

ANNEX D

ESF 4: FIREFIGHTING

PROMULGATION STATEMENT

Transmitted herewith is the ESF – 4: Firefighting Annex to the Caddo Parish Emergency Operations Plan (EOP). This annex supersedes any previous Annex promulgated for this purpose. It provides a framework in which Caddo Parish and its political subdivisions can plan and perform their respective functions during an emergency when EOC activation is necessary.

This annex is in accordance with existing federal, state, and local statutes and understandings of the various departments/agencies involved. It has been concurred by the Caddo Parish Sheriff's Office of Homeland Security and Emergency Preparedness (OHSEP), Louisiana Governor's Office of Homeland Security and Emergency Preparedness and the Federal Emergency Management Agency. All recipients of this annex are requested to advise Caddo Parish OHSEP as to changes that might result in its improvement or increase its usefulness.

This annex will be annually reviewed by the Caddo Parish OHSEP Deputy Director.

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ESF-4: Firefighting

I. PURPOSE AND SCOPE

It is the purpose of this annex is to establish fire service policies and procedures for Shreveport and Caddo parish that save lives, prevent injury, and protect property, as well as support protective response actions during emergency situations and disasters.

II. SITUATIONS AND ASSUMPTIONS

The basis of this section depends upon a thorough hazard/vulnerability analysis for the community. The situation projections identify the disaster circumstances that the community might expect to experience and for which it must plan. The situation issues identify the probable disaster circumstances of the community. These analytical considerations, in turn, provide input to the decisions about the nature of fire procedures. The assumptions, in turn, address the unknowns of the disaster projections. It is necessary to make assumptions that compensate for a lack of known facts or probabilities. Although assumptions cannot be validated, not assessing possible situations may affect successful execution of fire services actions.

A. Situation

Fire prevention and control are daily problems faced by fire service personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection including conflagrations, forest fires, urban fires, nuclear threat and hazardous materials incidents.

B. Assumptions

Existing fire service personnel and equipment will be able to handle most emergency situations through the use of existing mutual-aid agreements. When additional support is required, assistance can be obtained from state and federal agencies. In addition, selected fire personnel are periodically trained in radiological monitoring, decontamination and warning to provide a nucleus for this specialized skill. Essential personnel will be selected to perform essential job tasks. Clearing roads to permit passage of emergency vehicles will be a high priority after any disaster.

III. CONCEPT OF OPERATIONS

This section provides guidance that focuses on how comprehensive emergency management activities will be carried out.

Emphasis is placed on all four phases of comprehensive emergency management--mitigation, preparedness, response and recovery--with discussion on how roles and relationships are expected to interact among phases of comprehensive emergency management and planning levels.

A. General

The responsibilities of the fire services in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with rescue operations, hazardous materials incidents, emergency medical response and transportation. They also serve a supplemental emergency preparedness duty of providing backup support for the operation of public warning systems and support for radiological defense activities.

B. Phases of Emergency Management

1. Mitigation (Prevention)

- a. Review, upgrade and enforce fire codes.
- b. Present fire safety programs.
- c. Conduct public fire safety and hazardous materials safety education programs.
- d. Negotiate mutual-aid agreements with other jurisdictions.
- e. Ensure that all new construction conforms to fire codes.

2. Preparedness

- a. Maintain equipment.
- b. Recruit, train, and exercise personnel for disaster operations.
- c. Develop command system to facilitate coordination and communication between the fire service and other elements of emergency response forces.
- d. Develop and maintain standard operating guidelines (SOGs).
- e. Develop communication interaction with EOM.
- f. Participate in the development and implementation of annual Caddo Community Disaster Drill and other exercises.

3. Response

- a. Suppress fires by priority.
- b. Conduct search and rescue operations.
- c. Support operation of public warning systems (See Annex C - Warning).
- d. Support radiological protection (See Annex F).
- e. Respond to hazardous materials incidents (See Annex H). Advise public officials of potential hazardous materials dangers.
- f. Call for mutual-aid forces, as needed.
- g. Advise EOM officials of possible need for evacuation.
- h. Provide emergency medical service.
- i. Designate staging area for mutual-aid forces and support equipment responding to the disaster site.
- j. Request activation of the EOM as deemed necessary by the incident commander. Establish communications link with EOC

and report damage observed and any needed resources and assistance.

4. Recovery

- a. Conduct fire inspections.
- b. Conduct decontamination as needed.
- c. Continue response operations.
- d. Assist in damage assessment.
- e. Identify potential fire hazards, such as damaged gas lines and downed power lines.
- f. Establish fire watch and extinguish spot fires as necessary.
- g. Survey damage to fire equipment and facilities.
- h. Compile record of events and after-action report.
- i. Review fire codes in relation to disaster and recommend improvements where necessary.
- j. Inspect repair and construction work for fire safety.
- k. Monitor all demolition operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section of the fire service annex takes the operational considerations and recasts them as specific duties and responsibilities for designated local government departments and supporting agencies. Making these assignments is critical because confusion during an emergency could have serious consequences. The task assignments detailed below are extensive but certainly not exhaustive. Items may be added or deleted as deemed necessary at the time of the event. Assignments may change as to particular tasks to suit specific departments and agencies.

A. Municipal, District, and Volunteer Fire Departments

1. Coordinate all fire service activities within their jurisdiction.
2. Control and extinguish fires, according to priority.
3. Conduct fire prevention programs.
4. Provide support in operation of public warning systems (i.e. FirstCall Telephone Warning System).
5. Enforce fire codes.
6. Support for radiological protection program.
7. Respond to and/or support hazardous materials incident operations.
8. Establish mutual-aid agreements with surrounding fire service agencies.
9. Assist in the rescue of injured persons during emergencies.
10. Assist in searching for missing persons.
11. Provide emergency medical service to the jurisdiction, if appropriate.
12. Analyze fire potentials in the jurisdiction.
13. Identify fire service requirements.
14. Set priorities on available resources.
15. Train personnel.
16. Identify firefighting personnel who must remain on duty to support essential public services.

17. Develop a plan to provide support for families of firefighting personnel who must remain on duty.
18. Conduct rescue operations.
19. Establish fire watches, as necessary.
20. Operate decontamination functions.

B. State/Federal Forestry Service

1. Control and extinguish forest fires on state/federal forestlands.
2. Support local fire services.
3. Implement reforestation.
4. Train personnel in disaster operations.

C. Military Support

1. Control and extinguish fires on military bases.
2. Train personnel in disaster operations.
3. Support local fire control and search and rescue operations, hazardous materials assessment and emergency medical services.

D. Public Works Departments

1. Clear roads for emergency vehicles.
2. Maintain water pressure, if possible.

E. Fire Training Academies

Train personnel in disaster operations.

F. All Local Government Departments

Support disaster fire operations, as required.

V. DIRECTION AND CONTROL

This section provides guidance for overall plan management and activation of particular segments of the plan. Issues that require attention include:

A. Operations

1. The Fire Chief of each designated jurisdiction shall have complete authority for fire operations within his/her respective district.
2. All disaster fire operations will be coordinated through the EOC.
3. Command Post and Staging Area procedures will be followed to effectively coordinate all field operations.
4. All mutual-aid and volunteer forces will function under the direction of the Incident Commander.
5. Mutual-aid operations at the disaster at the disaster scene will be coordinated by the on-site command post.
6. Mutual-aid forces will work under the immediate control of their supervisors.
7. In declared disasters the Mayor or Parish President, through Caddo OHSEP, will coordinate emergency operations within Caddo Parish from

- the Emergency Operations Center (EOC).
8. To assist in emergency operations, the fire chief or his/her designated representative should report to the EOC to coordinate activities.
 9. Situation reports from the scene should be forwarded to the EOC on a routine basis. According to the type and extent of the emergency, reports may contain information on casualties, extent of damage, danger to other areas and other pertinent information as needed.
 10. Priority of firefighting and rescue operations shall always be given to designated public shelters, and areas immediately adjacent to said shelters.
 11. Routine operations will be handled by the respective fire departments in accordance with their standard operating guidelines (SOGs). State and federal support will be called upon as needed.

B. Evacuation

1. The Incident Commander shall recommend voluntary evacuation in the event of a fire, explosion, or hazardous materials incident. Such recommendation shall be coordinated with law enforcement and Caddo OHSEP. In the event of an evacuation, Caddo OHSEP will need to be immediately notified to establish public shelter operations if necessary.
2. Execution of a forced evacuation order will be the responsibility of the Incident Commander along with the concurrence of the Chief Elected Official for that jurisdiction (i.e., Mayor or Parish President).
3. In situations when in the opinion of the Incident Commander, law enforcement, fire services and/or Caddo OHSEP that evacuation is essential to saving lives, an evacuation order may be issued.
4. Prior to the issuing of an evacuation order to the news media for public dissemination, all affected agencies shall be notified and the issuance of such orders shall be announced from the EOC or the field command post.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating guidelines (SOGs) established by each department. In the event that an official or agency charged with participating in fire services is unable to perform, lines of succession are established to ensure that fire service operations are provided as needed. Provisions are also established for alternate or backup operating facilities, such as fire stations, communications facilities, and fire headquarters.

VII. ADMINISTRATION AND LOGISTICS

This section of the fire services annex addresses management of resources, general support requirements and availability of services.

1. Report and record keeping requirements are according to departmental standard operating guidelines (SOGs).
2. Communications systems are outlined in departmental standard operating guidelines (SOGs).
3. Agreements and understandings among governments, volunteer groups

and private organizations, specifically regarding reimbursement of expenses and liability for actions and injuries are outlined in written and verbal mutual-aid agreements between jurisdictions.

4. Fire service resource listings are maintained in the Operations Section of the EOC. Resource lists are reviewed and updated on a periodic basis.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

In this section of the fire services annex, provisions are established for review, modification, acceptance and approval of this annex. This annex is to be reviewed, tested and updated annually. In addition, a person should be designated to maintain the inventory lists of personnel, fire equipment, fire facilities and mutual-aid agreements.

1. It is the responsibility of each fire service to insure its own operational capabilities.
2. The respective fire chief will coordinate the planning of all fire services related to emergency preparedness operations.
3. Each fire chief is responsible for the development and maintenance of standard operating guidelines to implement this annex and govern the operations of their department.

IX. AUTHORITIES AND REFERENCES

If hazard-specific authorities exist, they should be listed.

Hazard-specific references are often different than the basic plan. A list of the technical manuals, technical studies, software, and procedures used to develop or execute the annex should be included.

A. Authority

See Basic Plan.

B. References

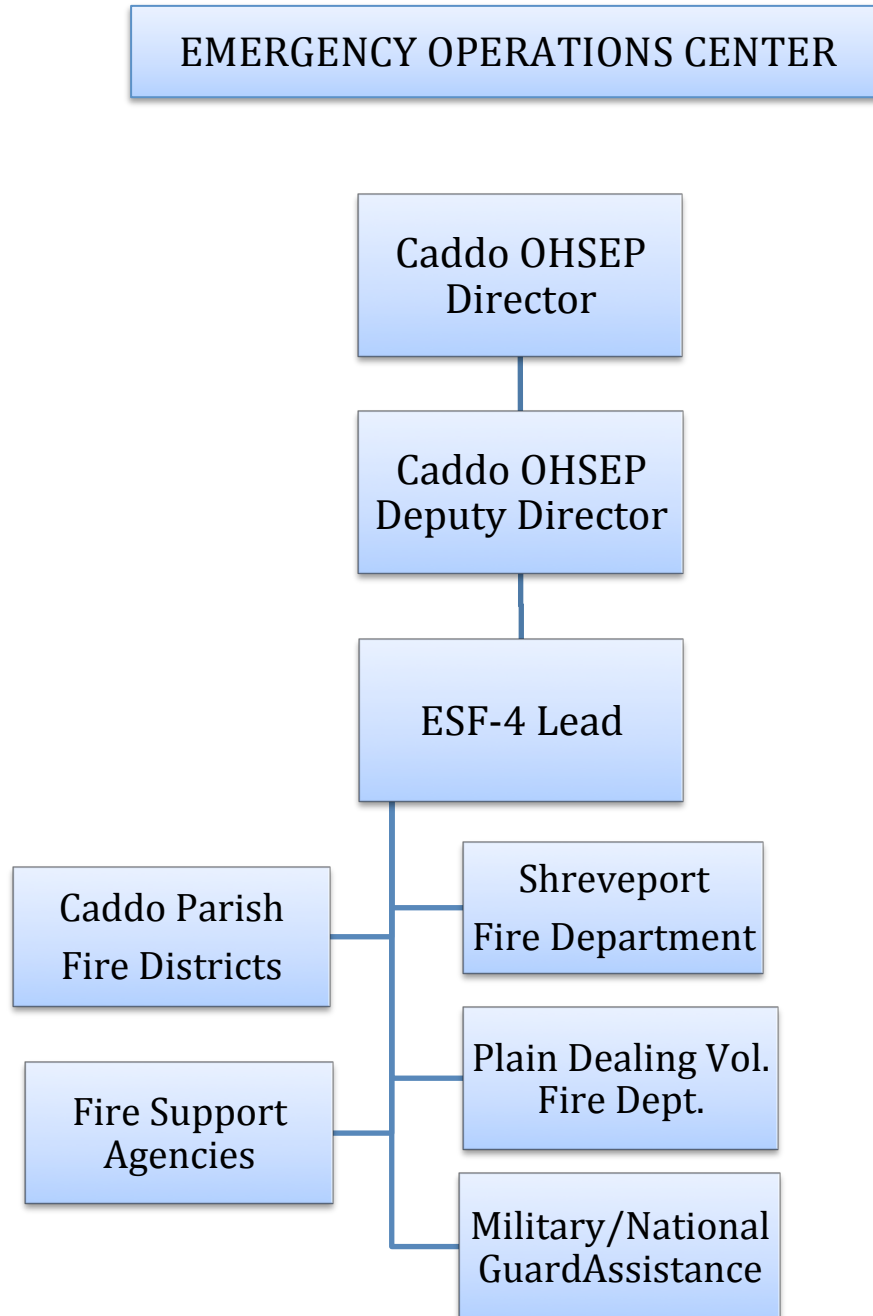
1. Defense Civil Preparedness Agency. Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, CPG 1-7, 1979.
2. Federal Emergency Management Agency. Disaster Operations, CPG 1-6, July 1981.
3. Federal Emergency Management Agency. Disaster Planning for Fire Chiefs. M&R-3. Washington: FEMA, 1981.
4. Federal Emergency Management Agency. Emergency First Responder. FA-47. Washington: FEMA, 1981.
5. Federal Emergency Management Agency. Fire Education and the News. FA-61. Washington: FEMA, 1981.
6. Federal Emergency Management Agency. Firefighting for Civil Defense Emergencies: Support Assistant for Fire Emergencies. SM-9.2A&B. Washington: FEMA, 1981.

7. Federal Emergency Management Agency. Guide for Increasing Local Government Civil Defense during Periods of International Crisis. CPG 1- 7. Washington: FEMA, 1981.
8. Federal Emergency Management Agency. Local Government Emergency Planning. CPG 1-7. Washington: FEMA, 1982.
9. National Fire Protection Association. Fire Protection Handbook. 15th ed., Quincy: NFPA, 1981.

X. APPENDICES TO ANNEX D

1. Organizational Chart
2. List of Resources
3. Caddo Fire Departments
4. Major Fires
5. Bomb Threats
6. Explosions
7. Standard Operating Guidelines

Appendix 1 – Organizational Chart



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Appendix 2 – List of Resources

Critical Data Forms (CDF) and Critical Facility Forms (CFF) are kept on file and computer database at the Caddo Emergency Operations Center (EOC). These forms contain listings for all available governmental and private sector resources in Caddo Parish. The forms also list mutual-aid assistance available from surrounding parishes/counties and state and federal agencies as well. Information from the resource lists may be obtained by contacting Caddo OHSEP at 675-2255 (24 hours).

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Appendix 3 – Fire Departments

SHREVEPORT FIRE DEPARTMENT

801 Crockett Street
Shreveport, LA 71101
673-6655

CADDO FIRE DIST. #1- BLANCHARD

P.O. Box 614
Blanchard, LA 71009
929-3575

CADDO FIRE DIST. #2- LAKEVIEW

3324 Lorraine
Shreveport, LA 71007
425-2712

CADDO FIRE DIST. #3- GREENWOOD

P.O. Box 26
Greenwood, LA 71033
938-5290

CADDO FIRE DIST. #4-SPRING RIDGE

8240 Colquitt Road
Keithville, LA 71047
925-2200

CADDO FIRE DIST. #5-ELLERBE RD.

1012 Overton Brooks Road
Shreveport, LA 71106
797-4111

CADDO FIRE DIST. #6- KEITHVILLE

10377 Linwood Ave.
Keithville, LA 71082
687-0032

PLAIN DEALING VFD

P.O. Box 426
Plain Dealing, LA 71064
(318) 326-4234

CADDO FIRE DIST. #7-OIL CITY

P.O. Box 100

Oil City, LA 71061
(318) 995-7114

CADDO FIRE DIST.#8-VIVIAN
1007-A South Spruce
Vivian, LA 71082
(318) 375-3233

CADDO FIRE DIST.#9-DIXIE GARDEN
5100 Dixie Garden Drive
Shreveport, LA 71105
861-9210

Appendix 4 – Major Fires

I. GENERAL

Each fire department within Shreveport and Caddo Parish should develop and maintain Standard Operating Guidelines (SOGs) describing basic steps to be taken upon being notified of a major fire in their jurisdiction.

II. RESPONSE CONSIDERATIONS

A. Initial Response

In most cases, the initial response to a major fire will simply be “Dispatch fire department”, with direction for second-level response to come from the fire officer in command at the scene after he has had a chance to assess the situation. In other cases, there may be automatic responses involving several departments.

B. Mutual-Aid Response

If multiple departments pre-arranged joint responses are planned, a summary of those agreements should be included in departmental Standard Operating Guidelines (SOGs). Pre-arranged, or automatic, responses should include specific directions as to how to notify the other responding departments. Special responses may be designated for high-occupancy buildings, certain public facilities, and designated industrial installations. The action-results of this pre-planning should be included in this section to assure the smooth implementation of the situation specific procedures.

C. Water Pressure

A major structural fire may significantly increase the demand for water to extinguish the blaze. Response guidelines should include a step to notify the water department of the increased need. The change in demand for water might require some modification in normal pumping and storage procedures.

D. Crowd and Traffic Control

Response guidelines should also include a step about notifying the appropriate law enforcement agency. A major fire attracts fire equipment and personnel, but it also attracts sightseers. Crowds and traffic congestion can seriously complicate a fire department’s ability to function effectively. Police support may be needed to keep crowds back, control traffic, remove motor vehicles that are parked in the way of firefighters, or assist in evacuation of threatened structures. Extra manpower may be needed.

E. Utility Shut-Offs

If utility shut-offs are necessary, notification of needed offices is guided by procedures outlined in Annex Q - Public Works/Utilities.

F. Public Assistance

If people are burned out of their dwellings, agencies such as the American Red Cross and the Salvation Army will arrange for shelter and clothing (See Annex M - Emergency Public Welfare). Other local agencies may be involved such as the Caddo Office of Family Services.

G. Videotaping

Fire services may want to consider making the videotaping of the fire an automatic action in multiple alarm or institutional fires. The tapes could be very helpful in arson investigations and in critique and training.

III. SUMMARY

Other problem areas and needs will surely arise, but a well-trained department will be able to arrange for the resources or responses needed for the particular situation at hand. All possible conditions should be noted in departmental response guidelines. These guidelines should be bound, indexed and updated on a frequent basis.

Appendix 5 – Bomb Threats

I. GENERAL

Bomb threats must be treated as the real thing until proven otherwise, so response guidelines for a threat and an actual bomb found will be similar. Bomb threats are usually made by telephone—to switchboard operators, persons responsible for targeted facilities, news media and public safety agencies.

If someone receives the call other than the emergency service dispatcher, the person receiving the threat will probably call the dispatcher soon after receiving the call. Either way, the dispatcher's principal focus when receiving the notification should be to gather as much information as possible. Both the response to the call and the investigative follow-up will be aided by a careful gathering of clues and facts at the earliest possible time. A guide sheet for questions to be asked of the caller is included in this section. It may be copied and distributed to persons who might receive bomb threat telephone calls.

II. RESPONSE PROCEDURES

Each fire department within Shreveport and Caddo Parish should develop and maintain Standard Operating Guidelines (SOGs) describing basic steps to be taken upon being notified of a bomb threat in their jurisdiction. Response actions should include step-by-step procedures for bomb disposal if an actual or suspected explosive device is discovered. Also, special care should be given to maintain the crime scene and evidence collection activities to be performed following the immediate response.

III. EMERGENCY CONTACTS

A. Shreveport Fire Department

673-6655

B. Caddo Parish Sheriff's Office

675-2170

C. LA State Police – Troop G

741-7411

D. Barksdale Air Force Base

456-2151

IV. GUIDESHEET

The Federal Bureau of Alcohol, Tobacco and Firearms (ATF) developed the following bomb threat guide sheet. It may be copied and distributed to persons who might receive bomb threat telephone calls.

Appendix 5 – Attachment 1 – Bomb Threat Report

KEEP CALM: Do not get excited or excite others.

TIME: Call Received: _____ Terminated: _____

EXACT WORDS OF CALLER:

QUESTIONS TO ASK:

1. What time is the bomb set to explode? _____
2. Where is the bomb located? _____
3. What kind of bomb is it? _____
4. Describe the bomb: _____
5. Why do you want to kill or injure innocent people?

6. Where are you calling from? _____
7. Who are you? _____

DESCRIPTION OF VOICE:

Male _____ Child _____ Rough _____ Slow _____
Female _____ Old _____ Refined _____ Fast _____
Calm _____ Middle-Aged _____ Accent _____ Excited _____
Nervous _____ Teenager _____ Speech Impediment _____ Disguised _____
Is Voice Familiar? _____ If so, who did it sound like? _____
Any Additional Descriptions: _____

BACKGROUND NOISE:

Music _____ Traffic _____ Bells _____ Aircraft _____
Motors _____ Whistles _____ Horns _____ Machinery _____
Other: _____

ADDITIONAL INFORMATION:

1. Did Caller indicate knowledge of the facility? I so, how?
2. What line did the call come in on?
3. Did call come in on a listed or unlisted number?

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Appendix 6 – Explosions

I. GENERAL

Explosions can occur in industrial plants, public buildings, on transportation routes, and a number of other places. They can result from pressure build-up or chemical reactions. They can result from unexpected mechanical problems (such as pressure controls failing on a boiler), industrial process problems, accidents, or deliberate actions (terrorism, extortion or crime).

II. RESPONSE PROCEDURES

Each fire department within Shreveport and Caddo Parish should develop and maintain Standard Operating Guidelines (SOGs) describing basic steps to be taken upon being notified of an explosion in their jurisdiction. Also, special care should be given to maintain the crime scene, if appropriate, and evidence collection activities to be performed following the immediate response.

Response procedures to an explosion may include the following activities depending on the nature of the event:

A. Dispatch closest available law enforcement unit to:

1. Assess situation and report conditions and needs to dispatcher.
2. Make on-the-spot determination of possibility of unlawful activity.

B. Dispatch fire and emergency medical services as needed.

C. Dispatch specialized resources as requested by officer-in-charge on scene:

1. Public works support (street closings, heavy equipment, etc.)
2. Building inspector/structural engineer.
3. Rescue Equipment.
4. Persons knowledgeable about continued and associated risks.
- 5.

D. Associated Risks

A very important consideration is the risk after an explosion—risks to responding emergency services, victims, and surrounding structures and people.

The risk can arise from weakened structures or changed environment as a result of the explosion and from the possibility of additional explosions. These factors should control the way in which the impact of the explosion is managed.

There should be no confusion about coordinating the initial response. Directions should be very clear, even to someone not familiar with normal response to this type of emergency.

III. EMERGENCY CONTACTS

If it is suspected that the explosion may be due to an explosive device of some nature, emergency services should immediately contact the appropriate bomb squad coordinator for their jurisdiction. Special care should be given to maintain the crime scene, if appropriate, and evidence collection activities to be performed following the immediate response.

Mutual-aid assistance is also available from state and federal agencies and may be requested by contacting the Caddo Emergency Operations Center (EOC) at 675-2255 (24 hours).

- A. Shreveport Fire Department**
673-6655

- B. Caddo Parish Sheriff's Office**
675-2170

- C. LA State Police – Troop G**
741-7411

- D. Barksdale Air Force Base**
456-2151

- E. Federal Bureau of Investigation**
221-8439

- F. Bureau of Alcohol, Tobacco & Firearms**
676-3301

- G. Fort Polk 45th Ordnance Disposal**
Explosive Ordnance Disposal (EOD)
Emergency: 1-337-531-5505
Operations: 1-337-531-5506

Appendix 7 – Standard Operating Guidelines

Standard Operating Guidelines for departments/agencies/organizations listed in this annex will be developed by the respective agencies listed herein and kept on file in the Caddo Emergency Operations Center. Updates should be forwarded to Caddo Parish OHSEP on a routine basis.

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