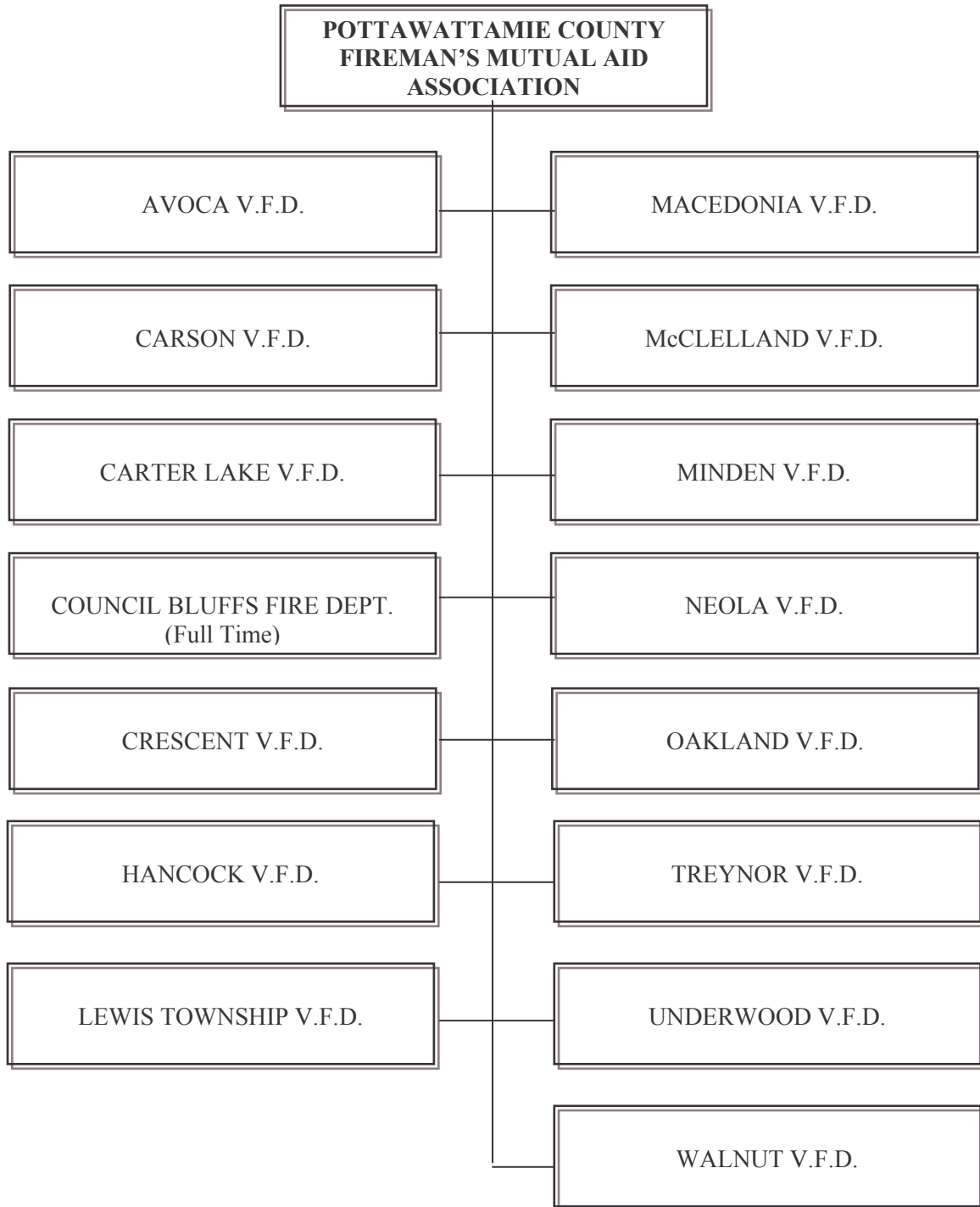


FIRE AND EMERGENCY MEDICAL SERVICES



V.F.D. = Volunteer Fire Department

FIRE AND EMERGENCY MEDICAL SERVICES

Annex F

I. PURPOSE

To provide a coordinated response for Fire and EMS services during, or as a result of, a natural or man-made disaster.

II. SITUATION

A. Pottawattamie County is vulnerable to various severe weather phenomena and failure of manmade structures, which have the potential to destroy property and cause loss of life. The potential also exists for a mass casualty incident (MCI) resulting from explosion, aviation disaster, multi-vehicle traffic accident, hazardous material (HAZMAT) incident, or terrorist incident, which could stress Fire and Emergency Medical Services.

B. In the State of Iowa, Pottawattamie County ranks #1 in the number of interstate highway miles, miles of underground pipelines, and miles of county roads and highways. The County also contains major railroad yards and truck routes. Both truck and train traffic transport hazardous materials. In addition, there are a number of sites within the county for hazardous material storage. Because of this, a high potential exists for incidents involving hazardous materials.

C. A HAZMAT risk analysis and commodity flow analysis of fixed facilities and known transportation routes where potential release situation with possible consequences beyond the boundaries of the facility or adjacent to the transportation route was completed in conjunction with EPCRA Title III planning. See Annexes L (Radiological Protection) and P (Hazardous Materials Response).

D. Pottawattamie County is served by 14 volunteer fire departments, 1 full-time fire department, 19 ambulances embedded within the fire departments, 1 private ambulance service, and 2 hospitals.

III. ASSUMPTIONS AND PLANNING FACTORS

A. The primary responsibilities of the Fire Service are: prevention and suppression of fires; rescue services; and response to hazardous material incidents.

B. EMS responsibilities are patient care, triage, transport, and response to hazardous material incidents.

C. Existing Fire/EMS personnel and equipment will be able to handle most emergency situations through their own resources or mutual aid.

D. In the event of a radiological incident involving the County, radiological response activities will be implemented by the Iowa Department of Public Health. See Annexes L and P.

E. In the event of a terrorist weapons of mass destruction (WMD) incident, joint response activities with state and federal agencies will be conducted per Annex Q (Terrorism Response).

IV. ORGANIZATION/RESPONSIBILITIES

A. The Fire/EMS department of each jurisdiction is responsible for coordination, planning, training, and the development of operational policy for that jurisdiction and for the coordination of Fire/EMS services during an emergency/disaster occurring within the jurisdictional boundaries of that department.

B. During emergency operations, the Fire/EMS department(s) of the affected jurisdiction(s), or their designated representative, will serve as liaison to and, thus be a member of the EOC Staff.

C. In the event of a long-term natural or man-made disaster, which affects more than one of the Fire/EMS departments in the county, the Pottawattamie County Fire and EMS Associations may select members to represent Fire/EMS on the EOC Staff. This representative liaison will:

1. Coordinate data regarding requirements (i.e., personnel, equipment, supplies, etc.) of the Fire/EMS services.
2. Act as liaison between Fire/EMS and the local government and other agencies/organizations.
3. Report general activities and status of Fire/EMS at EOC briefings.

D. Specific responsibilities and tasks for the fire and emergency medical services are contained in the Emergency Response Checklists, Attachment 1, and are broken into three phases: Preparedness, Response, and Recovery. Some general responsibilities are:

1. **Fire/EMS Chief**

- a. Develop standard operating guidelines and policies for their departments.
- b. Coordinate and direct volunteers assisting the fire department or emergency medical services agency.
- c. Provide logistical support during emergency operations.
- d. Assure that all personnel are trained to at least the "Operations" level in order to respond to a HAZMAT incident per OSHA and EPA regulations.

- e. Fire Chief coordinates inspections for homes or commercial buildings during or after a disaster to ascertain if the facility is safe for occupancy.
- f. EMS Chief coordinates the basic/advanced life support capabilities for the fire district or ambulance district in his/her jurisdiction.
- g. Ensure that all personnel receive Incident Command System (ICS)/Incident Management System (IMS) training.
- h. Provide countywide mutual aid assistance for fire and other emergencies per the **“Pottawattamie County Fireman’s Association Mutual Aid Agreement” at Attachment 2.**
- i. Ensure department personnel use the Pottawattamie County Fire/Rescue Numbering and Accountability System at **Attachment 3.**

2. Senior Fire/EMS Officer (Incident Commander)

- a. Until relieved, directs the level of response, requests mutual aid or other assistance, and makes all decisions concerning the fire department’s actions and policies during initial emergency operations.
- b. Senior Fire Officer directs search and rescue operations.
- c. Enacts the Pottawattamie County EMS Association Mass Casualty Incident Response System when needed. **(See Attachment 5.)**
- d. Authorizes Fire/EMS personnel and equipment to respond to mutual aid requests.
- e. The EMS Chief or appointed designee on scene will coordinate field triage operations and transport of victims.

E. Lines of Succession

- 1. Each Fire/EMS Department’s line of succession is as follows:
 - a. Fire/EMS Chief
 - b. Assistant Fire/EMS Chief
 - c. Senior Fire/EMS Officer on duty
- 2. In the event the Pottawattamie County Fire and EMS Associations have selected representatives to the EOC Staff, and the member(s) are not available, the Associations will select alternates.

V. CONCEPT OF OPERATIONS

A. National Incident Management System (NIMS)

1. Pottawattamie County and its communities will utilize the process, protocols and procedures prescribed in NIMS. The NIMS standardizes incident management for all hazards, regardless of scale or capability of the incident, across all levels of government. The NIMS structure is based on the Incident Command System (ICS) and the Unified Command System (UCS) for command and management of emergency responses.
2. Federal and Iowa Code require the use of ICS at all HazMat responses.
3. The ICS will be used for emergency response to all other hazards.
4. Use county fire/rescue numbering system at **Attachment 3**.

B. Mutual Aid

1. Countywide mutual aid assistance for fires and other fire service related emergencies will be per the “**Pottawattamie County Fireman’s Association Mutual Aid Agreement**”, reviewed September 20, 2001. (See **Attachment 2**.)
2. Countywide mutual aid assistance for emergency medical services, such as mass casualty incidents, will be per the “**Pottawattamie County EMS Association’s Mass Casualty Incident Response System**”, adopted August 4, 2004. (See **Attachment 5**.)
3. The Senior Fire/EMS Officer will request local mutual aid resources when the emergency extends beyond the jurisdictional boundaries or beyond the capabilities of the local fire department.
4. When an emergency extends beyond the capabilities of mutual aid resources, the Senior Fire/EMS Officer will:
 - a. Request the 911 Communications dispatcher coordinate additional local support , to include assistance from adjacent counties.
 - b. Notify the Emergency Management Coordinator to request assistance in coordination efforts and request assistance from state and federal agencies, as required.

C. Hazardous Materials

1. Response to all HAZMAT incidents will be per Annex P (Hazardous Materials Response).
2. All reportable hazardous material (HAZMAT) incidents will be reported to the County Emergency Management Coordinator for coordinating additional support, and to ensure the proper notification of appropriate state agencies.

D. Terrorist Weapons of Mass Destruction (WMD) Incidents will be addressed per Annex Q (Terrorism Response).

E. Searches

1. The Fire/EMS departments of the jurisdiction will coordinate all searches involving:
 - a. Fires;
 - b. Personal Injury;
 - c. HAZMAT incident;
 - d. Entrapment (confined spaces, flood, etc.).
2. Law enforcement officials (Annex H) will coordinate searches involving:
 - a. Lost or missing persons;
 - b. Fugitives;
 - c. Bomb scares or other terrorist incidents (Annex Q).
3. When a search extends beyond the combined capabilities of the departments within Pottawattamie County, the 9-1-1 Communications Center (at request of the Incident Commander) will notify the Emergency Management Coordinator to coordinate additional resources.
4. Further definitions and operations regarding searches are at Annex O, Search and Rescue.

F. Emergency Medical Services

1. Each jurisdiction is responsible for providing emergency treatment, and transportation for the seriously ill or injured. This is accomplished through the local Fire/EMS departments or mutual aid.

2. **EMS Agencies:**

Fifteen civic based EMS agencies (thirteen transport agencies and two non-transport agencies) operate in Pottawattamie County. Assets include fifteen volunteer service ambulances, three 24-hour staffed advanced life support (ALS) ambulances and one 24-hour standby ALS ambulance. One private ground ambulance services and one private air ambulance service provide additional EMS capability in the county.

The primary EMS agencies and their respective service levels are as follows:

<u>Agency</u>	<u># of Ambulances</u>	<u>Service Level</u>
Avoca V.F.D.	1	EMT-I
Carson V.F.D.	1	EMT-B
Carter Lake V.F.D.	2	EMT-P
Council Bluffs Fire Department	4	EMT-P
Crescent V.F.D.	2	EMT-I
Hancock V.F.D.	0	EMT-B
Lewis Township V.F.D.	1	EMT-B
Macedonia V.F.D.	1	EMT-I
McClelland V.F.D.	0	EMT-B
Minden V.F.D.	1	EMT-B
Neola V.F.D.	1	EMT-B
Oakland V.F.D.	2	EMT-I
Treynor V.F.D.	1	EMT-P
Underwood V.F.D.	1	EMT-B
Walnut V.F.D.	1	EMT-P

3. **Mass Casualty Incident:**

a. **Mass Casualty Triage Units (MCTU)**

(1) The Pottawattamie County Emergency Management Agency purchased two mass casualty triage units with State Homeland Security Grant Program (SHGP) funds and took delivery of the units in August, 2004. The description and operational capabilities of the MCTU are provided at **Attachment 4, Mass Casualty Triage Units (MCTU).**

- b. **Mass Casualty Triage Units (MCTU) Operations and Logistical Support.**
- (1) One unit will be housed in Western Pottawattamie County (Council Bluffs Fire Department) and the other in Eastern Pottawattamie County (Oakland Volunteer Fire Department).
 - (2) MCTU's will be dispatched by the 9-1-1 Center per the procedures prescribed in the Pottawattamie County EMS Association **"Mass Casualty Incident Response System" (MCIRS) at Attachment 4.**
 - (3) The radio call sign for each unit will be as follows: (West) "Mass Casualty 1" and (East) "Mass Casualty 2". Personnel staffing the unit will maintain communication capabilities with the appropriate Command Staff and 9-1-1 dispatch.
 - (4) The MCTU's may be deployed or used upon request of the Emergency Management Agency through the 9-1-1 Center. The MCTU's may stay on a deployment status for multiple days when requested by an Incident Commander and approved through the Emergency Management Agency (EMS Coordinator).
 - (5) Departments charged with housing and deploying the MCTU will enter into a written agreement with Pottawattamie County Emergency Management for direction, support and authorization. (See Attachments 6A and 6B).
- c. **Pottawattamie County Mass Casualty Incident Response System (MCIRS).**
- (1) Procedures for requesting 9-1-1 dispatch and deployment of the MCTU and additional EMS resources for mass casualty incidents are detailed at **Attachment 5, "Pottawattamie County Mass Casualty Incident Response System."**
 - (2) The EMS Coordinator, Pottawattamie County Emergency Management Agency will deliver to individual EMS departments a block of training on the MCIRS, MCTU and applicable Emergency Operations Plan Annexes.
- d. The Fire/EMS department of the affected jurisdiction is initially in charge of the mass casualty scene.

e. The person acting as Medical Officer (Annex G) is in charge of of the emergency triage and treatment of the victims at the scene once:

(1) the Fire/EMS department determines the scene to be safe for emergency medical personnel, or

(2) the Fire/EMS department's personnel have moved victims to a safe triage/treatment area.

f. It is the responsibility of the Medical Officer to:

(1) remain at the scene to establish a triage/treatment point,

(2) notify receiving hospital(s),

(3) direct initial triage and emergency treatment,

(4) summon additional support,

(5) coordinate operational efforts and logistics with the Medical Coordinator at the EOC, if activated.

g. **Mass Fatality Incidents Response (See Annex S).**

G. Resources

Agencies available to support Fire/EMS along with contact information are listed in the Pottawattamie County EMA and 9-1-1 Center Resource Lists.

H. Support to Other Agencies

The Fire/EMS department has the authority to utilize the Fire/EMS personnel and equipment to support other agencies or organizations during an emergency or disaster (dependant on the current situation and resources available). Areas of possible support are:

1. Law Enforcement: traffic and crowd control,

2. Health and Medical: first aid stations, public health surveillance, and transportation assistance to medical facilities (evacuations),

3. Shelter Operations: fire safety inspections of housing and feeding facilities for victims of disaster,

4. Mass Care: providing potable water for human consumption,

5. Radiological Protection: radiological monitoring and decontamination,

6. Public Works: debris clearance,
7. Warning: assist in dissemination of warning(s) to the public.

I. Extended Operations

1. Fire/EMS personnel in the County may be requested to full-time status with regular shifts, should disaster conditions require it.
2. Mutual aid information may be coordinated through the EOC.
3. The Fire/EMS districts within the County maintain their normal jurisdictional responsibilities.

J. Emergency Support Services

Critical Incident Stress Debriefing Systems should be included in all local Standard Operating Guidelines (SOG).

VI. ADMINISTRATION AND LOGISTICS

A. Administration

Individual Fire/EMS departments will maintain normal administrative records for utilization of personnel, equipment, and materials. Accurate record keeping will identify specific needs in the event of a major disaster, which can readily be provided to the Resources Management Coordinator in the Emergency Operations Center.

B. Reports

Each individual Fire/EMS department chief will prepare and submit those reports required by State of Iowa statute, and as may be requested by other state agencies.

C. Training

1. In addition to the prescribed training required by Fire/EMS departments for normal operations, Fire/EMS personnel should be trained in:
 - a. Incident Command System
 - b. HAZMAT response according to the standards set and in compliance with OSHA and EPA regulations.
 - c. Infectious disease and blood borne pathogens training according to the standards set by OSHA.
 - d. Traffic and crowd control.
 - e. Mass Casualty operations and triage.

- f. Terrorism awareness training.
 - g. Radiological monitoring/decontamination – every two years.
2. Training in the use of START triage and MCIRS will be conducted by each individual Fire/EMS unit in Pottawattamie County. These systems will be utilized in the event of a mass casualty incident.
 3. The Pottawattamie County EMS Association and appropriate stakeholders will review this plan annually.

D. Exercises

The Emergency Management Coordinator will coordinate at least one mass casualty exercise per year to validate guidelines contained in the Pottawattamie County Emergency Operations Plan.

VII. LIST OF ADDENDA FOR ANNEX F

ITEM	TITLE	PAGE
Attachment 1	Emergency Response Checklist	F12, F13, F14
Attachment 2	Pottawattamie County Fireman’s Association Mutual Aid Agreement	F15, F16, F17, F18
Attachment 3	Pottawattamie County Fire/Rescue Numbering and Accountability System	F19
Attachment 4	Mass Casualty Triage Units	F20, F21, F22
Attachment 5	Pottawattamie County EMS Association Mass Casualty Incident Response System	F23, F24, F25, F26, F27

**FIRE AND EMERGENCY MEDICAL SERVICES
EMERGENCY RESPONSE CHECKLIST**

**Annex F
Attachment 1**

Position/Organization

PREPAREDNESS PHASE

FIRE CHIEFS/EMS DEPARTMENTS

- _____ Review mutual aid agreements.
- _____ Review and update emergency staff assignments.
- _____ Determine available resources.
- _____ Alert personnel to be on standby status.
- _____ Coordinate activities with County 9-1-1 Communications Center and Emergency Management Coordinator/EOC.
- _____ Coordinate communications requirements with Communications Officer.
- _____ Check readiness of all equipment.
- _____ Coordinate with law enforcement agencies and the IDOT emergency ID for all fire/EMS personnel.
- _____ Maintain reserve fuel supplies at maximum.
- _____ Prepare for possible shortage of water, electricity, medical supplies, etc.
- _____ Accomplish inspections of shelter/emergency lodging facilities for fire safety.
- _____ Review procedures for protection of responders/universal precautions.
- _____ Develop plans for utilizing and training volunteers.
- _____ Determine what normal activities and services can be deferred or curtailed to free personnel, equipment, and funds for emergency preparations.
- _____ Coordinate with Human Services to determine locations of special needs groups (handicapped, elderly, transients) that may need special consideration during fire/EMS service operations.

Position/Organization

PREPAREDNESS PHASE (continued)

FIRE/EMS DEPARTMENTS (continued)

- _____ Provide refresher training in identified fields of need.
- _____ Assist in the coordination of special transportation requirements for special needs groups (handicapped, infirm, etc.).
- _____ Review guidelines and protocols established for response to a mass casualty incident.
- _____ Coordinate the with Emergency Management Agency/EOC (Medical Coordinator) in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities.

RESPONSE PHASE

FIRE/EMS DEPARTMENTS

- _____ Provide for decontamination points, as needed.
- _____ Request mutual aid support, as necessary.
- _____ Notify Emergency Management Coordinator of additional requirements.
- _____ Inspect affected buildings for safety as soon as possible.
- _____ Coordinate with Public Works for utilities shut off, as required.
- _____ Provide damage reports to EOC.
- _____ Coordinate with Public Works or County Engineer for priority debris clearance areas.
- _____ Coordinate with law enforcement agencies for priority traffic and crowd control areas.
- _____ Assist law enforcement with traffic and crowd control, as possible.

Position/Organization

RESPONSE PHASE (continued)

FIRE/EMS DEPARTMENTS (continued)

- _____ Provide potable water for drinking, if required.
- _____ Assist handicapped or infirm persons in the event of evacuation to shelter.
- _____ Establish a Medical Officer to coordinate with Medical Control (EOC).
- _____ Set up initial hazard area perimeter until further assessment provided.

RECOVERY PHASE

FIRE/EMS DEPARTMENTS

- _____ Review and critique Fire/EMS operations and update plan with any changes in procedures.
- _____ Accomplish equipment checks and maintenance on all equipment.
- _____ Replenish depleted supplies.
- _____ Complete administrative and fiscal reports, as required.
- _____ Assist law enforcement with traffic control, where possible.
- _____ Critique operation with all Fire/EMS personnel.
- _____ Recommend appropriate changes, based on critique, to Fire/EMS departments for inclusion in department operating guidelines and mutual aid compacts/protocols.

**FIRE AND EMERGENCY MEDICAL SERVICES
MUTUAL AID AGREEMENT**

**Annex F
Attachment 2**

**POTTAWATTAMIE COUNTY
FIREMAN'S ASSN.
MUTUAL AID AGREEMENT**

Date: Approved: February 16, 1989
Reviewed: September 20, 2001

This Fire Protection Agreement is for the purpose of securing mutual aid assistance for fires and other emergencies.

I. POWER TO REQUEST OR PROVIDE ASSISTANCE

- A. The power to make a request for assistance or to provide aid under this agreement shall reside in the Fire Chief, Acting Fire Chief, or his designated representative only. For purposes of this agreement, the requesting fire department shall mean the fire department asking for assistance and the responding fire department shall mean the department sending assistance.

II. PROTECTED AREAS

- A. Upon request, a responding fire department may dispatch emergency response personnel and equipment to any point within the area for which the requesting fire department normally provides fire protection.

III. PERSONNEL AND EQUIPMENT PROVIDED

- A. The requesting fire department shall include in its request for assistance the type of emergency, the amount and type of equipment, and number of personnel required, and shall specify the location where the personnel and equipment are needed.
- B. The final decision as to the amount and type of equipment and the number of personnel to be furnished shall be made by the responding fire department. The responding department shall incur no liability whatsoever in the event the responding department does not respond to said request, or responds in a manner different than that requested.
- C. The responding fire department shall report to the Officer in Charge of the requesting fire department at the location to which the equipment is dispatched and shall be subject to the orders of that officer.

- D. The responding fire department personnel and equipment shall be released by the requesting fire department when the services of the responding fire department are no longer required, or when the responding fire department personnel and/or equipment are needed in their home district. Responding department personnel and equipment may withdraw from the requesting district upon giving notice to the Officer in Charge of the requesting department that they are needed in their home district.
- E. In the event of a crash of aircraft owned or operated by the United States or military aircraft of any foreign nation within the area for which the requesting department normally provides fire protection, the Chief of the Offutt Air Force Base Fire Department or his representative may assume full command of the aircraft and firefighting involving the aircraft upon his arrival at the scene of the crash. The responsibility and authority for overall fire protection shall, however, remain in the Fire Chief of the department having jurisdiction.

IV. REIMBURSEMENT

- A. No department shall be required to reimburse any other department for the cost of providing the services set forth in this agreement. The responding fire department shall pay its own costs for responding to the requests of the requesting fire department.
- B. However, the requesting fire department shall provide without charge additional fuel, food and shelter as needed to function through the emergency, and fuel to enable the responding fire department to return to their home district.
- C. Further, the requesting department shall reimburse or replace to the responding department the cost of special materials, such as but not limited to foam concentrate specifically requested by the requesting department and utilized at the site of assistance.

V. SCOPE AND EMPLOYMENT

- A. Employees acting under the provisions of this agreement shall be presumed to be acting within the scope of their employment. Each firefighter shall remain an employee of his respective fire department, and under no circumstances are they to be considered employees of any other jurisdiction.
- B. Activities may include standby protection for the remainder of the requesting fire department's district, firefighting, evacuation, search and rescue, extrication, water rescue, hazardous materials, medical care or any other activity appropriate to the handling of the emergency situation.
- C. Firefighters will not be asked or expected to provide medical care beyond their training or state certification.

VI. LIABILITY

- A. Each fire department shall bear the cost of damage to its equipment and any liability for the death of or injury to its personnel, whether the death, injury, or damage occurs at a fire in the member's own fire protection area, or in a fire protection area where the member is working as a member of a responding fire department, or enroute to or returning from such a fire in performance of this agreement.
- B. Each requesting fire department shall indemnify, defend, and hold harmless the responding fire department for damages, claims, demands, suits, judgments, costs and expenses arising from loss of or damage to property, excluding property owned by the responding fire department; and/or the death of, or injury to persons, excluding persons employed by the responding fire department's personnel, or a responding fire department's personnel in the performance of this agreement while under the command of the Officer in Charge of the requesting fire department.
- C. Each responding fire department shall indemnify, defend, and hold harmless the requesting fire department for damages, claims, demands, suits, judgments, costs and expenses arising from loss of or damage to property, and/or the death of or injury to persons involving the responding fire department, occurring from the time the personnel and equipment leave the responding fire department station until the time the responding fire department personnel and equipment come under the command of the Officer in Charge at the fire location. Also, from the time the responding fire department equipment and personnel are released by the Officer in Charge and/or leave the fire location until the responding fire department equipment and personnel arrive at the responding fire department's station.
- D. This agreement shall not diminish the responsibility of any insurance company providing coverage against damage or injury or death whether it be accidental or involving liability, errors and omissions, or medical malpractice; for any participating agency or individual to defend or pay claims which would otherwise be covered by the insurance.

VII. REVIEW, TERMINATION

- A. This agreement shall remain in effect until cancelled or amended by agreement of the participating agencies.
- B. Any participating agency may cancel their participation in this agreement by giving 30 days written notice to the President of the Pottawattamie County Fireman's Assn. and all participating departments by certified mail. The agreement will remain in effect for the remaining departments.

VIII. EXECUTION

- A. Each fire department and sponsoring governmental agency shall consider this agreement, and upon approval, shall forward a signed copy of the adoption agreement to the president of the Pottawattamie County Fireman's Association. A second signed copy shall be recorded by the Pottawattamie County Recorder and retained by the governmental body.
- B. The President of the Pottawattamie County Fireman's Association will maintain a file of the signed agreements and will keep member departments of the Pottawattamie County Fireman's Association advised of which departments have approved the agreement.

**POTTAWATTAMIE COUNTY FIREMAN'S ASSOCIATION
MUTUAL AID ADOPTION AGREEMENT**

Date _____

WHEREAS, the _____ Fire Department
Is associated with the Pottawattamie County Fireman's Association, and

WHEREAS, one of the purposes of the Pottawattamie County Fireman's Association is to provide
for mutual aid for fires and other emergencies, and

WHEREAS, the Pottawattamie County Fireman's Association has drafted a mutual aid agreement
to assure the orderly provision of mutual aid between fire departments,

NOW THEREFORE,

Be it resolved by _____
Governing Body
of _____, Iowa that the
_____ Fire Department is
authorized to offer mutual aid assistance to other fire departments as it is available and needed on
a reciprocal basis.

Be it further resolved that we agree to the terms and conditions of the attached mutual aid
agreement, dated September 20, 2001, and will abide by them as we give and receive assistance
with other parties to this agreement.

Adoption Date: _____

Chairman or Mayor _____ Title _____

Clerk or Witness _____ Date _____

Fire Chief _____ Date _____

**FIRE AND EMERGENCY MEDICAL SERVICES
NUMBERING/ACCOUNTABILITY SYSTEM**

**Annex F
Attachment 3**

**POTTAWATTAMIE COUNTY FIRE/RESCUE
NUMBERING AND ACCOUNTABILITY SYSTEM**

I. General. The Pottawattamie County Fire/Rescue Numbering System became operational July 1, 1999. The purpose of this system is to provide a uniform manner of communicating station identifiers and call signs between the 911 telecommunication's dispatcher and fire and rescue units. The system also enhances accountability for fire and EMS units.

II. Fire/Rescue Department Base Numbers. Each department is assigned base station numbers in alpha numeric order starting with 1100 for Avoca as follows:

1100	Avoca	1900	McClelland
1200	Carson	2000	Minden
1300	Carter Lake	2100	Neola
1400	Council Bluffs	2200	Oakland
1500	Crescent	2300	Treynor
1600	Hancock	2400	Underwood
1700	Lewis Township	2500	Walnut
1800	Macedonia		

III. Vehicle/Unit/Personnel Number suffixes. Specific number suffixes assigned to fire and rescue assets are as follows:

Personnel numbers used for department members are numbered from 01-49.

Rescue Squads/Ambulances are numbered 50-59.

Engines or pumpers are numbered 60-69.

Tankers are numbered 70-79.

Utility vehicles including grass rigs and extrication rigs are numbered 80-89.

Other units such as command vehicles, boats, lighting units, cascade units, etc. are numbered 90-99.

IV. Call sign Radio Procedure. Use the name of the fire/rescue department followed by the appropriate number. Using the information in paragraph II and III above, examples of call sign radio procedure are:

"Oakland 2250" (Oakland Fire Ambulance)

"Neola 2160" (Neola Fire Engine)

REMEMBER: Every first responder (by name) and every fire/rescue/EMS vehicle in the county is assigned a number by 911 Communications. Know your member number. Use it.

MASS CASUALTY TRIAGE UNITS

I. Description

A. The Pottawattamie County Homeland Contingency Planners elected to purchase two mobile mass casualty triage trailers with federal funds awarded through the FY03 State Homeland Security Grant Program (SHSGP II).

B. Each MCTU is a thirteen foot mobile triage and EMS treatment supply trailer equipped with:

1. (20) fully stocked Disaster Trauma Kits,
2. (16) roll stretchers,
3. (32) patient trauma packs,
4. (38) backboards,
5. (1) triage management kit,
6. (6) medical restock boxes for on-board supplies,
7. (2) portable telescoping scene lights,
8. (1) gas powered generator.

C. The MCTU is designed to enhance the capabilities of EMS in the effective and efficient triage/treatment of the victims of a mass casualty incident. The MCTU will strengthen county-wide responses to events of terrorism, natural disaster and other mass casualty incidents.

II. Operations and Procedures

A. One unit will be housed in Western Pottawattamie County (Council Bluffs Fire Dept.) and the other in Eastern Pottawattamie County (Oakland V.F.D.).

B. MCTU's will be dispatched by the 9-1-1 Center per the procedures prescribed in the Pottawattamie County EMS Association "**Mass Casualty Incident Response System**" (MCIRS) at **Attachment 5, Annex F**.

C. The radio call sign for each unit will be as follows: (West) “Mass Casualty 1” and (East) “Mass Casualty 2”. Personnel staffing the unit will maintain communication capabilities with the appropriate Command Staff and 9-1-1 dispatch.

D. The Custodial Agency for each MCTU will provide personnel to assist with the MCTU during a mass casualty incident. They will assist in retrieving and returning supplies to and from the units.

E. The Custodial Agency for each MCTU may deploy the MCTU for purposes of training, maintenance, public relations or other purposes and shall notify the Emergency Management Agency (EMS Coordinator) of such deployment before the fact.

F. The MCTU’s may be deployed or used upon request of the Emergency Management Agency through the 9-1-1 Center. The MCTU’s may stay on a deployment status for multiple days when requested by an Incident Commander and approved through the Emergency Management Agency (EMS Coordinator).

III. Logistics

A. The MCTU’s are an asset of Pottawattamie County, Iowa. The Pottawattamie County Emergency Management Agency is overall responsible to the Iowa Homeland Security and Emergency Management Division (HSLEMD) for the stewardship of the MCTU resources.

B. The County EMS Coordinator shall be the supervisory agent of the Emergency Management Agency regarding management of the MCTU’s.

C. The Council Bluffs Fire Department agrees to:

1. Provide licensing and registration for the MCTU with the City of Council Bluffs, Iowa.
2. Provide casualty insurance on the MCTU.
3. Provide a secure storage area for the MCTU.
4. Maintain a state of mission readiness at all times.
5. Provide general maintenance of the MCTU.
6. Provide a point of contact for operational, logistical, supply and inventory coordination with the Pottawattamie County Emergency Management Agency (EMS Coordinator).

- D. The Oakland Volunteer Fire Department agrees to:
1. Provide a secure storage area for the MCTU.
 2. Maintain a state of mission readiness at all times.
 3. Provide general maintenance of the MCTU.
 4. Provide a point of contact for operational, logistical, supply and inventory coordination with the Pottawattamie County Emergency Management Agency (EMS Coordinator).
- E. The Pottawattamie County Emergency Management Agency agrees to provide licensing, registration and casualty insurance for Mass Casualty 2.
- F. In the event that supplies are depleted or expended, the Custodial Agency will coordinate with the Emergency Management Agency (EMS Coordinator) who will investigate all available funding sources to replenish the supply.
- G. Custodial Agency may rotate the MCTU supply with their operational cache to prevent loss of supply to expiration. This shall be coordinated with the EMS Coordinator before the fact.
- H. Any situations not covered within this agreement will be handled at the discretion of the Emergency Management Agency (Emergency Management Coordinator).

**FIRE AND EMERGENCY MEDICAL SERVICES
MASS CASUALTY INCIDENT RESPONSE SYSTEM (MCIRS)**

**Annex F
Attachment 5**

**POTTAWATTAMIE COUNTY EMS ASSOCIATION
MASS CASUALTY INCIDENT RESPONSE SYSTEM**

Purpose.

The purpose of the Mass Casualty Incident Response System (MCIRS) is to provide a standardized system that will provide needed resources to an Incident Commander in a more effective and efficient manner to increase the preservation of life and quality of care given during a mass casualty incident.

General Conditions.

1. The Incident Command System shall be established prior to a MCIRS request.
2. The START Triage System will be the standard triage system used by all departments.
3. A standardized Triage Tag will be used county-wide and selected by the EMS Association.
4. Responding agencies shall report to a designated staging area or command post in the interest of accountability, safety and the prevention of freelancing.

Operations Overview.

To achieve maximum effectiveness and efficiency, certain objectives must be met with each response. These objectives are outlined below and later described as operational phases. Keep in mind that these phases are not intended to be a “step-by-step” requirement.

These phases simply describe a flow of operational objectives or events that should be met to help ensure the best possible management of a mass casualty incident and this system.

1. Initial agency response
2. Establishment of Incident Command
3. Scene Report
4. MCIRS Request
5. Secondary response
6. Continued Incident Management
7. Release/Termination
8. Incident Review

Within each of the following descriptions are also operational guidelines recommended during a MCIRS request.

Operations – Phase 1.

“Initial Agency Response”

Upon receipt of a call for service by the County 9-1-1 Center, the primary jurisdiction shall be dispatched and provided all pertinent call information in accordance with established protocols. The primary agency responding, based on dispatch information, may request a MCIRS Level Response or choose to wait until a scene assessment has been made.

Operations – Phase 2.

“Establishment of Incident Command”

Incident Command shall be established by the primary agency in accordance with their policies and procedures, but nevertheless, Incident Command shall be established when a MCIRS Response is requested. A scene assessment has been completed and reported to the Communications Center with initial operations started (i.e., triage, BLS care, etc.)

Operations – Phase 3.

“Scene Report”

The scene assessment (status report) shall be given to the Communications Center for documentation and any additional inbound units.

Example:

IC: “Dispatch, _____ Command.”
9-1-1: “_____ Command, go ahead.”
IC: “Dispatch, we have 2 cars & 1 minivan involved. There are 8 patients with possibly 2 entrapped. Dispatch a Level 1 Response to this location.”
9-1-1: “Understood, Command. Level 1 Response, standby for dispatch.”

Operations – Phase 4.

“MCIRS Request”

Upon a MCIRS request (as shown in Phase 3) the IC may add any additional resources that may be needed to help manage the incident. The Communications Center, upon the request, shall dispatch the requested resources by following the MCIRS Guide for that specific jurisdiction. The IC may upgrade or downgrade response levels as needed.

Special consideration should be given for the need of specific equipment to accomplish the plan of action, since the MCIRS is an “EMS” specific resource guide. For example: additional pumpers for water support during extrication, scene lighting and generators or additional units and personnel for landing zone operations.

Operations – Phase 5.

“Secondary Response”

The secondary response is defined as the units responding per the MCI Level Response requested by the IC. Responding units shall adhere to standards set forth in the approved Incident Command/Incident Management program as prescribed by the National Fire Academy. Responding units shall report to a designated location or assignment upon arrival. Personnel shall stay with their units until assigned to a specific job function, with exception made for incoming command staff requested to assist in a unified command or to staff a position in the existing chain of command. Responders are not to arrive on scene and begin an operation without being properly assigned and accounted for. Freelancing will hinder the effectiveness of the operation and put responders or other victims at risk. Freelancing also compromises the integrity of the Incident Command structure.

Operations – Phase 6.

“Continued Incident Management”

The Incident Command System shall continue to manage the incident and expand or shrink as needed. The effectiveness of any MCI is determined by the utilization and proper management of resources. The IC may establish a Unified Command or a Unified Command Post, dependant on the need or size of the operation. The IC or their designee shall continually update pertinent operational information to the Communications Center (i.e., patient status, patient destinations, etc.).

Operations – Phase 7.

“Release / Termination”

Units shall be released by the Incident Commander as soon as possible, in the interest of maintaining optimal coverage for all assisting jurisdictions. No units shall return to service without accounting for their personnel and clearing accountability with the IC or their designee.

The IC shall terminate the established command upon completion of the operation and relay any pertinent information to the Communications Center (i.e., any vehicles left on scene, etc.)

Operations – Phase 8.

“Incident Review”

After the use of the MCIRS, a review shall be conducted. These reviews will be used solely to address the effectiveness of the system and to modify the system or components, as needed. The review can also identify training objectives regarding MCI operations. Each participating agency (inclusive of law enforcement, 9-1-1, hospitals, etc.) will be asked to be represented in the review.

MCI Response Levels.

The following response levels are based on a standard patient to transport unit ratio. They are intended as guidelines for reasonably needed basic resources based on the number of patients. Additional or specialized equipment may be requested by the IC at their discretion. These responses are to be requested by the identified Incident Commander only. Communications shall not automatically dispatch a MCIRS without authorization from a responding departmental officer or the established and identified Incident Commander.

Note: An apparatus cannot have command. (i.e., XX51 is on location and has command) The individual establishing command needs to do so using their Fire Car number.

MCI Level 1 (5-10 victims).

2 BLS Transport Units

1 ALS Transport Unit

Air transport notified to standby status upon initial dispatch.

Communications to notify the (2) closest hospitals & the on call trauma center.

IC and Triage/EMS Officer to be established immediately.

Ensure Law Enforcement is dispatched.

MCI Level 2 (11-20 victims).

6 BLS Transport Units

2 ALS Transport Units

1 Air Transport launched, additional Air Transport notified to standby status (if available).

Communications to notify the 3 closest hospitals & 2 area trauma centers.

County EMS Coordinator notified of incident.

Ensure Law Enforcement is dispatched.

MCI Level 3 (over 21 victims)

8 BLS Transport Units

2 ALS Transport Units

2 Air Transports launched

MCTU dispatched (Mass Casualty Triage Unit)

Communications to notify the 4 closest hospitals & 2 area trauma centers.

County EMS Coordinator notified.

Ensure Law Enforcement is dispatched.

Closing.

As previously stated, this program is designed to enable an Incident Commander to call for needed resources in a more effective and efficient manner. Secondly, the program is designed to take the guess work out of dispatching a large amount of resources, knowing that those operations will also be overwhelmed during the time frame of the incident.

A MCIRS Guidebook will be provided for each jurisdiction, the Communications Center and Emergency Management. The goal of this program is to utilize cooperative efforts to increase the preservation of life and quality of care during a MCI.

This program may be utilized for any type of dispatch where the number of victims could reasonably overwhelm the local resources. It shall be the responsibility of the local jurisdiction (Incident Commander) to determine if simple mutual aid from 1 additional department is adequate or to upgrade the response to a Level 1, 2, or 3 response.