



# MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 105.09 VOLUME: 1

SUBJECT: Snow-Wind-Ice-Flood-Tornado Plan (SWIFT)

SIGNED: \_\_\_\_\_ DATE: 4/3/2019  
Chris J. Mullins, Fire Chief

**SCOPE AND PURPOSE:** Inclement weather or tornados pose a significant hardship with respect to providing emergency services. The normal operating environment in which we work changes considerably, both in terms of call frequency and treacherous conditions. In an effort to address and standardize operational processes to negate the extra operational burden placed on the City and the department during severe inclement weather conditions, the following guidelines are adopted by the department and will be known as the SWIFT Plan.

**Readiness:** Immediately after receiving a forecast of even a remote chance of inclement weather (especially snow or ice), the on-duty Company Officers shall instruct personnel to check all equipment that may be needed to make sure that everything is in order. This would include items such as snow chains, chain saws, fuel availability, extra medical supplies for placing reserve units in service, and of course all reserve apparatus and ATVs. The Company Officers shall give a status report to the Shift Commander when this task has been completed.

**Snow/Ice Imminent:** Upon receiving a reliable forecast of imminent inclement weather conditions, the Fire Chief or his designee, shall instruct the on-duty Shift Commander to list the available/expected staff and close all opportunities for leave-time (other than those already listed to be off) in order to maximize regular staffing. Additionally, the Fire Chief or his designee shall instruct the Shift Commander to implement the level of staffing necessary per the staffing configuration for the specific hazard (see appropriate table) which includes overstaffing to fulfill needed staffing levels. Additional staffing may be called into action as operational needs dictate.

## **OPERATIONS SNOW/ICE:**

**Overview:** When the SWIFT hazard is of such severity that level-one staffing is called for, the City will be divided into three battalions, which will be based on each station's first-in coverage. Battalion 1 will remain as Battalion 1 and will respond from Station 1, the Deputy Chief will be Battalion 2 and will respond from Station 2, and the Fire Marshal will be Battalion 3 and will respond from Station 3. The Battalion Commanders will communicate frequently to coordinate emergency operations in a seamless manner. The City's Emergency Operations Center (EOC) may be activated and the Fire Chief, along with other department heads, will be stationed there to help coordinate the overall plan and facilitate the acquisition of additional resources if needed. The City EOC will work through the Jefferson County EMA EOC for additional resources and will remain in close contact with that agency.

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<b>APPARATUS/EQUIPMENT STAFFING CONFIGURATION - SWIFT</b>		
<b>Apparatus</b>	<b>Regular On-duty Staffing</b>	<b>Level One On-Duty Staffing</b>
Engine One	4	4
Transport One	1	2
Ladder One	3	4
Battalion 1	1	1
Engine Two	4	4
Transport Two	1	2
Reserve Two	0	0
Engine Three	4	4
Reserve Three	0	0
Transport Three	0	2
Safety 1 (Safety Officer)	1	1
Investigator 1 (Deputy Fire Marshal)	1	1
Fire Marshal	1	1
Chief 2 (Deputy Chief)	1	1
Chief 1 (Fire Chief)	1	1
<b>Staffing Totals:</b>	<b>23</b>	<b>28</b>

**Communications:** The Deputy Fire Marshal will be stationed at the EOC/Dispatch Center and will assist the Dispatchers in coordinating fire department emergency responses. Additionally, the Deputy Fire Marshal will help track blocked/opened streets, such that response “lanes” information can be kept current. This information will be given to the Battalion Commanders as changes are made throughout the snow/ice operational period.

**Logistics:** The Safety Officer will assist all Battalions regarding equipment, material, and other provisions as needed. He will report to the City EOC to help coordinate/facilitate and arrange for our logistical needs to be met via other agencies such as Jefferson County EMA EOC and the Alabama Mutual Aid System (AMAS).

**Emergency Medical Services:** Four-wheel drive vehicles will be placed in operation at all stations to respond on medical calls during icy road conditions. Pumpers and aerial apparatus should only be utilized on motor vehicle collisions, fires, and/or fire alarms during these conditions. Also, medical transports will no longer be initially dispatched on **Tier 2** medical calls, but at the request of on-scene units. When practical, a shuttling process will be used to prevent the transport units from traversing areas which could be impassible for the units. Four-wheel drive vehicles, ATVs, or military Humvees will be utilized for this purpose. The patients can be off-loaded to the transport units for transport to hospitals.

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**Alarm Calls:** The closest available unit will be dispatched to fire alarm calls (one unit only) unless there is a suspected fire present, based on other related information. The Dispatch Center will try to contact the home/business owner as quickly as possible to determine if there is an actual fire situation (pre-fire plans may be helpful if a business). Additional units may be dispatched if further information dictates possible fire.

**Safety:** A primary consideration is the safety of all personnel involved. The department's driver safety policy should be strictly followed especially during inclement weather. It is important to remember that we want to be part of the solution and not part of the emergency.

## **OPERATIONS TORNADO:**

**Readiness:** Immediately after receiving a forecast of the possibility of tornados (risk forecast for the area of high, moderate, or slight), the on-duty Company Officers shall instruct personnel to check all equipment that may be needed to make sure that everything is in order. This would include items such as: storm jump bags, GPS/compass equipment, additional traffic cones, scene tape, voltage meters/detectors, search and rescue equipment, chain saws, fuel availability, extra medical supplies for placing reserve units in service, and of course all reserve apparatus. Additionally, the Technical Rescue Trailer should be moved to Station Two and each Company Officer and Shift Commander will review the tornado section of this SWIFT Plan with his/her crew to maintain familiarity with the roles and responsibilities which will be required should a tornado strike our City. The Company Officers shall give a status report to the Shift Commander when these tasks have been completed. The City Emergency Operations Center (EOC) will be heavily utilized during a tornado; therefore, the Shift Commander will coordinate with the Police Department to make sure that the EOC is at a state of readiness should a tornado strike.

**Overview:** Perhaps no natural disaster can challenge a City more than a tornado. If/when our City is struck by a tornado, the City EOC will be activated and the unified command system utilized. Additionally, all off-duty fire department personnel are subject to call-in if conditions require.

The overarching strategic objectives for such an event will be to:

- Rapidly and fully define the area impacted
- Get a command and control system put in place as quickly as possible which will allow for the systematic management and coordination of operations
- Have systematic emergency medical services (EMS) and search and rescue effort put into place
- Provide for the removal of debris in critical areas/streets to facilitate access to the injured and trapped
- Establish logistical and coordination processes and systems which will quickly facilitate putting

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- to use numbers of teams and responders from outside agencies
- Have accountability processes to track and account for people and activities (both responders and residents)
- Be capable of sustaining the process for multiple days

**Command and Control:** The command and control process will utilize the Unified Command style from the Incident Command System and will be driven from the City's EOC. The organization and lines of communications for command and control can be visually gleaned from the chart provided on the following pages. Below are the organizational elements for Command and Control and a brief description of their functions. On a following page a table shows information regarding assignments for each of the positions with physical location and radio identification information.

Note: As a "rule of thumb," if the area of damage extends over an area greater than two linear miles, then two divisions will be established. The below information will assume that the area is less than two miles in length and will have only one area command post. This can essentially be duplicated as shown on the command and control chart if the area is larger or another division is simply needed.

Unified Command Functions: The unified command team's (Dept. Heads) responsibility is the overall management of the incident. Some of the major functions are:

- Determine Incident Objectives and strategies
- Establish immediate priorities
- Provide for an organizational structure that is sufficient to manage the incident
- Approve and authorize implementation of an Incident Action Plan (IAP) for each work period (12 hour shifts for example – basically, what do we wish to get done during the work period)
- Ensure that adequate safety measures are in place
- Coordinate with key people and officials
- Approve requests for additional resources or the release of resources
- Keep Mayor, Council and City Manager informed of incident status
- Authorize release of information to the news media through the PIO
- Order the demobilization of the incident when appropriate

Public Information Officer Function: The PIO is responsible for developing and releasing information about the incident to the news media, to incident personnel, and other agencies and organizations. Command will assist the PIO in the development of releases through status updates.

Logistics Function: All incident support needs are provided by the Logistics Section. Additional personnel may be assigned to assist in the areas of facilities, communications, food and medical supplies. Responsibilities include:

- Provide logistical support and information regarding the IAP to unified command

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- Identify anticipated and known logistical service and support requirement
- Request additional resources when needed
- Serve as conduit for resources requests through the Jeff Co. EMA EOC

**Operations Function:** The Operations Chief's priority is to manage overall tactical operations. This would include:

- Interact with subordinates to develop the tasks associated with fulfilling the IAP
- Request resources needed to implement the tasks from the IAP
- Supervise the execution of the Incident Action Plan through close contact with subordinate positions
- Ensure that safe tactical operations are in place
- Request additional resources to support tactical operations
- Approve release of resources from assigned status
- Make expedient changes to the IAP when needed
- Maintain close and frequent communications with Unified Command
- Maintain personnel accountability at the scene

**Staging (main) Function:** The major areas of responsibility for the staging manager are:

- Establish the layout of the staging area
- Post areas for identification and traffic control
- Provide a check-in for arriving resources
- Determine required resource level from the Operations Chief (type of certifications, etc.)
- Advise Operations Chief when resources at staging reach minimum level
- Maintain Status levels for resources at staging
- Respond to Operations Chief's request for resources
- Maintain staging area in orderly condition
- Demobilize staging area as required
- Maintain a log of units arriving and leaving staging

**Planning Function:** This section is responsible for collecting, processing, and disseminating information regarding the incident. This section works closely with the Logistics section:

- Develop schedule for work periods inclusive of personnel
- Determine need for any specialized resources in support of the incident
- Establish special information collection activities
- Provide periodic predictions on incident potential
- Report on any significant change in incident status
- Compile and display incident status information

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- Prepare a demobilization plan
- Provide administrative clerical support for the EOC

Admin./Finance Function: The major areas of responsibilities for this section are:

- Manage all financial aspects of the incident
- Provide cost analysis information as requested
- Ensure that all personnel time records and agencies involved in the incident are properly logged such that FEMA recovery funding may be obtained if appropriate

**Duplicate the positions below if the size, scope and area of disaster is beyond the scope of control for one division. For example – North Division and South Division.**

Division Command Function: This position will manage all operations from a forward command post that take place proximal to the damaged area. Responsibilities will include working and coordinating activities with/through EMS, Search and Rescue, Police and Public Works. The position:

- Will assign specific work tasks through each of the above groups depending on the specific need at hand
- Will monitor and inspect progress and make changes when needed
- Resolve logistical problems reported by subordinates
- Will report progress and give status reports to Operations
- Will request resources through Operations
- Will staff the forward command post as needed

Division Staging (if needed) Function: This function will serve as a forward staging area proximal to the forward command post to locate units that have been called in to service from main staging but have yet to be briefed and tasked. It is considered an interim stop toward being tasked for operations. This function may or may not be needed depending on many factors.

Division Emergency Medical Services (EMS) Function: This section will supervise and oversee the establishment of triage, treatment, ambulance transport, and rehab functions at the scene.

Responsibilities include:

- Establishing and staffing a triage system and area
- Establishing and staffing a treatment system and area
- Establishing and staffing an ambulance transport system and area
- Establishing and staffing a rehab area for responders to utilize after completing a task and before being reassigned
- Reporting status and progress Division
- Requesting resources through Division

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- Interaction and communication with putting patients in the Trauma System (TCC – trauma communications center) through BREMSS
- Coordination with area hospitals regarding patient access and status

Search and Rescue Function: This function is headed by a trained search and rescue supervisor that will report to Division. All of the search and rescue teams that are assigned to this division will be tasked through this position. The position will:

- Request search and rescue resources through Division
- Brief search and rescue teams prior to their service
- Monitor status and progress of all search and rescue teams
- Report search and rescue progress to Division
- Record search and rescue team progress on a map grid system at Division
- Reassign search and rescue teams to new grids
- Demobilize search and rescue teams to rehab when appropriate

Police Function: A police supervisor will be assigned to the Division Command Post to provide law enforcement supervision for all police units operating in the Division Command area. Police units or teams will report to the Police supervisor. The police supervisor and Division will work as a team to prioritize law enforcement needs and objectives in the area and task units to respond. Communications from the Police Supervisor will be through Division up to Operations for resource needs and progress reports, etc. This assures a common communications process consistent with the incident command system.

Note: Police Officers trained in search and rescue and assigned to that function will work for the search and rescue supervisor and within that section. Likewise, firefighters that are assigned a function for removing trees from streets to clear a path for responders will be tasked through the Public Works section as a PW crew. The process is a matter of function, not department.

Public Works Function: A Public Works Supervisor will be assigned to the Division Command Post to provide coordination of public works crews in the removal of debris from a prioritized list provided by Operations. The supervisor will:

- Brief and assign crews to a specific job and area for debris removal
- Monitor the status of each crew
- Reassign crews to new areas when they clear from an assignment
- Work and communicate through Division
- Report progress directly to Division

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<b>CITY OF MOUNTAIN BROOK UNIFIED COMMAND SYSTEM ORGANIZATION: TORNADO</b>				
<b>Incident Command Position</b>	<b>Person/Persons Responsible</b>	<b>Physical Location</b>	<b>Reports To</b>	<b>Radio ID</b>
Command	Dept. Heads	EOC	N/A	Command
Public Info Officer	Mayor	EOC	Command	PIO
Logistics	FD Training/PD Lt.	EOC	Command	Logistics
Operations	FD Deputy Chief	EOC	Command	Operations
Planning	PD Lt. & FD/PD Admin. Assistants	EOC	Command	Planning
Admin/Finance	City Manager or Finance Director	EOC	Command	Finance
Staging (main)	Fire Lieutenant	To Be Determined	Operations	Staging
Division Command Post	On-Duty Shift Commander	Proximal to damage area	Operations	(South, etc.) Division-FD Tactical
Division Staging	Fire Lieutenant	To Be Determined	Division	Division Staging
Division EMS	Fire Lieutenant	Division CP	Division	EMS
Search & Rescue	FD Qualified Supervisor	Division CP	Division	S & R
Police	Police Lieutenant	Division CP	Division	Police
Public Works	Public Works Supervisor	Division CP	Division	Public Works

Note: Blue shaded area will be duplicated if the size of the impacted area is such that additional divisions are needed (North Division & South Division as examples). Note that the ICS chart included in this document reflects multiple divisions as an example.