

**MADISON EMERGENCY OPERATIONS PLAN**  
**ANNEX F**  
**FIRE AND RESCUE**

Updated: January 30, 2009

Primary Agency:	Fire Marshal
Support Agencies:	Fire Departments
	Communications
	Sheriff
	Emergency Medical Services
	Emergency Management
	Others as required or requested

**I. PURPOSE**

This annex provides for the coordination of Fire and Rescue activities to ensure the safety of life and property within the county during emergency situations.

**II. CONCEPT OF OPERATIONS**

- A. During emergencies, the Fire and Rescue Services must be prepared to support each other utilizing available expertise, equipment and manpower.
- B. In an emergency which requires a number of emergency services (i.e. fire, rescue, law enforcement, etc.) to respond all units, regardless of service, will be coordinated by an Incident Commander (IC).
- C. If fire or threat of fire is involved, the Fire Chief of the district in which the fire occurred is the Incident Commander.
- D. If no fire or threat of fire exists, the Incident Commander will be the senior member of the first arriving agency with two-way radio capabilities, otherwise the District Fire Chief (or designee) will retain command until such time as the nature of the incident can be determined or command is assumed by another agency,
- E. Under the North Carolina Hazardous Material Right to Know Law, the Fire Chief should survey facilities within his jurisdiction to identify types and volume of hazardous materials located within the county. He should consider this information when developing response plans for hazardous materials accidents within the county. Coordination of facility emergency response plans with the local Emergency Operations Plan will be included in Fire Service planning.
- F. Within the National Response Framework, fire protection and fire fighting is an emergency support function (ESF-4).

**III. ORGANIZATION**

- A. Organization
  - 1. Fire and Rescue departments in Madison County are made up of organized and trained units utilizing volunteer personnel and serve a specific geographical area, providing service to local governments. The primary concern of these departments is the preservation of life and property within the county.

2. The control and prevention of forest fires is the responsibility of the North Carolina Division of Forest Resources. Through mutual aid agreements, local fire departments support the State in this responsibility.
3. The control and prevention of forest fires on U.S. Government lands is the responsibility of the U.S. Forest Service.

#### **IV. DIRECTION AND CONTROL**

- A. Direction and Control of local fire departments is exercised by the executive branch of county government under the supervision of the Chairman of the Board, County Commissioners.
- B. Coordination of Fire Service in an emergency is accomplished by the Fire Marshal utilizing mutual aid agreements and/or plans developed with local units and statewide through the State Emergency Response Team.
- C. Coordination of Rescue in an emergency is accomplished by the Chief of the local Fire Department, utilizing mutual aid agreements developed with adjoining counties and statewide through the North Carolina Association of Rescue Squads and the State Emergency Response Team.
- D. When the EOC is activated, the Fire Marshal and the president (or designee) of the Madison County Firefighters Association will normally be located in the EOC.

#### **V. CONTINUITY OF GOVERNMENT**

- A. The line of succession for Fire is:
  1. Madison County Fire Marshal
  2. District Fire Chief of Jurisdiction
  3. District Assistant/Deputy Fire Chief of Jurisdiction
- B. The line of succession for Rescue is:
  1. Madison County Fire Marshal
  2. District Fire Chief of Jurisdiction
  3. District Assistant/Deputy Fire Chief of Jurisdiction

#### **VI. ADMINISTRATION AND LOGISTICS**

- A. A listing of the personnel, equipment and supplies for fire and Rescue services located in the county will be found in the County resource manual, maintained by Madison County Emergency Management.
- B. Reports and records of Fire Service activities during an emergency/disaster will be collected and maintained by the Fire Chief of each fire department and copied to the Emergency Management Coordinator.

- C. Reports and records of Rescue Service activities during an emergency/disaster will be collected and maintained by the Chief of the Fire Department and copied to the Emergency Management Coordinator.
- D. Fire/Rescue Services will maintain current maps and charts and current notification/recall rosters.

Attachment 1  
**Fire Service Disaster Preparedness/Response Checklist**

**Fire Marshal**

- When notified, report to the Emergency Operations Center (Operations Group).
- Receive a situational briefing. Ask questions and address concerns.
- Advise the EOC of the availability of fire fighting and fire service response resources, including the number of personnel and apparatus that may be available.
- Advise the EOC of any special apparatus or personnel needs that are immediately known.
- Review mutual aid agreements to ensure such agreements are formalized.
- Implement mutual aid as necessary, requested or required.
- Be familiar with the process to request RRTs (Regional Response Team) and make such requests as needed.
- Ensure Incident Command is implemented at each incident. If appropriate, Fire Service Incident Commanders should report their situations and special requests for assistance to the Fire Marshal who is also the County Fire Service liaison in the Emergency Operations Center. "Normal" requests for assistance (i.e. additional personnel, additional equipment, etc.) will be made through the Communications Center.
- Establish and maintain communications with Fire Service Incident Commanders.

**Incident Commander**

- Receive a situational briefing from the Fire Marshal or Fire Service Emergency Operations Center liaison. Ask questions and address concerns.
- Advise the Fire Marshal of the availability of department response resources, including the number of personnel and apparatus that may be available.
- Advise the Fire Marshal of any special apparatus or personnel needs that are immediately known.
- Hold a situational briefing with all response personnel and include in the briefing:
  - Ensure the primary functions of the department are carried out (i.e. fire suppression, protection of lives and property, etc.).
  - Overall situation (i.e. impending hurricane, severe weather, damages, power lines down, roads blocked, etc.).

- Maps of area as necessary.
  - Specific mission assignments (i.e. damage assessment, search operations assistance, debris clearance, etc.).
  - Current weather and forecast weather reports.
  - Safety.
  - Specific personnel assignments (who will serve as Incident Commander, communications, safety, liaison, etc.).
  - Location of staging areas, check points, fuel supplies, food, etc.
  - Advise personnel to log mileage of all vehicles used and the amount of time (in hours) that all equipment was used, including but not limited to *all* apparatus, chainsaws, fuel, hose, pumps, lighting equipment, etc.
  - If department is a "paid" department, advise personnel to track and record all overtime and report this to their supervisor in writing at the end of each shift.
- Be prepared to conduct damage assessment of the area and report findings to the Emergency Operations Center.
  - Request, as necessary, assistance through the EOC.
  - If first on the scene and Incident Command has not been established, establish Incident Command and utilize the appropriate Incident Command Forms to assist you. Assume the role of Incident Commander until relieved.
  - Establish and maintain communications with:
    - Personnel on the scene
    - Communications Center
    - Emergency Operations Center
    - Staging area
  - See Hazard Specific Checklists that are attachments to the County Emergency Operations Plan, for assistance in determining potential/necessary actions for your department.
  - File reports with the Fire Marshal and/or designated EOC representative when requested or required.