

Emergency Operations Plan

Emergency Support Function – 4

Firefighting

I. PURPOSE.

This Emergency Support Function (ESF) Annex describes expected mission execution for the preparedness and response phases and identifies the responsibilities assigned to its members. This Annex is utilized in conjunction with the Emergency Operations Plan which provides an overview of Horry County's approach to emergency operations and the emergency management organization. During a compulsory effort of saving life and property, ESF-4 agencies and representatives will utilize this plan to meet needs of the public and private entities of Horry County.

This Annex will define the role of the fire department/agency in providing resources related to the protection of the citizens, visitors and their property when Horry County is threatened or impacted by a major or catastrophic incident. This ESF is responsible for providing details of EOC operations pertaining to firefighting technical advice and evaluations, fire protection services, fire extinguishment, emergency medical services, limited hazardous materials response services, limited technical rescue operations for immediate life-threatening situations and water rescue operations.

II. MISSION.

The Firefighting ESF-4 will coordinate with all participating fire, EMS, rescue and hazmat departments/representative to ensure effective employment of all available assets and resources that may be used during large-scale emergencies or disasters for the purpose of reducing injury and death; controlling the incident as quickly as possible; and reduction in property damage or destruction.

III. SITUATION AND ASSUMPTION.

Horry County is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity for Horry County to effectively assess the disaster and response of basic and emergency human needs.

During any type of disaster or large-scale emergency, firefighters and first responders will be faced with a tremendous challenge of overwhelming demands in providing help and assistance to the public. The stress of high emergency call volume with physical and emotional constraints, such as fatigue, sight of death and destruction, large fires, collapsed structures, extrication and rescue needs and a multitude of injured victims, will appear to be an endless battle within the disaster. In most disaster cases, the fire service has the most demands placed on their agency and with high expectations of success.

IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES.

- A. Primary: Horry County Fire Rescue

B. Support:

1. South Carolina Forestry Commission
2. Municipal Fire Services
 - a. City of Conway Fire Rescue
 - b. Town of Loris Fire Department
 - c. Murrells Inlet/Garden City Fire Rescue
 - d. Myrtle Beach International Airport Fire Rescue
 - e. City of Myrtle Beach Fire Rescue
 - f. City of North Myrtle Fire Rescue
 - g. Town of Surfside Beach Fire Rescue

V. NATIONAL INCIDENT MANAGEMENT SYSTEM (N.I.M.S.) TRAINING

All ESF personnel will be trained on principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website <http://training.fema.gov/IS/crslist.asp> for more information on all programs. The minimum requirements are as follows:

- A.** IS-100.a Introduction to the Incident Command System
- B.** IS-200.a ICS for Single Resource and Initial Action Incidents
- C.** IS-700.a An Introduction to NIMS
- D.** IS-800.b An Introduction to National Response Framework

VI. CONCEPT OF OPERATIONS.

- A.** When the EOC is activated, the Emergency Operations Branch Director will confirm that the ESF-4 Coordinator position has been staffed.
- B.** The ESF-4 Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with all Horry County EOC ESFs, the South Carolina EOC and other agencies/representatives who may provide assistance during major response operations.
- C.** Agencies and representatives assigned to ESF-4 will be alerted according to prescribed Horry County EOP.
- D.** All ESF-4 personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
- E.** State and federal support will be called upon as needed with requests channeled through the Horry County EOC to the South Carolina EOC. Horry County EMD or the ESF-4 Coordinator in the EOC will make requests to the state EOC for additional resources through ESF-7 when all local firefighting or rescue resources have been exhausted.
- F.** Horry County Fire Rescue personnel will serve as the ESF-4 Coordinator and verify that the Firefighting ESF-4 positions have been staffed.
- G.** The ESF-4 Coordinator is responsible for assisting with the coordination effort of all available fire service manpower, equipment and materials available to manage life safety, incident stabilization and property conservation during and after a disaster based on the incident commander's (if established) requests.

- H.** Under disaster conditions, the ESF-4 Coordinator will coordinate all services from the EOC. The ESF-4 Coordinator will assist in the development of tactics for the operational period based on the objectives from the Executive Group. Routine operations will be handled by individual fire service standard procedures.
- I.** Each fire department or representative will maintain authority within its own jurisdiction. However, during a countywide disaster, the EOC ESF-4 Coordinator is responsible for overall synchronization of firefighting activities, emergency medical pre-hospital services, limited hazmat response services and limited search and rescue operations through the Horry County EOC.
- J.** Reference the Horry County Catastrophic Resource Plan for available operational assets pre-designated for deployment.
- K.** Situation Reports (SITREP)
A Situation Report (SITREP) will be produced for each Operational Period. The initial SITREP will be completed within the first hour after activation. The Situation Analysis Unit Leader will coordinate with Section Liaisons and Branch Directors to receive timely SITREPs to coincide with the EOC briefings and the Executive Group Planning Meetings.
1. Each EOC position will complete their part of the ESF SITREP, providing a comprehensive and accurate report, and turn it into their respective ESF Coordinator for completion by 06:00 and 16:00. The ESF Coordinator will then provide the completed ESF SITREP to the appropriate Branch Director no later than 06:30 and 16:30.
 2. The Branch Directors will collaborate and complete their portion of the Section SITREP while coordinating with the Operations Section Liaison. The Operations Section Liaison gives the final Operations Section SITREP to the Situation Analysis Unit Leader at 7:30 and 17:30.
 3. The Situation Analysis Unit Leader will generate the EOC SITREP and provide copies to the EOC Manager for approval at 08:30 and 18:30 in preparation of the Executive Group Planning Meetings.
 4. Once the SITREP has been reviewed and approved by the EOC Manager or Assistant Manager, the Situation Unit Leader will send the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.
 5. All ESF-4 positions should use the ESF-4 Situational Report Form (Form# 2.04.1).
- L.** EOC Action Plan
1. When the EOC is activated the Planning Section, while coordinating with other sections (Operations, Logistics and Finance), will prepare a written action plan. The EOC Action Plan will set forth objectives, based on the Executive Groups recommendations and tasks to be completed during the next operational period.
 2. Essential to the development of each operational period action plan are the section and ESF SITREPs. The future operational period objectives are derived from the previous operational period SITREPs.
 3. All ESF Coordinators will attend the appropriate action planning meetings, according to the EOC Action Plan and EOC Briefing and Meeting SOP, in support of the EOC Action planning process.
 4. The successful development of the EOC Action Plan will strongly depend on how involved and effective each agency/representative is in the planning process.

5. Review the EOC Action Plan SOP for more details.

M. Information Display and Management

1. During the Horry County EOC activation, all agencies and representatives in ESF-4 will use WebEOC for systematic information sharing and documentation efforts. Reference the WebEOC User's Guide for more information on proper program operation.
2. To maintain documentation redundancy, hardcopy documents for all forms (SOPs, SITREPS, checklist, etc.) utilized in the perspective ESFs will be located in a file box or binder at each ESF Coordinator.
3. A local list of available fire service resources, to include assets and personnel, should be maintained in the EOC.
4. Horry County IT will have all county assets inventoried and is available through ESF-2 in the City Works program.
5. Coordination between firefighting services is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible for fire protection and providing life safety to the citizens and visitors of the county is strongly encouraged to develop standard operational procedures, instructions and resource listings to support this plan.

L. Evacuation

In the event of an imminent need for evacuation, the local Fire Chief (or designee) is responsible mandating an evacuation of those people who are in harms way. Evacuations will be coordinated with the EOC to ensure the evacuees are moved to an appropriate shelter and those with special needs receive appropriate transportation in the time of need. The Firefighting ESF-4 will assist in the evacuation process by coordinating personnel, specialized transportation (ambulances) and technical assistance in supporting ESF-1 while moving the special needs population. ESF-4 will also coordinate life safety measures during times of emergency evacuation based on the Incident Commander's needs. Each member of the ESF-4 should review the Emergency Evacuation Plan (Annex 6-12) located in your EOC section file box or on the HCEMD website, <http://www.horrycounty.org/depts/humanserv/epd/index.asp>.

M. Mutual Aid and Augmentation Forces

1. Be aware that a requisition for resources may take as much as 72 hours to arrive from the first call of assistance, based on distance from incident, type of resource, condition of shipping route and contract details and delays.
2. Mutual aid can be requested from (or provided to) the state through the SCEOC once all local resources have been exhausted. These requests should be channeled through the Horry County EOC ESF-7.
3. Support may also be requested from the federal government through the SCEOC. These requests should be channeled through the Horry County EOC ESF-7.
4. During normal operations in the EOC, ESF-4 will maintain responsibility of ESF-9 and ESF-10 and all objectives required of those functions. Otherwise, the following steps may be taken to improve the coordination effort:
 - a. When the incident involves extensive search and rescue operations and the local fire resources are not capable of handling the incident, the activation of the Regional Urban Search and Rescue Team will constitute the need to separate the ESF-9 responsibilities from ESF-4. A representative from the Regional USAR team will staff the ESF-9 Coordinator position.

- b. When the incident involves extensive hazardous materials response and the local fire resources are not capable of handling the incident, the activation of the Regional COBRA team(s) will constitute the need to separate the ESF-10 responsibilities from ESF-4. A representative from the Regional COBRA team(s) will staff the ESF-10 Coordinator position.

N. Damage Assessment

An initial EOC priority is to gather as much intelligence about the extent of damage and the impact on people as soon as possible. All agencies and representatives in ESF-4 will submit an initial damage assessment report to ESF-23 when the situation allows. Information for damage assessments may be provided to or requested from ESF-23 throughout the response and recovery process of the incident or disaster. Utilize the SITREP to document all damage assessment information provided by field personnel.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

A. Primary

Horry County Fire Rescue

1. Serving in a primary role of the ESF-4, the Horry Fire Rescue representative will function as the ESF-4 Coordinator and has the following responsibilities:
 - a. Exercise overall responsibility for the coordination of ESF-4 activities.
 - b. Serve as the ESF-4 Coordinator in all EOC briefings and meetings.
 - c. Coordinate and complete the ESF-4 SITREP
 - d. Coordinates with the Emergency Operations Branch Director.
 - e. Responsible for the EMS Operations Coordination position and Private Ambulance Unit Leader position when not assigned to other individuals.
2. Provide reports from field personnel on damage assessment through window surveys.
3. Maintain a consistent flow of information and communication from ESF-4 to the EOC Emergency Operations Branch Director pertaining to relative activities in field operations and the Fire Service ESF-4.
4. Verify that a system of redundancy is in place for documentation and information gathering.
5. Maintain a current knowledge of all available assets in the WebEOC Resource Manager that can be used for fire service purposes. Work with ESF-7 to obtain any assets outside of your agency.
6. Serve as the Fire Operations Coordinator for all county fire operations. The Fire Service Operations Coordinator will work closely with the Municipal Fire Representatives for the benefit of tactics and strategies development and planning
 - a. Responsible for assisting and coordinating operational fire service requests from the Incident Commander(s) or municipal fire agencies during a large/multi-jurisdictional disaster.
 - b. Will coordinate all search and rescue and hazardous materials operations until ESF-9 and/or ESF-10 are staffed individually.

- c. It is preferred that this position be occupied by a member of the requesting agency, but can be managed by assignment from the Fire Operations Coordinator.
7. Verify that the EMS Operations Coordinator position for county emergency medical pre-hospital care is staffed, based on the size of the incident and the medical need. This position is utilized when the incident has expanded beyond the capability of current ESF staff or if specialized attention is needed in a particular discipline.
 - a. Responsible for assisting and coordinating emergency medical service needs requested by the Incident Commander(s) or municipal fire/EMS agencies during a large/multi-jurisdictional disaster.
 - b. Coordinates with the ESF-4 Coordinator.
 - c. It is preferred that this position be occupied by a member of the requesting agency, but can be managed by assignment from the Fire Service Coordinator.
8. Assign a Private Ambulance Operations Unit Leader for large-scale emergency medical pre-hospital care disasters requiring the utilization of contracted ambulances. This position is utilized when the incident has expanded beyond the capability of current ESF staff or if specialized attention is needed in a particular discipline. The Private Ambulance Unit Liaison will be activated when all available emergency medical service ambulances have been exhausted and private services are being utilized for emergency pre-hospital transportation. Normally, the private ambulance would be coordinated through ESF-8, but when used for emergency transportation, ESF-4 will assume the coordination responsibility. The Private Ambulance Service Unit Leader will work closely with all private ambulance service representatives for the benefit of tactics and strategies development and planning.
 - a. Responsible for the coordination of all private ambulance services utilized for emergency operations during a disaster.
 - b. Answers to the ESF-4 Coordinator.
 - c. The individual(s) in this position will most likely be placed in the Horry County Fire Rescue suite as a working group.
9. Specific tasks are included in the associated position SOP(s).

B. Support

1. South Carolina Forestry Commission.
 - a. South Carolina Forestry is responsible for the protection of wild lands through fire prevention, detection and control operations.
 - b. In the event of a wild land fire occurring as a disaster or as a secondary reaction from another disaster, the SC Forestry Commission will establish command and control of the wild land fire incident.
 - c. The Horry County EOC will provide assistance to the SC Forestry Commission when requested by the agency's leadership.
 - d. Specific tasks are included in the representative SOP(s).
2. Municipal Fire Services
 - a. Assign a Fire Operations Unit Liaison in the EOC from the municipal fire jurisdiction for constant municipal fire operation coordination efforts with ESF-4 as needed.
 - b. Assign an EMS Operations Unit Liaison in the EOC from the municipal fire jurisdiction for constant emergency medical pre-hospital care coordination efforts with ESF-4 as needed. (This will be for services with EMS capability)
 - c. Provide fire suppression, protection and prevention plan for response within the jurisdiction during a disaster.

- d. Provide a rescue and extrication operations plan for special operations within the jurisdiction during a disaster.
 - e. Provide a hazmat response plan for hazmat incidents within the jurisdiction during a disaster.
 - f. Maintain an inventory of current fire service resources and equipment and work closely with ESF-7 to obtain any assets not available within the municipality's reserve.
 - g. Coordinate with ESF-7, the recovery and/or replacement of resources used for fire service operations.
 - h. Coordinate resource lists with the Horry County WebEOC Resource Manager.
 - i. Maintain communication capabilities with fire service operational personnel.
 - j. Verify that all Mutual Aid Agreements with Horry County and other local agencies are up-to-date and valid.
 - k. Specific tasks are included in the representative SOP(s).
3. Other Technical Representatives/Services include, but are not limited to United States Coast Guard, Urban Search and Rescue, COBRA team, Civil Support Team, Regional Medical Assistance Team, Department of Health and Environmental Control and many others.

VIII. ANNEX MAINTENANCE.

The Operations Section Liaison has the responsibility of coordinating, developing and maintaining the Firefighting Annex in association with the Emergency Operations Branch Director and the designated Firefighting ESF Lead Agency. The Firefighting Annex will be updated in conjunction with the EOP as stated in Section 6, Plan Development and Maintenance.

Emergency Support Function (ESF-4) Firefighting

General ESF Actions

Horry County Emergency Management takes a comprehensive approach to emergency planning; therefore, ESF actions for recovery and mitigation are included in those specific plans.

Primary: Horry County Fire Rescue

Support:

- SC Forestry Commission
- City of Conway Fire Rescue
- Town of Loris Fire Department
- Murrells Inlet/Garden City Fire Rescue
- Myrtle Beach International Fire Rescue
- City of Myrtle Beach Fire Rescue
- City of North Myrtle Beach Fire Rescue
- Town of Surfside Beach Fire Rescue
- Technical Representatives (as needed)

***Please refer to the EOP, IV, B, 8 for general preparedness and response actions.**

Preparedness

- Assist with the coordination, development and maintenance of the Firefighting Annex
- Participate in county exercises and conduct annual ESF-4 training to validate the Firefighting Annex and supporting documents
- Ensure all personnel train on and integrate NIMS principals in all planning as outlined in the Annex.
- Ensure procedures are in place to document costs for any potential reimbursement.
- Maintain a list of resources, assets and personnel that are crucial for the functionality of the Firefighting Annex.
- Maintain Mutual Aid Agreements with other agencies crucial for response operations.

Response

- Develop, coordinate and implement a disaster fire plan based on the NIMS format.
- Assist ESF-9 with search and rescue operations when the incident becomes too large for ESF-4 to coordinate the efforts.
- Assist ESF-10 with CBRNE/TIC incidents when the incident becomes too large for ESF-4 to coordinate the efforts.
- Assist ESF-23 with damage assessment, as necessary.
- Manage a fire service resource list.
- Obtain and coordinate fire and EMS resources as requested by the incident commander.
- Determine the present and future needs of firefighting, and EMS resources.
- Implement the Fire Operations Unit Leader, EMS Operations Coordinator and the Private Ambulance Service Unit Leader positions when the incident has expanded beyond the coordination capabilities of the ESF-4 Coordinator.