


EMERGENCY SUPPORT FUNCTION 4 - FIREFIGHTING

CEMP - ANNEX IV DOCUMENTATION




Harold Scoggins (Jul 29, 2021 16:39 PDT)

Harold D. Scoggins, Fire Chief
Seattle Fire Department

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Date


Curry Mayer (Aug 8, 2021 18:22 PDT)

Curry Mayer, Director
Office of Emergency Management

08/08/2021

Date

Note: This Emergency Support Function (ESF) is part of Annex IV of the City Comprehensive Emergency Management Plan (CEMP) and this version includes the 2021 revision. Seattle Fire Department (SFD) acts as the current ESF Coordinator and collaborated with many partners for respective input.

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FIGURES

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1. STAKEHOLDERS

Table 1

PRIMARY AGENCY	ESF COORDINATOR
Seattle Fire Department	Seattle Fire Department

Table 2

SUPPORT AGENCIES	
Seattle Police Department	Seattle-King County Public Health Department
Seattle Public Utilities	King County Office of Emergency Management
Washington State Emergency Management Division	Federal Emergency Management Agency

2. INTRODUCTION

2.1 Purpose

Emergency Support Function 4 (ESF 4) describes the policies and procedures administered by the Seattle Fire Department during city-wide incidents. It also defines the roles and responsibilities of the Seattle Fire Department Management Team during an Emergency Operations Center (EOC) activation.

2.2 Scope

ESF 4 applies to Fire Department personnel, uniformed and non-uniformed, on and off duty. The focus of this document is on the policies and procedures, resources, and objectives to address issues before, during and after city-wide incidents.

To include but not limited to: Fire Suppression; Emergency Medical Services, Rescue, Marine Firefighting, Mass Casualty Incidents, Terrorist Attack, and Weapons of Mass Destruction.

3. SITUATION

3.1 Emergency Conditions and Hazards

The City of Seattle, its citizens, and transportation infrastructure are exposed to a variety of natural and human caused disasters such as severe weather, earthquakes, and acts of terrorism. The Seattle Hazard Identification and Vulnerability Analysis (SHIVA) identifies Seattle's hazards and examines their consequences so we can make smart decisions about how best to prepare for them. It provides information regarding potential impacts of hazards to the people, economy, the built and natural environments of the City of Seattle. The SHIVA provides a foundation for all the City of Seattle's disaster planning and preparedness activities. The list of all natural and human-caused hazards includes: Emerging Threat, Geophysical Hazards, Biological Hazards, Intentional Hazards, Transportation and Infrastructure Hazards, and Weather and Climate Hazards.

An incident can create conditions that will impact the community, civic infrastructure, and the environment. The Fire Department will assume the role of lead agency, as defined in the Comprehensive Emergency Management Plan (CEMP), in managing and mitigating the incident, particularly for the following types of response: Fires, Emergency Medical Incidents; Rescues; Structural Collapses; Mass Casualty Incidents; Natural Disasters (earthquakes, floods, tsunamis, etc.); and Chemical, Biological, Radiological, Nuclear, Explosive incidents (refer to the appendices for detailed plans).

3.2 Planning Assumptions

- The Fire Department and stakeholders plan and train regularly for all hazards. Training is locally, state and/or federally mandated.
- The Fire Department, and Stakeholders, will play a major role in the mitigation of large-scale incidents. Thus, a city-wide incident will severely challenge the operations and resources of the Fire Department.
- The Fire Department, and Stakeholders, maintain current incident readiness plans for both intradepartmental operations and interdepartmental incident responses.
- The Fire Department is an all hazards department and is nationally recognized for its fire, EMS, and special operations response capability.
- The City communicates life-safety notifications to the community in ways that can be understood, regardless of language, as a foundational part of response during incidents. Specific communications strategies have been developed to ensure notification to those with limited-English proficiency (LEP). Details can be found in the Alert & Warning Support Operations Plan.
- The City's comprehensive incident response policies, strategies, and practices can be found in the City Emergency Operations Plan (EOP).
- City-specific operational procedures supporting response policies, strategies, and practices are maintained separately and listed in the Reference Section of this document.

4. CONCEPT OF OPERATIONS

4.1 Organization

The Fire Department plays a vital role in City government and will be one of the most active departments during a city-wide incident. As a Department Head, the Fire Chief reports directly to the Mayor. Assistant Chiefs report to the Fire Chief and assume various responsibilities. Designated Fire Department members, including the Fire Chief or his designee, will respond to the EOC.

The Assistant Chief of Operations and the Operations Division of the Fire Department will be integral in the mitigation of any significant event. The foundation of any response will be Firefighters assigned to: Engines; Ladders; Medical Aid Units; Command Units; and Other Specialty Units

Approximately 213 Firefighters are on-duty each day and are assigned to 33 fire stations strategically located throughout the City. Off-duty personnel are recalled per calling plans in the event of a major incident.

4.2 General Response

The routine function of Operations Division is to mitigate fires, medical emergencies, and other requests for assistance. In the event of a large-scale event, the Fire Department will experience a rise in call volume and increase in incident severity.

Fire Department personnel have been directed to monitor predetermined AM radio and TV stations for information regarding staffing recalls. The decision to initiate personnel recalls is made by the Resource Manager in the Seattle Fire Department Resource Management Center (RMC).

4.3 Direction and Control

Direction and control of personnel and equipment is maintained through the Fire Department chain of command. Fire Department personnel in the Fire Alarm Center (FAC) dispatch resources to an incident according to predetermined response models availability of assets. The Fire Department utilizes the Incident Command System to manage and mitigate incidence with the following priorities: life safety; incident stabilization; property conservation; and environmental protection.

4.4 Procedures

The Seattle Fire Department Disaster Management Plan (a.k.a. "Orange Book") contains the detailed procedures and operational guidelines for incidents including those of high consequence such as earthquake, pandemic, and terrorism. Those plans are also addressed in the Seattle Fire Department Operating Guideline Section 5007. The purpose of the Orange Book is to provide members with ready access to critical information in a format that is easily accessed and reviewed.

To effectively plan for, respond to, and mitigate emergencies ranging in severity, the Fire Department operates in five levels. Each operational level reflects the severity of the incident and capabilities of the Fire Department.

The Seattle Fire Department, in conjunction with the Mayor's Office, is to ensure that appropriate capabilities and associated procedures exist to accommodate or move those with accessible needs during evacuations.

IMPLEMENTATION LEVELS

LEVEL V

This is the day to day operations level where incidents can be handled with minimal resources and the number of concurrent incidents is manageable. Command and general staff positions are typically handled by the Incident Commander, written Incident Action Plans (IAPs) are not implemented, and incidents are contained within the first few hours. The Resource Management Center (RMC) would typically not be activated at this level. The RMC may be activated at Level V during planned events. Event Action Plans (EAPs) will be generated, and multiple operational periods are possible.

LEVEL IV

The Fire Alarm Center shall implement this level when minor impacts to city-wide coverage occur due to planned events such as New Year's Eve or Fourth of July, during two or three-alarm situations, or when multiple separate incidents deplete available resources. Multiple-alarm incidents may require activating some Command or General Staff functions, but a written IAP would not generally be required and the control phase of the incident would usually be resolved in a single operational period.

At this level, the RMC may be activated and staffed as indicated in the RMC Activation Procedures and Orange Book, Annex A (Personnel Reporting Procedures). Dispatch Level 4 reduces Automatic Fire Alarms (AFAs) to a single unit, and Aid Units are left off certain fire responses to enhance EMS coverage. Limited call-back of off-duty personnel may occur in accordance with the Calling Plans.

LEVEL III

This level is implemented when city-wide coverage and response capacity is severely limited, such as during four or five-alarm fires, simultaneous multiple-alarm incidents, earthquakes, or other situations with city-wide impacts, such as wind/snow storms and power outages. Most fire responses will be reduced in size and Code Yellow (no red lights or sirens) responses will be at the discretion of the FAC. Requests for additional alarms may provide less than normal resource levels.

Most Command and General Staff positions will be activated, and mutual aid will be requested, if available. Incidents may extend into multiple operational periods requiring written IAPs. The RMC will be activated and will fill the role of Area Command for the Fire Department when needed. The City EOC may be activated. If so, it will be staffed in accordance with Orange Book, Annex A (Personnel Reporting Procedures). Call-back of off-duty personnel will occur in accordance with the Calling Plans.

LEVEL II

This level is implemented when Department resources are catastrophically diminished but the FAC is still functional, such as during an earthquake or pandemic response. Most or all responses will be single units at the discretion of the FAC. Mutual aid resources will be requested if available, up to and including State and Federal assets. In a regional situation, such as an earthquake, mutual aid resources are unlikely and Seattle Fire Department personnel and resources may be on their own for 24-72 hours.

Most or all Command and General Staff positions will be filled on incidents that are not city-wide in nature, i.e. a plane crash into a building or multiple IED attacks, versus an earthquake or pandemic incident. Multiple operational periods are likely with written IAPs necessary. The RMC will be activated and will fill the role of Area Command for the Fire Department when needed. It will be staffed as indicated in the RMC Activation Procedures. The City EOC will be activated and will be staffed in accordance with Orange Book, Annex A (Personnel Reporting Procedures). Call-back of off-duty personnel will occur in accordance with the Calling Plans.

LEVEL I

This level is implemented when the conditions of Level II are experienced and the FAC is out-of-service due to damage or loss of communications. This will result in decentralized Battalion Dispatching with the RMC coordinating city-wide priorities and coverage.

At Levels III, II, and I, certain response assets may be unavailable, such as battalion chiefs, medic units, and specialty units. Personnel must maintain situational awareness and continuously reassess priorities. Highest priority should be given to immediate life-safety actions and defensive operations to contain growing incidents.

5. RESPONSIBILITIES

5.1 Prevention and Mitigation Activities

Support Resources:

- Fire Department Chaplain – The Fire Department retains Chaplains that can respond quickly to the scene of an incident. Chaplains are notified when there are significant injuries to civilians or firefighters, fatalities, significant events, high stress incidents and other requests for counseling.
- Fire Buffs – The Seattle Fire Buff Society is a support organization that responds to all significant incidents where fire or emergency medical operations are projected to be lengthy and involved. The Fire Buffs provide food and drink to all personnel and civilians at the scene. Most have full time employment outside the fire service and respond on a voluntary basis. The Buffs have two support vans with which to respond and monitor the Fire Department radio channels.
- International District Emergency Center (IDEC) – The IDEC is a paramilitary volunteer organization based in Seattle’s Chinatown-International District neighborhood. IDEC medics provide basic first aid and security as they patrol their neighborhood. IDEC medics have Fire Department radio capability and monitor calls. They respond on foot with Fire Department units in the District and often arrive first to triage the incident.
- King County Chapter American Red Cross – The Red Cross responds quickly to incident scenes with food, blankets, clothing, and vouchers for shelter to assist displaced residents.

5.2 Preparedness Activities

- The Fire Department maintains a state of readiness and pre-plans to address the many potential problems encountered during a city-wide incident.
- The priorities of Fire Department incident operations are (in order): life safety; incident stabilization; property conservation; and environmental protection.
- Pre-planning for large-scale emergencies has been implemented at the fire company level so that each fire station will have standard procedures and clear directives both internally and externally. The foundation for internal Fire Department incident planning is the “Station Damage Control Plan”.
- Seattle fire stations are equipped as “stand alone” facility and are logistically self-sufficient. Stations have water and equipment to last 72 hours and are strategically located throughout the City.
- The Fire Department delivers its life, and property, saving services through a complex organization of personnel, apparatus, and equipment. This service is available 24/7. Preparedness is a crucial factor in the delivery of rapid and efficient intervention and positive customer service.
- Fire apparatus respond to approximately 250 responses per shift throughout the City.
- In the event of an incident, personnel, apparatus, stations, and equipment will be surveyed for fitness and readiness to respond. Additional resources will be allocated accordingly.

5.3 Response Activities

Fire Company Procedures

Directly following a city-wide incident, such as an earthquake, Company Officers will account for their members, assess the condition of their apparatus and station, and follow the procedures outlined in the Station Damage Control Plan. Units out-of-quarters will return. Upon completion of their station assessment, they are instructed to:

- Load extra equipment, food, and supplies on their apparatus
- Notify their Battalion Headquarters of their status
- Initiate Post Earthquake – Damage Assessment Surveys

Damage Assessment Surveys are conducted while driving a preplanned route through their respective districts with special emphasis on high life-hazard occupancies. During Level 2 mode results will be transmitted to the FAC along with any requests for assistance or alarm information. At Level 1 communications will be directed to Battalion Headquarters.

Important Note: Companies may stop to render life-saving assistance during their Damage Assessment Survey. However, Fire Department personnel have been trained to exercise a considerable amount of self-discipline, as they may have to bypass fires, collapsed buildings and other on-going emergencies to accurately assess their district for the highest priority.

If the radio system is functioning normally, alarms will be transmitted through the FAC via the trunked radio system. If the radio system is down, alarms will be transmitted through the Fire Department paging system, Battalion Headquarters via pre-determined simplex channels or, in extreme cases, through the cellular system or satellite phone network.

Per Seattle Municipal Ordinance, the Fire Department is established and tasked with providing fire protection within the City limits and jurisdictions of Seattle.

To facilitate command and control, the Fire Department is organized in a paramilitary chain of command. The rank structure, in descending order, is: Fire Chief; Assistant Chief; Deputy Chief; Battalion Chief; Captain; Lieutenant; and Firefighter (Paramedic, Inspector, Dispatcher, Investigator).

a. Company Level

At the company level of operation, the Company Officer (Lieutenant or Captain) will be responsible for leadership, training, discipline, maintenance, and on-scene tactics during a 24-hour work shift.

b. Battalion Level

At the Battalion level, the Battalion Chief will be responsible for the fire companies and fire stations under his/her command. There is an average of six fire stations and seven fire companies in each battalion command.

During a city-wide incident and/or failure of the wide area radio system Battalions have the capability of “standing alone” as their own smaller fire department. Battalion Chiefs will analyze information, triage the emergency potential, dispatch, and monitor their company activity. This scenario would be implemented in the event of an earthquake where bridges and other infrastructure become unusable.

Battalion Chiefs may be tactically in charge at incidents as the Incident Commander.

c. Continuity of Leadership

Fire Department Officers may, when necessary, move into a higher position in the absence of a higher-ranking Officer, see Table 3.

d. Leadership Team

- Fire Chief
- Assistant Chiefs / Executive Director
 - Assistant Chief of Operations; Assistant Chief of Resource Management; Assistant Chief of Fire Prevention; Executive Director of Administration
- Directors
 - Finance; Human Resources; Management Information Systems; Public Affairs

Table 3

Position	Primary	Back-up
Fire Chief	With the Mayor's Office	EOC
Executive Director of Administration	RMC	As assigned
Assistant Chief of Operations	RMC	As assigned
Assistant Chief of Resource Management	EOC	As assigned
Assistant Chief of Fire Prevention (Fire Marshal)	FMO	As assigned
Deputy Chief Fire Prevention (Assistant Fire Marshal)	RMC	As assigned
Deputy Chief of Operations	Field	As assigned
Deputy Chief Communications and Support Services	FAC	As assigned
Deputy Chief of Training	EOC	As assigned
Deputy Chief of Medic I	RMC	As assigned
Battalion Chief of Safety	RMC	As assigned
Captain of Emergency Preparedness	EOC	As assigned
Captain of Communications	FAC	As Assigned
Captain of Disability	EOC	As assigned
Captain of Services	RMC	As assigned
Captain of FIU	RMC	As assigned
Captain of In-Service Training	JTF	As assigned
Lieutenant of Staffing	RMC	As assigned
Lieutenant of Services	RMC	As assigned
Director of MIS	RMS	As assigned

Position	Primary	Back-up
Human Resources Director	RMC	As assigned
Public Information Officer	EOC	As assigned
Finance Director	RMC	RMC
Civilian Support Staff	Respective Divisions	As assigned

e. Fire Alarm Center

The Fire Alarm Center (FAC) is a Secondary Public Safety Answering Point (PSAP) receiving 9-1-1 calls from Seattle Police Communications and dispatching the appropriate Fire Department resource. It is located at 105 5 Ave S in the same building as Fire Station 10. It is situated above the City of Seattle EOC. The FAC is staffed by Firefighters/Dispatchers and is administered by the Fire Department. A Deputy Chief and Captain of Communications oversee the operation.

During a significant event, such as a multiple alarm fire, the workload at the FAC increases dramatically. Historically, FAC personnel function at peak capacity while mitigating a city-wide incident.

Hundreds of requests for assistance are received, processed, and dispatched by the FAC daily. The FAC is also the focal point for all the Fire Department's communication – both emergency and non-emergency. Duties of Firefighter/Dispatchers include: 9-1-1 call processing; Dispatching fire units; Monitoring fire resources in the field; Maintaining city-wide coverage; Coordinating mutual aid; and Interagency coordination such as requests for police, utilities, and Red Cross.

During an incident, additional personnel are notified, and off-duty FAC personnel are recalled. When staffing permits, a Firefighter/Dispatcher is assigned to assist with fire radio communications in the EOC.

The Computer Aided Dispatch (CAD) system is "downgraded" into disaster mode to more efficiently allocate resources as needed.

Intergovernmental communications between the surrounding PSAPs now become more acute due to requests for fire resources, ambulance transport, emergency room coordination and other vital functions.

If the King County 800 MHz trunked radio system is functioning properly, specific assigned radio channels for Battalion use will be in effect.

In the event of a countywide radio failure, the FAC will coordinate the Battalion level communications per Level I incident procedures.

Predetermined Chief Officers will be advised of the Fire Department's status immediately following a city-wide incident. At this point, they will make the determination at what level at which to operate. The FAC is directed to make notification of this decision throughout the Fire Department and make necessary arrangements to implement the plan.

f. Resource Management Center

The Resource Management Center (RMC) will be placed in-service according to the RMC Operations Plan. The RMC Manager will oversee the interaction with Incident Commanders in the field for resources and services. With the assistance of the Staffing Officer, the following tasks will be considered:

- Managing callback procedures
- Site relocation
- Staffing reserve apparatus
- Movement of off-shift firefighters
- Procuring external resources
- Tracking resources
- Coordinating with the FAC
- Coordinating with the EOC's ESF 4 representatives to:
 - Obtain help with warning, public information, and logistical needs that exceed department capabilities or authority.
 - Communicate department status as called for in the City of Seattle Comprehensive Emergency Management Plan.

g. City of Seattle Emergency Operations Center (EOC)

- During an activation of the City of Seattle EOC, Fire Department Staff will respond and assume their assigned ESF 4 responsibilities as specified in the City of Seattle Comprehensive Emergency Management Plan.
- If staffing permits, an on-duty Firefighter/Dispatcher may be reassigned from the FAC to the ESF 4 desk in the EOC to monitor the fire radio and facilitate communications.
- The Public Information Officer will have direct interaction with the media community at the EOC.
- Due to its close proximity to the FAC, Fire Department Chief Officers may speak directly with Firefighter/Dispatchers and Communications Division managers.
- The Fire Department will maintain a 24-hour presence throughout the event until the EOC is deactivated.
- If the Fire Department is the lead agency, the senior member of the ESF 4 may be assigned by the EOC Director to serve as the EOC Operations Section Chief.
- The Fire Department EOC ESF 4 Team may consist of:
 - 1=Assistant; 1=Deputy Chief; 2=Captains; 1=PIO
- The Fire Department is charged as the EOC Lead Agency in the event of:
 - Major Fire; Hazardous Materials Release; Air Crash; Flood; Structural Collapse; Earthquake
- While at the ESF 4 desk, a Fire Department representative will receive, analyze, file and update Fire Department data for the EOC Consolidated Action Plan to include:

- Priority - List the highest priority actions.
- Objectives - What the Fire Department hopes to accomplish.
- Implementing Steps - How the objectives will be met.
- Assigned to - Who is responsible for meeting the objectives.
- Operational Period-When are the objectives to be met.

Other functions of the ESF 4 Team include:

- Face to face interaction with other City departmental managers
- Analyzing accurate information from the field through interfacing with the RMC and the FAC
- Develop strategy and plans with other Department managers
- Direct contact with the Mayor and Mayor's Staff
- Monitoring Fire Department activity through CAD and the radio system

The ESF 4 Team is directed to consider mutual aid from Regional, State and Federal agencies through pre-existing agreements for assistance. Among them, include:

- Federal Emergency Management Agency (FEMA)
- Washington State Urban Search and Rescue Task Force (US&R)
- South Puget Sound Regional Fire Defense Group
- Surrounding fire agencies (through the King County Fire Resources Plan)
- Washington State Emergency Management Division

Battalion Procedures

- Directly after a city-wide event Battalion Chiefs are directed to transmit to the FAC that they are temporarily "out-of-service" to conduct a "roll call" of their Battalion. They will check the status of units that are unaccounted for.
- To keep radio traffic to a minimum, intra-Battalion communications will be limited to phone-use. Pre-assigned Battalion radio channels are indicated if phones cannot be used.

Technical Teams

- In addition to the fundamental duties of the Fire Department, "Technical Teams" exist within the Operations Division. Technical Team personnel and equipment would play a major role in the mitigation of a large-scale event. These specially trained and strategically located units address the complexities of: Hazardous Materials release; Marine Firefighting; Confined Space, High Angle, Heavy Rescue; Structural Collapse; Mass Decontamination; Weapons of Mass Destruction (CBRNE); Mass Casualty Response; and Urban Search and Rescue (US&R)
- The Seattle Fire Department maintains apparatus, equipment and supply depots strategically located throughout the city. Team personnel are on-duty as well as available by cellphone.
- An administrative Deputy Chief, who reports to the Assistant Chief of Operations, manages the Fire Boats.

Overhead Teams

An Incident Management Overhead Team will be formed and utilized during any multiple alarm fire and in the event of a city-wide incident where Level 1 or 2 operations are indicated. The Team is comprised of both Administrative and Operations Chiefs. Its purpose is to support the Incident Commander in mitigating the incident or event. The incident scene will use the National Interagency Management System (NIMS) for organizational purposes. Members of the Overhead Team are:

- Incident Commander: Responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources.
- Operations Section: Responsible for the management of all operations directly applicable to the primary mission.
- Logistics Section: Responsible for providing facilities, services, and materials in support of the incident.
- Planning Section: Responsible for the collection, evaluation, dissemination and use of information about the development of the incident, status of resources and the demobilization of the incident.
- Finance Section: Responsible for all financial and cost analysis aspects of the incident.
- Command Staff: The Fire Department Public Information Officer (PIO) and Safety Officer will report directly to the Incident Commander. If needed, the Incident Commander will appoint a Liaison Officer.
- Command and Control Van: The Fire Department Command and Control Van will be dispatched, when requested, to any multiple alarm fire, significant event, or to a strategic location during a city-wide incident. The van will be used primarily by the Planning Section but is available to accommodate other sections as well.

5.4 Recovery Activities

Disaster-related response and restoration can be very costly. While not all costs are reimbursable, it is in the City's interest to make best use of funding that may become available through federal agency programs, such as FEMA, and insurance.

To assist with this effort, departments, organizations, or agencies with a lead or support role for this ESF are responsible for tracking and documenting of actual and anticipated costs related to the incident. Costs should be tracked based on guidance from OEM or the home organization.

COOP planning is designed to develop and maintain a plan that enables the department to preserve, maintain, and/or resume its capability to function effectively in the event of the threat or occurrence of any incident that could disrupt departmental operations and services.

6. RESOURCE REQUIREMENTS

6.1 Logistical Support

Fire Stations

Thirty-three (33) strategically located Fire Stations house personnel and equipment. They are staffed 24-hours per day with rotating Platoons. As such, personnel must eat and sleep at the station during their shift. Stations are geographically grouped into five Battalions. Stations and station grounds are maintained by Firefighters. Major repairs to the structure, electrical or water systems are conducted by the City's Fleets and Facilities Department.

Fire Apparatus

Engines, Ladder Trucks, Aid Cars, Battalion Chief Autos and various other apparatus, including 40' tractor-trailer combinations, are housed in fire stations. These are maintained and kept in a continuous state of readiness. Repairs and scheduled maintenance are performed at the Fleets and Facilities Fire Garage.

- 33 Engine Companies, plus four Fireboats
- 12 Ladder Truck Companies
- 12 Emergency Medical Units
- Various Command, Support and Specialized Units:
 - Hose Wagon; Foam apparatus; Air Support; Technical Rescue; MCI Van; 4 Fireboats; Mobile Ventilation Unit; Command and Control Van; Power Units; Light Towers; HazMat Unit; CO² Apparatus; US&R Cache; Marine Response Van
- Reserve apparatus are housed throughout the City

The Fire Department operates four (5) fireboats. Two are currently deployed to operate in freshwater and three are deployed for saltwater operations. Either the Chief Seattle or the Leschi can be used for a large or multiple ship fire. Locations for the fireboats are as indicated:

- Fire Boat 4, The Leschi, operates from Station 5 to Elliott Bay
- Fire Boat 2 on Elliott Bay
- Fire/Rescue Boat 5 on Elliott Bay
- Fire Boat 3, The Chief Seattle, operates on Lake Union
- Fire Boat 1 operates on Lake Union

Equipment

- During their shift, Firefighters use literally hundreds of pieces of equipment ranging from computers to chainsaws, radios to defibrillators. All equipment must be inventoried and accounted for. As a public entity, the Fire Department recognizes that missing or broken equipment must be processed according to established policy and procedure. Most of the repairs and replacement of equipment is conducted through the Fire Department's Commissary and Utility Shop.

- Equipment caches are strategically placed in the event of a city-wide incident. “Stand alone” Fire Stations have been stocked with extra equipment, supplies, food and water to assist the surrounding neighborhood.
- Seattle Fire manages both the Pharmaceutical Cache for Public Safety Officers and the Chempak Nerve Agent Antidote Kits (N.A.A.K).

Personnel

- The Fire Department employs approximately 1,000 Firefighters and 50 civilian support staff. There are approximately 213 Firefighters on-duty per shift each day.

Interagency Coordination

- The Fire Department interfaces with the following government entities daily:
 - Seattle Police Department; Seattle Public Utilities; Puget Sound Energy (Natural Gas); US Coast Guard; ATT Language Line; KC Detox Center; American Medical Response (AMR); Other PSAPs; Other support (Red Cross, IDEC, Fire Buffs, Chaplains)

6.2 Communications and Data

Communications

- The hub of Fire Department communications is the Fire Alarm Center where internal and external emergency and non-emergency communications are processed.
- The Fire Department uses a myriad of communication tools most of the maintenance and repair is coordinated through the City’s Department of Information Technology (DoIT). The major communications systems within the Fire Department are:
 - Wide Area trunked radio system four Site simulcast; Telephone System (hardwire and cellular); Station Alerting System; Computer System; Fire Department in-house Paging System.

7. MAINTENANCE

This document is an external plan as defined by the City of Seattle Emergency Management Program Planning Policy and follows the maintenance process, which includes a method and schedule for evaluation and revision, as described therein. Lessons learned from exercises, special events, incidents, or disasters may result in a decision to evaluate portions of the documents ahead of the schedule.

SFD as the ESF Coordinator has primarily responsibility for this document and will ensure it is evaluated as outlined in the schedule with updates and revisions being made to ensure guidance remains current. SFD will facilitate the evaluations in consultation and coordination with OEM.

Table 4

RECORD OF CHANGES			
DATE	TYPE	CONTACT	SUMMARY
April 9, 2021	Update	Capt. J. A. Collins	Administrative changes, such as adding EMAP-compliant verbiage.
August 7, 2018 July 26, 2018	Revision	Capt. W Barrington L Meyers	Completed revision. Document voted and approved by DMC and EEB.
December 2016	Update	Capt. W Barrington L Meyers	Completed annual update.
May 2015	Update	K Neafcy	Completed annual update.

8. TERMS AND DEFINITIONS

Fire Department: Unless otherwise stated, it is assumed to be the Seattle Fire Department.

Fire Alarm Center (FAC): A secondary Public Safety Answering Point (PSAP) where emergency 9-1-1 calls for fire or emergency medical assistance are processed and help is dispatched.

Incident Commander: The highest-ranking officer at an incident that takes command, and who is responsible for the overall management and direction of the incident scene.

Resource Management Center (RMC): Department Logistical/Planning Support Center. The RMC relieves FAC of phone calls for equipment, supplies, etc. Provides logistical and planning support to Fire Operations; linked with on-site planning and logistical Officers. Prioritizes resources in multi-site operations. Once EOC opens, the RMC will coordinate their activities.

Resource Manager: A Fire Department Chief Officer that coordinates the activities of the RMC.

Staff Duty Officer: A Chief Officer who has the authority to make critical administrative decisions during non-business hours.

Staffing Coordinator: A Firefighter assigned to the Deputy Chief of Operations office who coordinates the movement of personnel and apparatus, the hiring of replacement Firefighters, recalling of off-duty personnel.

9. ACRONYMS

ADA: Americans with Disabilities Act

AFA: Automatic Fire Alarms

AMR: American Medical Response

CAD: Computer Aided Dispatch

CEMP: Comprehensive Emergency Management Plan

COOP: Continuity of Operations Plan

DoIT: Department of Information Technology

EAP: Event Action Plan

EMS: Emergency Medical Services

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

ESF: Emergency Support Function

FAC: Fire Alarm Center

FEMA: Federal Emergency Management Agency

IAP: Incident Action Plan

IDEC: International District Emergency Center

JTF: Joint Training Facility

N.A.A.K.: Nerve agent Antidote Kits

NIMS: National Incident Management System

PIO: Public Information Officer

PSAP: Public Safety Answering Point

RMC: Resource Management Center

SFD: Seattle Fire Department

US&R: Urban Search and Rescue

WAMAS: Washington State Intrastate Mutual Aid System

10. REFERENCES

Orange book – Seattle Fire Department Disaster Management Plan

RMC Activation Procedures

Washington State Intrastate Mutual Aid System