



# Firefighting

## ESF #4

GRAYSON COLLEGE EMERGENCY

MANAGEMENT

# Table of Contents

<b>Table of contents</b> .....	<b>1</b>
<b>Approval and Implementation</b> .....	<b>2</b>
<b>Recorded of Change</b> .....	<b>3</b>
<b>Emergency Support Function 4 Firefighting</b> .....	<b>4</b>
<b>Authority</b> .....	<b>5</b>
<b>Introduction</b> .....	<b>5</b>
Purpose.....	5
Scope.....	5
Situation.....	6
Assumption.....	6
<b>Concept of Operations</b> .....	<b>6</b>
General.....	6
Organization.....	7
Activation.....	7
Direction and Control.....	7
Emergency Support Function Operations.....	7
<b>Responsibilities</b> .....	<b>8</b>
ESF Coordinator.....	8
ESF Primary Agency.....	8
ESF Support and External Agencies.....	9
<b>Term and References</b> .....	<b>10</b>
Acronyms.....	10
Definitions.....	10
<b>Distribution List</b> .....	<b>11</b>

**APPROVAL & IMPLEMENTATION**

**Annex**

**Emergency Support Function #4 Firefighting**

**Grayson College**

\_\_\_\_\_  
Vice President for Business Services  
**Mr. Giles Brown**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Manager  
**Mr. Andrew MacPherson**

\_\_\_\_\_  
Date

**NOTE: The signature(s) will be based upon district 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. Alternatively, each department head assigned tasks within the annex may sign the annex.**

# RECORD OF CHANGES

## Annex

### ESF Firefighting #4

Page and Section # of Change	Date of Change	Entered By	Date Entered

## Emergency Support Function 4- Firefighting

<b>ESF Coordinator</b>	<b>Support and External Agencies</b>
<b>Department of Public Safety</b> 6101 Grayson Dr. Denison, TX 75020 Phone: 903-463-8777	<b>Denison Fire Department</b> 500 W Chestnut street Denison, TX 75021 Phone: 903-465-2720  <b>Sherman Fire Department</b> 318 S Travis St Sherman, TX 75090 Phone: 903-892-7273  <b>Van Alstyne Fire Department</b> 280 N Preston St. Van Alstyne, TX 75495 Phone: 903-482-6666  <b>North Texas Regional Airport Fire Department</b> 4717 Airport Drive Denison, Texas 75020 Phone: 903-786-9841

## Authority:

See emergency operations plan, Authority.

## Introduction:

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Grayson College. Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities of Sherman, Denison, and Van Alstyne.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Manager in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

## Purpose:

The purpose of ESF 4 is to identify the internal and external departments responsible for firefighting actions that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support firefighting needs during an emergency or disaster.

## Scope:

Emergency Support Function 4 Firefighting is:

- Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.
- Managing firefighting, emergency medical and hazardous materials response assets.
- Detection and suppression of fires.

- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

### **Situation:**

Grayson College is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

### **Assumptions:**

The District makes the following planning assumptions:

- Not all district buildings are fire alarmed or sprinkled.
- For minor fire suppression, extinguishers are made available in all facilities.
- District resources will be quickly overwhelmed.
- Communication systems may fail during a major incident.
- Backup systems will be available, but may take time to activate.
- Shortfalls can be expected in both support personnel and equipment.
- Local, state, and federal assistance may not be immediately available.

## **Concept of Operations**

### **General:**

A common operating procedure within the district and across local jurisdictions provides the framework for firefighting capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.
- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

## Organization:

- Because the district does not operate its own firefighting capability, **the ESF coordinator will assign the ESF support agency respective to campus location and with primary jurisdiction as the primary agency for this ESF.**
- National Incident Management System concepts will be used for all incidents.
- Incident or Unified Command will be used by responding departments and agencies.
- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

## Activation:

- If ESF 4 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.
- The District emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

## Direction and Control:

- The Incident Command System (ICS) is used by District personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).
- **The ESF shall not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

## Emergency support function Operations:

The Emergency Support Function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Participate in any exercises, as appropriate.
  - Develop and maintain a list of possible resources that could be requested in an emergency.
  - Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - Develop procedures to document costs for any potential reimbursement.
- **Response**

- When requested by the EOC Manager, immediately respond to EOC.
- Obtain, prioritize and allocate available resources.
- Develop and maintain plans and procedures to provide fire, rescue, emergency medical, and hazardous material response services.
- Activate the necessary equipment and resources to address the emergency.
- Requests mutual aid from neighboring jurisdictions, as appropriate.
- **Recovery**
  - Prioritize and implement the restoration of critical facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, and heating/air conditioning.
  - Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
  - Ensure that ESF 4 team members or their agencies maintain appropriate records of costs incurred during the event.

## Responsibilities

### ESF Coordinator:

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.
- Support external firefighting agencies with primary fire jurisdiction.

### ESF Primary Agency:

- Serves as the lead agency for ESF 4, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 4 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition, ICS-300 and ICS-400 in residence training must be completed by designated leadership positions. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.

- Engages in fire prevention and suppression.
- Engages in emergency medical treatment.
- Engages in hazardous materials incident response and training.
- Engages in radiological monitoring and decontamination.
- Assists with evacuation.
- Assists with search and rescue.
- Assists in initial warning and alerting.
- Requests assistance from supporting agencies when needed.
- Arranges liaison with fire chiefs in the area.
- Implements mutual aid.

### **ESF Support and External Agencies**

- **The supporting external agencies in this ESF will assume primary agency status, with all responsibilities of the primary agency as indicated in this annex, upon their arrival as the district does not operate its own firefighting capability.**
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.

## Terms and References:

### Acronyms

GC	Grayson College
EOC	Emergency Operation Center
ICS	Incident Command System
ICP	Incident Command Post
IP	Internet Protocol
IC	Incident Command

### Definition:

Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

## Distribution list:

This Emergency Support Function annex is distributed to the positions or locations indicated in the table below.

Distribution Area/ Position	Copies
President	1
Emergency Management Coordinator	1
Public Information Office	1
GC Information Technology Services	1
GC Police Department	1
Campus Dean- Van Alstyne	1
Vice President for Business Services	1