

# ANNEX F

## Firefighting

# City of San Benito

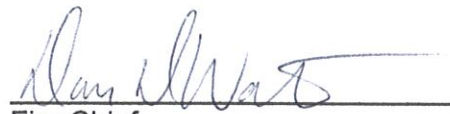




# APPROVAL & IMPLEMENTATION

## Annex F

### Firefighting

  
\_\_\_\_\_  
Fire Chief

3-30-2020  
Date

  
\_\_\_\_\_  
EMC

3-30-2020  
Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the individual having primary responsibility for this emergency function signs the annex in the first block and the second signature block is used by the Emergency Management Coordinator, Mayor, or County Judge. Alternatively, each department head assigned tasks within the annex may sign the annex.

# ANNEX F

## FIREFIGHTING

### I. AUTHORITY

See Section 1 of the Basic Plan for general authorities.

### II. PURPOSE

The purpose of this annex is to outline operational concepts and organizational arrangements for firefighting during emergency situations in our community. In addition to firefighting, the fire service has the responsibility for rescue, warning, and radiological protection operations as addressed in Annexes R, A, and D, respectively.

### III. EXPLANATION OF TERMS

#### A. Acronyms

DDC	Disaster District Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
NIMS	National Incident Management System
NRF	National Response Framework
RRP	Regional Response Plan
SOC	State Operations Center
SOP	Standard Operating Procedures
TFS	Texas Forest Service
TRRN	Texas Regional Resource Network
VFD	Volunteer Fire Department

#### B. Definitions

1. Consequence Management. Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management. The requirements of crisis management and consequence management are combined in the National Response Framework (NRF).
2. Crisis Management. Measures taken to define the threat and identify terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies will normally take the lead role in crisis management. The

requirements of crisis management and consequence management are combined in the NRF.

3. Expedient Evacuation. Evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander (IC) at the scene.
4. Hazmat. Hazardous materials. The NRF defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated under the provisions of 49 CFR 172.101. The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.
5. Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of an incident during one or more operational periods.
6. Terrorist Incident. Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

#### **IV. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

1. The City of San Benito depends on the San Benito Fire Department for fire protection.
2. The challenges of fire prevention and control are exacerbated when other emergency situations occur simultaneously or have already impacted the local area.
3. Uncontrolled fires may reach such proportions as to become a major emergency situation. If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment.
4. Natural hazards and emergencies, such as flash flooding, may necessitate the use of fire service resources.
5. Fire scenes may present problems requiring a response by law enforcement, public works, utilities, public health authorities, and environmental protection agencies. In these cases, effective interagency coordination using the National Incident Management System (NIMS)/Incident Command System (ICS) is essential.
6. Large-scale emergencies, disasters, and acts of terrorism may adversely impact firefighting personnel, equipment, facilities, and communications systems.

## **B. Assumptions**

1. During emergency situations, we will use our firefighting resources and those available pursuant to inter-local agreements, including mutual aid plans and agreements with industry.
2. Our resources and those obtained pursuant to regional and inter-local agreements may prove insufficient during a major incident or disaster. State and/or federal resources will be available to augment our firefighting requirements.
3. During major emergency situations, our firefighting resources may be damaged and specialized supplies depleted.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

1. The fire service has the primary responsibility for protecting our community from fire hazards, hazmat spills, and radiological incidents. Our firefighting resources include:
  - a. The San Benito Fire Department.
  - b. The Harlingen Fire Department Fire Department.
  - c. The Rio Hondo Volunteer Fire Department.
  - d. The Los Fresnos Volunteer Fire Department.
2. Fire service responsibilities in emergency situations are basically the same as in daily operations. These responsibilities include fire control, hazmat and oil spill response, and radiological protection operations. The San Benito Fire Department is responsible for all rescue operations. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks. These tasks may include providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door-to-door to warn citizens who cannot be reached by primary warning systems.

### **B. Implementation of NIMS/ICS**

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an Incident Command Post (ICP). As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. For fire, hazmat, and radiological incidents, the senior firefighter will generally assume the role of IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.
2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to

support on-scene operations. In the event of a catastrophic incident, considerations will be made for the implementation of the Regional Response Plan (RRP).

### **C. Protective Action Recommendations**

Fire service personnel are generally the most knowledgeable regarding the threats posed by fire, radiological materials, and other hazardous materials. As such, they are responsible for assessing threat hazards and recommending to the IC appropriate protective actions for emergency responders, including requirements for personal protective equipment. Fire service personnel are also responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

### **D. Evacuation Operations**

1. The IC may direct an expedient evacuation at the incident site, isolation area, or protective action area associated with a fire, hazmat spill, or radiological incident. Fire service and other emergency responders on site will normally initiate the evacuation pending the arrival of follow-on forces.
2. Major fires, hazardous material spills, or a terrorist incident may require a large-scale evacuation. Law enforcement is the lead agency responsible for pre-planning evacuation of known risk areas and carrying out large-scale evacuation operations. During such evacuations, fire service teams may be tasked to:
  - a. Alert residents in the affected area who have not been warned by other means.
  - b. Evacuate individuals who require assistance.

### **E. Terrorist Incident Response**

1. Crisis Management. Law enforcement agencies generally have the lead in terrorism crisis management activities. The fire service will provide support as requested. Refer to Annex V, Terrorist Incident Response, for more information on the response to terrorist threats and activities.
2. Consequence Management. Coordination will be paramount during terrorist incident consequence management activities due to multi-agency involvement and potentially overlapping roles and responsibilities. The ranking official from the agency with primary responsibility for the incident will assume the position of IC. The [Fire Service] will normally have the lead local role in consequence management for terrorist incidents involving conventional explosives, radiological materials, and chemical agents. During consequence management, the IC will coordinate response and recovery operations with law enforcement authorities conducting crisis management operations. Refer to Annex V, Terrorist Incident Response, Section V.B.2, for further information on terrorist incident consequence management.

### **F. Requesting External Assistance**

1. If our local fire resources are inadequate to deal with an emergency situation, the Fire Chief or other authorized official may request additional fire resources pursuant to inter-local (mutual aid) agreements to which local fire departments are a party. The Fire Chief

may also request assistance from industries and businesses with firefighting resources that have agreed to assist us during emergencies.

2. If our fire service resources and those obtained pursuant to inter-local agreements are insufficient to deal with an emergency situation, statewide mutual aid will be requested in accordance with the *Texas Fire and Rescue Mutual Aid Plan* (see *State of Texas Emergency Management Plan*, Annex F, Section IV.H).
3. If the foregoing resources are inadequate to deal with an emergency situation, the Mayor may request state firefighting assistance, in accordance with Section V.F. of the Basic Plan, from the DDC in Weslaco, Texas.
4. During times of extreme fire danger, the TFS will pre-stage firefighting resources in several parts of the state. The EMC shall make requests for these resources to the DDC. During emergency situations where time is of the essence, the EMC may make resource requests directly to a TFS Regional Fire Coordinator.

### **G. Actions by Phases of Emergency Management**

#### 1. Prevention

- a. Enforce fire codes.
- b. Conduct fire safety education programs for the public.
- c. Recommend fire prevention activities such as brush clearance, outdoor burning restrictions, and use of fireworks when conditions warrant.
- d. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
- e. Maintain current information on known fire hazards present in facilities such as refineries, factories, power plants, and other commercial businesses.
- f. Operate the local warning system (see Annex A).

#### 2. Preparedness

- a. Maintain a list of all firefighting resources (see Annex M). In accordance with Section IX.A of the Basic Plan, the City of San Benito resources are entered into the Texas Regional Resource Network (TRRN), as required, to facilitate assistance pursuant to mutual aid agreements.
- b. Inspect and maintain all equipment.
- c. Stockpile specialized supplies.
- d. Ensure all fire service personnel are properly trained on fire control, hazmat response, rescue, and NIMS/ICS. Our emergency response personnel meet the NIMS national qualification and certification standards.
- e. Develop communications procedures to ensure adequate communications between fire units, law enforcement units, and other emergency responders.

- f. Plan and execute NIMS compliant training exercises for all firefighting personnel on a regular basis.
  - g. Test, maintain, and repair equipment on a scheduled basis.
  - h. Revise and update response plans at regular intervals.
3. Response
- a. Contain, control, and extinguish fires.
  - b. Initiate rescue missions, as necessary.
  - c. Alert and advise all emergency response personnel and decision-makers to the dangers associated with hazmat and fire during emergency operations.
  - d. Control hazmat incidents within departmental capabilities giving priority to public and firefighter safety and protecting property, respectively (see Annex Q).
  - e. Conduct radiological monitoring and assessment within departmental capability. Maintain an operational Radiological Protection Program in accordance with state and federal standards (see Annex D). The NRF Nuclear/Radiological Incident Annex addresses the federal response to incidents involving radiological materials.
  - f. Initiate evacuation of emergency scenes, if necessary.
  - g. Provide fire inspections and fire protection for temporary shelter and mass care facilities.
4. Recovery
- a. Perform fire inspections of restored or reconstructed buildings.
  - b. Perform or assist in decontamination and cleanup.
  - c. Assess damage to fire equipment and facilities, if necessary.
  - d. Recommend condemnation of unsafe buildings.
  - e. Review fire codes in relation to an incident or disaster and recommend improvements to the City Commissioners.

<b>VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. General**

1. Our normal emergency organization, described in Section VI.A and depicted in Attachment 3 of the Basic Plan, shall coordinate firefighting efforts conducted as part of emergency operations in accordance with NIMS. Most fires can be handled by fire service personnel, with limited support from one or two other emergency services, operating under an IC. The EOC will normally be activated during major emergencies

and disasters involving significant fires or fires occurring simultaneously with other hazards. These situations may require the commitment of all emergency services and external assistance. In such incidents, transition to a Multiagency Coordination System is advisable. In the event of a catastrophic incident, considerations will be made for the implementation of RRP.

2. The Fire Chief shall serve as the Chief Fire Officer and coordinate emergency firefighting operations. A fire officer shall normally serve as the IC for the response to fires, hazmat incidents, oil spills, and radiological incidents.
3. The City of San Benito Commissioners may restrict outdoor burning and use of fireworks if drought conditions are determined to exist by the TFS (see Annex U, Legal).]

## **B. Task Assignments**

1. The San Benito Fire Department will:
  - a. Coordinate all fire service activities.
  - b. Provide fire control and protection.
  - c. Assist in warning and operation of warning sirens (see Annex A).
  - d. Provide support for shelter/mass care operations (see Annex C).
  - e. Provide support for radiological protection (see Annex D).
  - f. Provide assistance during evacuations (see Annex E).
  - g. Respond to hazmat accidents/incidents (see Annex Q).
  - h. Enforce fire codes.
  - i. Prepare and execute inter-local agreements.
  - j. Provide support for other public safety operations, as necessary.
  - k. Conduct search and rescue operations (see Annex R).
  - l. Provide qualified individuals to staff the EOC and ICPs when activated.
2. The IC will:
  - a. Establish an ICP and control and direct emergency response resources.
  - b. Assess the incident, request any additional resources needed, and provide periodic updates to the EOC, if activated.
  - c. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.

- d. Approve the Incident Action Plan and all requests pertaining to the procurement and release of incident resources.
- e. Establish a specific division of responsibilities between the incident command operation and the EOC, if activated.
- f. During an incident of national significance, make a situation assessment and coordinate resource needs, as required, with the NRF, ESF #4. Coordination shall be made through the DDC, SOC, and TFS to the JFO (See NRF, ESF #4-Firefighting Annex).

3. Law Enforcement will:

Upon request of the IC, initiate evacuation actions and provide perimeter access control around incident sites.

4. The City of San Benito Public Works and Street Maintenance Department will:

Upon request of the IC, provide heavy equipment support for fire control operations.

5. The TFS will:

- a. Detect and/or coordinate response to wildland fires in the state.
- b. Process requests for state firefighting assistance.
- c. Coordinate firefighting ESF group actions to develop and implement mutual aid programs and procedures.
- d. Coordinate firefighting activities and issues involving fire departments.
- e. Within capabilities, provide personnel and equipment to assist local governments and industry in conducting fire suppression operations.
- f. Conduct wildland fire training academies for state and local personnel.

6. The U.S. Forest Service will:

Upon request from the TFS, provide support for local fire control operations when U.S. Forest Service lands are threatened.

7. City of San Benito City Attorney will:

Upon request, assist the City of San Benito City Commissioners by drafting legal documents enforcing outdoor burning and/or the use of fireworks (see Annex U).

## **VII. DIRECTION AND CONTROL**

### **A. General**

1. For most emergency situations, an IC will establish an ICP to direct and control fire service operations at the scene from the ICP. The individual most qualified to deal with the specific type of emergency situation present should serve as the IC. This will typically be the senior fire service officer present. All fire service teams will carry out mission tasks assigned by the IC. The IC will be assisted by a staff, determined by the anticipated needs of the situation.
2. In some situations, the EOC may be activated without an incident command operation. This organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as the predicted landfall of a hurricane), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior fire service officer will normally report to the EOC to coordinate fire service actions.
3. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the IC or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

### **B. Incident Command System – EOC Interface**

When both the EOC and an ICP are activated, it is essential to establish a division of responsibilities between the IC and the EOC. A general division of responsibilities is outlined in Section V.D of Annex N, Direction and Control.

### **C. Line of Succession**

The line of succession for the Chief Fire Officer is:

1. Fire Chief
2. Assistant Fire Chief
3. Fire Captain
4. Fire Lieutenant

## **VIII. INCREASED READINESS ACTIONS**

### **A. Readiness Level IV – Normal Conditions**

See the mitigation and preparedness activities in paragraphs V.G.1 and V.G.2 above.

### **B. Readiness Level III – Increased Readiness**

1. Monitor the situation and consider situation briefings for senior staff.

2. Alert key personnel, determine personnel availability, and update staff call lists.
3. Check readiness of all equipment and repair or replace as needed.
4. Check status of supply items and restock as needed.
5. Review inter-local agreements for use of firefighting resources operated by other agencies.
6. Review plans and procedures and update them, if necessary.

#### **C. Readiness Level II – High Readiness**

1. Alert personnel of possible emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP when activated.
4. Prepare to implement inter-local agreements.

#### **D. Readiness Level I– Maximum Readiness**

1. Mobilize selected fire service personnel.
2. Consider precautionary deployment of personnel and equipment, if appropriate.
3. Dispatch fire service representative(s) to the EOC when activated.

### **IX. ADMINISTRATION AND SUPPORT**

#### **A. Reporting**

In addition to reports that may be required by their parent organization, fire service departments participating in emergency operations should provide appropriate situation reports to the IC, or if an incident command operation has not been established, to the EOC. The IC will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and periodic Situation Reports. The essential elements of information for the Initial Emergency Report and the Situation Report are outlined in Appendices 2 and 3 to Annex N (Direction and Control).

#### **B. Records**

1. Activity Logs. The IC and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations. See Section IX.B of Annex N, Direction and Control, for more information on the types of information that should be recorded in activity logs.
2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazmat incidents may

be recoverable from the responsible party. Hence, all fire service elements will maintain records of personnel and equipment used and supplies consumed during large-scale emergency operations.

### **C. Preservation of Records**

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

### **D. Resources**

1. A listing of local fire department resources is found in Annex M, Resource Management.
2. Our jurisdiction will implement a firefighting equipment acquisition program to ensure our equipment complies with the relevant NIMS performance and interoperability standards.

### **E. Communications**

The fire service communications network is shown in Appendix 1. The fire service will operate a base station in the EOC communications room during response operations.

### **F. Post Incident Review**

For large-scale emergency operations, the Mayor and EMC shall organize and conduct an after action critique of emergency operations in accordance with the guidance provided in Section IX.F of the Basic Plan. The After Action Report will serve as the basis for an Improvement Plan.

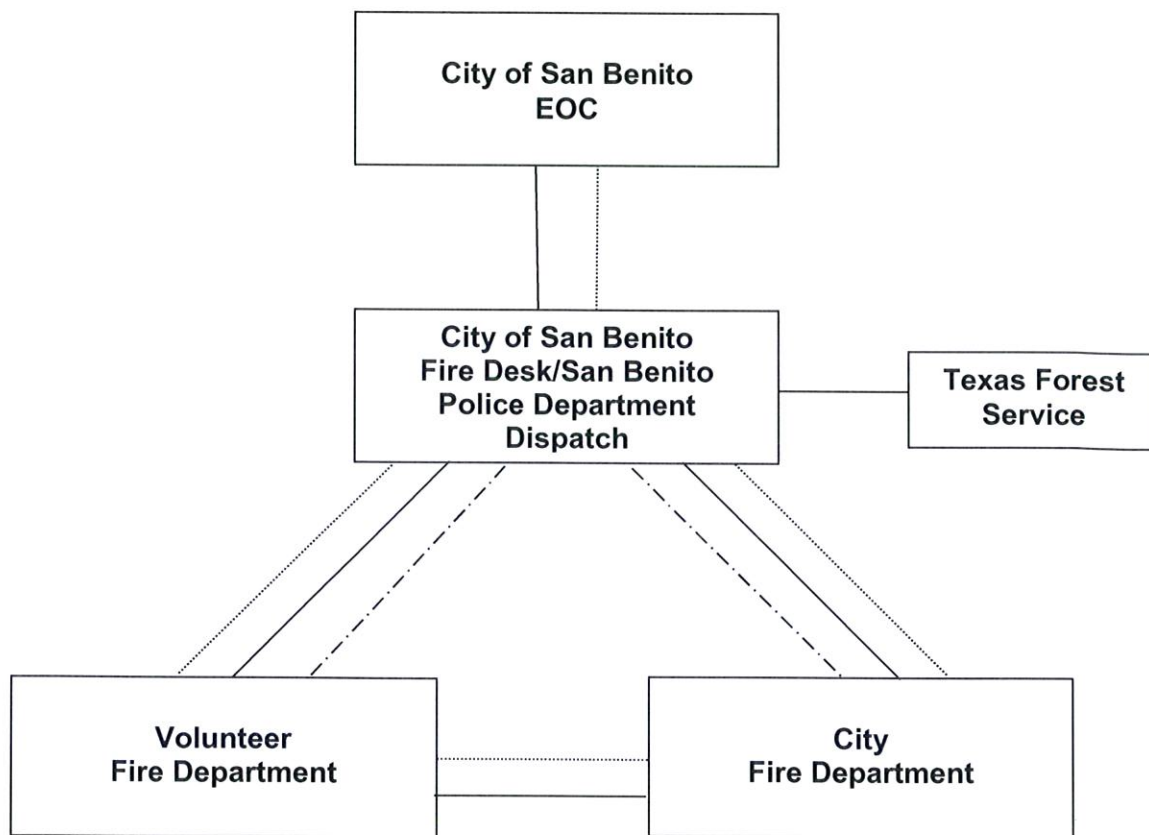
## **X. ANNEX DEVELOPMENT AND MAINTENANCE**

- A. The Fire Chief is responsible for developing and maintaining this annex.
- B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

## **XI. REFERENCES**

- A. *State of Texas Emergency Management Plan.*
- B. *Texas Fire and Rescue Mutual Aid Plan.*

FIRE SERVICE COMMUNICATIONS NETWORK



**LEGEND:**

- Phone
- ..... VHF Radio
- - - - Cell Phone

# Planning Notes

## ANNEX F



## FIREFIGHTING

## Planning Notes

### Annex F, Firefighting

#### 1. General

- A. Throughout the sample annex, brackets are used to highlight text that should be tailored for local circumstances. For example, if the annex text indicates [County Judge/Mayor], County Judge will typically be deleted for municipal plans, while Mayor will typically be deleted from county plans. For interjurisdictional plans (a county and one or more cities), the entry should be reworked to describe local practice. Hence, in an interjurisdictional plan, County Judge and Mayors, County Judge or Mayors, County Judge, assisted by Mayors or other text depending on local arrangements and your specific concept for emergency operations.
- B. The entry [county/city] should be replaced with an appropriate jurisdiction name – generally the city name or the county name. For interjurisdictional plans normal practice is to either enter the county name alone or enter the county name followed by the phrase “*and cities adhering to this plan,*” the terms “this city” or “this county” or something similar to avoid having a lengthy list of cities repeated throughout the annex. In some places in the text, the words “we” or “our” may be a satisfactory replacement for [County/City].

#### 2. Specific

- A. Section I. Add any local authorities pertinent to the subject of this annex that are not included in the Basic Plan.
- B. Section III. This section should be used to list acronyms and abbreviations and define terms used later in the annex. Add to the list of acronyms any that you have used in the annex that are not listed. If you add abbreviations or definitions, you may wish to make separate lettered sub-headings for acronyms, abbreviations, and definitions.
- C. Section IV.A.1. Select the type of fire department used in your community, municipal, volunteer, or a combination of both.
- D. Section IV.B.1. Indicate the type of inter-local agreements your community participates in. Most are mutual aid agreements with neighboring jurisdictions. However, some jurisdictions may have agreements with local industry as well.
- E. Section V.A.1. List all of the firefighting resources used by your community. If multiple volunteer fire departments are used, list them all.
- F. Section V.A.2. If your fire service is responsible for rescue operations, leave in the bracketed sentence, selecting the appropriate extent of rescue operations (all or certain).
- G. Section V.B.2. Discuss the Multiagency Coordination System and how it may enhance emergency operations during a large-scale emergency.

- H. Section V.D. List any additional duties that your fire service provides during evacuations.
- I. Section V.E.2. If the fire service will not have the lead role in consequence management for terrorist incidents, indicate the agency that will.
- J. Section V.F.1. Indicate the title of the individual who will request assistance pursuant to inter-local agreements if it is someone other than the Fire Chief.
- K. Section V.F.2. Delete this paragraph if your fire service is not part of the Statewide Mutual Aid Agreement.
- L. Section V.F.3. Indicate the location of your Disaster District in the space provided.
- M. Section V.F.4. Delete this paragraph if your jurisdiction is not within the 52 County Fire Suppression Zone. For those jurisdictions that are within the 52 County Fire Suppression Zone, remember that TFS assistance is limited to forest or grassland fires. Their assistance is not for structure fires.
- N. Section V.G.1.f. Delete this sentence if your fire service does not operate the local warning system.
- O. Section V.G.2.d. Modify this information as needed to reflect compliance with the NIMS training and certification requirements.
- P. Section V.G.4.e. If fire service personnel do not make fire code recommendations directly to the County Commissioner's Court or City Council, change this sentence to indicate whom these recommendations are made to.
- Q. Section VI.A.2. Indicate, by title, the person who will service as Chief Fire Officer.
- R. Section VI.A.3. Delete this sentence if not applicable.
- S. Section VI.B. Make changes in this section as necessary to assign tasks to appropriate local departments or agencies so that such assignments are consistent with the emergency organization and concept of emergency operations outlined in your Basic Plan.
- T. Section VII.A. Check this section carefully and edit it as necessary to explain how emergency fire service operations will be directed and controlled, pursuant to NIMS, in your jurisdiction.
- U. Section VII.C. If both municipal and volunteer fire departments are part of your emergency organization, outline the lines of succession for both.
- V. Section VIII. Modify this section as needed so that it accurately reflects the fire service readiness actions that your jurisdiction plans to take at various readiness levels.

- W. Section IX.D.2. Modify this section as needed to reflect compliance with the NIMS acquisition and typing system.
- X. Section IX.F. Select the individual who shall conduct post-incident reviews.
- Y. Appendix 1. Fire Service Communications Network. This is only an example. You may wish to include a description of your communications network instead of a schematic.

## State Planning Standards Checklist for Annex F, Firefighting

**Jurisdiction(s):** City of San Benito

**Annex Date:** November 4, 2019 **Date of most recent change, if any:** November 4, 2019

(The date which appears on the signature page)

**Note:** The annex will be considered Deficient if the *italicized* standards are not met.

<b>This Annex shall:</b>	<b>Section/paragraph</b>
<b>I. Authority</b>	
F-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic Plan.	I.
<b>II. Purpose</b>	
F-2. Include a purpose statement that describes the reason for development of the annex.	II.
<b>III. Explanation of Terms</b>	
F-3. Explain and/or define terms and acronyms used in the annex.	III.
<b>IV. Situation &amp; Assumptions</b>	
<i>F-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>F-5. Include a list of assumptions used in planning for fire services during emergency situations.</i>	IV.B
<b>V. Concept of Operations</b>	
<i>F-6. Describe the local concept of operations, <b>pursuant to NIMS</b>, for fire management during emergency situations.</i>	V.A-B
<i>F-7. Describe fire service role in determining protective actions.</i>	V.C
<i>F-8. Describe fire service responsibilities relating to evacuations.</i>	V.D
<i>F-9. Describe the role of the fire service in terrorist incident response.</i>	V.E
<i>F-10. Describe how external fire response resources will be obtained if local resources are insufficient to deal with an emergency.</i>	V.F
<i>F-11. Include a list of actions by phases of emergency management, <b>pursuant to NIMS</b>, to be taken to ensure adequate fire services during emergency situations.</i>	V.G
<b>VI. Organization &amp; Assignment of Responsibilities</b>	
<i>F-12. Describe the organization that will be used to provide fire services during emergency situations.</i>	VI.A
<i>F-13. Include a listing by organization and/or position of the fire service tasks to be performed during emergency situations.</i>	VI.B
<b>VII. Direction &amp; Control</b>	
<i>F-14. Describe how fire service efforts will be directed and controlled, <b>pursuant to NIMS</b>, during emergency situations.</i>	VII.A
<i>F-15. Describe the interface between the Incident Commander and the EOC.</i>	VII.B
<i>F-16. Indicate the line of succession for key fire service personnel.</i>	VII.C

<b>VIII. Readiness Levels</b>	
F-17. Describe actions to be taken at various readiness levels.	VIII.
<b>IX. Administration &amp; Support</b>	
F-18. Include policies on reporting, record keeping, and preservation of records.	IX.A-C
F-19. Refer to a list of <i>NIMS compliant</i> fire service response resources contained elsewhere in the plan or appended to this annex.	IX.D
F-20. Provide for a post-incident review of emergency operations.	IX.F
<b>X. Annex Development &amp; Maintenance</b>	
F-21. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
F-22. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan.	X.B
<b>XI. References</b>	
F-23. List references pertinent to the content of the annex not listed in the Basic Plan.	XI.
<b>Other</b>	
F-24. Include a description or diagram of the fire service communications network.	Appendix 1

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By		

FOR DEM USE	Initials	Date
DEM Preparedness Section Processing		