



## THURSTON COUNTY ASSOCIATION OF FIRE CHIEFS

### ECC - Fire Representative

#### Mission

Coordinate Thurston County fire service resources as needed to support operations occurring within the county while gathering incident information for dissemination within the ECC.

#### Responsibilities

- Coordinates with fire departments to identify and mobilize available resources to meet operational needs of the incident.
- Serves as a point-of-contact for fire service resource requests to the ECC.
- Collects information regarding fire department activities, emergency conditions and impacts effecting department response.
- Participates in action planning and operational meetings when necessary.
- Communicates fire service policy issues that impact response and recovery operations.
- Maintains clear documentation of all missions filled and generated, and all fire service information effecting ECC operations.
- Initiates and provides updates to the Central Region Fire Resource Coordinator for incidents that may require resource requests through the State Fire Mobilization Plan. **Note: State Fire Mobilization request must come from the local Fire Chief.**

#### Activation Procedure

- Fire representative will respond to the ECC upon initiation of a HIRL event by TCOMM or upon activation of the Emergency Coordination Center.
- The President of the Thurston County Fire Chief's shall serve as the primary contact. Upon notification, the President will ensure a Fire Representative position is staffed at the ECC.

#### Duties

##### *Beginning of Shift*

- Sign in.
- Check in with the ECC Supervisor.
- Obtain a situational briefing. Become aware of the following:
  1. The nature and scope of incident.
  2. The Area(s) of Operation.
  3. The estimated type and extent of damages to homes and infrastructures.
  4. Status of County and State Emergency Proclamations.
  5. Status of Federal Disaster Declarations.
  6. County ECC activation level, hours of operation, briefing schedule.
  7. Depleted resources that are normally available to and needed by responding fire departments.
  8. Read current Situation Report and Incident Action Plan if available

### *During Shift*

- Ensure situational awareness through utilization of Intelligence Check Sheet (page 3).
- Maintain full awareness of Fire Service response actions throughout the County.
- Provide input regarding policy issues and future logistical concerns that may affect Fire Service functions.
- Fulfill resource requests as tasked.
- Update display boards with critical fire service information where applicable.
- Participate in action planning meetings.
- Participate in operational meetings and conference calls with appropriate local jurisdictions, as necessary to address and resolve critical issues; coordinate decisions regarding courses of action, and identify future operational concerns.
- Maintain a written ICS 214 Unit Log of all significant actions and decisions.

### *End of Shift*

- Identify operational priorities and urgent missions currently underway or planned.
- Brief the in-coming ECC Fire Representative.
- Leave your contact information with your replacement.
- Turn in all ICS 214 Unit Log sheets and completed ICS 213 message forms.
- Sign out.
- Develop after action items for future discussion.



## Thurston County Emergency Coordination Center

### FIRE SERVICE REPRESENTATIVE

#### Intelligence Check Sheet

During ECC activations, the Fire Representative in the ECC gathers the following information and provides it to the ECC Intel Chief. A Fire Service Intel Board displaying critical fire service information may be established in the ECC during activations. It is the responsibility of the Fire Representative to maintain this board with current, accurate information.

#### Wildfires

- Identify the size and location of current wildfires, status of fuel hazards and topography of the impacted area and other issues effecting fire behavior or responder's capabilities

#### Structure Fires

- Identify the address of major structure fires and the presence of hazardous materials, potential for spreading to other structures, impacts of airborne or waterborne pollutants on populations and the environment

#### All Fires

- Identify threats to additional acreage, structures, populations, and critical facilities and potential need for warnings and evacuations
- Identify impacts to homes, businesses, public property in Thurston County and
- Identify any protective actions underway

#### HAZMAT Incidents

- Confirm the types of materials involved
- Determine the incident location - address, business name, etc.
- Determine if the release is ongoing and anticipated evacuation requirements.
- Determine how much material has been or will be released
- Determine if the incident involves a fire or explosion
- Determine the number of casualties
- Identify any protective actions underway
- Determine if impacts are expected to surface water or storm water systems

#### USAR (collapsed structure)

- Determine the incident location - address, business name, etc.
- Determine the type of logistical support on-scene fire departments will need
- Determine the estimated duration of SAR operations
- Determine number of injured and deceased recovered from the site

#### All Hazards

- Identify impacts to fire service capabilities (extent to which fire stations, equipment and staff are functional) for affected cities and districts
- Collect information gathered by fire departments and districts regarding damages to homes, businesses and infrastructure