FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: II SOP: 2800

SECTION: 2800 Disaster Response

SUBJECT: Incident Command System

PURPOSE: To establish a Command Post and implement the Incident Command System during district wide disasters.

SCOPE: All personnel, as much as practical. It is not intended that the procedure take the place of good fire ground management, but rather to provide for consistency and ease of operation. This procedure is to be consistent with Incident Command System.

PROCEDURE:

This procedure is meant for disasters (earthquake, flood, storms: trees and wires down, etc). SOP 2700 & 2701 cover incidents such as fires, rescue and haz mat.

1. Establish the fire station as the Incident Command Post (ICP).
2. Name the command “Felton Command”.
3. Identify the Incident Commander (IC).
4. Request a tactical frequency from the Netcom dispatcher. If there are no tactical frequencies available from Netcom, ask Cal Fire’s Felton ECC for a tactical frequency.
5. Assemble and assign available crew to staff fire apparatus for response.
6. Dispatch crews to emergencies as reported by Netcom (radio page or tear and run print out). Dispatch of crews may be done face-to-face or via tactical frequency.
7. In the event of a County wide disaster, the County of Santa Cruz may open the Emergency Operations Center (EOC). If this is done, make communication with the fire agency representative at the EOC. Share contact information so that Felton fire may contact that person and vise versa. Relay any concerns or needs to the fire agency representative.
8. Evacuations must be reported to the EOC. Evacuation is a law enforcement action and the sheriff will become involved. The EOC will coordinate shelter and transportation for those evacuated.
9. Use an ICS 214 form to document all actions taken during the disaster. A personnel roster, emergencies responded to, any work done regarding the disaster and costs incurred should be included at a minimum. The ICS 214 should be a detailed report and not summary report.
10. Normal day-to-day communication with Netcom will be suspended for disaster related emergencies (i.e. wires down responses and reports will not go through Netcom but through Felton Command). Any other type of emergency call, not related to the disaster, can be run as a normal day-to-day emergency. If this is a County wide disaster, Netcom will be overwhelmed will calls for service. This action takes unnecessary radio traffic off the air.
11. FEWD (Felton fire Wires Down) is an incident type in Netcom’s computer. In the event of a storm with numerous calls for trees and power lines down, ask Netcom to initiate FEWD. Once initiated, all calls for wires down will not be broadcast via radio page, but will be sent to the tear and run printer only. Once received, the IC can dispatch crews to handle the call. This is an action to take radio traffic off the air. FEWD can be initiated by either Felton fire personnel or the Netcom dispatcher.
12. Food: The IC can contact members of the Auxiliary to set up the kitchen and provide food for all personnel. If the Auxiliary is not available, squad family members may be available to assist.

Revised September 2015

Ron Rickabaugh, Fire Chief