



Subject: High and Low Rise Operating Guidelines

Purpose

- 1.1. It is the purpose of this document to provide standard organizational structure, terminology and operational guidelines for a high-rise fire incident.

Authority

- 1.1. Fire Service Field Operations Guide ICS 420-1
- 1.2. San Luis Obispo County Fire Chiefs Association

Scope

This SOG has been developed by the San Luis Obispo County Emergency Services Training Officers Association and adopted by the San Luis Obispo County Fire Chiefs Association. It applies to all emergency response personnel (permanent, seasonal and paid-call) during interagency training, automatic and mutual aid incidents.

Definitions:

- 2.2 Class I Standpipe – This is a dry standpipe system that is equipped with 2 ½' outlets. This system is designed expressly for fire department use.
- 2.3 Class II Standpipe – This is a wet standpipe system directly connected to a water supply and equipped with 1 ½" outlets and hose (house line). This system is not meant to be used by fire department personnel.
- 2.4 Class III Standpipe – This is a wet standpipe system directly connected to a water supply and equipped with 2 ½" outlets. This system is designed for fire department use. This system may or may not be equipped with a fire pump.
- 2.5 High-Rise -- a building is considered a high-rise 75ft above lowest level for fire dept. access and/or 75ft. beyond fire dept. longest ladder.
- 2.6 Accountability system (Passport)- Accountability is to be conducted as outlined by the San Luis Obispo County Fire Chiefs. Check-in will be at Lobby Control.

AL'S-BASE

- 3.1 **A**ttack – Attack is the assignment given to interior at the beginning of the incident to find the seat of the fire and report on conditions. This position will later be assigned to a Division Supervisor under ICS
- 3.2 **L**obby Control – Lobby's primary responsibilities are to operate a personnel/crew accountability system, control all building access points, direct personnel to correct stairwells or exterior doors, control and operate elevator cars, and direct building occupants and exiting personnel to proper ground level safe areas or routes. As directed by the Incident Commander this unit shall be



assigned the responsibilities of the Systems Control Unit in the early stages of an incident. The Lobby Control Unit Leader reports to the Support Branch Director/Logistics Section Chief.

- 3.3 **Staging** – The High-Rise Incident Staging Area is located a minimum of two floors below the fire floor. If the fire is on the third floor or lower, Staging can be co-located with Lobby. On a horizontal high-rise, Staging shall be set up outside of exterior access points. Staging's primary responsibilities are, to provide accountability of personnel sent to divisions, establish a Crew Ready Area, provide for air cylinder exchange, establish an equipment pool, establish a Rehabilitation/Aid Area. The Staging Area Manager Reports directly to Operations.
- 3.4 **Base** – Base at a high-rise incident, ground level apparatus staging, an equipment cache, and a staffing pool. Base will maintain accountability of the resources assigned to it. Base will be located at least 200 ft away from the building and out of collapse zones. The Base Manager reports directly to the Support Branch Director or Logistics Section Chief and may assume some of the responsibilities of the Facilities Unit position.
- 3.5 **Ground Support** - Ground Support is responsible for providing transportation for personnel, equipment, and supplies to staging. Ground Support will provide for SCBA refilling. Ground Support will provide fuel for portable power equipment. Ground Support will implement the ground level traffic/movement plan at the incident; this includes marking safe access routes and zones. The Ground Support Unit Leader reports to the Support Branch Director (if established) or the Logistics Section Chief.
- 3.6 **Systems** - Systems monitors and maintains built-in fire control, life safety, environmental control, communications and elevator systems. Systems may operate, support or augment the systems as required to support the incident plan. The Systems Control Unit Leader reports to the Support Branch Director, if established, or to the Logistics Section Chief. The Systems Unit may respond directly to requests from the Operations Section Chief in the manual operation of the various built-in systems. The Systems Control Unit Leader must establish and maintain close liaison with building/facility engineering staff, utility company representatives, and other appropriate technical specialists.

Operational Guideline 1st Alarm

- 4.1 **1st Arriving Engine Company** –. Spot Apparatus in a safe location near the entrance to the fire control room (or other appropriate location), if engine is not going to be used in tactical operations then it should be relocated out of the way or have engineer assigned to engine. If it is going to be used, then the engine should be staged near entry point (lobby). A consideration may be to place this engine (with engineer) at FDC. Entire Company reports to the fire control room or annunciator panel with standard tool/hose pack. Company members will secure keys and phones. The Company Officer will communicate the following information to dispatch, the location of the incident, the extent of the incident, the means of access, evacuations in progress, and, if appropriate, the passing of command to the 2nd Arriving Engine Company upon their arrival.



Leave Accountability Tags in the Fire Control Room or at the annunciator panel. The Company proceeds to the access point (stairwell for a Highrise, exterior door for a Horizontal Highrise). The Company Officer will become a Division Supervisor (designated by floor number in a high-rise or a letter corresponding to the side of a horizontal high-rise) and the remainder of the Company will become a fire attack team. Division Supervisors will maintain accountability for the resources assigned to their Divisions

4.2 **2nd Arriving Engine Company** – Reports to the Fire Control Room , annunciator panel or other location designated by 1st due engine. If command was passed by 1st arriving engine the Company Officer will assume Command. If there is a working fire the IC will order additional alarms. The IC will establish contact with the Division Supervisor and Fire Attack Team. The remainder of the 2nd arriving Engine Company will establish Lobby/Systems Control Units. Lobby will maintain accountability of the resources in the Lobby Control Unit, the Systems Control Unit, and the resources sent to Staging. It is vitally important to maintain accountability of all incoming and outgoing emergency personnel.

4.3 As incoming engines arrive the IC will assign the following evolutions, as necessary:

- FDC
- A- Attack
- L- LOBBY
- S-Staging
- BASE
- Ventilation
- RIC
- Search and Rescue
- Safety

4.4 **1st Arriving Ambulance** – Reports to ICP. Will be assigned as needed by the IC.

4.5 **1st Arriving Chief Officer** – Establishes an Incident Command Post (ICP). This Officer will receive a briefing from the IC and assume Command. The ICP will be set up a minimum of 200 feet from the building. Considerations for the following: Establish a location for Base. Request additional frequencies for Logistics and Operations.

4.6 PCF's will be assigned to their respective company engine.

4.7 Elevators may be used to transport equipment to the Staging Area, if cleared by IC.

4.8 Only Class I and Class III standpipes will be used by Department personnel for fire suppression.



4.9 One spare SCBA bottle will be taken into the fire building for every firefighter. Considerations must be made to ensure each type of SCBA cylinders are available for each type on the fire ground.

4.10 All attack lines will be pumped to their maximum capacity inside of a vertical or horizontal high-rise.

4.11 The following equipment is considered to be the standard 1 ¾" Hose Pack

- 100 feet of 1 ¾" hose.
- 1, 1 ½" nozzle capable of flowing 200 gpm with shut off
- 1, 2 ½ "x 1 ½" x 1 ½" gated wye

4.12 The following equipment is considered to be the standard 2 ½" Hose Pack

- 50 feet of 2 ½" hose
- 1, 2 ½ "nozzle with shut off
- 1, 2 ½ x 2 ½ x 2 ½ gated wye

4.13 Engine Company, Ladder/Truck Company, Squad are encouraged to carry a Pre-Assembled Highrise Kit containing the following;

Medium flat head screw driver

7/8 "smooth bore tip

Small Pipe Wrench

two universal spanners

Wire Cutters

Chalk / construction crayon / marker

Door Straps

Sprinkler/Door wedges

5 ballpoint pens

1 roll of masking tape

4.14 Chief Officer command vehicles are encouraged to carry

Structure Fire Tactical Work Sheet (Highrise 1)

Base Checklist (Highrise 2)

Ground Support Checklist (Highrise 3)

Lobby Unit Checklist (Highrise 4)

Systems Unit Checklist (Highrise 5)

Staging Checklist (Highrise 6)

Medical Unit Checklist (Highrise 7)

Safety Officer Checklist (Highrise 8)

Check – In (Highrise 9)

Crew Ready Area (Highrise 10)

Air Cylinders Full (Highrise 11)

Air Cylinders Empty (Highrise 12)



Equipment Pool (Highrise 13)

Rehab Area (Highrise 14)

Incident Command Post (Highrise 15)

Apparatus Parking (Highrise 16)

4.15 The following will be considered to be carried into the building.

- *1 ¾" Hose Pack*
- *2 ½" Hose Pack*
- *Spare SCBA bottles*
- *Halligan Tool*
- *Flathead axe*
- *Pulling Tool*
- *Flashlight/Hand Lantern*

- *Spare HT Batteries*
- *Pre-Assembled Highrise Kit*



HIGH RISE INCIDENTS

Size up

- Type of occupancy # of floors
- Location of Fire
- Smoke or Fire Visible or Reported
- Special Conditions/Instructions

Initial Action

- Report to Fire Control Room
- Check Panels for fire and smoke location
- Record alarm location prior to resetting alarms
- Identify access stairwell
- Send balance of crew to investigate
- Obtain Bldg. Keys/Pass cards & Communications
- Establish Command and Location of ICP
- Check status of bldg. Systems
- Elevator status/Recall Cars
- HVAC System to fire mode
- Establish ALS Base

Second in Company

- Report to fire control room
- Obtain Fire/Smoke location
- Obtain bldg. Keys/pass card/ communication
- Re-enforce initial investigation team

Third in company

- FAE support FDC/Sprinkler System
- Balance of crew to ICP

Medic Units

- Locate and establish treatment area

Additional Companies

- Report with High Rise equipment to incident base



HIGH RISE INCIDENT BASE MANAGER CHECKLIST

The High Rise Incident Base Manager (Base) is responsible for the management of all functions at the designated Incident Base. Base reports to the Logistics Section Chief or Support Branch Director (if established).

- _____ Obtain briefing from Logistics Section Chief, Support Branch Director or Incident Commander.
- _____ Participate in Support Branch/Logistics Section planning activities.
- _____ Evaluate safety, layout, and suitability of previously selected Base location. Make recommendations regarding relocation if appropriate. Request necessary resources and personnel. Base should be located a minimum of 200 feet away from buildings to provide personnel safety from falling glass and debris.
- _____ Establish Base layout and identify/post each function area as appropriate to the incident size and expected duration – Check-In, Crew Ready Area, Equipment Pool, Rehab Area, Command Post, Apparatus Parking, Air Cylinders Full, Air Cylinders Empty.
- _____ Maintain accounting of resources in Base and periodically update Planning Section or Incident Command.
- _____ As requested by Operations, Logistics, or Incident Command, direct crews and equipment to designated locations.
- _____ Maintain records of activities and submit reports as directed.
- _____ Maintain Unit Log (ICS Form 214).



HIGH RISE INCIDENT GROUND SUPPORT UNIT LEADER CHECKLIST

The Ground Support Unit Leader (Ground Support) is responsible for providing transportation for personnel, equipment, and supplies. Ground Support will be responsible for the refilling of SCBA cylinders, and providing fuel. Ground Support will implement the traffic/movement plan including marking safe access routes and zones. Ground Support reports to the Support Branch Director (if established) or the Logistics Section Chief.

- _____ Obtain briefing from Logistics Section Chief, Support Branch Director or Incident Commander.
- _____ Participate in Support Branch/Logistics Section planning activities.
- _____ Implement traffic/movement plan.
- _____ Post or mark ground level safe movement routes and outside safe refuge areas identified in the traffic/movement plan.
- _____ Appoint personnel and activate transport services including stairwell, ground level, and general motor transport.
- _____ Appoint personnel and establish fueling service.
- _____ Collect and maintain records of rented or reimbursable equipment use.
- _____ Appoint personnel and activate SCBA air cylinder refilling.
- _____ Maintain inventory of support and transport vehicles, and maintenance and fuel supplies.
- _____ Submit reports to Support Branch/Logistics Section or Incident Commander as directed.
- _____ Maintain Unit Log (ICS Form 214).



LOBBY CONTROL UNIT LEADER CHECKLIST

The Lobby Control Unit Leader's (Lobby) responsibilities are: To operate a personnel/crew accounting system; control all building access points and direct personnel to the correct stair or opening. Lobby will control and operate all elevators and direct building occupants and exiting personnel to proper ground level safe areas or routes. As directed by the Incident Commander or agency policy, this unit shall be assigned the responsibilities of the Systems Control Unit (Systems) in the early stages of an incident. Lobby reports to the Support Branch Director/Logistics Section Chief. The unit should be prepared to provide the Incident Commander or Plans Section with current information from the personnel accounting process.

- _____ Check in and obtain a briefing from the Incident Commander
- _____ Make entry, assess situation and establish Lobby Control position. Request needed resources.
- _____ Establish entry/exit control at all building access points.
- _____ Establish personnel accounting system for personnel entering/exiting the building.
- _____ Assume control of elevators and provide operators. Elevator use and operating procedures will follow Department policy.
- _____ Establish Lobby layout and identify/post each function area as appropriate to the incident size and expected duration - Crew Ready Area, Air Cylinder Exchange, Equipment Pool, Rehabilitation/Aid Area.
- _____ Provide briefings and information to Incident Command Post.
- _____ Direct personnel to the appropriate stairways/elevator for assignment and direct evacuees and exiting personnel to safe areas or routes from the building.
- _____ Perform the functions of the Systems Control Unit when directed by the Incident Commander or agency policy.
- _____ Maintain a unit log. (ICS Form 214).



SYSTEMS CONTROL UNIT LEADER CHECKLIST

The Systems Control Unit Leader (Systems) monitors and maintains built-in fire control, life safety, environmental control, communications and elevator systems. The Systems Control Unit may operate, support or augment the systems as required to support the incident plan. Systems reports to the Support Branch Director, if established, or to the Logistics Section Chief. The unit may respond directly to requests from the Operations Section Chief in the manual operation of the various built-in systems. The Systems Control Unit Leader must establish and maintain close liaison with building/facility engineering staff, utility company representatives, and other appropriate technical specialists.

- _____ Check in and obtain briefing from the Logistic Section Chief or Incident Commander. Obtain information on the type and current performance of built-in systems.
- _____ Assess current situation and request needed personnel and resources.
- _____ Request response, and make contact with, the building/facility engineer, utility company representatives, elevator service personnel and others as appropriate.
- _____ Appoint personnel to monitor and operate building/facility systems and control panels.
- _____ Evaluate the status and operation of the fire and domestic water pumps and water supply. Support or repair as required.
- _____ Evaluate and operate as required the heating, ventilation and air conditioning system (HVAC) and the smoke removal and stairwell protection systems.
- _____ Evaluate, support and control as needed the building electrical system, emergency power plant, and security systems.
- _____ Evaluate and support as needed the public address, telephone, emergency phone and other building communications systems.
- _____ Secure operations and demobilize personnel as determined by the demobilization plan.
- _____ Maintain a unit log (ICS Form 214).



HIGH RISE INCIDENT STAGING AREA MANAGER CHECKLIST

The High-Rise Incident Staging Area Manager (Staging) is responsible for the management of all functions at the Staging Area, and reports to the Operations Section Chief. Staging's responsibilities vary somewhat from the standardized ICS position in that the area also provides a safe refuge/support function. An air cylinder exchange and a rehabilitation/aid function are typically located in the area.

- _____ Obtain briefing from Operations Section Chief, or Incident Commander.
- _____ Proceed to selected floors and evaluate layout and suitability. Select Staging Area floor and advise Operations and Logistics Sections Chiefs. Request necessary resources and personnel.
- _____ Establish Staging Area layout and identify/post each function area as appropriate to the incident size and expected duration - Crew Ready Area, Air Cylinder Exchange, Equipment Pool, Rehabilitation/Aid Area.
- _____ Determine, establish or request needed facility services - sanitation, drinking water, and lighting. Coordinate with Logistics Section or Systems Control Unit to maintain fresh air. Maintain Staging area in an orderly condition.
- _____ Establish a check-in function for arriving and departing crews.
- _____ Determine required resource levels from the Operations Section Chief.
- _____ Designate area(s) for Rapid Intervention Company/Companies(RIC) to standby in a state of readiness.
- _____ Maintain accounting of resources in Staging and periodically update Operations Section Chief and Resources Unit. Advise the Operations Section Chief when reserve levels reach pre-identified minimums.
- _____ As requested by Operations Section Chief or Incident Commander, direct crews and equipment to designated locations.
- _____ Secure operations and demobilize personnel as determined by the demobilization plan.
- _____ Maintain Unit Log (ICS Form 214).



HIGH RISE INCIDENT MEDICAL UNIT LEADER CHECKLIST

The Medical Unit Leader is primarily responsible for the development of the Medical Emergency Plan, for providing medical aid and transportation for injured and ill incident personnel, for providing rehabilitation (Rehab) services for incident personnel, and for preparation of reports and records. The Medical Unit may assist Operations in supplying medical care and transportation to civilian casualties, but this is normally limited to situations where civilian casualties are few or not anticipated. The Medical Unit Leader reports to the Service Branch Director (if established), or the Logistics Section Chief.

- _____ Obtain briefing from Logistics Section Chief, Service Branch Director or Incident Commander.
- _____ Participate in Service Branch/Logistics Section planning activities.
- _____ Assess current situation and request necessary resources.
- _____ Prepare the Incident Medical Plan (ICS Form 206)
- _____ Establish medical aid stations with EMS personnel available in Staging, arrange emergency transport units and equipment, and assign personnel.
- _____ Assign personnel and equipment to Rehab locations as directed or require the Incident Action Plan.
- _____ Coordinate plans and activities with the Operations Section Medical Branch or Group.
- _____ Prepare Medical Reports and forms as needed or requested.
- _____ Secure operations and demobilize personnel as determined by the demobilization plan.
- _____ Maintain Unit Log (ICS Form 214).



HIGH RISE INCIDENT SAFETY OFFICER CHECKLIST

The Incident Safety Officer is a member of the Command Staff and reports directly to the Incident Commander. The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority. The Incident Safety Officer or his or her assistants have emergency authority to alter, suspend or terminate unsafe acts or conditions when imminent danger is involved.

- _____ Check in and obtain briefing from the Incident Commander.
- _____ Assess situation and request needed personnel and resources.
- _____ Participate in planning meetings.
- _____ Evaluate the Incident Action Plan for organizational safety elements.
- _____ Review and sign the Incident Medical Plan (ICS Form 206).
- _____ Monitor the fire ground and communication channels for hazards, unsafe acts and improper activities.
- _____ Take action to limit hazards or correct or stop unsafe actions.
- _____ Initiate as needed, and confirm, the on-going investigation of any incident related accidents or personnel injuries.
- _____ Secure operations and demobilize personnel as determined by the demobilization plan.
- _____ Maintain a unit log. (ICS Form 214).

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Date	Revision	SLO T/O Pres.	SLO Co. Chief Pres.
10/03/17	Updates approved by T/O and Co. Chiefs	<i>M. Miranda</i>	<i>S. Jalbert</i>
07/18/06	Original SOG development	<i>K. Taylor</i>	<i>TBD</i>