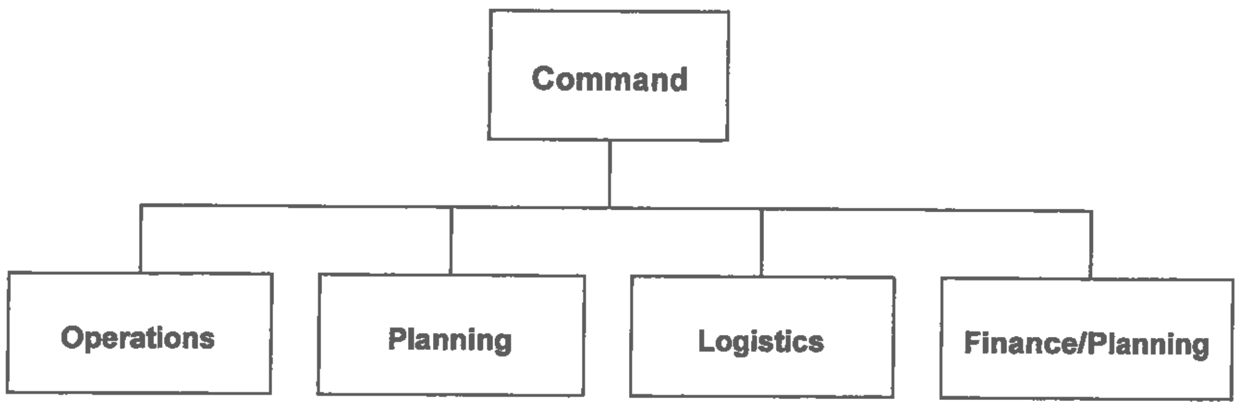
B. The Incident Management System is the basic system used on any size or type of incident.

C. The IMS is a tool. Staff only those functions necessary for the management of the incident. You are not at the scene to create a "great" organization. You are there to bring an out-of-control situation back to normal.

D. Do not over manage or under manage your resources.

E. The IMS is designed to allow for the adequate and effective supervision of resources and to prevent any one manager from becoming "overwhelmed" by too many subordinate personnel.

F. Span of control is the number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. Under NIMS, an appropriate span of control is one supervisor for every 3 to 7 individuals.



Incident Command System: Basic
Functional Structure

VIII. COMMAND ORGANIZATION

A. The command organization must develop at a pace that stays ahead of the tactical deployment of personnel and resources. In order for the Incident Commander to manage the incident, the ability to direct, control, and track the position and function of all operating companies must be in place.

B. The basic configuration of command includes three levels:

1. Strategic Level - Overall direction of the incident.
2. Tactical Level - Assigns operational objectives (Tactics or Tasks).
3. Task Level - Specific tasks assigned to companies, teams or individuals.

C. The Strategic Level involves the overall command of the incident. This involves setting the broad goals, or strategy, and having a view of the "big picture." Strategy is the "what to do" to resolve the incident problems. Strategies are determined through the size - up of the situation that identifies the incident problems.

D. The selection of the appropriate tactics to accomplish the strategy is fundamental. Tactics are "how" to accomplish the strategy.

E. The Incident Commander must develop an Action Plan for the incident. The strategies and tactics are the basis of all Action Plans. The Action Plan should also cover all support activities needed during the operational period. The Action Plan defines not only the "what" and how", but also the "who, where and when." The Action Plan is the basis for developing the command organization, assigning all resources, and providing adequate support for the operating companies.

F. The Strategic Level responsibilities include:

1. OFFENSIVE or DEFENSIVE operation.
2. Determining the appropriate strategy.
3. Establish overall incident objectives.
4. Setting priorities.
5. Develop an incident action.
6. Predicting outcomes and planning.
7. Assigning specific objectives to tactical level units.

G. The Tactical Level:

1. Direct operational activities toward specific objectives.
2. Includes Branch and Division Officers.
3. Is responsible for specific geographic or functional areas.
4. Has authority to make assignments and decisions within the boundaries of the operational plan and the specific area of responsibilities.
5. Has the responsibility for safety in the specific area of responsibility.

H. The Task Level:

1. The Task Level refers to those activities normally accomplished by individual companies or specific personnel. The Task Level is where the work is actually done. The Task Level activities are routinely supervised by Company Officers.

IX. DIVISION

A. A division is an organizational level having responsibility for operations within a defined geographic area or having a specified functional assignment at an incident.

B. When establishing a division, the Incident Commander will indicate:

1. The tactical objective(s) to be accomplished.
2. The division radio designation.
3. The identity of the resources assigned to the division.

C. The Incident Commander shall make division assignments based on the following:

1. When the incident will involve a number of companies or crews.
2. Command should always start multiple company operations at the division level.
3. A company assigned to perform a tactic in a geographic area is designated a division, such as, roof division.
4. A company assigned to perform a tactical function will also be designated as a division, such as, medical division.

D. Officers with functional responsibilities MUST report to the division officers in whose geographic area they intend to operate BEFORE starting those operations.

E. Division officers must be in a position to directly supervise and monitor operations.

F. Division officers are responsible for and in control of all functions within their assignment.

G. Each Division officer will:

1. Complete objectives assigned.
2. Account for all assigned personnel.
3. Ensure that operations are conducted safely.
4. Monitor work progress.
5. Redirect activities within their assignment as necessary.
6. Immediately advise the Incident Commander of significant changes involving the inability to complete the objective, hazardous conditions, accidents, structural collapse, etc.
7. Coordinate actions with other related activities and adjacent supervisors.
8. Monitor the welfare of assigned personnel.
9. Request additional resources and release unneeded resources as required.
10. Provide their superior with essential and frequent progress reports.
11. Reallocate resources within the division as required.

H. Appropriate span-of-control is considered 3 to 7, with 5 being the optimum.

I. Communications between elements within a division should be accomplished face-to-face wherever possible (division commander to crew members).

J. When any new resource is assigned to a division, that resource leader will be told to which sector they are being assigned along with the OIC's name. The division officer will be notified of the identity of the new resource by the person making the assignment.

K. Sector officers will ensure an orderly and thorough reassignment of companies to the Rehab.

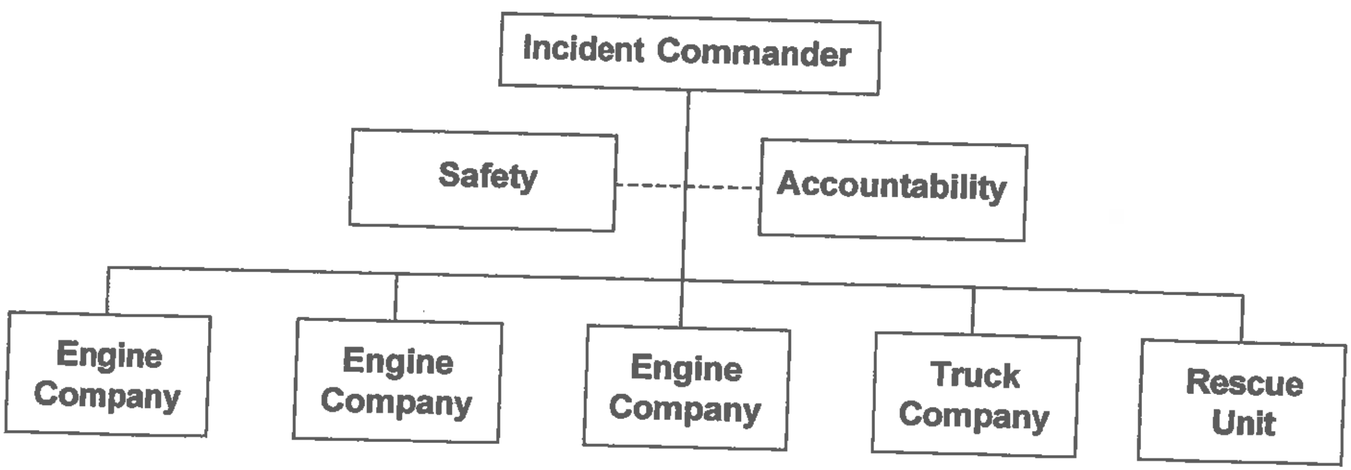
L. Companies must report to Rehab intact to facilitate accountability.

X. EXPANDING THE ORGANIZATION

A. The Operations, Planning and Logistics Section Chiefs and the Unit Leader positions in Planning and Logistics will be staffed only when the corresponding functions are required for effective incident management.

B. The Incident Commander should be cognizant of the probable expansion of the organization based on the complexities and the number of resources required for control.

C. The first command officer to arrive at an incident that has started as a complex incident and one that will obviously grow to a resource intensive situation must start thinking about expanding the organization at a high level. The staffing of the section chief functions will greatly improve the ability of command to effectively manage the operation by allowing for the delegation of the responsibilities of an entire section (planning, logistics, finance/administrative) to others. One example of an expanding organizational structure is shown in the following diagrams.



Organizational Chart: Single Alarm Assignment

XI. COMMUNICATIONS

A. Once command is established, all communications will be directed through the appropriate line(s) of authority.

B. Individuals, units, sector officers, and branch officers will only communicate with Fire Communications when reporting on the scene and/or making emergency radio transmissions. All other communications with Fire Communications will be made by personnel functioning at or above the section level. When a section chief must make a request of additional resources through the Fire Communications, prior approval of the Incident Commander will be obtained.

C. Section Chiefs will most often communicate face-to- face with the Incident Commander and other section chiefs in the command post.

D. Section Chiefs will most often communicate with only those branches that fall under their particular section.

E. Sections Chiefs will almost never communicate with personnel functioning below the branch level except in emergency situations.

F. Branch chiefs will most often communicate with only those sectors which function under that branch, the section chief responsible for that particular branch and other branch chiefs.

G. Sector officers will most often communicate with only the units assigned to that particular sector, other sector officers within that branch, and the branch chief responsible for those sectors.

H. Unit OIC will most often communicate face-to-face with the division officer they have been assigned to and the personnel that are assigned to them.

XII. EMERGENCY COMMUNICATIONS

A. Mayday, Mayday, Mayday is the radio term that will be used by Birmingham Fire and Rescue Service Department personnel to alert the Incident Commander and other persons on the emergency scene that personnel are in an imminent life-threatening situation.

B. This will receive the highest communications priority and all non-emergency and non-essential conversations on the radio channel should be eliminated or delayed.

C. When a member(s) becomes trapped, disoriented, lost, injured, needs assistance, or sees an extremely hazardous situation, a radio message shall be transmitted by the member(s) to the Incident Commander.

D. The radio message shall begin with the activation of the emergency button then stating; "Mayday, Mayday, Mayday," and shall include the following information:

L Location (i.e., floor/sector/wing)
U Unit (i.e., Engine 2)
N Name (i.e., F/F Smith)
A Assignment (i.e., checking for extension)
R Resources or Response (i.e., ceiling fell, need manpower and medics, evacuate the area)

Example:

The firefighter will activate their radio emergency button then state over the radio, "Mayday, Mayday, Mayday. This is Fire Fighter Smith with Engine 1. We have large cracks appearing in the brick wall on the north side of the building. Wall is unstable and may fall; evacuate the building immediately."

When the Incident Commander receives a Mayday, he/she shall immediately acknowledge it and repeat the LUNAR information.

"Command to Fire Fighter Smith, I received your Mayday and understand there are large cracks appearing in the brick wall on the north side of the building. Wall is unstable and may fall; evacuate the building immediately."

Fire Alarm shall immediately transmit the emergency alert tone on the fireground radio channel for 5 seconds and announce to units on the fireground to standby for an emergency message.

"Fire Alarm to all units operating on the scene of 2300 5th Avenue North, standby for emergency message."

E. The Incident Commander shall then transmit instructions to appropriate personnel.

F. All units shall be directed to maintain radio silence on the fireground radio channel unless the radio traffic is related to the hazardous situation or trapped, missing firefighter unless another emergency condition develops.

G. In the event a critical safety risk situation requires a total emergency evacuation of all personnel from a structure , the following actions will be initiated along with the emergency communications network:

1. All units will place their electronic sirens on YELP for one minute.
2. After one minute, a Personnel Accountability Report (PAR) will be taken.

H. After PAR is taken, should there be any personnel unaccounted for; repeat steps 1 and 2.

NOTE: The use of " Emergency Communication" should be initiated only when the hazard appears to be imminent.

XIII. STAGING

A. Staging procedures provide a standard system of placement of responding apparatus, personnel, and equipment prior to assignment to tactical operations.

B. The staging area shall be an area where uncommitted resources are temporarily placed and are available for immediate assignment into the operation.

C. The staging officer shall report to the resource branch chief when the resource branch is staffed. If the resource branch is not staffed, staging reports directly to the OPS Section Chief.

D. On initial dispatches (1st Alarms), after the first suppression unit has reported on the scene and established command, remaining responding units that have not been given assignments by command will go to Level 1 staging.

E. Level 1 staging procedures:

1. The first suppression unit, rescue unit, and Battalion Chief will go directly to the scene.
2. All other first alarm units will stop in their direction of travel, uncommitted, approximately one (1) block from the scene and report their unit number and compass location. Also suppression units should standby the nearest hydrant in their direction of travel.

Example:

"Engine 3 standing by 4th Avenue and 18th Street."

3. This report tells command that the unit is ready for assignment and from which direction they will be approaching the scene.
4. Units should expect to receive an immediate acknowledgment from Fire Communications. The time of arrival at level 1 staging will be recorded as the unit's "arrival on the scene" time.
5. Units not receiving an acknowledgment from Fire Communications within 45 seconds of units' on scene arrival transmission should call command and confirm arrival and standby position.

F. Level 2 Staging Procedures:

1. Command will initiate level 2 staging procedures when a second alarm or greater assignment is requested or at any large, complex incidents requiring an on -scene reserve.
2. When initiating level 2 staging, a formal staging location must be identified by command or his/her designee.
3. Fire Communications will dispatch additional alarms or mutual assistance calls to the formal staging area.
4. Certain units may be given assignments while en route.
5. Units not receiving assignments must report to the level 2 staging area.

G. Staging Area:

1. Command will assign an officer or member of one of the units responding to staging to be the Staging Officer.
2. If command does not designate a Staging Officer, the first unit OIC arriving at the staging area will assume staging responsibilities and notify command.
3. Company officers should report in person to the staging area upon arrival at the staging location.
4. It is the responsibility of all unit OIC' s in level 2 staging to keep their crews intact and have them ready to depart staging within three minutes of assignment.
5. The staging area will only honor resource request approved by the IC/Operations Section Chief or the Resource Branch Officer.
6. Request to the staging area should include the type of equipment required, number of personnel needed, where to report, who to report to, and the nature of the task, if known.

H. The Staging Area Officer will:

1. Assume a position that is visible and accessible to incoming and staged units.
2. Insure that all apparatuses are parked in the appropriate location.
3. Maintain a log of all resources available in staging.
4. Coordinate with the police department access requirements for the staging area.
5. Review with the OPS Section/Resource B ranch what resources must be maintained the staging area.

XIV. OPERATIONS SECTION CHIEF

A. The Operations Section Chief (OPS) is responsible for the direct management of all incident tactical activities, the tactical priorities, and the safety and welfare of the personnel working in the Operations Section.

B. The Operations Section Chief is most often staffed when the Incident Commander, due to incident complexities, needs to be relieved of the responsibility of being the incident tactician and step back to focus on the "big picture."

C. The Operations Section Chief must also be staffed when the Incident Commander's span-of-control becomes too large due to the staffing of sectors, other sections or units.

D. Responsibilities of the Operations Section Chief:

1. Manage incident tactical activities.
2. Coordinate activities with the incident commander.
3. Implement the incident action plan.
4. Assign resources to tactical level areas based on tactical objectives and priorities.
5. Build an effective organizational structure through the use of branches and divisions.
6. Control staging and air operations.
7. Provide for life safety.
8. Determine needs and request additional resources.
9. Consult with and inform other sections and the Incident Command Staff as needed.

E. When the Operations Section is staffed, the Incident Commander is at the strategic level, OPS is at the tactical level, and the divisions and companies are at the task level.

F. When the Operations Section is staffed, command MUST notify all divisions and branches or single resources that are reporting directly to command, that the OPS section has been staffed, and they are now reporting to Operations.

XIV. BRANCH DIRECTORS - Operations Sections

A. As the span-of-control begins to become excessive, or the incident becomes increasingly complex, the organization can be further subdivided into branches.

B. In general, branches may be staffed for the following reasons:

1. Span-of-control problems for command, or for OPS when staffed.
2. For specific functional or geographic area supervision and control.
3. When the incident involves multi-agency, or multi-jurisdictional response.

Examples:
When command, or OPS when staffed, has too many division officers in their span-of-control.

The incident may require various specialist activities such as suppression, EMS, and HazMat. Command may decide to segregate these operations under technical experts by creating a Suppression Branch, multi-casualty (or EMS) branch, and a HazMat branch.

When the incident requires the services and resources of different agencies or jurisdictions, command may decide to establish a fire branch, a police branch, and public works branch. This provides those other agencies with direct supervision by their own managers. Most often, the OPS Section Chief will have one or more chiefs representing each of the agencies involved. This provides a high level of coordination and authority.

C. Branch directors may be located at the command post and work face-to-face with command and the OPS chief(s).

D. On incidents that encompass a large geographic area, it may be more effective to have the Branch Directors in their tactical locations.

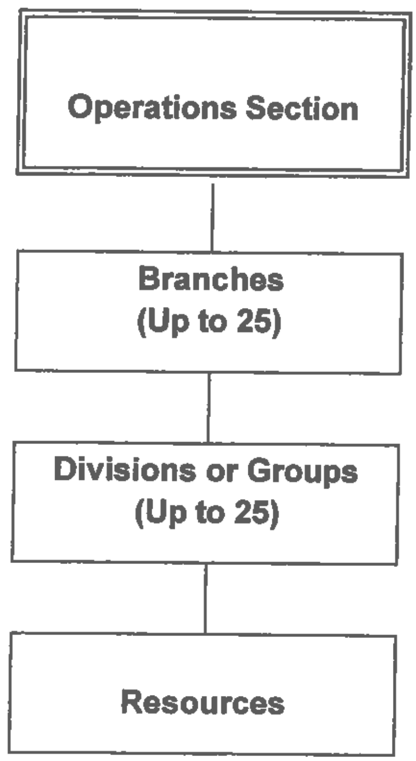
E. When a branch is staffed, command or OPS as appropriate, MUST notify all divisions and single resources assigned to the branch that the branch has been initiated and that those functions are now reporting to that branch. ACKNOWLEDGMENT FROM THESE FUNCTIONS IS REQUIRED.

F. When the incident calls for a functional branch structure due to multi-agency response, such as fire, police, and health services, command, or OPS as appropriate, should establish a branch for each of the agencies.

G. When an incident is multi-agency or multi- jurisdictional, resources are best managed under the managers of those agencies who have normal control over those resources.

H. Branches should always be used at incidents involving two or more distinctly different major management components, e.g., fire with a major evacuation; a large fire with a multi-casualty component, etc.

I. The ICS is applicable across a spectrum of incidents differing in size, scope, and complexity. The types of agencies that could be included in the Operation Section include fire, law enforcement, public health, public works, emergency medical facilities, etc. The organizational method selected will depend on the type of incident, agencies involved, and objectives and strategies of the incident management effort. The ICS offers extensive flexibility in determining the appropriate approach. Figure 3 shows the primary organizational structure within the Operations Section.



Major Organization Elements of Incident Operations

XVI. AIR OPERATIONS BRANCH

A. When an incident requires the use of aircraft, e.g., transportation of victims; high-rise roof operations; swift water rescues; or wild land fire, command, or OPS as appropriate, should establish the Air Operations Branch.

B. The two subunits under Air Operations that may be required are Air Attack (the aircraft); and Air Support (the ground support for the aircraft).

XVII. DIVISIONS AND GROUPS - Operations Section

A. Divisions and Groups are established when the number of resources exceed the Operations Section Chiefs manageable span of control.

B. Divisions demarcate physical or geographical areas of operations within the incident area.

C. Groups demarcate functional areas of operation for the incident.

D. The use of the two terms is necessary, because division always refers to a geographical assignment and groups always refer to a functional assignment.

E. Both divisions and groups may be used in a single incident if there is justification for their use and if proper coordination can be effected.

F. Initially, in any incident, individual resources that are assigned will report directly to the IC. As the incident grows in size and complexity, individual resources may be organized and employed in a number of ways to facilitate incident management.

G. Resources may be employed on an individual basis. This is typically the case in the context of the initial response to the incident. During sustained operation, situations will typically arise that call for the use of a single helicopter, vehicle, specialized equipment, etc.

H. Task Forces are any combination of resources put together to accomplish a specific mission. Combining resources into Task Forces allows several key resource elements to be managed under a single individual supervision, thus aiding in span of control.

I. Strike Teams consists of a set number of resources of the same kind and type operating under a designated leader with common communications between them.

J. Both divisions and groups may be used in a single incident if there is justification for their use and if proper coordination can be effected.

XVIII. PLANNING SECTION

A. The Planning Section is responsible for gathering, assimilating, analyzing and processing information needed for effective decision- making. Information management is a full time task at large and complex incident. Information is needed for both long term and short term planning. The Planning Section chief's goal is to evaluate current events and to identify the need for resources before they are needed.

B. The Planning Section is responsible to:

1. Evaluate current strategy and plan with the IC/OPS Section Chief.
2. Maintain resource status and personnel accountability.
3. Refine and recommend any needed changes to the Action Plan.
4. Evaluate incident organization and span-of-control.
5. Forecast (predict) possible outcomes.
6. Evaluate future resource requirements.
7. Use technical assistance as needed.
8. Evaluate tactical priorities, specific critical factors, and safety.
9. Gather, update, improve and manage situation status in a systematic way.
10. Coordinate with any needed outside agencies for planning needs.
11. Plan for incident demobilization.
12. Maintain incident records.

XIX. LOGISTICS SECTION

A. The Logistics Section is the support mechanism for the organization. Logistics provides service and support systems to all organizational components involved in the incident. They may include: facilities, transportation, equipment maintenance, fueling, feeding, communications, responder medical services, and responder Rehab.

B. Logistics is responsible to:

1. Provide for medical aid for incident personnel and manage the Rehabilitation Sector.
2. Coordinate immediate critical incident stress debriefing function.
3. Provide and manage any needed supplies or equipment.
4. Forecast and obtain future resource needs (coordinate with the Planning Section).
5. Provide the communications plan and any needed communications equipment.
6. Provide fuel and needed repairs to equipment.
7. Obtain specialized equipment or expertise per command.
8. Provide food and associated supplies.
9. Secure any needed fixed or portable facilities.
10. Provide any other logistical needs as requested by command.
11. Supervise assigned personnel.

XXII. FINANCE/ADMINISTRATIVE SECTION

A. The Finance/Administrative Section is established on incidents when the agency or agencies who are involved have a specific need for finance services. Not all agencies will require the establishment of a separate Finance/Administrative Section. In some cases where only one specific function is required, e.g., cost analysis, that position could be established as a Technical Specialist in the Planning Section.

B. In addition to finance, other seldom needed but important administrative functions such as a legal unit could be established under this section.

C. The Finance/Administrative Section is responsible to:

1. Procurement of services and/or supplies from sources within and outside the fire department or community as requested by command (coordinates with Logistics).
2. Documenting all financial costs of the incident.
3. Documenting for possible cost recovery for services or supplies.
4. Analyzing and managing legal risk for incidents.
5. Document for compensation and claims for injuries.

XXIII. COMMAND STAFF - Safety Officer, Liaison Officer, and Information Officer

A. Command will staff the Safety Officer function when Command's allotment of time and focus on safety concerns is insufficient for the incident situation.

<u>Examples</u>:

Working fire or other working incidents where other responsibilities require too much of command's time.

Incidents where command cannot personally see incident operations or structure deterioration.

Highly hazardous incidents such as HazMat, natural disasters, or mass casualty.

A. Structural fire safety officers must know and understand fire behavior, building construction, department safety regulations and be experienced in incident operations.

B. Command will staff the liaison officer function when command's ability to personally meet with representatives from outside agencies will interfere with incident management.

C. The liaison officer will establish a liaison area where all members from outside agencies will be directed to report. This excludes agency representatives that will be part of the Unified Command Post.

D. Command will staff the information officer function when command's ability to personally meet with media representatives would interfere with incident management.

E. The information officer will establish an information area where all members from the media will be directed to report.

F. The information officer will brief the press after consulting with command on the information to be released.

G. The information officer will provide the press with opportunities for pictures of the incident and keep them abreast of conditions.

H. The information officer will provide other governmental agencies with information about incident conditions on an as needed basis.

XXIV. STAFF OFFICERS

A. Staff officers will respond to major alarms and assist with various incident functions.

B. Only Battalion Chiefs and Assistant Chief of Operations will announce their arrival on the incident frequency.

C. Staff personnel with pre-designated incident responsibilities will respond to the incident and automatically assume those responsibilities unless ordered otherwise.

D. Staff personnel at or above the rank of lieutenant and unassigned will report in person to the command post unless ordered otherwise.

E. Staff members, unless ordered otherwise, will report to the staging area division and await assignment from command.

F. All staff members responding on greater alarm assignments will park their vehicles in the location designated by the staging area division.

G. Ranking staff officers will not <u>automatically assume</u> command of an incident based on superior rank.

H. Any fire officer may exercise the prerogatives of that rank and **<u>take</u>** command of an incident, thereby assuming all the responsibility of command.

I. "Command" may request the transfer of command to a ranking staff officer who is not assigned to operations.

XXV. UNIFIED COMMAND

A. When more than one agency in a single jurisdiction or more than one jurisdiction has a legal responsibility for the mitigation of the incident, unified command will be established.

B. All agencies with legal responsibility for the incident outcome will influence the strategy and tactics that are determined and selected.

C. The operations section chief has the responsibility to implement the action plan.

D. The operations section chief should be chosen from one of the agencies represented in the unified command post.

E. Possible selection criteria:

1. Basis of greatest jurisdictional involvement.
2. Number of resources involved.
3. Existing statutory authority.
4. Mutual knowledge of the individual's qualifications.

F. The operations section chief may select representatives of the other agencies to act as assistant operations chiefs to assist in implementing the action plan.

response teams arrive.

5. Row - If it is determined that a boat based operation shall be run Command should assign a company on the opposite bank to assist the Rescue Group in establishing an anchor for a rope system. A minimum of a 2-point tether should be built for swift-water operations.
6. Go - If it is not possible to row to the victim, it may become necessary to deploy a rescuer into the water to reach the victim.
7. Command should consult with the Rescue Group Supervisor and the pilot to determine the risk/benefit of the use of a helicopter.

K. Once the rescuers have reached the victim, they should do an immediate assessment of the victim; a quick assessment of the ABC's and the exact method of entrapment. If the victim is conscious, the rescuer should determine if the victim can assist in his/her own rescue. If the victim is unconscious, a rapid removal is warranted. The victim should be brought to shore as soon as possible.

200.16 OPERATIONS FIRE SUPPRESSION GUIDE

ALL RESPONSE

A. The officer in charge (OIC) of the first arriving apparatus/unit will make a primary assessment of the incident scene and report the existing conditions according to the following guidelines:

1. Give a brief, accurate description of the physical conditions of the incident scene.
2. Determine what resources will be needed, including additional alarms or special apparatus

TACTICAL RADIO CHANNEL PROCEDURES

A. Fire Communication Operator will direct all on scene and responding units to change to a particular tactical channel based on the following conditions:

FIRST ARRIVING ENGINE COMPANY

A. The OIC of the first arriving Engine Company will ensure that care has been taken to position the apparatus strategically to allow access to the most critical point of the fire. The apparatus will also be positioned to maintain unobstructed transit of emergency apparatus. The first arriving Engine Company's initial responsibilities are:

1. Establish Command – passing command is an option if rescue operations are being conducted or another unit on the scene
2. Size up scene 360 degree view with TIC (if available)
3. Give an accurate report of situation found and announce operation

mode – offensive/transitional/defensive
4. Conduct search and rescue operations
5. Operate and advance hose lines to attack the fire
6. Establish primary water supply or assign a company to water supply
7. Protect exposures
8. Establishing Resource Accountability

B. The second arriving engine company will stage, request orders from IC and ensure Resource Accountability. Preparations shall be made to be assigned to:

1. Assist in advancing attack lines or establish master stream operations.
2. Provide water supply (to either the first engine, aerial apparatus, sprinkler systems or standpipes).
3. Exposure Coverage

NOTE: Interior attack should be accomplished with no less than 300 gpm total flow.

AERIAL COMPANY OPERATIONS

A. First arriving Truck Company will report to the scene and position in the best tactical location. Truck Company shall then request orders from the IC, ensure Resource Accountability and preparations shall be made to be assigned to:

1. Search and Rescue
2. Ventilation
3. Exposure protection
4. Operating elevated streams
5. Salvage

B. When aerial streams are to be deployed, the truck should be supplied with its own water supply with an engine company assigned to support the hydrant operation.

RESCUE UNIT FIRE SUPPRESION OPERATIONS

A. First arriving Rescue Unit will stage and request orders from command, ensure Resource Accountability and preparations shall be made to be assigned to:

1. Fire suppression assignment
2. Search and Rescue
3. Medical Group for victims
4. Medical Unit for rehab

B. The IC should consider requesting an additional rescue unit for medical operations if the assigned rescue is involved in fire suppression.

C.

ADDITIONAL RESCOURCES

A. All additional resources arriving on scene shall stage and request orders from the IC.

INCIDENT COMMAND

A. The first Battalion Chief to arrive will assume command and establish the command post in an area that is easily accessible to all personnel. The Command post location should be selected and all units advised of its location as soon as possible.

B. The incident commander should begin building the IMS organization to and ensure the following:

1. RIT
2. Resource Unit Leader - accountability
3. Medical Unit – rehab
4. Division and Groups – Interior Division

C. The IC will advise Fire Alarm of Level II Staging Area when appropriate and assign a Staging Area Manager.

RIT

A. Command will establish a Rapid Intervention Team (RIT) on all "working" consist of a minimum of two (2) personnel, but a RIT of four (4) personnel is preferred. **When operating at an apartment, commercial complex or a second alarm incident, the RIT shall be a minimum of 4.**

B. The RIT team will assemble the necessary equipment and position on the "A" side near the command post. Minimum equipment shall consist the RIT kit, TIC, rope and forcible entry tools.

C. The RIT OIC will monitor all radio traffic and must be available for rapid deployment but can perform other exterior fire ground duties such as:

1. Securing utilities
2. Setting a ladder
3. Assist in setting up lighting equipment

D. After the fire is reported "Under Control" and all personnel are accounted for, the IC may dissolve the RIT and utilize the crew for other assignments.

EMERGENCY COMMUNICATIONS

A. Mayday, Mayday, Mayday is the radio term that will be used by Birmingham

Fire and Rescue Service Department personnel to alert the Incident Commander and other persons on the emergency scene that personnel are in an imminent life-threatening situation and will receive the highest communications priority and all non-emergency and non-essential conversations on the radio channel should be eliminated or delayed.

B. When a member(s) becomes trapped, disoriented, lost, injured, needs assistance, or sees an extremely hazardous situation, a radio message shall be transmitted by the member(s) to the Incident Commander.

C. The radio message shall begin with the activation of the emergency button then stating; "Mayday, Mayday, Mayday," and shall include the following information:

L Location (i.e., floor/sector/wing)
U Unit (i.e., Engine 2)
N Name (i.e., F/F Smith)
A Assignment (i.e., checking for extension)
R Resources or Response (i.e., ceiling fell, need manpower and medics, evacuate the area)

D. The incident shall deploy the RIT team, assign a secondary RIT and request a second alarm assignment from Fire Alarm.

E. Fire Alarm shall immediately transmit the emergency alert tone on the fire ground radio channel for 5 seconds, announce to units on the fire ground to standby for an emergency message and dispatch an additional alarm assignment to the scene.

F. All units shall be directed to maintain radio silence on the fire ground radio channel unless the radio traffic is related to the hazardous situation or trapped, missing firefighter unless another emergency condition develops.

G. In the event a critical safety risk situation requires a total emergency evacuation of all personnel from a structure, the following actions will be initiated along with the emergency communications network:

1. All units will place their electronic sirens on YELP@ for three minutes.
2. After three minutes, a Personnel Accountability Report (PAR) will be taken.
3. After PAR is taken, should there be any personnel unaccounted for; repeat steps 1 and 2.

NOTE: The use of Emergency Communication should be initiated only when the hazard appears to be imminent.

RESOURCE UNIT LEADER

A. The accountability system will be placed into operation on all working incidents including but not limited to structure fires, hazmat, and mass casualty incidents.

B. The Resource Unit Leader (RUL) responsibilities include resource check-in, resource tracking, operational planning, situation status of resources, and demobilization. The Resource Unit Leader will collect all roster boards. All subsequent arriving companies will check in with the Resource Unit Leader.

C. Branch Directors and Division/Group Supervisors shall keep the RUL and the IC informed of the resources assigned to their area and when they move to various incident locations (i.e. Medical Unit for rehab, Staging, Branch I, Division C, etc).

D. A Personnel Accountability Report (PAR) shall be initiated, but are not limited to:

    1. When the incident is placed under control
    2. Report of a member or crew missing or trapped (firefighter MAYDAY)
    3. When a unit/crew cannot be contacted after three consecutive attempts at radio contact
    4. Sudden hazardous change on the incident scene such as vapor release, collapse, etc
    5. Incident conditions deteriorate to a point that an evacuation is ordered
    6. A change from offensive strategy to a defensive strategy
    7. At twenty minute intervals announced by Fire Communication's.

E. When conducting a PAR, the RUL will contact the unit, division or group and ask for the PAR.

F. Operational personnel should report a PAR at the completion of an assigned task (i.e. Search Group to command primary search is "all clear" Rescue 1 has PAR)

G. Branch Directors and Division/Group Supervisors are responsible for making certain the PAR is conducted in their respective area of responsibility. The results of the PAR should be communicated to the Resource Unit Leader or Incident Commander (i.e. Division C to Command, Division C has Engine1, Engine 6 and Rescue 6 in Division with 9 personnel, Division C has PAR)

H. Once the Resource Unit Leader has confirmed the PAR is complete, the IC will announce to Fire Communications that the PAR is complete (i.e. Hospital Command to Fire Alarm the fire is under control, Command has PAR).

I. Command must continue the PAR until all personnel, from all companies, are accounted for. If there is no response from a crew after three (3) attempts, the following procedures will be initiated:

J. The Branch Director or Division/Group Supervisor will notify the Incident

K. Commander that their PAR is incomplete and provides the following information:

1. The crew's identification number that cannot be contacted.
2. Approximate location or assignment area
3. Name and rank of the OIC of the missing crewmember
4. Command will request that Fire Communications attempt to contact the crew.
5. If the Incident Commander confirms a missing firefighter then the RIT shall be deployed

MEDICAL UNIT

A. The Incident Commander along with the Safety Officer shall assign members to enter rehab. The Company Officer shall monitor crews and assess their need for rehab and can request rehab through the incident commander. Rehabilitation operations shall be provided under the following criteria:

1. PPE shall be removed before entering rehab
2. Members shall undergo rehabilitation following the use of a second 30-minute SCBA cylinder or 1-60-minute SCBA cylinder
3. 40 minutes of intense work without SCBA, (i.e. wildland, technical rescue)
4. A supervisor shall be permitted to adjust the time frames depending upon work or environmental conditions.

B. Personnel shall rehab for a minimum of 10 minutes the first period. Personnel shall rest for 20 minutes after a second 30-minute SCBA or 40 minutes of intense work without SCBA, (i.e. wildland, technical rescue). When temperature limits increase to the heat and cold danger levels, rehab will be mandatory at 20 minute work limits and 20 minute rehab limits. The Medical Unit Leader and or Safety Officer shall have the authority to extend the rehab time based on temperature.

MEDICAL MONITORING

A. Members entering rehab shall be observed for symptoms of heat or cold exposure. Other symptoms to be aware of are dizziness, shortness of breath, chest pains, and cramps. Once a member enters the rehab group formal medical monitoring with documentation is required. The Medical Unit leader will have the authority to keep a member in rehab until all normal levels are met and can send a member for further evaluation at a medical facility. Medical monitoring shall include and meet the following levels:

Component	Non Release Criteria	Treatment
Blood Pressure	160/100	Continue rehab and recheck every 5 – 10 min
	Systolic below 100	Continue rehab and follow EMS protocols
Heart Rate	Above 100 after 20 minute rehab	Continue rehab and monitor every 5 min
SPO2	Below 94	Continue rehab consider O2 Treatment
CO	Above 10%	O2

B. Documentation shall be maintained on all rehab incidents. This documentation will keep accountability of crews entering and being released from rehab. No member shall be released from rehab without confirming their accountability with the Medical Unit Leader. The Medical Unit Leader will inform the Incident Commander of the units being released from rehab and are available for assignment. Documentation will include:

1. Member name and company assignment
2. Time entering and release from rehab
3. Vital signs

POST REHABILATION

A. Mandatory 30 min shower time and decon time for all companies after working incidents. The Incident Commander will have the authority to place a company out of service for up to 1 hour after an incident for proper rehab. This may be considered after multiple working incidents within a shift or time frame. Company Officers shall encourage members to continue fluid intake after the incident.

LIAISON OFFICER

A. The establishment of a Liaison Officer should be consider to coordinate the welfare of the occupant(s) of the fire building. This position shall coordinate all ARCHIE information. In multi-family occupancy, coordination with the property managers is essential.

HIGH RISE OPERATIONS

NOTE: The construction of most high-rise buildings effectively shields the interior from the outside. Even with "nothing showing," and assumption of a concealed fire should be made by Command.

First Arriving Engine/Truck Company

A. The officer of that company should give his arrival report, announce his actions, identifies next company if possible, and PASS COMMAND to the next arriving officer.

B. The first arriving crew shall enter the building for investigation and prepared for an initial attack with high rise hose pack, forcible entry tools, and rope for a tag line.

C. The Initial Attack should consist of at least three (3) companies. The Officer leading the attack will be responsible for selecting the method of ascending to the reported fire area (elevator to two floors below, or stairs) depending on conditions

D. The tactical priorities should be:

1. Identifying the fire floor
2. Providing an attack on the fire floor
3. Providing for the life safety of persons in immediate danger.
4. 4Providing water supply for the initial attack.
5. Establishing lobby control.
6. Making a size-up of conditions on the fire floor and the floor above

Second Arriving Engine Company

A. On all fire responses, excluding alarm investigation, the second arriving engine company shall secure a supply line and make the FDC connections. These actions shall be taken until a report is given from the interior division that no fire is found.

B. When a building has multiple standpipes, the Fire Floor Division Officer must advise Command where he needs water and Command will confirm the availability of water to that particular riser.

Command Priorities

A. Once the attack companies have started up to the fire floor, Command must be concerned with the following priorities:

1. Develop an IMS organization
2. Provide a water supply for the attack
3. Assign a company to check the floor above the fire floor

4. Assign a company to the floor below – Salvage Group
5. Establish Lobby Control to control elevators, alarm system, HVAC system and to designate the stairways for use.
6. Establish Division inside the building – fire on 16th floor "Division 16"
7. Establish Logistics Section – assembling equipment and getting it a the staging area
8. Establishing Interior Staging – staging area inside the building 2 floors below the fire
9. Establish Medical Unit – rehab for firefighters
10. Establish Rescue Branch – search and rescue operations and evacuations
11. Establish Medical Group – as needed for victims

Basement/Cellar Fires

A. A 360 degree survey of the involved structure is an important element of a proper size up and is very important in a basement/cellar fire situation, the officer must quickly determine if an exterior access to a basement/cellar is present and continue:

    1. Assessment of the structure
    2. The fire and smoke conditions observed
    3. The ventilation profile of the structure
    4. The survivability of occupants remaining in the structure
    5. Risk analysis made by the officer

B. The preferred point of attack is the exterior door that leads directly into the basement/cellar. The first attack hose line shall be stretched to the exterior doorway for attack with a back up line.

C. As extinguishment proceeds, a check for extension to those areas above the fire should be made as soon as safely possible, with the protection of a third attack hose line. The safety of operations is based on a risk analysis that includes victim survivability, structural integrity and developing conditions.

No Exterior Entrance

A. An attempt to locate fire looking through basement/cellar windows shall be completed. If present, attempt to knock-down the fire with an attack hose line through the windows prior to considering interior entry down a basement/cellar stairway. Use a thermal imaging camera to aid in locating the fire.

B. If the building has an exterior entrance and it is determine safe to enter, the advancement of lines for an interior attack of a basement/cellar fire must be coordinated with aggressive ventilation of the basement/cellar and floors above. A back-up line should be in place as soon as practical upon making entry, along with a thermal imaging camera.

C. An exterior attack can be made considering the breech of walls, the removal of basement/cellar windows and the addition of foam to the water.

Roof Operations

A. Roof ventilation should be considered only when positive pressure ventilation cannot accomplish effective ventilation and only when safe to do so.

B. If there is any evidence of fire in the attic space of a suspected lightweight constructed roof or tile roof, no personnel will be permitted on the roof.

C. All roof ventilation personnel shall wear full protective clothing and equipment when operating above a fire. SCBA with face pieces connected will be worn at all times while operating above a fire.

D. Roof ladders shall be used for operations on any roof where the pitch presents a problem or crews cannot effectively operate aerial ladders.

E. Command will assign the Roof Division and supervisor shall evaluate the following:

1. Roof design and construction (flat, peaked, bowstring, etc.)
2. Structural conditions
3. Fire conditions or effects of fire on roof
4. Locations of fire walls
5. Locations of heavy objects that are affected by fire conditions
6. Ventilation plan
7. Needs for additional resources

F. The objectives for operations include:

1. Complete adequate size ventilation hole(s) and achieve effective ventilation.
2. Communicate with Interior Division and coordinate roof ventilation with positive pressure ventilation.

G. Ventilation crews should be strategically placed to allow safe access to the roof, emergency exit from the roof with secondary means to esacape, and in tactical positions that would permit effective defensive operations if needed.

H. The first personnel reaching the roof must quickly evaluate conditions to assure the roof is structurally sound before attempting to work on it. The

Officer must constantly evaluate the structural stability of the roof as it relates to changing fire conditions and time.

I. Adequate size ventilation holes must be cut and opened if ventilation is to be successful. Ventilation hole of at least 4' x 4' is a rule of thumb to consider. In some cases, more than one hole will be required

200.17 NOTIFICATION OF INCIDENTS OF CRITICAL NATURE

A. The on duty Assistant Chief shall be notified of incidents that are critical in nature by Fire Communications of the following incidents:

1. Working structure fires 2nd alarm or greater.
2. Special rescues or extrications.
3. Mass Casualty incidents.
4. Hazardous Materials incidents.
5. Bomb threats with identified device.
6. Whenever mutual aid requested.
7. Citizen fire related injuries and/or fatalities.
8. Injuries or death to Fire Department personnel or other city employees.
9. Whenever there is an administrative and/or personnel problem that needs immediate attention and extends beyond the authority of the Battalion Chief.
10. Police Operations involving hostage and/or barricaded subjects, where Fire personnel are dispatched to stand by.
11. Vehicle accidents involving Fire Department.
12. Incidents of a controversial nature.

B. The on duty Assistant Chief will be responsible for notifying the Fire Chief and Assistant Chiefs of unusual circumstances.

200.18 HEARING PROTECTION

A. Firefighters shall use NFPA 1500 recommended hearing protection when riding in or working around fire apparatus with an excess of. Employees are encouraged to utilize hearing protection devices when responding to incidents with sirens or operating in high noise conditions, or when noise levels become uncomfortably loud.

B. All apparatus are to be equipped with hearing protection in sufficient quantity for all occupants. This protection maybe ear muff style protectors or radio/intercom headsets. When personnel feel that noise levels are too high these may be worn. On apparatus with radio/intercom headsets, these shall be utilized when responding with sirens.

C. Due to the uncontrolled nature of our work environment, personnel may be unexpectedly exposed to high noise environments without proper hearing

I. Reserve rescue apparatus shall be housed inside of a fire station or other fire department facilities.

J. All vehicles not housed inside shall be secured in a locked, fenced area.

200.07 EMERGENCY OPERATIONS AT HAZ-MAT/WMD INCIDENTS

A. The term "weapon of mass destruction" means any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of: (a) toxic or poisonous chemicals or their precursors; (b) a disease organism; or (c) radiation or radioactivity.

B. The term "Haz-Mat" means Dangerous/Hazardous solids, liquids, or gases that can harm people, other living organisms, property, or the environment.

FIRST ARRIVING UNIT

A. The first arriving officer will establish Command and begin a size-up. Notice potential effects of wind, topography, location of the incident and signs and symptoms of patients. Route other responding companies away from visible hazards.

C. The Incident Command will establish Level II Staging in a safe area, taking into account the Haz-Mat or WMD agent (chemical, biological, radiological). Apparatuses should be position upwind, uphill and upstream from the incident site.

D. All unnecessary radio traffic shall be eliminated as a safety precaution. Upon arrival at staging, apparatus radios and cellular phones will not be used to communicate transmissions. Radio contact can be maintained by the use of a hand-held but the preferred or recommended mode of communication will be face to face.

E. Pay attention to symptoms exhibited by victims for relay to hazmat/paramedic personnel.

F. Be aware of the presence of, or potential for downwind, plumes. This threat exists for Haz-Mat or WMD agent. Take appropriate action to minimize the risk of a downwind hazard by evacuation or sheltering-in-place. Adjust incident perimeters to account for changes in wind direction.

G. Prepare to Evacuate nearby area if indicated by wind, explosive or similar danger.

H. If fire is present and radiological agent suspected, evacuate to 2000 feet. Check downwind areas for contamination.

LETTER or PACKAGE CONTAINING UNKNOWN SUBSTANCE

A. Quarantine persons in the immediate area of exposure (office or room) and place them in a safe refuge area.

B. Isolate the area that the substance or package is located; hold for Hazmat Team to double bag and secure.

C. Control Heating and Air Conditioning (HVAC) Systems by shutting down to prevent spread of contamination.

D. Do not use specific name of suspected agent over the radio: use only a BIOLOGICAL AGENT or an UNKNOWN AGENT.

E. If a biological agent is contained in a single room or office in a multi-function building, the building should be evacuated.

NO APPARENT THREAT TO LIFE or PROPERTY

A. First arriving units should secure a perimeter, evaluate the situation, and await the arrival of the Haz-Mat and Heavy Rescue.

ESTABLISH ZONES TO LIMIT ACCESS

A. If terrorist activity cannot be ruled out (i.e., natural gas explosion) initial actions should be to secure a hot zone perimeter and call for Birmingham Police Department (BPD) to respond.

B. Entry into the hot zone/crime scene should be under the direction of Unified Command with BFRS and BPD. Before entry into the hot zone Haz-Mat will conduct air and radiological monitoring, Heavy Rescue secondary collapse and BPD for secondary explosive devices.

C. All personnel entering The HOT ZONE must wear full protective gear. Enforce a single entry control point. The entry control point should be a minimum of 330 feet (one city block) from the source. This applies whether suspected agent is chemical, biological or radiological.

D. The WARM ZONE is upwind and uphill from the Hot Zone.

E. Hot Zone Support, Rescue, and Technical Decon personnel operate in WARM ZONE with protective gear. Decon lines are established in the WARM ZONE. This must include all victims waiting decon and decon equipment.

F. The COLD ZONE is outside the Warm Zone. For Chemical and Radiological agents, COLD ZONE is uphill and upwind from Warm Zone. No contaminated personnel or equipment should pass into the COLD ZONE. Command Post, triage, treatment and transportation are located in the COLD ZONE. Personnel should keep protective gear at hand in case of wind shift or accidental contamination.

SECURITY OF THE SITE

A. Request BPD to insure safety for victims and emergency responders.

B. Request BPD to search immediate area for presence of secondary devices.

C. Be aware of secondary devices designed to injure additional victims and/or personnel. Upon sighting a device that appears operable, withdraw personnel until a BPD Bomb Squad has inspected and rendered the device safe. Department personnel will NOT move or disarm suspected devices.

D. Victims and others will be denied entry and exit from HOT ZONE. Department personnel will NOT use physical force to restrain public. Request BPD to enforce entry and exit restrictions.

E. WMD/terrorist incident is a crime scene. Once fire/hazmat work is complete, scene passes to law enforcement.

F. Remember locations of potential evidence; do not move or collect it yourself.

EMERGENCEY MEDICAL SERVICES

A. Immediately begin process of gathering ambulatory victims.

B. Use apparatus PA system to direct victims to an established holding area to await EMS evaluation and decontamination.

C. If deaths occur during sorting, redefine HOT ZONE perimeter to include bodies.

D. Once decon is complete, sort ambulatory victims into:

    1. People with Special Needs
    2. Gender groups
    3. Continue to process any additional victims who exit the impact area.

E. Note location of dead at the scene

    1. HOT ZONE perimeter should be defined to include all dead bodies
    2. Unless absolutely necessary do not move bodies.

F. Non- ambulatory victims should lie in place

    1. If necessary administer patient care while wearing PPE.
    2. If external threat (building collapse, etc.) threatens, move victim(s) to safe area.

DEAD ANIMALS AND BIRDS ON THE SCENE

A. Deceased animals and birds at the scene will be handled as deceased people are handled, expanding the Hot Zone to include their locations

DECONTAMINATION

A. Decontamination for chemical agents should begin as soon as possible.

1. Mark victims for identification
2. Victims will be thoroughly wet using a hand-line or a master stream(s) creating a dense shower flow. Soak victims from top of head downward with copious amounts of water.

B. Minimum PPE for decontaminating victims is turnouts and SCBA.

200.08 OPEN BURNING

A. A permit is required from Jefferson County Public Health for any open burning. Permits are approved based on the materials to be burned and air quality considerations. There is only one type of open burning that can qualify for a permit:

B. Forest management burns generally associated with insect and disease control and forest fire prevention through hazardous fuel reduction activities.

C. Permits are NOT required for so-called "recreational burns" such as pep-rallies, non-commercial cookouts, etc.

D. Burning of trash, garbage, construction debris and other man-made materials is NOT permitted in Jefferson County.

E. If an open burning incident is attended:

1. Explain the environmental and/or fire hazard to the citizen.
2. Extinguish the fire with citizen's permission.
3. If the citizen is adamant about not having the fire extinguished.
4. Inform the citizen in violation of the open burning regulations and requirements of Jefferson County Public Health.
5. Inform the citizen that the matter will be referred to Jefferson County Public Health for enforcement of open burning violations.
6. Report all necessary information to Fire Communications and request a response to the location of the incident from both Birmingham Police Department and Jefferson County Public Health.

F. If an open burning incident is unattended: