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**(Name of Jurisdiction)**

**Emergency Operations Plan (EOP)**

**ESF 4 Annex**

**CPG 101 Template 2018**

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2018

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# Record of Changes

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| 15 |  |  |  |

[Record of Changes iii](#_Toc3478235)

[Record of Distribution iv](#_Toc3478236)

[ESF Coordinator and Support Agencies 1](#_Toc3478237)

[1.0 Introduction 2](#_Toc3478238)

[1.1 Purpose 2](#_Toc3478239)

[1.2 Scope 2](#_Toc3478240)

[2.0 Concept of Operations 2](#_Toc3478241)

[2.1 General Concept 2](#_Toc3478242)

[2.2 ESF Responsibilities 2](#_Toc3478243)

[2.2.1 Pre-Event Phase 2](#_Toc3478244)

[2.2.2 Response Phase 3](#_Toc3478245)

[2.2.3 Recovery Phase 3](#_Toc3478246)

[2.2.4 Plan Activation 3](#_Toc3478247)

[3.0 Organization and Assignment of Responsibilities 4](#_Toc3478248)

[3.1 ESF Coordinator 4](#_Toc3478249)

[3.2 Primary Agency Assignment of Responsibilities 5](#_Toc3478250)

[3.3 Support Agency Assignment of Responsibilities 6](#_Toc3478251)

[4.0 Direction, Control, and Coordination 6](#_Toc3478252)

[4.1 Information Collection and Dissemination 6](#_Toc3478253)

[4.2 Communications 6](#_Toc3478254)

[4.3 Administration, Finance, and Logistics 6](#_Toc3478255)

[5.0 Plan Development and Maintenance 7](#_Toc3478256)

[5.1 Development and Maintenance 7](#_Toc3478257)

[6.0 Authorities and References 7](#_Toc3478258)

[6.1 Legal Authority 7](#_Toc3478259)

[6.1.1 Federal 7](#_Toc3478260)

[6.1.2 State 7](#_Toc3478261)

[6.1.3 Local 7](#_Toc3478262)

[6.2 References 8](#_Toc3478263)

[6.2.1 Federal 8](#_Toc3478264)

[6.2.2 State 8](#_Toc3478265)

[6.2.3 Local 8](#_Toc3478266)

[6.2.4 Volunteer 8](#_Toc3478267)

# ESF Coordinator and Support Agencies

|  |  |
| --- | --- |
| **ESF Coordinator**  | **Support Agencies**  |
| (County Fire Chief)**Primary Agency**(County Fire Department)  | (Municipal Fire Departments)(Georgia Forestry Commission)(Department of Corrections)(Sheriff’s Department)(Municipal Police Department) |

# Introduction

## Purpose

1. To provide for the coordination and use of all county, public, private, and volunteer firefighting resources within (Name of Jurisdiction) during an emergency or a disaster situation.
2. To provide for the application of equipment, manpower and technical expertise to control and suppress urban, rural, and wildland fires and other assignments. Provisions of such services will be in accordance with the mutual aid compact agreements with local governments, private industry, other counties, and established recognized standard firefighting methods.
3. To provide a well-organized and equipped firefighting organization for fire suppression, and if required, provide radiological monitoring and decontamination as well as search and rescue operations during a disaster situation.
4. To coordinate and mobilize fire and emergency services resources, personnel and equipment; and coordinate other county resources to support (Name of Jurisdiction) with these resources to suppress urban, rural, wildland fires, and other fire protection issues.

##  Scope

ESF 4 Firefighting operations encompasses rural, wildland, and urban firefighting operations in an emergency or a disaster. The (Primary Agency Name) assumes primary responsibility for the coordination of these resources.

# Concept of Operations

## General Concept

During an emergency or disaster, the ESF 4 Firefighting Coordinator will serve as the principle point of contact for operations associated with ESF 4 Firefighting. The ESF Coordinator will oversee all ESF 4 Firefighting operations and report to the Emergency Management Agency (EMA). If a disaster warrants EOC activation, some or all of ESF 4 Firefighting personnel may be activated. The scope, scale, and magnitude of the threat/incident will dictate which support agencies that will be requested for operations in the EOC.

ESF 4 Firefighting will maintain radiological monitoring and decontamination capability and provide decision making advice on the hazards associated with hazardous materials.

## ESF Responsibilities

### General

1. Maintain liaison with the County EOC.
2. Coordinate emergency information for public release through ESF 15.
3. Participate in planning meetings and exercises.
4. Ensure that all team members or support agencies maintain appropriate records of costs incurred during the event.

### Pre-Event Phase

1. Maintain normal day-to-day operations.
2. Develop a plan for manpower to sustain operations for multiple operational periods.
3. In coordination with the EMA, develop plans and procedures, organize personnel, and maintain a readiness posture.
4. Develop procedures to implement this plan.
5. Identify, train, and assign personnel with firefighting functions.
6. Develop and be prepared to implement an accelerated training program for firefighting personnel.
7. Maintain agreements and working relationships with supporting agencies/departments.
8. Develop and maintain a fire service resource list to include personnel and equipment.
9. Develop Search and Rescue procedures for fire service personnel in support of a search and rescue incident.
10. Conduct fire prevention and education activities for the public.

### Response Phase

1. Activate the ESF upon the request of the EMA Director or designee.
2. Determine needs for disaster victims.
3. Assist in search and rescue duties as necessary and other areas when feasible.
4. Support county and municipal fire departments and the Georgia Forestry Commission with appropriate resources to include mobilizing and deploying firefighting teams and resources as needed.
5. Monitor status of firefighting resources committed to an incident.
6. Plan for and establish relief resources to replace or rotate with command resources for extended operations.
7. Support fire investigations and inspections.
8. Once resources are requested, provide for direct liaison with fire chiefs in affected areas to coordinate resource requests for specific assistance.
9. Document any lost or damaged equipment and any personnel or equipment accidents.
10. If radioactive material is involved, coordinate with the County EOC and the Radiological Officer for monitoring and decontamination activities.

### Recovery Phase

1. Continue to provide firefighting capabilities within affected areas until conditions return to normal.
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.

### Plan Activation

When an ESF 4 Firefighting or a support agency is made aware of a threat or incident requiring the activation of this Annex, they will contact the Emergency Operations Center with all pertinent information.

When activated, the (Primary Agency Name) with assistance from supporting departments and agencies, assesses and responds to requests for assistance with management, maintenance, planning and technical support of firefighting operations.

During activation, the ESF 4 Firefighting Coordinator serves as the point of contact for requests for ESF 4 Firefighting-related assistance that’s received by the County EOC. The ESF 4 Firefighting Coordinator then ensures mission assignment completion through direct support or by delegation to the appropriate support agency.

# Organization and Assignment of Responsibilities

The ESF 4 Firefighting Coordinator is the (Primary Agency Position).

Within the County EOC, the ESF 4 Firefighting Coordinator will serve a dual role as the ESF 4 Firefighting Coordinator and the Primary Agency Emergency Coordinator for all rural, urban, and wildlands firefighting operations.

## ESF Coordinator

ESF 4 Coordinator will ensure the following:

* Designate Primary and Alternate Emergency Coordinators. The designees shall represent the agency in an emergency or disaster and provide operational support in the EOC when requested.
* Sustain operational readiness through regular contact with primary and support agencies.
* Coordinates all planning, preparedness, response and recovery activities regarding firefighting and prevention.
* Lead planning meetings and participate in exercises.
* Develop Standard Operating Guides (SOGs) to support emergency and disaster operations.
* Develop, maintain, and distribute this Annex.
* Coordinate with EMA Director, or designee, for training of staff that support ESF 4 Firefighting.
* Coordinate operational support for ESF 4 Firefighting support agencies.
* Identify, procure, prioritize, and track firefighting resources that are requested to support or are utilized for emergency or disaster operations.
* Provides updates on the status of ESF 4 Firefighting mission assignments to ESF 5 Emergency Management, Planning Section, and other entities external to ESF 4 Firefighting.
* Coordinate with ESF 7 Resource Support in the provision of firefighting resources to impacted areas.
* Acts as a liaison between ESF 4 Firefighting and ESF 15 External Affairs.
* Generates information to be used in briefings, situation reports, and incident action plans.

## Primary Agency Assignment of Responsibilities

* Prepares Firefighting Plans and coordinates preparedness, response, recovery, and mitigation activities.
* Conducts regular ESF 4 Firefighting meetings and conference calls.
* Maintains ongoing contact with ESF 4 Firefighting primary and support agencies.
* Ensures that ESF 4 Firefighting Primary and Support Emergency Coordinators maintain operational readiness by taking required training courses.
* Directs requests for assistance to the appropriate ESF 4 Firefighting support agencies.
* Directs unmet requests for assistance to ESF 5 Emergency Management.

## Support Agency Assignment of Responsibilities

**(Support Agency)**

* List associated duties.

**(Support Agency)**

* List associated duties.

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* List associated duties.

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* List associated duties.

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* List associated duties.

# Direction, Control, and Coordination

## Information Collection and Dissemination

ESF 4 Firefighting will report all activities to the ESF 5 Emergency Management Situation Unit for inclusion in the development of incident action plans and situational reports. All public information reports regarding ESF 4 Firefighting activity will be coordinated with ESF 15 External Affairs.

In addition to the EOC, ESF 4 Firefighting may provide personnel to field operations established in (Name of Jurisdiction), including but not limited to: Joint Field Offices (JFO), Joint Information Centers (JIC), Disaster Recovery Centers and any other incident facility established to meet operational demands for each particular incident requiring the activation of the EOP.

## Communications

The ESF 5 Emergency Management Planning Section will provide planning assistance to all ESFs listed in the EOP. All ESFs will strive to develop operationally ready SOGs for inclusion in the EOP. ESF 4 Firefighting will meet as necessary to develop, review and refine SOGs that discuss specific operational processes and procedures.

## Administration, Finance, and Logistics

In conjunction with ESF 7 Resource Support, ESF 4 Firefighting will develop, review, refine and maintain lists of all resources currently available and under the control of the primary or support agencies listed in this plan. The development of these lists may be completed by several organizations and professional groups, which currently operate within this ESF. These resource lists should be compliant with the resource typing standards outlined in the National Incident Management System (NIMS).

Resource requirements will be primarily determined by Incident Commanders, working with the Emergency Operations Center. Resource requests flow from the Incident Commander to the EOC, and may be forwarded to the State Operations Center (or through the GEMA/HS Field Coordinator) as required. Existing local resources, intrastate mutual aid, donations, Voluntary Organizations Active in Disasters and Non-Governmental Organizations (NGO) provide the initial source of personnel, vehicles, equipment, supplies and services to fulfill resource requests.

# Plan Development and Maintenance

## Development and Maintenance

ESF Annexes will be updated as required and when events or exercises identify a needed change. All other maintenance will be conducted in accordance with the base plan.

# Authorities and References

(This section should describe the legal basis for emergency operations and contain references to important documents the plan supports, such as the jurisdiction-level emergency operations plan. The following is sample language.)

## Legal Authority

### Refer to Base Plan for Federal and State Authorities.

### Local

1. Insert applicable local ordinances.

## References

### Refer to Base Plan for Federal and State References.

### Local

1. Insert applicable local references.

### Volunteer

1. Insert applicable local volunteer references and agreements.