

DUTCHESS COUNTY
DEPARTMENT
OF
EMERGENCY RESPONSE



MUTUAL AID PLAN

FOR

FIRE ~ RESCUE SERVICES

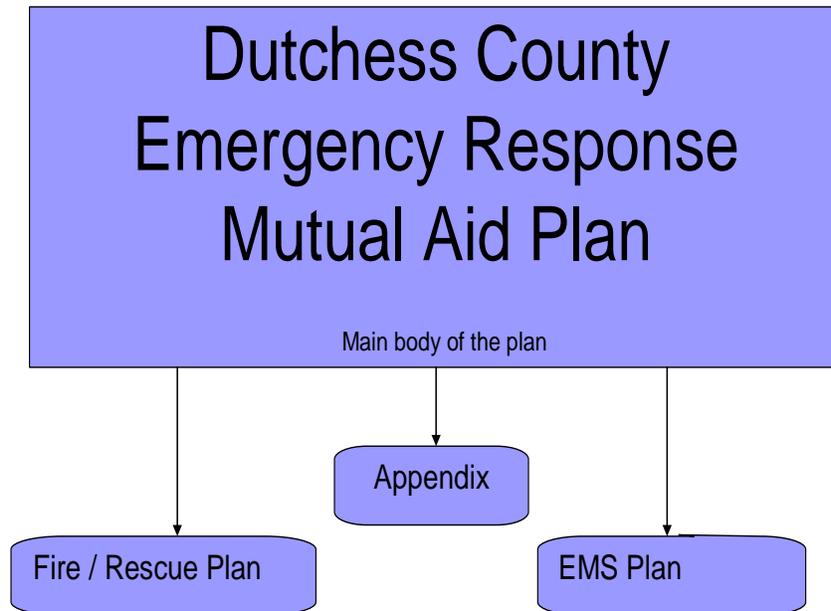
FOR THE COUNTY OF DUTCHESS

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1. NEW PLAN FORMAT

DUTCHESS COUNTY
FIRE ~ RESCUE MUTUAL AID PLAN



2. PURPOSE

The purpose of this plan is to provide assistance and protection for all Dutchess County communities in the case of fire or other emergency.

Local mutual aid plans operating exclusive of the Dutchess County Mutual Aid Plan other than those required by New York State Law, are not permitted

3. OBJECTIVE

Definition of mutual aid is the organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment, and physical facilities of all participating fire agencies regardless of type or size, are utilized for fire or other emergencies throughout the County of Dutchess.

4. DEFINITION OF PARTICIPATING AGENCY

For the purpose of definition, the term “Participating Agencies” shall include all fire companies, fire districts, fire police, and other units of fire companies, fire departments, whether incorporated or not, and shall mean and include any firefighting unit as may be defined or described in section 209 of the NYS General Municipal Law.

5. FIRE ~ RESCUE DIVISION - BATTALION COORDINATOR (DEPUTY FIRE COORDINATOR)

Battalion Coordinators are directly responsible to the County Emergency Response Coordinator or the assigned designee. The individual assignments and chain of command are determined by the County Emergency Response Coordinator and are found in the main body appendix section.

6. METHOD OF DETERMINING THE STATUS OF EQUIPMENT, APPARATUS, AND RADIO SYSTEMS

- A. The Dutchess County Emergency Response Coordinator shall maintain the status of equipment and apparatus at the Dutchess County 911 Communications Center.
- B. The Dutchess County Emergency Response Coordinator shall maintain a suitable radio log, and repair record sheets meeting the minimum standards of the Federal Communications Commission.
- C. The radio systems shall be maintained and operated in a manner to provide the most efficient coverage for the entire county by the Dutchess County Emergency Response Coordinator.

7. STANDARD HOSE THREAD

All apparatus and its associated equipment participating in this plan shall be equipped with National Standard Thread (NST) as identified by the National Bureau of Standards or provide sufficient adapters to permit inter-connection with National Standard Thread (NST). The use of storz couplings on large diameter hose is suggested.

8. PARTICIPATION IN THE NEW YORK STATE FIRE MOBILIZATION AND MUTUAL AID PLAN

A. Procedure to obtain activation of the plan

1. The County Emergency Response Coordinator or Deputy in the line of authority may contact the New York State Office of Fire Prevention and Control to obtain activation of the State Fire Mobilization and Mutual Aid Plan.
2. The procedure for activation shall conform with that specified in the guide to Fire Mobilization and Mutual Aid plans in the State of New York (pp 20-30) by the Bureau of Fire Mobilization and Control of the Office of Fire Prevention and Control.

B. Authority and responsibility of the Regional Fire Administrator

The authority and responsibility of the Regional Fire Administrator under the activated State Fire Mobilization (OFPC) and Mutual Aid plan is established by the New York State Office of Fire Prevention and Control.

C. Retirement provisions relating to the position of Regional Fire Administrator

Should the County Emergency Response Coordinator be separated from his office for any reason, he is automatically retired as the Regional Fire Administrator if he holds that position. The Secretary of State and the Fire Administrator of the New York State Office of Fire Prevention and Control are authorized to appoint a new person to the position of Regional Fire Administrator.

9. COUNTY WIDE FIRE REPORTING

All participating Fire Chief's are mandated by law, (section 204-d) of the NYS General Municipal Law to file a copy of the New York State Office of Fire Prevention and Control Basic Field Incident report for incidents occurring within their jurisdiction. If required by the nature of the incident, a casualty report, will also be filed.

Fire Reporting

The Coordinator shall require each participating agency Chief or a designated officer of the agency participating in this plan, to file a copy of a Fire / Incident Report, according to the National Fire Incident Reporting System (NFIRS) 5.0 standards; on a monthly basis with OFPC using the NFIRS-1 Form.

There are three ways to file fire incidents in the NYS Fire Incident Reporting System.

1. **On-Line System** — This on-line data entry system is now fully functional and open to all fire departments and County Fire Coordinators in New York State. This system provides fire departments the ability to report incidents on line to OFPC In turn, a fire department can immediately view incidents reported and permits printing of incident report data for official use. Users will also have access to a growing list of selected reports. New York State's Fire Incident Reporting System is a secure system and requires all users to obtain an account from OFPC. Please be sure to review the user requirements before requesting an account. To obtain an account, download the Information Management System Application and submit it to OFPC for approval. OFPC provides phone assistance, a CD tutorial, and/or on-site training for the On-Line System. For further information contact the Fire Reporting Unit at (518) 474-6746 or nfirhelp@dos.state.ny.us

2. **Electronic Format** - Fire departments may use a NFIRS 5.0 compliant vendor software package to report fire incidents. Incidents are entered into the system by the fire department and the data is electronically transmitted to OFPC. The fire incident data may be on CD, floppy disk or a file attached to an e-mail.

* **OFPC is not responsible** for the compliance of third party reporting systems. If you have any problems with your software, please contact the vendor for help.

3. **Paper Forms** - Fire departments may continue to report incidents on paper forms, currently available from OFPC. These forms will be entered by OFPC staff and the data captured into the New York State database.

Incident Injury Reporting

The participating agency governing board shall require the Fire Chief or designated officer of a fire department participating in this plan, to file a copy of a Civilian Causality and Fire Service Casualty Report, according to the National Fire Incident Reporting System (NFIRS) 5.0 standards; on a monthly basis to the New York State Office of Fire Prevention

10. HAZARDOUS MATERIALS EMERGENCY CONTROL PROGRAM

A. Hazardous Materials Response Division

1. The Hazardous Materials Response Division consists of members from the fire service of Dutchess County. All members will be trained to the minimum of technician level under OSHA 29 CFR 1910.120. This standard is for hazardous waste operations and emergency operations. Additionally some members of the division will be trained to the level of specialist and on scene commander under OSHA 29 CFR. 1910.120.
2. Hazardous Materials Emergency Response Division provides an organized, coordinated, cooperative, structured response to deal with incidents involving substances, which by their nature are likely to cause damage to the environment, death, or injury.
3. The Hazardous Materials Response Division's function is to isolate and control hazardous materials incidents. The division does not serve as a cleanup and/or disposal agency.
4. The Hazardous Materials Response Division will respond on any incident involving hazardous materials when requested by the Incident Commander of the fire department or law enforcement agency having jurisdiction.
5. All requests for response of the Hazardous Materials Response Division should be through the Dutchess County 9-1-1 Communications Center.
6. The Emergency Response Coordinator shall appoint a Deputy Coordinator – Haz Mat Division to serve as the Chief Officer of the Hazardous Materials Response Division.
7. The Deputy Coordinator shall represent the Hazardous Materials Division and serve as the liaison to the emergency response coordinator and other agencies as needed.

B. Hazardous Materials Response Division Response

The Dutchess County Hazardous Materials Response Division is available to assist any agency that has a hazardous materials incident. The Hazardous Materials Division may respond for advisory assistance, technical assistance, or mitigation of an incident. The level of response will depend entirely on the request of the Incident Commander at the incident and the level of the incident itself.

1. Mutual Aid Assistance

Activation of the Hazardous Materials Response Division will be through the Dutchess County Department of Emergency Response 9-1-1 communications center. Any agency requesting assistance must operate through the Dutchess County Mutual Aid Plan and request the level of response desired.

2. Line Of Authority

The Dutchess County Hazardous Materials *Chief of Hazardous Materials (Deputy Coordinators)* will be responsible for all operations of the Hazardous Materials Response Division. The Hazardous Materials Response Division Deputy Coordinator is responsible to assist the incident commander at all incidents that the division responds to.

C. Chain Of Command

The chain of command of the Dutchess County Hazardous Materials Response Division is as follows:

Chief (Deputy Coordinator – Haz Mat)
Assistant chief (Deputy Coordinator – Haz Mat)
Captain
Lieutenant (2)
Safety Officer
Division members

In the absence of the chief, the assistant chief will be the highest ranking officer of the response division. In the absence of the chief officers the captain and/or the lieutenants will be the highest ranking officers from the hazardous materials response division.

D. Hazardous Materials Response Division Operations

1. All on scene operations will be in accordance with OSHA 29CFR 1910.120. When the division is requested to assist at hazardous materials incident, the incident commander will be an officer from the requesting agency. (ie: fire chief).
2. At no time will the Hazardous Materials Deputy Coordinator or his designee assume command of the incident. The hazardous materials division officers and members are only responsible to assist the incident commander in the mitigation of the incident. All hazardous materials response division operations will be the responsibility of the division officers.

E. Hazardous Materials Division Equipment And Resources

1. The Dutchess County Hazardous Materials Response Division has the ability to respond to Level I - III incidents. The division maintains a response vehicle located at the Dutchess County Department of Emergency Response Headquarters. The vehicle carries various equipment and materials that are used to mitigate hazardous materials incidents. The vehicle is equipped with it's own communications systems as well as a portable fax for communications between the scene and outside support agencies. Monitoring equipment is also carried for scene assessment.
2. Levels of protective equipment carried on the vehicle range from level A to level D in accordance with OSHA 29CFR1910.120. Technical resources and guidance are available through the activation of the Hazardous Materials Response Division.

F. Division Activation

Departments requesting the services of the Hazardous Materials Response Division should request the level of response needed as soon as it appears necessary. Early notification is necessary to activate the response team in an effort to reduce response time, response levels range from one or two members (officers) for consultation to a full division response. Other agencies may be notified if the level of the incident has been determined to warrant further assistance or if requested by the Incident Commander.

G. Hazardous Materials Division Incident Command

The Dutchess County Hazardous Materials Response Division acts and operates using the incident command system. Use of the incident command system is required to ensure smooth operations and total control of potentially dangerous operations.

11. FIRE INVESTIGATION DIVISION - FIRE INVESTIGATION PROGRAM

The fire investigation program is a cooperative effort on the part of Dutchess County Fire and Police agencies, county legal system, and the Department of Emergency Response. The program encompasses public awareness efforts, training of county firefighters, and cause and origin determination training for firefighters and police personnel involved in fire investigation. A complete copy of the plan is enclosed as appendix A-9.

The Emergency Response Coordinator shall appoint a Deputy Coordinator to serve as the head of the Fire Investigation Division. The Deputy Coordinator shall represent the Fire Investigation Division and serve as the liaison to the Emergency Response Coordinator and any other agencies as needed.

However, New York State General Municipal Law 204-d "Duties of the Fire Chief" the Fire Chief of any participating agency, in addition to any other duties assigned to him by law or contract, to the extent reasonably possible, determine or cause to be determined the cause of each fire or explosion which the fire department has been called to suppress. He shall contact or cause to be contacted the appropriate investigatory authority if he has reason to believe the fire or explosion is of incendiary or suspicious origin.

A. Division Objective

Provide a highly trained investigative unit to assist the incident commander in the determination of the origin and cause of a fire or explosion.

Provide sufficient manpower and the most sophisticated equipment available to the Incident Commander in an effort to minimize the time required to complete an investigation.

Identify the possibility of an existing product safety problem, which may have caused a fire, or explosion, which will allow the incident commander to take the preventive measures, needed to eliminate this type cause in the future.

Identify the possibility of incendiary fires in a given area, which will allow the Fire Chief to contact the appropriate investigative authority to identify the person or persons responsible.

To provide fire investigation training to any group or agency requesting this service. An objective of this division is to help prevent the loss of life and property by determining the origin and cause of fires or explosions in an effort to provide information to fire departments and the general public aware of specific fire dangers that may exist in their area.

B. Fire Investigation Division Structure

1. Dutchess County Emergency Response Coordinator ;

- Oversees the overall operation of the division, and appoint the Deputy Coordinator(s) – Fire Investigation Division to be responsible for the determination of the origin and cause of fires or explosions in Dutchess County when requested.
- Appoint a Deputy Coordinator as the Deputy Coordinator in charge of the operation of the Fire Investigation Division.
- Appoints investigators to Fire Investigation Division with consultation provided by the Deputy Coordinators on appointments of Fire Investigators to the Fire Investigation Division

2. Deputy Coordinator – Fire Investigation Division

A. Deputy Coordinator - Fire Investigation Division

- shall oversee the daily operations and functions of the division, and
- advise the coordinator on the needs of the division.

B. Upon completion of an investigation, the Fire Investigation Division will provide a summary report to the Incident Commander responsible for the incident prior to leaving the scene and returning to service. The detailed report provided by the Department of Emergency Response, will be provided to the host agency within 15 business days and secured at the Dutchess County Department of Emergency Response.

C. Activation of the Fire Investigation Division

It is recommended that the Fire Investigation Division be requested when an Incident Commander has a potential or actual fire related death, a large dollar loss fire, a suspicious fire or a fire where the cause can not be determined by personnel on the scene. The Fire Investigation Division is requested via radio to the Dutchess County 9-1-1 Communications Center by the Incident Commander or an authorized representative.

12. FIRE PREVENTION DIVISION

- A. The Fire Prevention Division is a cooperative, coordinated effort by its members to provide public awareness programs and to serve as an educational material resource base for the participating agencies and communities of Dutchess County.
- B. The Emergency Response Coordinator shall appoint a director to serve as head of the Fire Prevention and Public Education Division. The director shall lead the fire prevention division and serve as the liaison to the Emergency Response Coordinator and any other agencies as needed.
- C. The Dutchess County Fire Prevention Division was established in May of 1989 as a fire prevention and education resource base for the Fire Departments and communities of Dutchess County.
- D. The purpose of the Fire Prevention Division is to assist participating agencies in their fire prevention and education programs. The Fire Prevention Division does not conduct the programs but assists the departments in establishing, conducting, and improving a program. The Fire Prevention Division acts as a sounding board to listen to new ideas and or problem encountered by departments and offers alternatives or suggestions.
- E. The Fire Prevention Division meets as often as necessary at various fire stations throughout the County. There are no restrictions on who can be a member of the division except that the person is a member of the department he or she wishes to represent. The goal of the division is to have at least one representative from each Department in Dutchess County.
- F. The Fire Prevention Division force reviews current and new fire prevention programs and, after input from members, will make the programs available to the entire county. The Fire Prevention Division stands ready to assist any department in reviewing, improving, or implementing a fire prevention and education program. A goal of the division is to entice every fire department in Dutchess County to provide some type of fire prevention and education program for the communities they protect. Fire prevention and educational materials are distributed by the task force on an as needed basis and while the materials are available.