

## ESF #4: FIRE FIGHTING

Primary Department	Support Department	External Agencies
<p><b>*Helena Fire Department*</b></p> <p>Director of Crisis &amp; Emergency Management  Donaldson Campus  1115 North Roberts  Helena, MT 59601  Phone: 406-447-6382  Cell: 406-461-0635</p>	<p>Executive Director of Operations  Phone: 406-447-6926  Cell: 617-446-3691</p> <p>HC Facilities and Maintenance Department</p> <p>HC Administration</p> <p>HC Emergency Management Advisory Team</p> <p>HC Emergency Response Team</p> <p>Helena College Information Technology Department</p> <p>Marketing, Communications, and Alumni Relations</p> <p>HC Academic Affairs Unit</p>	<p><b>City/County Agencies</b></p> <ul style="list-style-type: none"> <li>- Helena-Lewis and Clark County Communications Center  3425 Skyway Drive  Helena, MT 59602</li> <li>- Helena Police Department</li> <li>- Lewis &amp; Clark Co. Sheriff's Office</li> <li>- Lewis &amp; Clark Co. Dept of Disaster &amp; Emergency Services</li> <li>- Helena Fire Department</li> <li>- Helena Fire Marshal</li> <li>- Helena Fire Inspector</li> <li>- City Attorney's Office</li> <li>- County Attorney's Office</li> </ul> <p><b>State Agencies</b></p> <ul style="list-style-type: none"> <li>- MT State Department of Disaster &amp; Emergency Services</li> <li>- University of Montana-Missoula Associate VP for Campus Preparedness &amp; Emergency Response  Paula Short: 406-546-3839</li> </ul> <p><b>Private/Public Sector</b></p> <ul style="list-style-type: none"> <li>- St. Peter's Hospital/Ambulance  406-447-2500</li> </ul>

#### **4.1 Purpose**

A) This ESF lists the internal and external departments responsible for coordinating local resources that will respond to and fight fires that may take place at both campus locations.

#### **4.2 Scope**

A) Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.

B) ESF-4 includes the development and maintenance of emergency action plans and incident action planning.

C) May include the following, but not limited to:

1) Coordinating firefighting, emergency medical and hazardous materials response through the efforts of local first responders.

2) The Emergency Response Team may be activated to respond to incidents that overwhelm Helena College normal incident command response actions.

#### **4.3 Situation**

A) Emergency Conditions and Hazards

1) Helena College may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

2) See Helena College's All Threat/Hazard Annexes for a description of potential emergencies.

3) Helena College does not have on-campus living or a designated food/catering service designed to provide meal services on a day-to-day basis. Both campus locations close and lock at designated times through the week.

**4) Helena College does not have an internal fire department at either campus location.**

5) All firefighting efforts will be performed by or at the direction of the Helena Fire Department. The Helena Fire Department will assume Incident Command of all incidents they respond to on Helena College properties requiring firefighting management and efforts.

#### **4.4 Assumptions**

A) Urban, rural, and wildland fires can occur within the City of Helena, County of Lewis & Clark. In the event of an earthquake or other significant event, large damaging fires could be common.

B) In a disaster some firefighting resources may become scarce or damaged. State and other resources may be called upon.

C) Wheeled-vehicle access may be hampered by road or bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible.

D) Efficient and effective mutual aid among the various city, county, state, and federal fire agencies require the use of the Incident Command System (ICS) together with compatible firefighting equipment and communications.

E) College resources will be quickly overwhelmed.

- F) Communication systems may fail during a major incident.
- G) Backup systems will be available but may take time to activate.
- H) Shortfalls can be expected in both support personnel and equipment.
- I) State and federal assistance may not be immediately available.

#### **4.5 Concept of Operations**

##### **A) General**

- 1) The Emergency Operation Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- 3) The Helena Fire Department has primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. Helena College campuses both fall within the Helena Fire Department's fire protection jurisdiction. For those incidents requiring additional support, mutual aid agreements are executed.
- 4) Fire suppression and control assistance may, in some instances, be provided on a limited basis by state and/or federal agencies and the military by pre-established mutual aid agreements.
- 5) If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal Government under an emergency declaration by the President. Requests for such assistance are handled through normal Emergency Management channels.

##### **B) Organization**

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC or ICP and use the EOP to activate and operate during an incident or event.
  - (i) The Crisis and Emergency Management Director serves as the Helena College EOC Emergency Manager.
  - (ii) Helena Fire Department personnel will designate an incident commander for all field operations and resource management.

##### **C) Notification**

- 1) If ESF-4 needs to be activated the Dean/CEO, or Executive Director of Operations or their designee will contact the department or agencies listed in this annex to report to the EOC.
- 2) The Dean/CEO, Executive Director of Operations, or the Director of Marketing, Communications and Alumni Relations are the point of contact for all emergency warning notifications.

(i) Helena College Regroup Emergency ALERT Notification System will normally be activated on their direction.

(ii) If life safety is in jeopardy, the Emergency Manager/Incident Commander can direct Helena College Regroup Emergency Notification ALERT System activation.

3) The Emergency Manager or designee will notify other key personnel as required.

4) Request for resources normally comes to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, a request should be sent to the on-scene Emergency Manager/Incident Commander for coordination between the Emergency Management Advisory Team and Incident/Unified Command.

#### D) Direction, Control and Authority to Act

1) The Incident Command System (ICS) is used by Helena College personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

(i) Do **not** call the Helena-Lewis and Clark County Communication Center unless you have critical information to report.

3) The ranking member of the Helena Fire Department that arrives on scene assumes incident command of the incident until relieved by a higher-ranking member. An Incident Command Post (ICP) is established as the focal point for all emergency operations.

#### E) Actions

##### 1) Preparedness

(i) Participate in any exercises, as appropriate.

(ii) Develop and maintain a list of possible resources that could be requested in an emergency.

(iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.

(iv) Develop procedures to document costs for any potential reimbursement.

(v) Establish procedures/guidelines for coordinating all public information releases.

##### 2) Response

(i) Determine safest course of action (lockdown, shelter-in-place, evacuation)

- (ii) Obtain, prioritize and allocate available resources to ensure EOC is quickly activated.
- (ii) Develop and maintain plans and procedures to provide or support fire, rescue, emergency medical, and hazardous material response services.
- (iii) Post appropriate signage to close buildings, if necessary.
- (iv) When requested by the Emergency Manager or designee, responding personnel will report to the Emergency Operation Center or Incident Command Post before being assigned tasks.
- (v) Coordinate emergency information for public release through the EOC Emergency Manager, Dean/CEO, and Public Information Officer.

### 3) Recovery

- (i) Assist the Emergency Management Advisory Team, as needed.
- (ii) Coordinate assistance as needed by the Incident Commander and/or the Emergency Management Advisory Team, as appropriate.
- (iii) Ensure that ESF-4 team members maintain appropriate records of costs incurred during the event.
- (iv) Assist in inspecting buildings for structural damage (building integrity).

### 4) Mitigation

- (i) Ensure fire code inspections are conducted by qualified person(s).
- (ii) Conduct fire education and life safety training and education programs.
- (iii) Conduct building plan reviews and develop Emergency Action Plans for both buildings and departments, especially those considered as high-risk disciplines.

## 4.6 Responsibilities

### A) Primary Department

- 1) Serve as the lead agency for ESF-4, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-4 when the College EOC is activated.
  - (i) At a minimum, the National Incident Management System ICS-100, ICS200, IS-700, and IS-800 online classes should be completed by assigned personnel. In addition, ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

### 4) General Responsibilities

- (i) Fire Prevention
- (ii) Emergency medical treatment
- (iii) Assist with evacuations
- (iv) Assist with Search and Rescue
- (v) Assist in initial warning and alerting
- (vi) Arrange direct liaison with fire chief(s) in the area
- (vii) define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B) Support Departments

- 1) Develop, maintain, and update Emergency Action Plans and All Threat/Hazard Annexes for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-4 when the College EOC is activated.
  - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.
- 3) Support the primary department as needed.