

**2015**  
**EMERGENCY OPERATIONS PLAN**  
**(EOP)**

**SEDGWICK COUNTY**



**ESF 4 – Firefighting**

**Coordinating Agency:**

- Sedgwick County Fire District #1

**Primary Agency:**

- Sedgwick County Fire District #1
- City of Wichita Fire Department

**Support Agencies:**

*Federal Agencies*

- 73rd Weapons of Mass Destruction Civil Support Team (WMD-CST)
- McConnell AFB Fire Department

*State Agencies*

- Kansas Division of Emergency Management
- Kansas National Guard
- Kansas Highway Patrol
- Kansas Department of Health and Environment, Division of Environment
- Kansas Department of Wildlife, Parks and Tourism
- Kansas Forestry Service
- Kansas State Fire Marshal's Office

*County Agencies*

- Sedgwick County Risk Management
- Sedgwick County Emergency Management

*City Departments*

- City of Bentley Volunteer Fire Department
- City of Cheney Fire Department
- City of Clearwater Fire Department
- City of Colwich Fire Department
- City of Derby Fire Department
- City of Mulvane Fire Services
- City of Sedgwick Emergency Services
- City of Valley Center Fire Department
- City of Viola Volunteer Fire Department
- City of Wichita Airport Authority

*Private Sector*

- Kansas Fire Chiefs Association
- The Salvation Army

**I. Purpose and Scope**

A. Purpose

1. The purpose of ESF 4 is to provide fire service coordination and support services in support of fire service events in Sedgwick County.

B. Scope

1. The scope of ESF 4 addresses fire service assistance. ESF 4 coordinates firefighting activities, including the detection and suppression of fires and if required, providing personnel, equipment and supplies to local governments. Specifically it discusses:

- a. Fire service support in prevention, detection, suppression and recovery from urban, rural, and wild-land fires.
- b. Fire suppression and prevention activities
- c. Mutual aid and resource augmentation
- d. Fire command and control structure

## **II. Concept of Operations**

### **A. General**

1. ESF 4 is organized consistent with Sedgwick County Emergency Operations Center (EOC), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Sedgwick County through the Sedgwick County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Sedgwick County EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 4 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, ESF 4 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and perform contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Sedgwick County Fire District #1 and Wichita Fire Department are jointly designated as the coordinators for ESF #4. As ESF coordinator, Sedgwick County Fire District #1 and Wichita Fire Department coordinate meetings, plans, exercises, trainings, and other activities with the private sector and the ESF #4 support agencies. The Sedgwick County Fire District #1 is responsible for dispatching firefighting resources within the County; whereas, municipal fire departments are responsible for firefighting resources within their city limits. These departments are mutually inclusive as needed, with

support from surrounding fire departments through mutual aid agreements. A comprehensive resource inventory of county fire department apparatus and equipment is maintained by Sedgwick County.

Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators. Under NIMS, the Safety Officer assesses hazardous and/or unsafe situations, and either develops measures or ensures compliance with existing policies for assuring personnel safety of responders.

## **Organization**

Tactical firefighting operations will be controlled by the Incident Commander (IC) at the scene using the ICS structure. The IC will assess the need for additional resources and request that the EOC deploy assets to support field operations. Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

The Sedgwick County EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #4. The ESF #4 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF #5 –Emergency Management.

Sedgwick County is comprised of three (3) paid departments, seven (7) in-county volunteer departments, two (2) supporting volunteer departments, and one (1) fire reserve unit. The following information is provided for each of these groupings.

### *Sedgwick County Fire District #1*

Established in 1955, this department serves ten (10) cities, covering a response area of 631 square miles from eight fire stations and approximately 85,000 citizens. A total of 138 firefighters and staff make an average of 511 fire and medical responses per month. The following Insurance Service Organization (ISO) ratings have been assigned: ISO 2 for Haysville, ISO 3 for Bel Aire and Andale; ISO 4 for Maize, Park City, Kechi, Goddard, and Garden Plain; ISO 5 for unincorporated areas within 5 miles of a fire station; and an ISO rating of 10 for all remaining areas.

### *Wichita Fire Department*

The Wichita Fire Department is an all-inclusive emergency response agency. The department responds to natural and manmade emergencies. The department responds to a 164 square mile area from 22 fire stations utilizing 16 Engines, 6 quints, 4 Trucks (Aerial platforms), 14 Squads, 1 Heavy Rescue and 1 Haz-Mat unit. The department maintains a minimum staffing level ready to respond 24/7/365.

### *City of Derby*

The department was established July 1, 2005 after more than 53 years as a volunteer service. It is comprised of 14 paid firefighters and staff, augmented by 30 volunteer firefighters, covering a 9.5 square mile area from two (2) fire stations and almost

23,000 citizens. In 2008, firefighters responded to 1520 calls. The City of Derby has an ISO rating of 3.

#### *Other Departments*

In-County volunteer fire departments in Sedgwick County include the cities of Valley Center, Bentley, Mt Hope, Cheney, Colwich, Clearwater, and Viola. Although portions of the cities of Mulvane and Sedgwick are located in Sedgwick County, each city has separate dispatch call centers and units are rarely dispatched by Sedgwick County Emergency Communications.

#### B. Direction and Control

1. The ESF 4 Coordinating Agency is Sedgwick County Fire District #1 which is appointed by the Sedgwick County Emergency Management, in coordination with local planning partners. The staff serving as ESF 4 Coordinator is appointed by and located in the Sedgwick County Fire District #1. When ESF 4 support is necessary, the ESF 4 Coordinator coordinates all aspects of ESF 4.
2. The ESF 4 may operate at two levels: 1) Sedgwick County EOC; and 2) Field Operations
3. During emergency activations, all management decisions regarding fire service for Sedgwick County are made at the Sedgwick County EOC by the ESF 4 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Sedgwick County EOC assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 4, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 4. Mission operational control may be delegated to the field by the Sedgwick County EOC.
5. Aircraft Emergency Operations

Although an aircraft emergency (crash) could occur anywhere, it is likely that a major incident involving an aircraft would occur at Dwight D Eisenhower National Airport, Spirit Aerosystems or McConnell AFB. A crash would likely occur short of, beyond or on the runway during either take-off or landing. All three of these locations have staffed crash trucks. A Unified Command is recommended with any of the three mentioned facilities. Crashes of small aircraft at other locations will probably not be considered a major incident.

- Determine geographic boundaries of crash sight
- Determine resources needed to manage operations
- Establish Operations Section Structure (groups, divisions, branches, staging)
- Develop action plan that will:

- Control/confine all fires
- Patient care (triage, treatment, transportation) Recommend medical branch
- Search for victims
- Secure area (preserve evidence/crash site)
- Evacuation of area surrounding crash if necessary

## 6. Civil Disturbance Operations

During a civil disturbance, it is assumed that arson fires will be set. It is suggested that “hit and run” tactics be employed to extinguish fires when entering an area of unrest. Have units respond in a task force (group) and with a police escort. No firefighter should ever be left alone; i.e., pump operator, plugman, etc. Do not extinguish trash, grass or vehicle fires with no exposure problem. Do not perform salvage and overhaul operations. If a situation becomes volatile enough, the tactic of zero intervention might become necessary. Evaluate the safety of fire stations in the area and evacuate stations if necessary for the safety of crews.

- Consider initiating the CRISIS dispatching procedures.
- Determine area of unrest
- Consider activation of the Sedgwick County EOC
- Develop incident action plan
- Determine resources needed
- Establish unified command with Wichita Police Department, Sedgwick County Emergency Medical Services, Wichita Fire Department, Sedgwick County Fire District #1, and Sedgwick County Sheriff Office

## 7. Flood Operations

The two major strategic goals will be the rescue of those in immediate danger from floodwaters. And the evacuation of areas that has already flooded or will soon flood. It is a tremendous benefit to be proactive and evacuate areas prior to flooding. Base flood predictions on weather forecast and past experience.

- Establish staff
- Determine extent of flooded area
- Divide flood areas into divisions (consider using map pages where practical)
- Determine special resource needs. (boats, lights, ropes, lifejackets, etc.)
- Determine access routes

- Develop evacuation/shelter plan

If helicopters are needed to rescue flood victims, contact the McConnell AFB Fire Chief. A formal request should be made through the Sedgwick County EOC. However, the McConnell Fire Chief can expedite the process to acquire helicopters from Fort Riley.

#### Tornado Operations (per Wichita Fire Department)

It will be anticipated that there will be trauma injuries, trapped and missing victims, downed power lines, broken natural gas lines, structural collapses, and limited access due to debris blocking roadways. "Sightseers" can create an incredible traffic problem—quickly coordinate with law enforcement and seal off the area.

- Determine geographic area and severity of storm damage.
- Consider activation of the EOC
- Determine resource needs.
- Develop an incident action plan that will address:
  - Organized search and rescue activities
  - Treatment, Triage, Transport of victims
  - Shelter and evacuation plan
- Divide area geographically into divisions (one map page per division is one option)
- Establish staging area (assign their own TAC channel)

#### Winter Operations (per Wichita Fire Department)

Roadway problems will result in longer than normal response times. There may be the inability to access areas by normal means. Consider the possibility of downed power/phone lines especially in icy and/or high wind conditions. Loss of electric power for a prolonged period during extreme cold conditions is a true emergency.

- Determine the severity of the incident.
- Determine resources needed.
- Develop an incident action plan that would address:
  - Evacuating to shelters
  - Rescue of those in imminent danger
  - Providing emergency power

- Special transportation needs
- Special communication needs
- Equipment needs
- Divide areas geographically into divisions

*Maintaining Coverage:* Maintaining fire service coverage outside of an area impacted by a disaster is accomplished by evaluating staffing requirements of the un-impacted area and utilizes off-duty personnel to staff reserve fire apparatus to maintain fire coverage in the un-impacted areas.

*Backfilling:* Back fill is established by evaluating vacant coverage areas and determining minimum staffing requirements to maintain effective coverage. An automated telephone “call-back” system to contact off-duty personnel is utilized to fill the targeted vacant areas.

*Dispatch Calls:* Specific call responses may be reduced until staffing is restored to full capacity to provide effective coverage. Calls outside the affected disaster area are dispatched normally with designations assigned to new reserve units put in service to maintain coverage.

*Handling Vulnerable Populations during Fire Response Calls:* Risk assessments determine whether occupants are sheltered in place or evacuated to a place of safety. Search and rescue operations are conducted at all fires with life safety risks. Triage, treatment and transport areas are established in conjunction with the Emergency Medical Service. Victims and/or occupants are evaluated and provided the appropriate level of care. Occupants needing assistance with living arrangements would be directed to the nearest temporary American Red Cross shelter. Efforts would be coordinated with law enforcement and coroner regarding removal of victims, identification, and temporary morgues.

## C. Organization

### 1. County

- a. During an activation of the Sedgwick County EOC, support staff is integrated with the Sedgwick County Firefighting staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b. During an emergency or disaster event, the Sedgwick County EOC Operations Section Chief will coordinate resources support agencies with the Emergency Services Branch Chief.
- c. During the response phase, ESF 4 will evaluate and analyze information regarding fire service requests. Also, ESF 4 will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipate demands and needs.



- d. The Sedgwick County Fire District #1 will develop and maintain ESF 4 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP.

## 2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Fire Marshal's Office is the designated lead agency for Fire Fighting and will provide a liaison to facilitate requests for State Fire Fighting resources to local EOCs.
- b. During an emergency or disaster event, the primary and support agencies of ESF 4 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.
- c. During the response phase, ESF 4 will evaluate and analyze information regarding fire service requests. Also, ESF4 will develop and update assessments of the fire service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Kansas Fire Marshal's office develops and maintains ESF 4 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

## D. Alerts and Notifications

1. The Sedgwick County Fire District #1 and/or Sedgwick County Emergency Management will notify the County Warning Point (Sedgwick County Emergency Communications) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Sedgwick County Emergency Communications), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 4 when Sedgwick County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 4 will be activated or placed on standby upon notification by the Sedgwick County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 4. If additional support is required, the ESF 4 coordinating and primary agencies may jointly manage ESF 4 activities.
4. Upon instructions to activate or placement of ESF 4 on standby, Sedgwick County Fire District #1 will implement procedures to notify all ESF 4 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

5. The IC will keep Sedgwick County Emergency Management informed of escalating fire situations with the potential to require activation of the Sedgwick County EOC. Once notified, Sedgwick County Emergency Management will activate the Sedgwick County EOC. Once activated, Sedgwick County Emergency Management will request that an appropriate Fire Department representative report to the Sedgwick County EOC to serve as the ESF #4 Coordinator. As additional EOC staffing needs become apparent, other department and support agency representatives may be asked to report to the Sedgwick County EOC.

E. Actions

Actions carried out by ESF 4 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 4 agencies and the intended recipients of service.

<b>Overall Actions Assigned to All Members</b> <i>Preparedness (Pre-Event) Actions for ESF 4 - Firefighting</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-4 tasks.
2	Identify who is responsible for initial notification of ESF-4 personnel.
3	Identify responsibilities for liaison roles with State and adjacent county fire fighting officials.
4	Develop standard operating guides and checklists to support ESF-4 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-4 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Ensure the availability of necessary equipment to support firefighting activities.

<b>Overall Actions Assigned to All Members</b> <i>Response (During Event) Actions for ESF 4 - Firefighting</i>	
1	Designate personnel to coordinate ESF-4 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-4 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF4.
5	Preposition firefighting resources as required.
6	Coordinate activating mutual aid agreements as needed.
7	Coordinate and direct the activation and deployment of fire service personnel, supplies and equipment to provide firefighting assistance.
8	Assist with emergency evacuations.
9	Alert and activate off-duty and auxiliary personnel as required by the emergency.
10	Conduct other specific response actions as dictated by the situation.

<b>Overall Actions Assigned to All Members</b> <i>Recovery (Post Event) Actions for ESF 4 - Firefighting</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-4 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Support clean up and restoration activities.
7	Coordinate demobilization of ESF-4 resources.
8	Review plans and procedures with key personnel and make revisions and changes.
9	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

<b>Overall Actions Assigned to All Members</b> <i>Mitigation Actions for ESF 4 - Firefighting</i>	
1	Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.
2	Develop fire safety programs that include disaster situations and present them to the public.
3	Provide ESF-4 representative for update of mitigation plan.

### **III. Responsibilities**

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order. No Responsibilities have been assigned at this time.

### **IV. Financial Management**

- A. ESF 4 is responsible for coordinating with Sedgwick County Purchasing Department to manage ESF 4 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Sedgwick County Purchasing Department or a designated Finance Service officer as soon as possible.

## **V. References and Authorities**

### **REFERENCES**

National Fire Protection Association (NFPA) Standards

### **AUTHORITIES**

1. KSA Chapter 19 Article 36 - Fire Protection
2. KSA Chapter 80 Article 19 - Townships and Township Officers, Fire Department or Company