

# Genesee County Association of Fire Chief's Recommended Operating Guidelines

Effective: 12/18/1991  
Revised: 06/05/2016  
Review: August 2018

## **SUBJECT: Genesee County Emergency Coordination 91-1**

### **SCOPE**

This guideline shall apply to all Genesee County fire departments who may request assistance from the Genesee County Emergency Coordinators, and all Genesee County fire department officers who are members of the Genesee County Coordination System.

A request for an emergency coordination by the incident commander of the fire department having jurisdiction, shall constitute a request for mutual aid. The terms of the Genesee County Mutual Aid agreement shall be enacted when an emergency coordination is requested.

### **PURPOSE**

The Genesee County Association of Fire Chief's Emergency Coordination System is a tool to assist a fire department at a major emergency incident. Coordinators will take what steps are necessary to comply with the incident commanders requests, assess the overall county situation, and initiate actions required to provide the county with adequate fire protection during, and until the emergency incident has been abated.

### **MEMBERSHIP**

The members of the Genesee County Emergency Coordination System shall be the Chief Officers of the member departments, the county emergency manager, and amateur radio operators who are authorized RACES members from Genesee County.

If an officer is appointed as a member to the coordinators with a rank less than that of a chief officer, this member must present a letter from his/her chief officer announcing this appointment. All membership appointments must be updated yearly by the chief officer of each appointed member's fire department.

All members shall hold at a minimum the following certifications: OFFT ICS, NIMS 100, 200, 700, 800, Fire Officer I and II. The member's department is responsible for holding all certificates and ensuring their members meet the minimum qualifications prior to joining the Emergency Coordination Team. If the Chairperson requests copies of member certificates it shall be done in writing to that department's Fire Chief.

All members must attend a yearly training session and bi-annual meetings.

Failure to meet the training and/or meeting attendance requirement or failure to meet the minimum certification requirements will result in removal as a coordinator.

### **TWO LEVEL SYSTEM**

The Genesee County Association of Fire Chief's has recognized the various needs and decisions to activated coordination. For this reason a Level 1 and Level 2 plan will be used for the activation of Coordination.

### **ACTIVATION OF LEVEL 1 COORDINATION**

In the event that the Incident Commander of any incident determines the overall coverage of their jurisdiction and/or surrounding areas has been depleted and they would like assistance with backfill assignments they may request coordination be activated at a Level 1 response. The IC will make the request to the Communications Center on Fire Main for the activation of coordination. The Incident Commander will need to specify if they are requesting a Level 1 or 2 response.

In the event that Genesee Central Communication Center identifies a need for coordination, the dispatcher, at the supervisors' discretion, will dispatch coordination and RACES for a Level 1 response. Prior to activation the Fire Dispatcher will call the IC on their fire ground to advise they are activating Level 1 coordination. This will give the IC the opportunity to upgrade the response to a level 2 if needed.

The fire dispatcher at the Communications Center will activate county coordinators and announce a coordination has been requested, and the location of the emergency incident assigning COD1/COD2.

When coordinators are activated in this manner, the following will occur:

1. At least one (1) coordinator who is assigned to the Communications Center will report to the Center.
2. One coordinator will assume the Command Coordinator position.
3. Minimum of one (1) RACES operator will respond to the Communications Center.
4. All other coordinators are to acknowledge the call via radio and remain available in their own jurisdictions.

The first coordinator that acknowledges the call will be the Command Coordinator. They shall promptly make contact with the incident commander (on the assigned fire ground) or Communication Center supervisors depending on who activated coordination to get a status of the incident and what resources are required. Once the coordinator arrives at the Communications Center they will work in conjunction with the Command Coordinator to satisfy the needs of the incident commander and or supervisors.

Much like in the IC system the position of Command Coordinator can be transferred to an equally trained/experienced or higher trained/experienced person when deemed appropriate.

If the Incident Commander requests backfill or coverage assignments the Command Coordinator and Communication Center Coordinator will assess the overall coverage of the affected area. They will then determine which stations to backfill to provide the best overall coverage by geographic location.

A Level 1 activation can be escalated to a Level 2 at the discretion of the Incident Commander and the Command Coordinator.

All available coordinators will acknowledge that they are "on radio" or available. Coordinators will then stage in their own jurisdictions until assignments are given. Traffic will be conducted on COD1/COD2 as assigned by the Communications Center.

The Communication Center reserves the right to activate coordination for any reason to address issue(s) in the county.

## **ACTIVATION OF LEVEL 2 COORDINATION**

In the event that an Incident Commander identifies the need for coordination, the IC will make the request to the Communications Center on Fire Main for the activation of coordination. The Incident Commander will need to specify if they are requesting a Level 1 or 2 response.

The fire dispatcher at the Communications Center will activate county coordinators and announce a coordination has been requested, and the location of the emergency incident assigning COD1/COD2.

When coordinators are activated in this manner, the following will **occur in order**:

1. At least one (1) coordinator who is assigned to the Communications Center will report to the Center.
2. Minimum of two (2) coordinators who are assigned to Mundy Township will respond to Mundy Township Station 2.
3. All other coordinators will respond to the incident scene.
4. Minimum of one (1) RACES operator will respond to Mundy Township Station 2.
5. Minimum of one (1) RACES operator will respond to the Communications Center.
6. Minimum of two (2) RACES operators will report to the incident scene.

Coordinators will respond to the emergency incident based on their location at the time of activation. Coordinators will radio their response on COD1/COD2 to assess who is closest to the incident and to assure all positions are filled.

The Command (coordinators) trailer will not be automatically dispatched by the Communications Center. The command trailer must be requested by the incident commander or one of the coordinators. When requested, the Communications Center will tone out Flushing Fire Department to send the trailer.

When more coordinators arrive at the emergency incident than is required, those coordinators not assigned by the command coordinator, shall stage on the scene until further assignments are given.

The first RACES operator on the scene will check in with the command coordinator for assignments.

Once activated, Mundy Township Station 2 is to be under the control of the Genesee County Emergency Coordinators and shall then become the coordination center.

Coordinator activation will not alert all county fire departments. The Communications Center will dispatch departments as needed, at the request of the emergency coordination center (Mundy Township Station 2) or the Communications Center Coordinator; using each department's normal alarm tone(s).

## **COORDINATOR ASSIGNMENTS**

### ***Emergency Scene Coordinators***

Upon activation by radio or pager, the coordinators who respond to the emergency scene should report to the incident commander. A brief update by the incident commander should occur, and an assessment of the incidents requirements be taken. The first arriving coordinator, on scene, will assume the command coordinator position and determine the minimum number of scene coordinators that will be required to effectively assist the emergency incident are as follows:

Command coordinator will be stationed at the command post with the incident commander and be the coordinator in charge of the coordination aspect of the incident. Much like in the IC system the position of Command Coordinator can be transferred to an equally trained/experienced or higher trained/experienced person when deemed appropriate.

Primary staging will be in the initial staging location set up by the incident commander or at a location close to the scene.

Secondary staging will be located a substantial distance away from Primary staging so as crews do not get mixed up. All incoming units will report to secondary staging upon arrival.

The emergency coordinators command trailer, upon activation of the coordinators, will be established at the designated secondary staging area.

The secondary staging area coordinator will be responsible for the accountability and management of all responding manpower groups by collecting the first personal identification tag, and directing each group of personnel to Primary staging as requested.

It shall be the responsibility of each group to collect their personal identification tags upon exiting the emergency incident.

Air supply refill or exchange area will locate on scene by the incident commander

Rehabilitation & triage area will locate close to but not at the secondary staging area

Communication coordinator will assist the command coordinator in communication efforts, i.e. assigning RACES personnel

Division coordinators will assist division officers in rotation of personnel and personnel accountability

When the response to the emergency incident does not support all the assignments required to fulfill the coordination effort, a request by the command coordinator at the emergency scene can request more coordinators or if needed a coordination re-tone by the Communications Center.

Coordinators respond to the emergency scene, on a mutual aid request prior to the request for the emergency coordination, cannot function as a coordinator.

If a coordinator is requested to fill an operational role on the fire ground (example: sector officer, operations officer, safety officer, or etc...) that request shall come from the IC to the command coordinator on the scene. Once authorized by the command coordinator the coordinator filling the operational role will no longer fall under the scope of the command coordinator and will transfer to the IC and should function as such. **The coordinator shall remove his coordination vest while filling an operational role.**

### ***Coordination Center Coordinators***

Upon being activated coordinators assigned to Mundy Township Station 2 should report to the coordination center.

A coordinator will staff the base radio used for Coordination at Mundy Twp. Station 2.

Mundy Twp. Station 2 radio will monitor and communicate, as required; any information involving the incident.

Radio log coordinator will maintain all radio logs of transmissions involving the incident.

Records coordinator will contact all involved fire departments for updates of information and records the movement of manpower and equipment on the information log.

Move-up board coordinator will impact the moves of the various departments on the equipment board (Minimum 2)

The coordination center shall keep the command coordinator on scene abreast as to the moves that have occurred and to receive further requests for assistance the incident commander may require. When time permits the coordinators should be anticipating requests of the incident commander.

The coordinators will contact each of the initially moved fire departments to assess their status, and move the necessary manpower and equipment to fill stations whose effectiveness has been reduced by the initial alarm.

Once initial assessments have occurred, the records coordinator shall fill out or update the coordinators information log.

The coordinators will assist, by mutual aid, any moves that may be necessary to cover a second incident within the county.

### ***Communication Center Coordinators***

These coordinators will receive specialized training on the CAD system, Motorola radio, and phone system that are used at the communications center.

The coordinator who responds to the coordination center will be responsible for determining which departments to send to calls in areas where fire coverage has been reduced. They will also help determine which areas are deficient in coverage. This will all be coordinated with the command coordinator and the coordination center.

The communication center coordinator will also assist with documenting and monitoring the incident via the radio and CAD system.

### **MANPOWER RESOURCE POOLS**

If needed or requested the county coordinators will establish a secondary (off location) and a primary (on site) manpower pool. This pool will consist of no less than four (4) fire departments, or sixteen (16) firefighters total.

Each group will consist of minimum of three (3) firefighters and an officer or a minimum of three (3) firefighters and senior firefighter\group leader as designated by the department responding with manpower.

These groups of firefighters, whenever possible, are to assigned tasks that will not require their separation while on the fire ground for accountability and management of the activities.

All requests for manpower for a coordinated incident will require responding to the scene or one of the staging areas as directed by the coordination center in proper protective clothing and with a self contained breathing apparatus unit for each of the four responding members of the group.

### **TRAINING REQUIREMENTS**

To insure that all responding firefighters to a coordinated incident are capable and qualified to perform the tasks required all personnel shall have the former 66 hour firefighter training or be certified at the Firefighter I level.

### **REST AND RE-HYDRATION**

Reference to GCAFC ROG # 95-1 (Emergency Incident Rehabilitation) shall used for firefighter rehabilitation.

An area for rest and re-hydration shall be established.

All fire fighting personnel SHALL NOT exceed a maximum of two (2) air bottle exchange limit. All firefighters when having reached the required two (2) bottle exchange limit will be directed to a rehabilitation area for triage and rest before resuming fire fighting activities.

### **DEACTIVATION**

The incident commander at the emergency scene will be responsible for releasing the coordinators from their activation at the scene.

It will be the responsibility of the command coordinator to remain activated until he/she is assured that a call for response to an emergency situation can be met within their jurisdiction, by all participating fire departments in the usual manner.

### **COMMUNICATION**

All radio communications shall follow the guidelines established in ROG 92-1

All on scene incident command radio transmissions that are additional requests for any further aid or assistance of any type shall be requested through the coordination center on talk group 25COD1.

All fire department apparatus that has been dispatched by the coordination center shall be under the control of the coordinators and ALL radio communications shall be directed to the coordination center on COD1. BASE RADIOS ARE TO MONITOR COD1. THEY ARE NOT TO COMMUNICATE WITH THEIR APPARATUS UNLESS ANOTHER INCIDENT OCCURS WITHIN THEIR JURISDICTION. IF ANOTHER INCIDENT DOES OCCUR IN THEIR JURISDICTION THEY WILL BE ASSIGNED A FIRE GROUND TALK GROUP FOR THAT INCIDENT.

## **ENFORCEMENT**

Enforcement of this guideline will be the direct responsibility of the Genesee County Association of Fire Chief's, the officers and firefighters of the member fire departments within Genesee County.