

STATE SUPPORT FUNCTION (SSF) ANNEX 4
Fire Services

PRIMARY: Department of Public Safety, Division of Fire Safety
Agency of Natural Resources, Department of Forests, Parks & Recreation

SUPPORT: Agency of Transportation; Vermont National Guard; American Red Cross; U.S. Forest Services; Department of Public Safety, Vermont State Police, and Division of Emergency Management and Homeland Security

I. INTRODUCTION

State assistance under this function shall be a cooperative effort between the Division of Fire Safety and the VT Department of Forests, Parks and Recreation and supporting agencies and shall include the administrative, management, planning, training, preparedness, mitigation, and response, for firefighting and other fire and rescue services in the state under this function.

- A. The Department of Public Safety, Division of Fire Safety (DFS) is principally responsible for:
1. The coordination of administrative, management, planning, training, preparedness, mitigation, response, and recovery activities relative to structural fires and other fire department based rescue operations in accordance with statewide and local mutual aid agreements and established recognized standard firefighting methods and the State Fire Marshals statutory authorities and responsibilities.
 2. Coordinate disaster building and structure evaluation. (see SSF-3 Public Works and Engineering)
 3. The preparedness, response, recovery and mitigation of hazardous materials incidents. (see SSF Annex 10 Hazardous Materials).
 4. Coordinate administrative, management, planning, training, preparedness, mitigation, response, and recovery activities relative to urban search and rescue. The preparedness, response, recovery procedures relative to missing persons are covered under state police (see SSF 13 Law Enforcement)
- B. The Department of Forests, Parks and Recreation, Agency of Natural Resources (FPR) is principally responsible for:
1. The coordination of activities pertaining to wild-land fires in accordance with mutual aid agreements, fire districts and the Forestry and Parks Divisions statutory authorities and responsibilities including cooperative agreements for assistance from other state, regional and federal agencies including the Northeastern Forest Fire Protection Commission, U.S. Forest Service, Green Mountain National Forests and U.S. Forest Service, Northeastern Area, S&P Forestry.

The coordination of activities pertaining to wild-land fires on state lands.

II. MISSION

The mission of State Support Function 4 is to manage and coordinate firefighting activities and other fire department based special operations (USSAR), in addition to supporting local agencies or departments. Including the prevention, detection, suppression and recovery from urban, rural, and wild-land fires and other fire department based operations resulting from, or occurring coincidentally with a catastrophic or major disaster or other emergencies where the resources of the municipality or fire district are not adequate.

III. CONCEPT OF OPERATIONS

A. SSF-4 manages and coordinates State firefighting activities. This function is accomplished by mobilizing firefighting resources in support of State, and local firefighting agencies.

B. The Division of Fire Safety and the FPR will coordinate with all supporting departments/agencies, municipalities, fire districts and state and federal organizations who may support SSF-4 to ensure operational readiness prior to, during or after an incident, emergency, or disaster to achieve the public safety and fire prevention missions.

C. SSF-4 will use DFS procedures, SOPs, field operation guides and established firefighting and support organizations, processes and NIMS procedures.

D. Municipalities and fire districts are responsible for providing fire prevention, detection, suppression and recovery services within their response areas. SSF-4 will provide assistance when requested. Responsibility for situation assessment and determination of resource needs lies primarily with the local Incident Commander. Priority is given to 1) Life Safety (firefighters and the public), and 2) Protecting Property and 3) the Environment, in that order.

E. Municipalities and fire districts are responsible for requesting state support in accordance with the SEOP when a fire hazard, fire incident, wild-land fire or disaster exceeds local capabilities. Based on known or projected threats, imminent hazards or predicted disasters that may require additional resources, SSF-4 may mobilize resources and stage them at designated locations in a condition to respond if assistance is requested.

F. SSF-4 may mobilize DFS teams to provide field technical assistance and incident support to state and local fire suppression organizations. The coordination of operations shall be organized in the DFS Fire Services Coordination Center located at the DFS central office.

IV. SSF ACTIONS

In preparation for and execution of its fire protection mission, SSF-4 will:

A. NOTIFICATION

Upon notification of a potential or actual event requiring SSF-4 response, the SSF-4 lead coordinator shall establish the response levels (see tab E) and then notify the SSF-4

SEOC team and the regional managers/team chiefs. Each position will then complete the check list for the position.

B. PREPAREDNESS - Pre-incident

General Fire Operations / Wildland Fires

1. Maintain current inventories of fire service facilities, equipment, special capabilities and personnel throughout the state.
2. Develop and maintain a system to recognize the credentials of individuals who are a part of department/agencies, municipalities, fire districts and organizations that support SSF-4.
3. Organize and train fire service and emergency teams to rapidly respond to requests for assistance.
4. Monitor weather and hazardous conditions that contribute to increased fire danger.
5. Maintain DFS & FPR personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
6. Based on hazardous conditions, conduct fire prevention, public education and information activities for the general public.
7. Participate in state exercises and conduct at least one exercise annually to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.
8. Coordinate available data on buildings, structures and related risks with SSF-3 (Public Works and Engineering)

Urban Search and Rescue

1. Maintain a current inventory of resources, including trained personnel, which could support search and rescue operations. Maintain records reflecting local capability.
2. Participate in state exercises and conduct at least one exercise annually to validate this annex and supporting SOPs. Involvement in actual incidents in which the SEOP is activated satisfies this requirement.
3. Maintain liaison with federal urban search and rescue assets and plan for reception of external assets.
4. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.

5. Assist local governments in training of personnel and rescue organizations for search and rescue operations.
6. Develop and maintain a system for deployment the of US Army Corps of Engineers structures specialists.

C. RESPONSE – Incident

General Fire Operations / Wildland Fires

1. Establishes communication links with support agencies and SSF4-SEOC Team.
2. Establishes communication links with the regional managers & team chiefs.
3. Obtains an initial fire situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance; and obtains and distributes resources, through appropriate channels, incident contact information to emergency responders mobilized. Participates in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures (SOPs), checklists, or other job aids, in concert with existing first-responder standards.
4. Provide coordination and support to other SSFs, and the State-Rapid Assessment & Assistance Team (S-RAAT), in assessing building safety situations (both pre- and post-event), and in coordination with local officials jointly develop strategies to respond to the emergency.
5. Coordinate with the Vermont National Guard for use of state military assets to support firefighting operations.
6. Coordinate and track all SSF-4 firefighting resources committed to an incident. This may include placing personnel at an incident command center staging area or by deploying an incident support team to assist the incident commander.
7. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
8. Support the DPS Fire Investigation Team, as requested.
9. Obtain and submit fire situation and damage assessment reports and provide information to SEOC.
10. Establish communications with the Federal Regional Fire Coordinator, when activated, to coordinate fire service response beyond the state's capability.
11. Work with appropriate private-sector organizations to maximize use of all available resources.

Urban Search and Rescue

1. Support local agencies with appropriate resources, to include mobilizing and deploying teams and equipment as needed.
2. Using an incident command system, assume responsibility for coordinating and tracking all resources committed to an incident. This may include placing personnel at a forward command post. Establish staging areas with the requesting group.
3. Deploy support teams to local incident base of operations, as needed.
4. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
5. Coordinate other state and federal support for search and rescue operations to include planning for reception and deployment to area of operations.
6. Request US Army Corps of Engineers structures specialists as appropriate.
7. Be prepared to coordinate transportation assets for movement of personnel and equipment.

D. RECOVERY - Post-incident

General Fire Operations / Wildland Fires

1. Obtains, maintains, and provides incident situation and damage assessment information through established procedures.
2. Conduct reviews of incident actions with teams involved to improve future operations.
3. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
5. Anticipate and plan for arrival of and coordination with FEMA personnel in the SEOC and the Joint Field Office (JFO).
6. Provide fire safety information for the public in coordination with SSF-14 (Public Information).
7. Coordinate post disaster building and structure evaluation with SSF-3 (Public Works and Engineering) and provide resources as requested.
8. Ensure DFS & FPR personnel maintain appropriate records of activities and costs incurred during the event.

9. Develop a plan for the demolition of personnel.

Urban Search and Rescue

1. Continue to support local operations and plan for a reduction of operations.
2. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
3. Anticipate and plan for arrival of, and coordination with, FEMA personnel in the SEOC and the Joint Field Office (JFO).
4. Require team members and their agencies maintain appropriate records of costs incurred during the event.
5. Develop a plan for the demobilization of personnel.

E. MITIGATION

General Fire Operations / Wildland Fires - Urban Search and Rescue

1. Support and plan for mitigation measures.
2. Support requests and directives from the Governor and/or DHS, FEMA concerning mitigation and/or re-development activities.
3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. Department of Public Safety, Division of Fire Safety

1. Identify, train, and provide DFS personnel to staff SSF-4 in the SEOC.
2. Request assistance from DEMHS to notify SSF-4 supporting agencies upon activation as needed.
3. Maintain database inventories of fire service facilities, equipment, special capabilities and personnel throughout the state. Develop policies and procedures for the effective use and coordination of fire and urban search and rescue assets in the state.
4. Develop and maintain a system to recognize the credentials of individuals who are part of department/agencies, municipalities, fire districts and organizations that support SSF-4.
5. Develop, organize, train, alert and activate teams.

6. Monitor status of all fire service operations and provide updates to SEOC.
7. Obtains an initial fire situation and damage assessment and determines the appropriate management response to meet the request for assistance; and obtains and distributes resources, through appropriate channels.
8. Provide fire and building safety information for the public in coordination with SSF-14.
9. Provide coordination and support to other SSFs, and the State-Rapid Assessment & Assistance Team (S-RAAT), in assessing building safety situations including, available data on buildings, structures and related risks, and post disaster building and structure evaluation.
10. Coordinate logistical support for urban search and rescue team deployment and redeployment from disaster areas. Provide search and rescue teams, technical assistance, equipment and communications support during field operations.
11. Coordinate and conduct fire investigations as part of the DPS team.

B. Agency of Natural Resources, Department of Forests, Parks & Recreation

1. Identify, train, and provide ANR personnel to staff SSF-4 in the SEOC.
2. Request assistance from DEMHS to notify all SSF-4 (wild-land fires) supporting agencies upon activation.
3. Maintain inventories of FPR fire facilities, equipment, and personnel throughout the state.
4. Support SSF-4 with technical staff and maintain FPR/ANR resources ready to respond to support SSF-4 and wild-land fires.
5. Provide fire weather and danger forecasts to all wildfire suppression forces through the ANR communication network.
6. Monitor weather and forest fuel hazardous conditions that contribute to increased fire danger.
7. Provide wild-land fire prevention information and education activities for the public in coordination with SSF-14.
8. In coordination with the National Weather Service, issue Red Flag Fire Alert warnings. State-wide Burning Bans and total woods closures will be coordinated through the ANR Secretary and the Governor's offices.
9. Conduct evaluation of burned areas with regard to need for salvage and reforestation.

10. If required, coordinate the evaluation of wildlife habitat and watershed damage from responsible agencies.

C. Agency of Transportation

1. Identify, train, and assign VTrans personnel to maintain contact with and prepare to execute missions in support of SSF-4 during periods of activation.
2. Maintain inventories of VTrans assets used to support fire service operations.
3. Provide equipment, fuel, personnel, shop service and transportation assets to support fire service operations as needed.
4. Assist with evacuations and highway closings resulting from fires maintaining control of highways as required.

D. Department of Public Safety

1. Division of Emergency Management and Homeland Security
 - a. Make notifications of supporting agencies as requested by the lead agency.
 - b. Provide communications and equipment to support operations in the SEOC.
 - c. Provide information to SSF-4 concerning threat condition levels.
 - d. Provide coordination for the implementation of protective actions or measures related to any change in threat condition level.
2. Vermont State Police
 - a. Identify, train, and assign VSP personnel to maintain contact with and prepare to execute missions in support of SSF-4 during periods of activation.
 - b. Coordinate and conduct fire investigations as part of the DPS team.
 - c. Assist with evacuations and highway closings resulting from fires maintaining control of highways as required.
 - d. Be prepared to provide or coordinate security at an incident scene as requested by the incident commander or SSF-4
 - e. Coordinate and conduct investigations or operations for missing persons.

F. VT National Guard

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-4 during periods of activation.

2. Be prepared to provide staging area facilities for wild-land firefighting operations.
3. Be prepared to provide emergency power generation capability, as requested and available.
4. Assist with search and rescue (ground and air), as personnel and equipment availability allow.

G. American Red Cross

1. Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of SSF-4 during periods of activation.
2. Be prepared to provide mass care support to displaced personnel and families.

VI. FEDERAL INTERFACE

- A. This Annex is supported by National Response Framework ESF-4 (Fire Fighting). Federal assistance for fire suppression in support of state fire services under the Stafford Act will be provided in accordance with the current Federal-State Agreement for Fire Suppression. This agreement contains the necessary terms and conditions with the provisions of applicable laws, executive orders, and regulations as the Administrator of the Federal Emergency Management Agency (FEMA) deems necessary at time of execution.
- B. Federal firefighting response support is coordinated thru an agreement between the State Forester and the Area Director of the U.S. Forest Service State and Private Forestry Office in New Town Square, Pa. The Regional Fire Coordinator is responsible for establishing and maintaining coordination with the National Fire Suppression Liaison Officer, Forest Service Region, regional support agencies, and the Emergency Response Team (ERT). A Fire Suppression Support Coordinator at the Joint Field Office (JFO) will represent ESF-4.
- C. ESF-4 will manage and coordinate federal firefighting activities. This will be accomplished by mobilizing firefighting resources in support of state and local wild land, rural, and urban firefighting agencies. ESF-4 will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the local incident commanders in coordination with the ERT at the JFO.
- D. SSF-4 will coordinate with Federal ESF-4 to obtain federal assistance as required.

**TAB B TO SSF ANNEX 4
INCIDENT COORDINATION TEAM (ICT) ACTIVATION & IMPLEMENTING PROCEDURES – SSF-4**

The attached procedure provides general guidance to the State Support Function (SSF) Lead or other Agency Representative who is designated to staff the appropriate position as a member of the Incident Coordination Team (ICT) in the Vermont State Emergency Operations Center (SEOC), when activated in response a minor, major or catastrophic incident affecting Vermont.

The SSF Lead or Agency Representative is the Secretary/Commissioner/Director or Senior Executive or is acting on their behalf when a member of the ICT in coordinating and providing agency support during an emergency requiring a state level response.

UNUSUAL EVENT (Applies to a Vermont Yankee (VY) Event Only) or SITUATIONAL AWARENESS UPDATE

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC, if requested.

ALERT, SITE AREA EMERGENCY, GENERAL EMERGENCY (Applies to Vermont Yankee Event) or ICT ACTIVATION (notification for a non – Vermont Yankee incident)

- Receive notification of VY plant status or expected/occurring incident not related to VY.
- Confirm notification by calling the designated 800#.
- Make any internal agency notifications, as appropriate.
- Report to the SEOC as soon as possible.
- Sign in at security desk of Department of Public Safety and obtain an identification badge.
- Report to Liaison Officer or Operations Section Chief and obtain an initial situational awareness briefing.
- Open the DisasterLAN daily action log & make appropriate entries concerning information received and actions undertaken.
- Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
- Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments/mission tasking, telephone rosters, daily reports, etc).
- Establish contact with forward deployed teams or other agencies, as required. Establish reporting times for all elements.
- Identify necessary additional staffing requirements and make those notifications or contact the Resources Unit Leader of the Planning Section.
- Be prepared to coordinate or identify resources to meet support requests in your area of responsibility.
- Prepare for periodic incident coordination team situational updates.
- Conduct shift change briefings as needed.
- Retain all documentation developed in support of your activities.

DEMOBILIZATION (Applies to all incidents requiring the ICT Activation)

- Receive demobilization briefing from SEOC Director.
- Make any internal agency notifications, as appropriate.
- Retain all documentation developed in support of your activities and provide copies to the Planning Section Documentation Unit.
- Identify and update internal agency procedures, as needed.
- Make recommendations for changes to the ICT procedures or SSF Binders, as appropriate, and provide to the Planning Section Chief or SEOC Director.
- Provide additional after action comments to the VEM, Deputy Director, Preparedness & Planning as soon as possible or at a scheduled After Action Review.
- Document costs associated with the activation and provide to agency Financial Officer and the ICT Finance & Administrative Section Chief.