

EMERGENCY FUNCTION (EF) 4 FIRE AND RESCUE

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EMERGENCY FUNCTION (EF) 4 FIRE AND RESCUE

Coordinator/Primary Agency:	Cal Fire San Mateo County
Support Agency:	Operational Area Fire Mutual Aid Coordinator

I. INTRODUCTION

A. Purpose

The purpose of Emergency Function (EF) 4 is to provide guidance for the organization of fire and rescue resources in San Mateo County to respond to emergency situations exceeding normal fire and rescue capabilities.

B. Mission Statement

To detect and suppress fires that are the result of an emergency or disaster within San Mateo County unincorporated areas.

C. Scope

The scope of EF 4 during its activation is to:

1. Define and monitor conditions related to the need for and magnitude of fire prevention and suppression operations related to the emergency or disaster event.
2. Monitor fire prevention and suppression response operations within the municipality related to the event.
3. Provide, coordinate, and facilitate mobilization of additional resources required for fire prevention and suppression activities.
4. Ensure effective fire prevention at emergency facilities activated.
5. Coordinate and facilitate demobilization and restoration of fire resources and capabilities.

II. POLICIES

The following policies apply to the implementation of this EF:

- A. The designated primary and support agencies are responsible for and committed to staffing and implementing this EF at the time of its activation by the San Mateo County Office of Emergency Services (OES).
- B. This EF will be implemented in a manner consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the basic plan of the San Mateo County Emergency Operations Plan (EOP), applicable agency guidelines and policies, and all applicable regulations and statutes.

- C. The priorities for emergency operations implemented by this EF will be consistent with and supportive of the San Mateo County emergency operations center (EOC) action plan (AP) for the applicable EOC operational period.
- D. When the resources and capabilities available to this EF are limited, resource allocation will be in accordance with the priorities established by the EOC-AP, as well as by the following, in descending order of importance:
 - 1. Protection of human health and safety;
 - 2. Protection of critical infrastructure;
 - 3. Protection of property; and
 - 4. Protection of environmental quality.
- E. The primary and support agencies participating in EF 4 operate in conformance with SEMS and NIMS and will adopt additional components of NIMS and SEMS as they are promulgated. SEMS and NIMS components include incident command system (ICS), preparedness activities, resource management mechanisms, communications and information management requirements, supporting technologies, and ongoing management and maintenance requirements.

III. PLANNING ASSUMPTIONS

The following planning assumptions have been used to develop this EF. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

- A. The primary and support agencies will have adequate personnel and equipment available at the time of EF activation to support emergency operations.
- B. The equipment, systems, and supplies normally available to the primary and support agencies needed for emergency operations will remain functional and/or can be repaired on a timely basis to support the EF's operations.
- C. Resource requests from California Fire Service and Rescue Emergency Mutual Aid and/or through the regional emergency operations center (REOC) will be provided on a timely basis where needed to support emergency operations.
- D. Members of the affected public will receive emergency instructions regarding protective actions, business openings and closings, and other changes to normal, daily conditions. The public will endeavor to comply with such instructions to the best of its ability.
- E. Fire service resources may be requested to respond to medical emergencies and search-and-rescue missions, and to aid in disseminating warnings to the public of impending disaster.
- F. Wheeled-vehicle access may be hampered by bridge failures, landslides, and similar problems, making conventional travel to the fire locations extremely difficult or impossible.

IV. CONCEPT OF OPERATIONS

This section defines the concept of operations that will be used by the primary and support agencies to implement the EF at the time of a disaster. The concept of operations includes actions to be taken by the agencies responsible for the EF during the pre-event timeframe, as well as during emergency-response and disaster-recovery periods. The concept of operations for the EF is applicable regardless of the scope, type, or duration of emergency event.

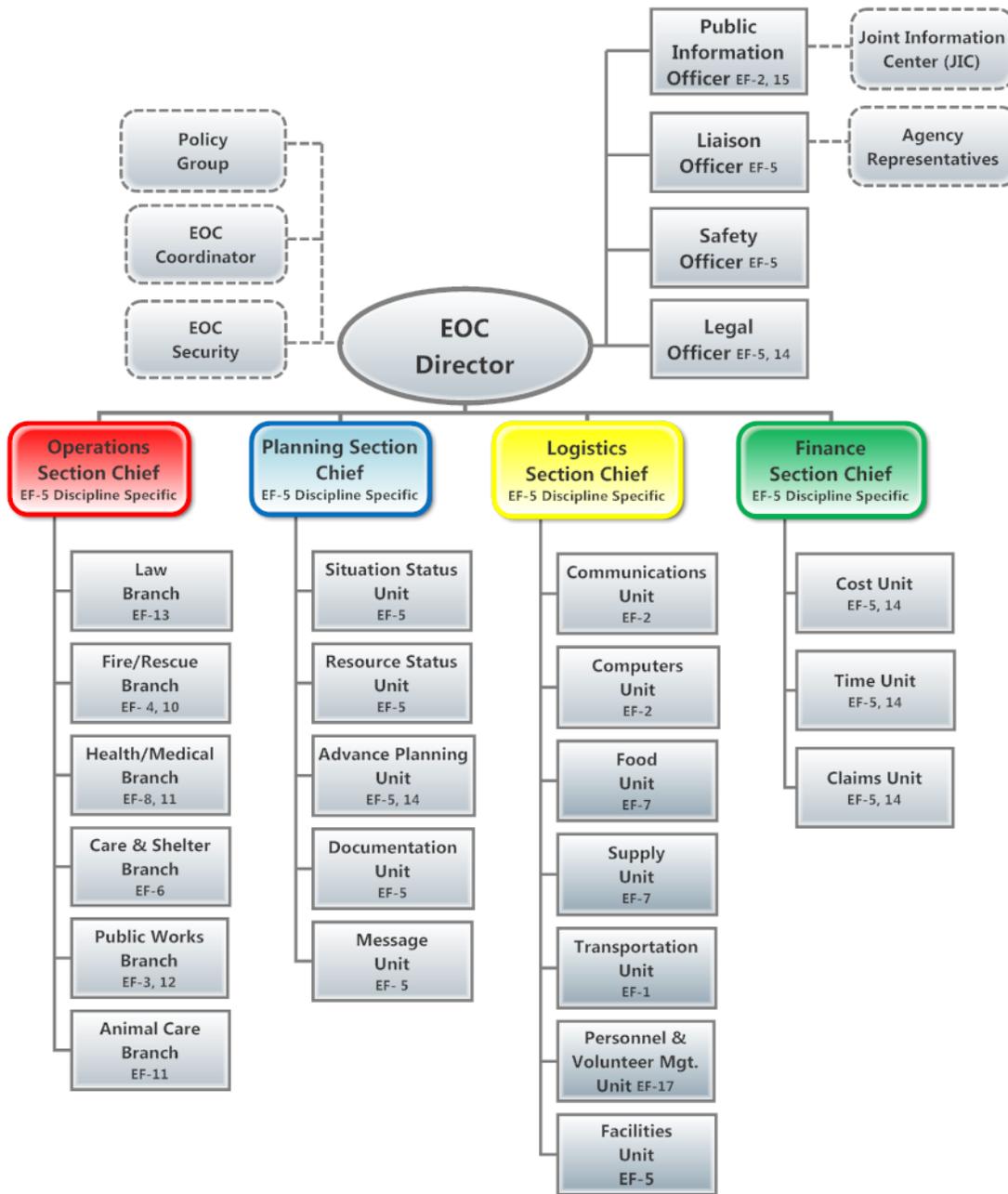
A. General

1. EF 4 will be activated, staffed, and implemented by the primary and support agencies whenever requested by the San Mateo County OES and/or the EOC.
2. The EF coordinator, the San Mateo County OES, and/or the San Mateo County EOC can activate the EF whenever the known or anticipated effects of the event require its services and capabilities.
3. The EF coordinator may activate the EF prior to the onset of an emergency, immediately after its impact on the jurisdiction, or at any time during the activation of the EOC.
4. Upon activated, the EF coordinator is responsible for notification and mobilization of its personnel and resources as they are needed, as well as directing mobilization of the personnel.
5. Once activated, designated personnel from the primary agency will coordinate operations of the EF from its position either in the Department Operations Center (DOC), and will send a representative to the EOC to fill the EF 4 workstation under the Operations Section. Operational coordination by the primary agency will continue from the DOC until the time the EF is authorized to deactivate and terminate operations.

B. Organization

1. The position of this EF in the EOC organizational structure is shown in the organization chart below. EF 4 falls under the Fire and Rescue Branch in the Operations Section.
2. The Cal Fire San Mateo County serves as the coordinator and facilitator of operations implemented by the EF.
3. The organization of the EF is expected to remain the same for both emergency-response and disaster-recovery operations.

San Mateo County EOC Organizational Chart



Emergency Functions (EF)			
EF #1	Transportation	EF #10	Hazardous Materials
EF #2	Communications	EF #11	Food and Agriculture
EF #3	Construction and Engineering	EF #12	Utilities
EF #4	Fire and Rescue	EF #13	Law Enforcement
EF #5	Emergency Management	EF #14	Long-Term Recovery
EF #6	Care and Shelter	EF #15	Public Information
EF #7	Resources	EF #17	Volunteer and Donations Management
EF #8	Public Health and Medical		

C. Notifications

1. The San Mateo County OES will be responsible for notifying the EF coordinator (or EF alternate coordinator) of the need to activate the EF or, if indicated, to stand-by in the event that EF activation is requested.
2. The EF coordinator maintains an up-to-date, 24-hour notification roster of its personnel assigned to this EF.

D. Emergency Operations

This section describes the emergency operations that may be required by the primary and support agencies to be prepared for EF activation, as well as the operations to be implemented during the response and recovery phase. Actions to be taken for demobilization of the EF are also defined.

1. Pre-Event Preparedness

The EF Coordinator has management oversight for the EF. To ensure readiness to activate the EF, and will check that the following actions are taken prior to the onset of an emergency event:

- a. Detailed standard operating procedures (SOP), action checklists, and job aides needed by EF personnel will be developed and available for use.
- b. Equipment inventories and personnel rosters necessary for EF implementation will be up-to-date and immediately available. Categorizing and classifying response and recovery resources must be provided by or available to the primary agency in accordance with resource-typing guidelines issued by the NIMS Integration Center.
- c. As indicated, the EF coordinator will ensure that personnel designated for EF implementation have received all necessary and required training, and are appropriately credentialed and certified in accordance with guidelines issued by the NIMS Integration Center.
- d. The EF coordinator will ensure pre-incident efforts with private-sector organizations as they relate to the EF.
- e. The EF coordinator will ensure EF preparedness activities related to all levels of planning for response and recovery operations.
- f. Facilities, systems, equipment, and supplies that are necessary for EF implementation will be protected from the effects of the event to the greatest extent feasible.
- g. If indicated, personnel will pre-deployed to protected locations or facilities within San Mateo County to expedite implementation of the EF.
- h. Agencies will identify new equipment or capabilities required to: (1) prevent or respond to new or emerging threats and hazards, or (2) improve the ability to address existing threats.
- i. Agencies will designate representatives for the EOC.

- j. Agencies will monitor weather and hazardous conditions that contribute to increased fire danger.
- k. Based on hazardous conditions, agencies will conduct fire prevention and education activities for the public.

2. Response Operations

Response operations are conducted during an event and are necessary to protect people, provide services to people harmed by the event, and mitigate further property or environmental damage, if feasible. Response operations for EF 4 are considered in two phases: (1) initial actions for the period when the EF is first activated; and (2) continuing actions that are to be implemented, as needed, during each EOC operational period for the response phase until the EF is able to transition to recovery operations. In all cases, the response operations are general guidelines for action and may be modified as needed to adjust to the particular circumstances of the situation. The phases of the response operations are described below:

a. Initial Actions

The following initial actions, as indicated, are to be completed during the first EOC/DOC operational period for activation of the EF:

- i. When the EOC is activated, the EF coordinator or designee will send a representative to the EOC to fill the EF 4 workstation.
- ii. Ensure the functionality of telecommunications and data management systems to be used by the EF and take corrective actions as needed.
- iii. Access needed procedures, checklists, rosters, and inventories.
- iv. Complete notifications of primary- and support-agency personnel.
- v. Receive an initial briefing and/or information regarding the situation and the current status of emergency operations by other EFs.
- vi. If indicated, direct activation and staffing of facilities outside of the EOC that are necessary for implementation of the EF, including the following:
 - a) Staging areas; and
 - b) Base or camp needs.
- vii. Establish communications with the County EOC to determine the current status of emergency operations relevant to the EF's operations
- viii. If needed, notify the Operational Area (OA) California Fire Service and Rescue Emergency Mutual Aid Coordinator (FMC), as well as necessary vendors and contractors, of the activation of the EF; determine the availability of services and resources through these organizations.
- ix. Monitor the status of firefighting resources committed to an incident.
- x. Assist with the development of operational priorities, based on the objectives set forth in the initial briefing.

b. Continuing Actions

The following continuing actions would be repeated, when indicated, during each operational period for the duration of the response period, and until the transition to recovery operations by the EF:

- i. Monitor EF staffing and resource availability and adequacy, and take corrective actions when necessary.
 - ii. Review the EOC-AP for the operational period, and prioritize EF operations and resource allocation in accordance with its directives.
 - iii. Monitor EF emergency actions initiated and/or continuing from the previous operational period until completion.
 - iv. Respond to requests from EF personnel at incident scenes or other emergency locations, if applicable, for additional services and assistance.
 - v. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
 - vi. Obtain and submit fire situation and damage assessment reports to fire service facilities. Submit damage assessment information reports to EF 14 (Long-Term Recovery) for inclusion in the consolidated report.
 - vii. Maintain complete and accurate documentation regarding emergency operations and expenditures.
 - viii. Maintain communications with the applicable County EFs.
 - ix. Provide information regarding EF operations, problem areas, and resource needs to EF 5 (Emergency Management) for development of the EOC situation report (SITREP) and incident action plan (IAP).
 - x. Participate in EOC briefings when held.
 - xi. As EF response actions near completion, anticipate and plan for transitioning the EF to recovery-phase operations and provide EF recovery plans to EF 5 (Emergency Management).
3. Recovery Operations
 - a. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
 - b. Advise all activated EF support agencies of the initiation of recovery-phase operations, and provide coordination and guidance regarding needed support agency actions.
 - c. Review the EOC-AP for recovery and, if indicated, adjust EF recovery actions for consistency.
 - d. Provide updated information regarding completion of EF response-phase operations to County EF 5 (Emergency Management).
 4. Demobilization Operations

As EF recovery phase operations near completion, implement actions necessary to support EF demobilization when authorized by the EF 5 (Emergency Management) Coordinator, including (but not limited to) the following:

- a. Advise activated primary agency personnel, support agencies, and County EOC of the intent to demobilize the EF; if indicated, define methods for providing continuing assistance to other agencies following EF deactivation.
- b. Review all EF operational and financial documentation to ensure its completeness and accuracy.
- c. Account for all deployed EF personnel, equipment, and supplies.
- d. Identify EF systems, equipment, or supplies damaged or depleted during EF operations, and assign responsibility for repair or restoration.
- e. From EF 8 (Public Health and Medical), determine the availability of services for critical incident stress debriefings (CISD) for emergency workers, and ensure that primary and support agency personnel are advised on ways to access CISD assistance. (see San Mateo County Fire Chiefs Association Policy 2004-3)
- f. Upon receipt of authorization from the EOC unified command, obtain the approved copy of the demobilization plan prepared by the Planning Section to demobilize the EF and provide completed EF documentation to the OES.

V. RESPONSIBILITIES

This section lists the coordinating and support agencies and their respective responsibilities.

A. Coordinating/Primary Agency

1. Cal Fire San Mateo County
 - a. Provide fire suppression and immediate life safety services.
 - b. Conduct light and heavy rescue operations as appropriate to level of training and available equipment.
 - c. Maintain readiness of firefighting personnel and equipment resources.
 - d. Mitigate fire hazards through fire prevention programs.
 - e. Staff the San Mateo County EOC with a Fire and Rescue Branch Coordinator when requested.
 - f. Maintain communication and coordination with the OA FMC.

B. Support Agency

1. Operational Area California Fire Service and Rescue Emergency Mutual Aid Coordinator (FMC)
 - a. The FMC may report to a designated DOC or to the OA EOC.
 - b. Activate the California Fire Service and Rescue Emergency Mutual Aid System at the OA level.

- c. Manage the provisions of mutual aid to and from fire and rescue agencies within the OA.
- d. Coordinate resources directly through the Region II Mutual Aid Coordinator when a mutual aid request cannot be met within the OA.

VI. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The primary function of EF 4 will be to respond to persons or property at risk of harm caused by fire and fire-related accidents during disasters. However, EF 4 may be called on to assist other EFs in response to evacuations, search and rescue, and similar endeavors. As a result, EF 4 must work closely with numerous other EFs to establish an effective process of communication and information collection.

Critical Coordination Points for EF 4

EF 2 – Communications	Establishs interoperable communications with mutual aid resources and other EF resources.
EF 3 – Construction and Engineering	Provides assistance with the clearance of roadways.
EF 7 – Resource Support	Coordinates identification and provision of fuel and other resources required for response.
EF 8 – Public Health and Medical	Provides emergency medical services.
EF 13 – Law Enforcement	Coordinates provision of traffic services and evacuation.
EF 15 – Public Information	Provides public information and warnings.

VII. ADMINISTRATION, FINANCE, LOGISTICS

A. Resource Procurement

This section describes the ways in which the EF will procure or obtain fire and rescue resources that may be required for implementation.

1. In all cases, the DOC will serve as the point of coordination to identify resources needed for EF implementation. The DOC will also be responsible for requesting and directing mobilization of the resources.
2. When resources are needed, the DOC will use one or more of the following sources for securing and deploying the needed resources in the most timely and cost-effective manner:
 - a. Resources under the direct control of the primary agency;
 - b. Other activated EFs through the EF representative in the County EOC; and
 - c. Private-sector vendors or contractors that would have the resources available.
3. In all cases involving non-fire and rescue resource requests, the primary agency EF representative will have information readily available regarding the categories or types of resources relevant to EF operations to facilitate requesting additional resources.

B. Financial Management

1. EF 4 is responsible for managing financial matters related to resources that are procured and used during an incident. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event.

2. For reporting purposes, support entities will be document their expenditures and submit them directly to the Finance/Administration section or a designated finance service officer as soon as possible.

C. EF Development and Maintenance

1. The EF coordinator is responsible for EF development and maintenance, which is to be completed with assistance and cooperation of the designated support agencies.
2. The EF, as well as associated SOPs, checklists, and other documentation, will be reviewed by the EF primary agencies and modified (if indicated) in response to any of the following events:
 - a. By request of the EF 5 (Emergency Management) Coordinator;
 - b. Following any activation of the EF for response to an actual incident or an exercise;
 - c. Following any change or development in County government; and
 - d. Upon the opening or closing of any major facility of the primary or support agencies that is considered vital to implementation of the EF.

VIII. AUTHORITIES AND REFERENCES

The authorities and references documented in the basic plan of the San Mateo County EOP are considered applicable to this EF. In addition, the following will apply to this EF.

1. Fire and Rescue Mutual Aid Plan; and
2. RECP Fire and Rescue Subsidiary Plan, 2008.

IX. ACRONYMS

CISD	Critical Incident Stress Debriefing
DOC	Department Operations Center
EF	Emergency Function
EOC	Emergency Operations Center
EOC-AP	Emergency Operations Center Action Plan
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FMC	California Fire Service and Rescue Emergency Mutual Aid Coordinator
IAP	Incident Action Plan
ICS	Incident Command System
NIMS	National Incident Management System
OA	Operational Area
OA EOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
REOC	Regional Emergency Operations Center
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOP	Standard Operating Procedures

X. ATTACHMENTS

Insert agency specific attachments here