



# ESF 4: FIREFIGHTING

*Emergency Support Function (ESF) #4 – Firefighting describes local, state and federal plans, guidelines and capabilities for conducting firefighting operations, as well as the regional coordination activities to be accomplished in support of firefighting operations.*

**Coordinating Agencies**

- Local Fire Departments
- Heart of America (HOA) Fire Chiefs Association

**Cooperating Agencies**

- Emergency Management Agencies (EMAs)
- Law Enforcement Agencies
- Emergency Medical Services (EMS) Agencies
- Public Works Departments
- All Local Government Departments and Agencies Assigned Responsibilities in Local Emergency Operations Plans (EOPs)
- Mid-America Regional Council (MARC)
- Volunteer Organizations
- Private Sector Entities and Organizations

**State and Federal Agencies**

- Missouri Department of Public Safety (DPS), Division of Fire Safety
- Kansas State Fire Marshal
- Missouri DPS, State Emergency Management Agency (SEMA)
- U.S. Department of Agriculture (USDA), Forest Services
- Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
- Others State and Federal Departments and Agencies Assigned Responsibilities in State/Federal Emergency Plans

*Agency roles are described in Section VI – Organization & Assignment of Responsibilities*



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***COMPLIANCE NOTE:** CPG-101 version 2 indicates the following for all "support annexes" and documents: "for consistency, the recommended structure for all annexes is the same as that of the basic plan." (page 3-15 of CPG-101 vs. 2). In order to eliminate unnecessary redundancy, the ESFs include only those sections that have direct application and relevance to each respective support function. Sections that are not included in each of the ESFs (e.g. Introductory Materials; Admin, Finance, and Logistics; and Plan Development and Maintenance) are addressed in the Base Guide section of the Regional Coordination Guide.*

# I. PURPOSE

1. As described in the Base Guide of the Regional Coordination Guide (RCG) and summarized in **Attachment A**, the goal of all regional coordination activities conducted in the Kansas City metropolitan area is to ensure jurisdictions have the ability to:
  - a. Exchange and/or Clarify Information
  - b. Develop and Disseminate Common Messages
  - c. Share Available Resources and Assist Impacted Jurisdictions
  - d. Develop a Regional Common Operating Picture
  - e. Participate in the Coordination of Multi-Jurisdictional Actions
  - f. Participate in the Facilitation and Discussions Pertaining to the Prioritization of Resources within the Region
2. Emergency Support Function (ESF) #4 is intended to promote a coordinated regional approach to the detection and suppression of major urban and rural fires occurring alone or as a result of another emergency event.
3. Specifically, ESF #4 describes the following:
  - a. Local, state, and federal firefighting-related plans, programs, and guidelines
  - b. Equipment, specifically trained personnel, and other resources available to assist with firefighting operations
  - c. Specific regional coordination activities to be considered or accomplished during firefighting incidents.

# II. SCOPE

1. ESF #4 is one component of the RCG, which consists of a Base Guide and fifteen (15) ESFs developed for use by all of the jurisdictions, agencies and organizations in the nine (9) county metropolitan area as described in the Base Guide.
2. ESF #4 is designed to address all-hazards and emergency scenarios with the potential to require some degree of regional coordination as described in the RCG Base Guide and summarized in **Attachment A**.

3. ESF #4 is intended to support, but never supersede, the authorities established in local Emergency Operations Plans (EOPs), and other plans and protocols maintained by both public and private agencies and organizations involved in the execution of ESF #4 related activities.
4. To the extent possible, information contained in the RCG Base Guide and other ESFs will be referenced and not repeated in ESF #4.
5. ESF #4 will address or reference, where appropriate, the following Core Capabilities and desired outcomes associated with ESF #4 related activities. It incorporates the region's 2012 Threat and Hazard Identification and Risk Assessment (THIRA). The THIRA, which builds off the 2010 Regional Capabilities Assessment, re-evaluated the region's threats, hazards, and capabilities against the Core Capabilities outlined in the National Preparedness Goals.

The Regional THIRA expands on existing local and multi-state Hazard Identification and Risk Assessments (HIRAs) and other risk methodologies by broadening the factors considered in the process, incorporating the whole community throughout the entire process and by accounting for important community-specific factors. Copies of both the 2010 Regional Capabilities Assessment Report and THIRA may be obtained from MARC.

**Table 1: ESF 4 Core Capabilities**

CORE CAPABILITY	ESF #4 – FIREFIGHTING	OTHER REGIONAL PLANS AND ESFs
<p><b>Public and Private Services and Resources</b></p> <p><i>2012 KC THIRA Desired Outcomes, as applicable:</i></p> <p><i>Within 24 hours, mobilize and deliver governmental, nongovernmental, and private sector resources within and outside of the affected area to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.</i></p>	<ul style="list-style-type: none"> <li>• Obtain an initial fire situation and damage assessment through established intelligence procedures; determine the appropriate management response to meet the request for assistance; and obtain and distributes, through appropriate channels, incident contact information to emergency responders mobilized through ESF #4.</li> <li>• Analyze each request before committing people and other resources; ensure responders will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; and ensure that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or interagency incident management team.</li> <li>• Coordinate available personnel to support incident facilities,</li> </ul>	



CORE CAPABILITY	ESF #4 – FIREFIGHTING	OTHER REGIONAL PLANS AND ESFs
	facility, property, telecommunications and transportation management.	
<p><b>Public Health and Medical Services</b></p> <p><i><b>2012 KC THIRA Desired Outcomes, as applicable:</b></i></p> <p><i>Within 48 hours of notification of potential public health emergency conduct enhanced public health surveillance to identify potential cases. Within one hour of identification of potential case(s), initiate epidemiological investigation to create, maintain, support and strengthen routine surveillance and detection systems and epidemiological investigation processes, as well as to expand these systems and processes in response to incidents of public health significance.</i></p> <p><i>Once identified and available, within two weeks, initiate and deliver medical countermeasures to at-risk populations.</i></p> <p><i>Within 48 hours, initiate requests to acquire, maintain, transport, distribute, and track medical material.</i></p> <p><i>Conduct regional medical surge to treat 100 percent of patients from a hazard event.</i></p> <p><i>Within 12 hours of Category A agent identification (24 hours for other infectious diseases), recommend and implement, if applicable, strategies for disease, injury, and exposure control, including: Isolation and quarantine; Restrictions on movement and travel advisory/warnings; Social distancing; External decontamination; Hygiene; Precautionary protective behaviors.</i></p> <p><i>Within 30 minutes of notification of mass casualty events or an influx of infectious patients via the HEAR system or EMS system and/or other methods, 100 percent of hospitals activate EOPs to include medical</i></p>	<ul style="list-style-type: none"> <li>• Coordinate appropriate personnel, equipment, and supplies, to support medical services, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• ESF #8 – Public Health and Medical</li> </ul>



CORE CAPABILITY	ESF #4 – FIREFIGHTING	OTHER REGIONAL PLANS AND ESFs
<p><i>surge plans.</i></p> <p><b>2012 KC THIRA Desired Outcomes, as applicable:</b></p> <p><i>Within one hour of credible evidence of the presence of Category “A” infectious diseases, activate Public Health Incident Management Teams to activate response plans, notify health care partners, request SNS, and initiate epidemiological investigation to determine target population due to primary and secondary exposures.</i></p> <p><b>2012 KC THIRA Desired Outcomes, as applicable:</b></p> <p><i>In four hours, complete triage, initial stabilization, transport and tracking of casualties and begin definitive care for those likely to survive their injuries.</i></p>		
<p><b>Operational Communications</b></p> <p><b>2012 KC THIRA Desired Outcomes, as applicable:</b></p> <p><i>Ensure the capacity for timely interoperable voice and data communications in support of security, situational awareness, and operations by any and all means available between all affected communities, agencies and response entities as dictated by the incident.</i></p>	<ul style="list-style-type: none"> <li>• Coordinate radio communications systems to support firefighters.</li> </ul>	<ul style="list-style-type: none"> <li>• ESF #2 – Communications</li> </ul>
<p><b>Mass Search and Rescue</b></p> <p><b>2012 KC THIRA Desired Outcomes, as applicable:</b></p> <p><i>Within 30 minutes, initiate systematic search and rescue operations to locate and rescue persons in distress.</i></p>	<ul style="list-style-type: none"> <li>• Coordinate equipment and supplies during incidents.</li> </ul>	<ul style="list-style-type: none"> <li>• ESF #9 Search and Rescue</li> </ul>

## III. SITUATION OVERVIEW

### A. Situation

#### 1. Hazards and Risks

- a. Both Missouri and Kansas are subject to a wide-range of hazards potentially resulting in the need for major firefighting operations. The region's urban areas are subject to major structural fires and its' rural areas face the threat of wild land fires requiring regional capabilities. Additionally, structural or wild land fires may cause cascading hazards resulting in the need to implement other emergency functions. For example, a major wild land fire in the rural areas of the region could threaten a propane or fertilizer facility potentially creating the need for evacuation activities and hazardous materials response operations.
- b. Local EOPs maintained by the individual jurisdictions in the region identify the specific hazards and risks potentially affecting their communities, and as appropriate, those with potential to activate the firefighting function. These local hazard and risk assessments provide a basis to identify, categorize, evaluate, and develop local and regional emergency plans and guidelines to effectively manage all emergency events, including one involving firefighting operations.

#### 2. Firefighting Related Plans

##### a. Local

- i. As described below, the local jurisdictions in the region maintain a functional annex or ESF in their EOPs to address firefighting-related events in their communities:
  - Missouri jurisdictions in the region address the firefighting function through maintenance of a fire and rescue functional annex, or some jurisdictions model the National Response Framework (NRF) and address firefighting activities in ESF #4 of their EOPs.
  - Kansas jurisdictions address the firefighting function by utilizing a functional fire and rescue annex, or the sample ESF #4 developed for local use and provided by KDEM, which follows the NRF organization and nomenclature. The ESF #4 sample developed by KDEM may be obtained by contacting the KDEM Planning Division.
- ii. The local EOPs in Kansas and Missouri describe the roles and responsibilities of local agencies with resources and personnel potentially available to assist with firefighting-related emergency events. Local EOPs further describe the critical coordination activities that should occur to help ensure local agencies, departments and capabilities are fully available to support the event.
- iii. In addition to local EOPs, first responders with firefighting-related support responsibilities (e.g., local fire departments, law enforcement agencies, public works and engineering departments, etc.) are encouraged to maintain procedures and

guidelines specifying their roles, responsibilities and operational response actions. For more information on local EOPs and supporting protocols, authorized agencies or organizations may contact the local EMA in their jurisdiction.

- iv. Local plans and supporting documents (e.g., procedures, guidelines, protocols, checklists, etc.) follow the principles set forth in ICS and NIMS. Training and exercises conducted in support of these plans and protocols are described in the section Training and Exercises below.

**b. State**

- i. The Missouri State Emergency Operations Plan (SEOP) maintained by SEMA outlines the roles and responsibilities of state agencies with primary responsibility for firefighting-related mitigation, preparedness, response and recovery activities.
- ii. The Kansas Response Plan (KRP) maintained by KDEM describes the mitigation, preparedness, response and recovery roles, responsibilities and actions of the state agencies assigned ESF #4 responsibilities in the KRP.
- iii. The state departments and agencies assigned roles and responsibilities in the SEOP and KRP maintain plans, procedures, Standard Operating Guides (SOGs), checklists and other implementing documents detailing their activities in a firefighting event.

**c. Federal**

- i. The National Response Framework (NRF) ESF #4 – Firefighting describes the roles and responsibilities of federal agencies with firefighting responsibilities, such as the U. S. Department of Agriculture (USDA), Forest Service, which maintains trained personnel and specialized resources that may be of assistance during a major firefighting incident in the region.
- ii. For more information on federal activities during firefighting operations, see ESF #4 of the NRF located at the following Web site: <http://www.fema.gov/national-preparedness-resource-library>

**d. Business and Industry**

- i. Several businesses in the region maintain specialized equipment and personnel resources potentially needed to support a firefighting incident. These businesses have worked with local governments to develop a mutual aid agreement called “Plan Bulldozer” to make providing heavy equipment in support of an emergency more effective and efficient.
- ii. Local EMAs, fire departments and other emergency response agencies are familiar with Plan Bulldozer, its capabilities and guidelines for use. A copy of Plan Bulldozer may be obtained from local EMAs, the Heavy Constructor’s Association of the Greater Kansas City Area or MARC. For more information on Plan Bulldozer, see ESF #3 – Public Works and Engineering.



- iii. Some businesses and industries in the region maintain limited onsite firefighting capabilities. These entities will work closely with local fire agencies during response operations to help ensure coordination and a timely, effective response.

### 3. Resource and Capabilities

#### a. Local

- i. Local resources for response to firefighting incidents exist with local fire departments and may be deployed to assist other jurisdictions through existing mutual aid (for more information, see **Situation Overview: Mutual Aid** below). In addition, the region maintains several specially trained and equipped teams, which may be deployed to assist with firefighting incidents involving search and rescue operations (see ESF #9) and hazardous materials events (see ESF #10).
- ii. Regional capabilities potentially deployed to assist other jurisdictions with firefighting incidents include the following:
  - **Foam Tender:** A self-contained unit carrying 500 gallons of Class B foam concentrate (3%-6%) and approximately 2500 gallons of water – Class B foam may be used on flammable liquid fires.
  - **Special Operations:** The region maintains capabilities to support other firefighting-related operations, such as swift water rescue, high-angle rescue, high-rise firefighting, heavy rescue, etc.
- iii. There are other all-hazard resources and equipment in the region potentially available to assist with any type of emergency event, such as a major firefighting incident. These resources include communications equipment, command vehicles, medical resources and supplies, specially trained response teams and others. For more information on the all-hazard resources and capabilities available in the region potentially available to support firefighting activities, see the Regional Resource Annex.
- iv. Depending on the site(s) involved, critical infrastructure planning activities (such as facility awareness, GIS mapping, pre-planned routes, etc.), including the Asset Protection Resource System (APRS) and the Critical Infrastructure and Key Resources (CIKR) System may be used by responding agencies to facilitate firefighting operations (for more information on APRS and CIKR see ESF #13 – Public Safety and Security). Jurisdictions with critical infrastructure and key resources are highly encouraged to enter facility information into these systems.
- v. Additionally, if the site involved has hazardous materials onsite, the Local Emergency Planning Committee (LEPC) or the fire department may request facility emergency plans, which may contain facility floor plans to assist in identifying not only the chemical involved, but available ingress and egress routes.

#### b. State

- i. In addition to local and regional resources, state resources will normally be available to assist with the event. Notifications and requests for state and federal resources will

be made by local EOCs (both county and city EOCs in Missouri and county EOCs in Kansas) to their respective state EOCs.

- ii. State declarations may be made by the Governor based on guidance from SEMA in Missouri and KDEM in Kansas and depending on the incident, a variety of state assistance may be available to local officials, including National Guard resources and technical assistance from state agencies tasked with responsibilities in state EOPs (e.g., the Missouri Division of Fire Safety and the Kansas State Fire Marshal). Local EOCs will work closely with their respective state EOCs to request needed and available state resources and personnel.
- iii. Using appropriate plans, SOGs and protocols, SEMA and KDEM will work closely with other state departments and agencies with primary and support responsibilities, as well as coordinate appropriately with DHS/FEMA to request federal resources.
- iv. For more information on the primary state agencies with firefighting responsibilities, see the following Websites:

Kansas Fire Marshal: <http://www.ksfm.ks.gov/>

Missouri Division of Fire Safety: <http://www.dfs.dps.mo.gov/>

#### c. Federal

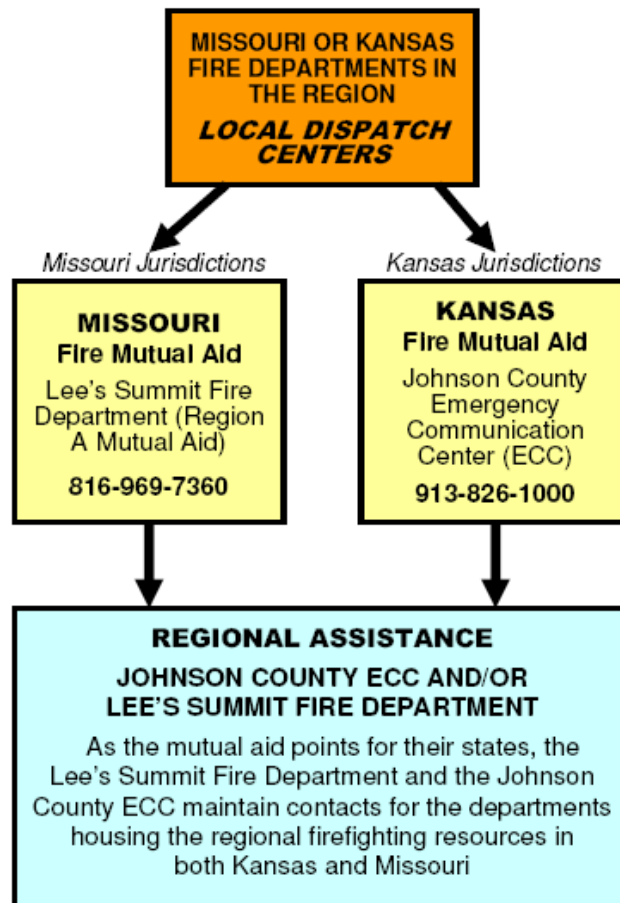
- i. In some ESF #4-related events, the federal government will provide response capabilities in support of local government due to the special expertise and equipment required for such an event. The resources potentially available from federal agencies in support of a firefighting-related incident (e.g., the U.S. Forest Service) are described in ESF #4 of the NRF, and detailed in the supporting SOGs and protocols of federal agencies with primary and support responsibilities.

## 4. Mutual Aid

#### a. Regional

- i. Firefighting resources and personnel maintained by jurisdictions throughout the region may be deployed to assist other jurisdictions under existing statewide fire mutual aid agreements (e.g. State of Missouri: MoSCOPE). Jurisdictions may provide mutual aid to any other jurisdiction in the region upon request when possible and practical. **Figure 1** illustrates the process for requesting regional mutual aid resources. As a general best practice, it is highly recommended and encouraged to document requests for mutual aid. For supporting documentation for regional mutual aid, see ESF 7 - Logistics.
- ii. The need for additional or specialized resources and personnel from outside the region will be based on the extent to which the jurisdictions in the region are involved and what available resources are needed and in use. When the event exceeds (or threatens to exceed) local and regional resources, local EOCs will maintain contact with their respective governing county or state EOCs and request state and/or federal assistance as appropriate.

**Figure 1: Requesting Regional Resources**



**b. Missouri**

- i. The Missouri Mutual Aid System for resources is authorized under section 44.090.1 of the Revised Statutes of the State of Missouri (RSMo). This statute describes participation by local jurisdictions in a statewide mutual aid system. This statewide mutual aid system is called the Missouri Systems Concept of Operational Planning for Emergencies (MoSCOPE). MoSCOPE provides a basis for command and management for any type of response. The use of MoSCOPE provides common principals giving local responders reasonable expectations, whether requesting or lending assistance. For more information, see the following Web site: [http://www.dfs.dps.mo.gov/documents/forms/MO\\_815-F0072.pdf](http://www.dfs.dps.mo.gov/documents/forms/MO_815-F0072.pdf)
  - For reimbursement purposes, MoSCOPE states: Any response coordinated through the Statewide Mutual Aid System should be considered an unreimbursed response unless an agreement is arranged between the requesting and responding entities prior to the actual response. Reimbursement is dependent on accurate supporting documentation. In the event of agreed upon reimbursement between the requesting entity and the responding resource, necessary documentation will include a mutual aid

agreement and records of any operational costs related to personnel, use of equipment, and travel. Additionally, it is critical to document the request for mutual aid in addition to documenting costs.”

c. **Kansas**

- i. All mutual aid assistance in the State of Kansas (including the provision of firefighting capabilities) is authorized by the Kansas Statutes and Authorities (KSA) 48-950. The Kansas mutual aid system allows all political subdivisions in the state to lend mutual aid assistance upon request. All political subdivisions in the state are automatically a part of the Kansas mutual aid system, unless they elect not to participate or to later withdraw from the system by adoption of an appropriate resolution by its governing body.

## IV. PLANNING ASSUMPTIONS

The following planning assumptions define what was believed to be true when ESF #4 of the RCG was developed. These assumptions are intended to identify the limits and expectations of ESF #4.

1. ESF #4 of the RCG is consistent with and complementary to local, state and federal firefighting-related plans, procedures and guidelines.
2. Local departments and agencies as well as private sector resources will be available to provide necessary support for firefighting operations. It is recognized that the effectiveness of local firefighting operations will be contingent on the availability of personnel, capabilities and the extent/impact of the incident.
3. While firefighting equipment and personnel are available for immediate response to an incident in the region, a significant firefighting operation may require federal and state resource support.
4. State and federal agencies will respond as requested and necessary, but may not be immediately available. Based on federal guidance, local jurisdictions should be prepared to manage operations with no outside assistance for 72 – 96 hours.
5. Local EMAs and other responsible local agencies (e.g., fire departments) should work to obtain information and coordinate with state and federal agencies regarding the protocols in place for requesting and deploying state and/or federal resources in support of a major firefighting incident.
6. Jurisdictions should maintain procedures to provide available resources to other jurisdictions in the region in support of firefighting-related events. Further, mutual aid agreements with other local agencies and the private sector regarding firefighting-related equipment and personnel should be maintained and updated on a regular basis.

# V. CONCEPT OF OPERATIONS

## General

1. Teleconferencing will likely be used to initiate regional coordination activities. For more information on general regional coordination activities, see **Attachment A** to this ESF or for more specific information, see ESF #5 – Information and Planning.
2. Depending on the event, local EMAs/EOCs may maintain regional coordination and information sharing by using WebEOC, an online EOC information management tool. WebEOC allows jurisdictions to communicate information regarding emergency events in real time via the Internet. Additionally, regional WebEOC boards have been developed to assist jurisdictions in the region in maintaining regional coordination.

## General Response Action

A major firefighting incident in the region may require a multi-jurisdictional and multi-agency response with the need for significant regional coordination to effectively manage the incident – local EMAs and EOCs will work to share information among local agencies to help ensure a coordinated response.

1. The following general actions are intended to summarize basic emergency response actions to be taken regardless of the type of incident. Since a major incident may involve several jurisdictions and responding agencies, it is essential that ICS be quickly implemented. Responding agencies will implement ICS in compliance with NIMS, their local EOPs, and supporting procedures and guidelines.
2. The IC for the event (or their designee) should maintain communications with the EOC to ensure the EOC is available to support field operations, request additional resources and maintain appropriate coordination with other departments, agencies and jurisdictions. As requested by the IC in support of field activities, the local EOC will assist with resource identification and coordination. As appropriate, local EOCs will make notifications to other county and city departments, agencies and public officials.
3. If local response capabilities are insufficient, assistance may be requested from other unaffected or less affected jurisdictions in the region (see **Situation Overview: Mutual Aid**). If a regional resource is needed, the responsible agency (i.e., the agency maintaining the resource) will deploy the resource at the request of the IC, unless it is already in use or other limitations prevent the responsible agency from deploying the resource. In the event of a major incident, an inventory of available firefighting support resources and personnel in the region may be coordinated by the EOC(s) in the affected jurisdiction(s) at the request of the IC or their designee. Information on all regionally available resources is included in the Regional Resource Annex.

4. Depending on its potential impact, firefighting-related incidents may generate media and public interest. When needed, local jurisdictions should implement the Emergency Public Information Annex of their local EOP to help manage the event and if appropriate, establish a Joint Information Center (JIC) to coordinate the release of public information from all responding agencies. For more information on the regional coordination of emergency public information activities, see ESF #15 – Emergency Public Information.
5. All responding departments and agencies will initially use their existing equipment and protocols for communicating with their field operations and will request additional communications resources as needed to support the event in accordance with ICS and NIMS. If additional or back-up communications are needed, jurisdictions will follow the guidance provided in the Tactical Interoperable Communications (TIC) Plan (for additional information, see ESF #2 – Communications).

## ESF #4 – Specific Actions

1. Information on specific activities to be accomplished in support of firefighting operations is included in **Attachment B**, which provides a first hour checklist of actions to be considered in an event requiring firefighting activities.
2. In addition to the guidelines included in **Attachments B**, local EOPs, as well as responding agency procedures and guidelines include checklists of actions to be performed by those with emergency roles and responsibilities in a firefighting incident.

## Training and Exercises

1. The Regional Homeland Security Coordinating Committee (RHSCC) Training and Exercise (T & E) Subcommittee is responsible for providing guidance and oversight for regional training and exercises. The T & E Exercise Subcommittee should work closely with the agencies and organizations representing the emergency services disciplines in the region to identify individuals and agencies in need of training to support the firefighting function.
2. Each Coordinating and Cooperating agency will work to comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from federal or state authorities may be appropriate.
3. In addition to training activities, exercises should be conducted to build awareness, practice roles and validate the performance of ESF #4-related functions. Departments and agencies with firefighting responsibilities, including state and federal agencies, should participate in these exercises to help improve and/or maintain their knowledge, skills and abilities.
4. The RHSCC T & E Subcommittee will work with appropriate state and federal agencies to help ensure firefighting-related activities are considered and key agencies included in training activities. The T & E Subcommittee will also work with local, state and federal agencies to ensure firefighting functions and key agency activities are included in regional exercise development, execution and evaluation.
5. The results of multi-agency and multi-jurisdictional exercises may require modifications or enhancements to ESF #4 and other areas of the RCG. Exercises may also identify the need for



additional training from state and federal agencies to support the activities described in ESF #4 of the RCG.

## VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### General

Local fire departments will work closely with the HOA Fire Chiefs Association to coordinate acquiring additional resources needed to support the firefighting function.

1. The roles and responsibilities of local agencies, NGOs and state and federal government agencies are formally assigned and defined in EOPs and their supporting guidelines. Firefighting-related roles and responsibilities are also defined in the plans and procedures maintained by emergency responders, volunteer agencies, the private sector, as well as state and federal agencies.
2. The responsibilities described in this section are not meant to be all inclusive, but rather to complement the responsibilities assigned in local plans and reinforce the activities described in ESF #4 of the RCG.
3. For purposes of the RCG:
  - a. **Coordinating Agencies** are responsible for the following general activities:
    - Conducting pre-incident planning and coordination;
    - Maintaining ongoing coordination with the Cooperating Agencies, NGOs, and state and federal agencies; and
    - Conducting or supporting preparedness activities, including planning, training and exercises.
  - b. **Cooperating Agencies** and **NGOs** are responsible for the following general activities:
    - Providing specialized knowledge, skills and expertise to support firefighting operations; and
    - Supporting firefighting operations with available resources, personnel and other capabilities.





- c. **State and Federal Agencies** are responsible for providing resource and personnel support to local governments, and working closely with local EMAs and other officials to help ensure a timely, integrated and coordinated response to the event.
4. The specific responsibilities of the Coordinating Agencies, Cooperating Agencies, NGOs, and state and federal agencies in support of firefighting operations are described in the following sections.

## Coordinating Agencies

As the Coordinating Agencies for ESF #4, Local Fire Departments and the HOA Fire Chiefs Associations are jointly responsible for the following general activities:

1. Identifying training and exercise needs and opportunities related to structural firefighting activities.
2. Evaluating equipment and supply needs in support of structural firefighting actions.
3. Working with appropriate local, regional and state agencies to acquire and maintain needed resources and accomplish training and exercise activities.
4. Serving as the lead for providing technical expertise and assistance in conducting firefighting operations.
5. Coordinating the activities of the other Cooperating Agencies and working with state and federal agencies to ensure appropriate resources are deployed in support of the incident.

## Cooperating Agencies and NGOs

The Cooperating Agencies and NGOs are responsible for the following:

1. Conducting pre-incident planning and coordination specific to their organizations.
2. Maintaining ongoing contact during incidents with the Coordinating Agencies.
3. Coordinating agency-specific preparedness activities, including planning and exercises.

## State and Federal Government Agencies

State and Federal Government Agencies are responsible for:

1. Supporting local governments with available resources, personnel and other capabilities to accomplish firefighting-related activities.
2. Providing specialized knowledge, skills and expertise to support ESF #4 activities as needed.

## All Agencies

In addition to the responsibilities noted in the sections above, all agencies and organizations are tasked with working to support regional coordination activities by:





- a. Providing information to EMAs and EOCs regarding ESF #4 activities for the regional WebEOC boards, as well as resource tracking and reporting activities.
- b. Participating when needed in regional coordination activities, such as conference calls and meetings.
- c. Maintaining communications with agencies and organizations in other jurisdictions regarding the availability of resources to support firefighting-related activities.
- d. Working with the appropriate Coordinating and Cooperating Agencies in other jurisdictions to consider the potential pooling of local resources to meet a regionally identified need.
- e. Ensuring consistent and useful emergency public information is provided regarding agency activities and coordinating the release of information with the other jurisdictions in the region (for more information, see ESF #15 – Emergency Public Information).
- f. Including regional coordination activities required to support ESF #4 in their standard operating procedures, guidelines and/or checklists.
- g. When requested and if available, deploying representatives to local EOCs to provide technical assistance to support firefighting-related activities.
- h. Providing ongoing status reports regarding resources and personnel needed and available as requested by local IC and EOCs.
- i. Maintaining up-to-date rosters for notifying personnel of emergencies and 24-hour staffing capabilities.
- j. Working to ensure training is available and completed as appropriate in ICS/NIMS, WebEOC, and in the use of local and regional resource databases.
- k. Participating in training, as well as local and regional emergency exercises, especially those involving firefighting emergencies.
- l. Working to ensure recordkeeping procedures are in place to accurately track resources and personnel used in an ESF #4-related event.
- m. Performing other firefighting-related emergency tasks as requested by local EMAs, EOCs and other appropriate officials.
- n. For additional information on the general responsibilities tasked to all agencies with roles in the RCG, see the Base Guide.



## VII. ATTACHMENTS

- A. Regional Coordination Guide Summary
- B. First Hour Checklist for Regional Emergencies – Firefighting

### **Regional Resource Annex**

- Firefighting related resources are included in the Regional Resource Annex

## Attachment A. Regional Coordination Guide Summary

### Overview

- The RCG provides an overall framework for regional coordination activities and may be initiated and maintained when there is a need for the jurisdictions in the metro area to provide common messages, and share information and resources.
- The protocols described in the RCG are intended to assist participating jurisdictions, agencies and organizations (whether government, volunteer or private sector) in augmenting their emergency resources and maximizing their emergency capabilities.
- The RCG is not intended to be an operational document. Operational emergency activities are coordinated through local Emergency Operations Centers (EOCs) and described in local Emergency Operations Plans (EOPs), standard operating guides, and the operating procedures maintained by local emergency response agencies.
- The RCG is flexible and scalable and was developed for use during any type or size of incident or event. Use of the principles and actions described in the RCG will be determined by the incident or event and the needs of the involved jurisdictions, agencies and organizations. Furthermore, the RCG is applicable for both planned events (i.e. MLB All-Star Game), which are scheduled nonemergency activities; and incidents (i.e. natural and manmade hazards), which are occurrences that require a response to protect life and property. Because events can sometimes turn into incidents, and because regional coordination may be needed in both instances, the application and use of these terms and their meaning throughout the RCG may be interchangeable and are not necessarily mutually exclusive.
- Local participation in the activities described in the RCG is voluntary. Therefore, the RCG represents a voluntary agreement among participating organizations, and as such, no participating organization has “control” or authority over another participating organization except where stated elsewhere in federal, state or local laws.

### Key Concepts & Organizations

Some disaster events may overwhelm the resources of a single jurisdiction or impact multiple jurisdictions within the region, necessitating assistance from regional partners or collective decision-making to meet the needs of the situation. The **Regional Coordination Guide** (RCG) was developed to document and outline these protocols for regional action in order to maximize the sharing and coordination of information and resources and to improve the surveillance, early detection and mitigation of hazards and threats. These regional protocols can be best understood to comprise a **Regional Coordination System** (RCS). The RCS is a comprehensive concept to describe the mechanisms for how planning and response occur on a regional level, and to ensure the efforts of jurisdictions impacted or potentially impacted by a disaster are appropriately inter-connected and complementary, rather than duplicative. It reinforces interoperability among area jurisdictions and organizations, and makes response efforts more efficient and effective by coordinating available resources, services, and aid.



Furthermore, another foundational component of the RCS is the Regional Incident Coordination Group (RICG). This group is meant to be adaptable and scalable to any incident/event, and will serve as the primary coordinating body during a significant disaster event necessitating regional coordination. The nature of the incident/event and corresponding and evolving response and recovery needs will largely determine which participants will make up the RICG at any given time during the incident/event.

### KEY CONCEPTS

**Resources:**

Resources are defined as personnel, vehicles, established teams, equipment, supplies and facilities available for assignment.

**Impacted Jurisdiction(s):**

The area defined as the "Impacted Jurisdiction" encompasses the jurisdiction and all the political subdivisions located within that jurisdiction, including special districts. The "Impacted Jurisdiction" is the jurisdiction that has or will be adversely impacted by an incident/event.

**Assisting Jurisdiction(s) and/or Disciplines:**

The Assisting Jurisdiction and/or discipline(s) provides timely emergency resources, services, and manpower to the Impacted Jurisdiction(s) -- and in some cases, the Host Jurisdiction -- in accordance to the provisions set forth by the RCS.

**Host Jurisdiction(s) and/or Facility:**

In situations where evacuation and/or mass care operations are necessary, the Host Jurisdiction serves as the jurisdiction that receives and shelters residents and animals coming from the Impacted Jurisdiction(s), and provides mass care and other needs as appropriate.

**Regional Incident Coordination Group (RICG):** This group is meant to be adaptable and scalable to the incident/event. The nature of the incident/event and corresponding and evolving response and recovery needs will largely determine which participants will make up the RICG at any given time during the incident/event. Specifically, the RICG may be comprised of those designated representatives from the Impacted and Assisting/Host jurisdictions' key leadership, emergency management, first responder disciplines (i.e. Law Enforcement, Fire, EMS, SAR, HAZMAT), public health/medical, other regional disciplines, nongovernmental organizations, and ESF representatives (i.e. Transportation, Mass Care, Communications, Public Works, etc.). Other groups and organizations may be included, depending on the type and scale of the incident.

## Activation & Initiating Regional Coordination

Although the criteria for initiating regional coordination are subjective, the Regional Coordination System (RCS) encourages a proactive approach to enhance regional vigilance/surveillance, information sharing, and, if necessary, a coordinated approach to incident/event management.

- Activation procedures may vary depending on the nature of the incident/event. The activation of the RCS, as the Regional Coordination Levels below indicate, are only meant to provide possible courses of action that can easily be adapted to the situation.



### **Pre-Planned Events**

For pre-planned events, the decision to utilize components of the RCS will vary. However, because the RCS is scalable and flexible, the Region can utilize the RCS as long as it is not in conflict with existing laws and/or agreements between all of the involved parties.

The RCS may be activated:

- When planning for large or high profile public gatherings that affect multiple jurisdictions.
- When similar past events have required multi-agency coordination within the Region.

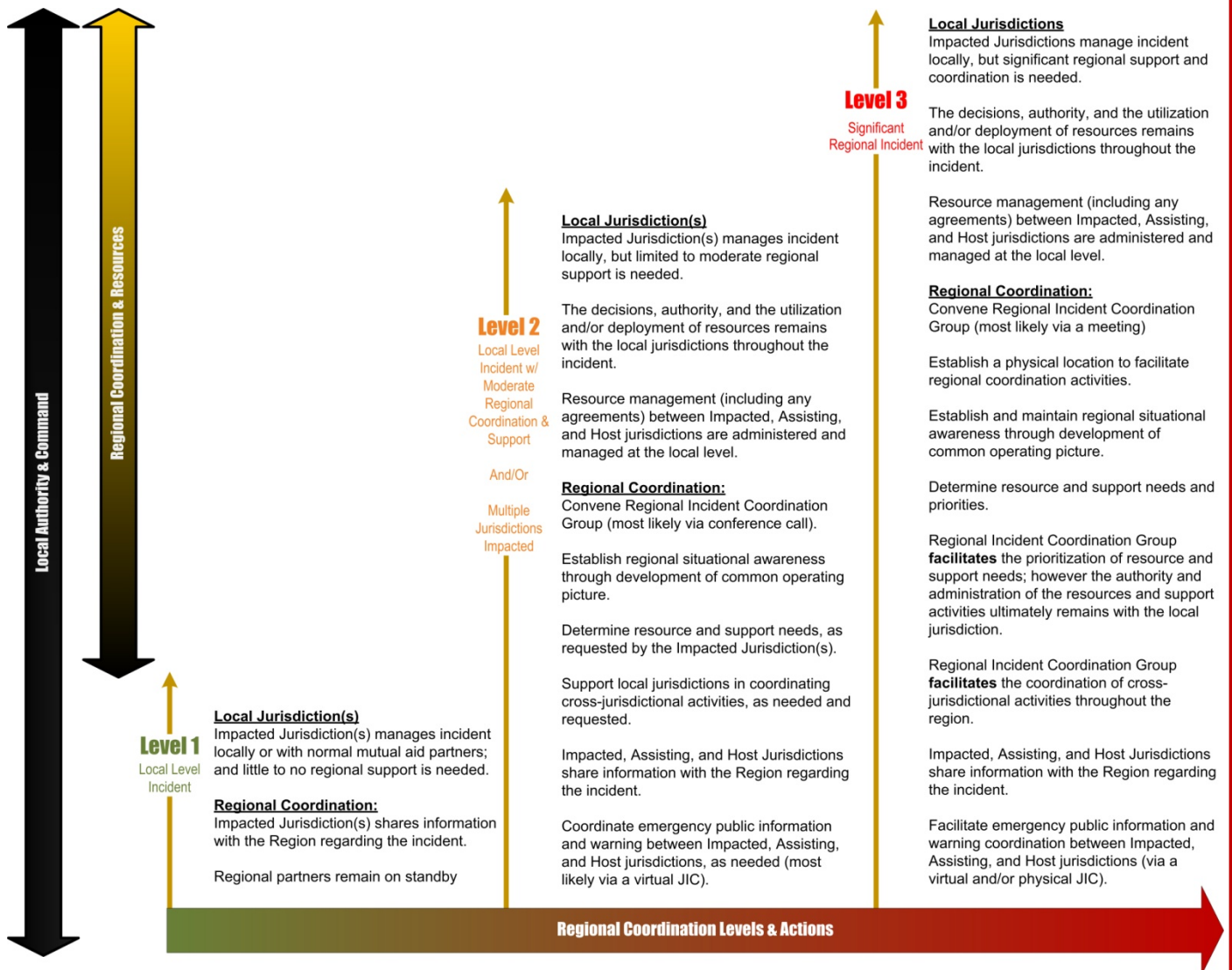
### **Notice and No-Notice Incidents (Hazards and Threats)**

The RCS may be activated:

- When an impacted local jurisdiction's chief executive OR designee initiates the activation of the RCS.
- During a Level 1, 2, or 3 Regional incident/event. (i.e. When there is the possibility or reality that more than one jurisdiction could become involved in the incident response and recovery)
- When the incident could expand rapidly and involve cascading events.

## **Implementing Regional Coordination: Regional Coordination Levels**

The type, scope and nature of the incident/event will dictate when it has regional significance and when regional coordination activities are initiated. Regional coordination within the RCS can be understood to occur across three "levels". The levels are meant to illustrate how regional coordination activities should increase in operational function and complexity as the magnitude or severity of incidents increases. The levels are not meant to be concrete with distinct transition points from Level 1 to Level 2 to Level 3, but rather are defined by planning considerations to generally describe how regional coordination needs and activities differ with the scale of an incident. The figure below provides a summary of key actions for each level. For specific information and detail, see RCG: Base Guide.



(Note: For specific actions for each level, see RCG: Base Guide.)



## Attachment B. First Hour Checklist for Regional Emergencies – Firefighting

The following actions should be carried out as needed based on the specifics of the incident by local officials tasked with responsibilities for accomplishing emergency functions. In addition to the ESF #4 checklist below, the **RCG: Base Guide** includes an initial checklist of actions for all emergency functions and discusses the immediate actions for situational awareness, gaining regional awareness, overall response status, and emergency public information (see **RCG: Base Guide**).

### Gaining Firefighting (ESF #4) Situational Awareness

Determine if the following actions have been initiated:

- SOPs or guidelines for firefighting events have been implemented.
- Assessments have been initiated for staging, use, status and sustainability of facilities, equipment, supplies and other resources to support firefighting functions.
- Personnel with emergency roles and responsibilities have been notified and activated.
- Emergency communications and reporting procedures have been initiated.

### Determining Firefighting Initial Response Actions

Ensure ESF #4 personnel have the ability to accomplish the following as needed:

- Work to access and procure equipment, supplies and resources to support ESF #4 functional areas.
- Provide support and local guidance to state and federal agencies with ESF #4 responsibilities.
- If firefighting operations involve suspected terrorism, work with the FBI and ESF #13 (Public Safety and Security).