**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 1 of 10**

1. **PURPOSE** 
   1. This guideline is intended to address both the initial first alarm response to a high-rise fire and the initial fire ground organization that should be established by the Incident Commander (IC) to ensure a safe mitigation of the incident. This guideline provides direction for the first thirty to forty-five minutes of the incident. For the purpose of this SOG, any structure with six (6) or more floors and/or any building seventy-five feet above grade level will be considered a high-rise structure.
2. **OBJECTIVE**
   1. As every building and fire is different, it is impossible to anticipate all of the dynamic challenges firefighters will face at a high-rise incident. This procedure is the base for initial SAFD operations and recommends certain assignments for the initial companies based upon arrival sequence. However, there will be times when the Fire Officer or Chief Officer must use his/her best judgment to deviate from this procedure as circumstances dictate.
   2. The two most important priorities for the first alarm crews are: (1) rescuing people in immediate danger; and (2) launching the initial fire attack. The best chance for protecting life safety in a high-rise fire is launching a rapid, effective, and safe initial fire attack.
3. **INITIAL RESPONSE AND ASSIGNMENTS**
   1. Initial Response: The initial response to a high-rise incident will include 2 Battalion Chiefs, 5 Engine Companies, 3 Ladder Companies, 1 Medic Unit, 1 Medic Supervisor and the on-duty Safety Officer. Additionally, after notifying these resources, Fire Alarm will dispatch the nearest ALS Engine Company. Any evidence of a working fire will prompt an immediate request for a second alarm.
   2. On a *working* high-rise fire incident, Dispatch will add the following to the standard 2nd Alarm response:

|  |  |  |
| --- | --- | --- |
| EMS Shift Commander | 3 additional Battalion Chiefs | 1 additional Medic Unit |
| 2 Mobile Air Compressors | Fire Shift Commander | Public Information Officer |
| 2 Fire Prevention Officers | Command Bus | Rehab Bus |
| Safety Officer |  |  |

* 1. Regular Alarm Assignments – Nothing Showing:
* 1st Arriving Company: Establish Command.
* 1st Engine and 1st Ladder: Gather information; conduct recon, report information gathered to other responders (1st Engine Engineer – Locate standpipe connections).
* 1st Battalion Chief: Assume Command.

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 2 of 10**

* 2nd Engine go to Lobby and assume Lobby Control (Engineer – Locate hydrant)
* All other responders report to the Lobby with appropriate equipmentand await report from Command.
  1. Regular Alarm Assignments – Fire or Smoke Showing:
  2. First Arriving Company: Establish **Incident Command**. If conditions warrant, consider passing Command to **Lobby Control** until the first Battalion Chief arrives.
  3. Battalion Chiefs
* 1st Battalion Chief – Assume **Incident Command** (BC will become Operations Section Chief when the FSC assumes Command)
* 2nd Battalion Chief – Attack Group Supervisor
* 3rd Battalion Chief – Logistics
  1. Engine Companies
* 1st Engine: Crew – Attack **Task Force** (fire floor)
  + Engineer – Connect to Fire Department Connections (FDCs) and establish water supply**, then take Positive Pressure Ventilator (PPV) to Lobby entrance.**
* 2nd Engine: Crew – Lobby Control
  + Engineer –Assist 1st Engineer with water supply, **then take Positive Pressure Ventilator (PPV) to Lobby entrance.**
* 3rd Engine: Crew – Attack **Task Force** (fire floor)
  + Engineer – Move apparatus to “Base” and report to Base Manager
* 4th Engine: Crew – Establish “Staging” two floors *below* the fire
  + Engineer – Move apparatus to “Base” and report to Base Manager
* 5th Engine: Crew – Extension *above* the fire floor and report to Command.
  + Engineer – Move apparatus to “Base” and report to Base Manager
* ALS Engine: Crew – Establish Forward Rehab on the Staging floor
  + Engineer – Move apparatus to “Base” and report to Base Manager

Engineers without specific assignments may be utilized by Command for the Ground Support Unit (formerly known as the Stairwell Support Unit), Aerial Operations, etc.

* 1. Ladder Companies
* 1st Ladder: Crew **– Attack Task Force** (fire floor)
  + Engineer – Position apparatus to support the building then take PPVs to the Lobby Entrance.
* 2nd Ladder: Crew – Establish Ventilation Group
  + Engineer – Position apparatus to support the building then take PPVs to the Lobby Entrance.

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 3 of 10**

* 3rd Ladder: Crew – Establish RIT (one floor *below* the fire)

Engineer – If necessary, position apparatus to support the building then take PPVs to the Lobby entrance

* 1. Medic Unit
* 1st Medic Unit: Report to the Lobby and give equipment to the ALS Engine
* 1st Medic Supervisor: Establish the Medical Branch
  1. Safety Officer
* Report to the Lobby and establish the Safety Officer position.

1. **EQUIPMENT TAKEN BY CREWS** 
   1. Engine companies will bring:
      * High-rise hose pack (first alarm companies)
      * One set of forcible entry tools
      * Hand lights, radios, and Accountability tags
      * Thermal Imaging Camera (TIC)
      * Spare SCBA bottles (second and subsequent alarm companies)
      * First and Second engines bring one PPV to the Lobby entrance (2 total)
   2. Ladder companies will bring:

* One set of forcible entry tools
* Hand lights, radios, and Accountability tags
* Thermal Imaging Camera (TIC)
* One pike pole
* Search Rope or Tag Lines
* Spare SCBA bottles (second and subsequent alarm companies)
* All first alarm ladders bring two PPVs to the Lobby entrance (6 total)
  1. Attack Group Supervisor and Incident Command Technician will bring:
* Hand light, radios, and Accountability tags
* Accountability Board
* High-rise “Go Kits”
* All personnel entering the high-rise structure shall be in full PPE.

1. **DUTIES AND RESPONSIBILITIES** 
   1. First Engine and First Ladder Companies

* Prior to going to the *reported* fire floor collect stairwell reentry keys from Knox box and gather information from security/ maintenance.

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 4 of 10**

* En route to the *reported* fire floor, verify a smoke-free location for Staging and the Attack RIT. While in the stairwell, report to other responders (1) if evacuation is still in progress; (2) if there is smoke in the stairwell; and/or (3) if the stairwell doors are locked.
* After verifying the fire floor make a follow-up report to include: the fire floor, the stairwell that will be used for Attack; request a second engine to complete the Attack Task Force; and announce the floors for Staging and Attack RIT.
  1. Attack Task Force
     + An Attack Task Force is comprised of three fire crews (two engine crews and one ladder crew). The senior officer will be the Attack Leader. The radio designation will be “Attack” followed by the floor as necessary (see 7.3)
     + As a general rule, the Attack Task Force has three components each of which must be manned by one of the crews. The three components are:

1. First crew – Responsible for locating the fire, advancing the line, and extinguishing the fire.
2. Second crew – Usually a ladder company, responsible for supporting the attack line (advancing line, pulling ceiling, forcible entry, etc).
3. Third crew – Responsible for stretching a back-up line as needed, coordinating the actions of all three crews, stretching a back-up line as needed, monitoring the high-rise pack inline pressure gauge, monitoring the condition of the stairwell, providing information to Command, and maintaining a state of readiness. The third crew must be prepared to replace the First crew when they begin to run low on air or to act as the RIT until a RIT can be established by another company.
   * + A minimum of two crews must be on hand before the team enters to fight the fire.
     + The standpipe connection should be made on the floor below the fire. A back-up line would be connected at the fire floor.
     + Crews comprising the initial Attack should leave their Accountability tags with the firefighter assigned to the standpipe.
       1. Water Supply: The Engineers from thefirst two Engines will establish a Water Supply and will be responsible for all activities related to water supply. The senior Engineer will serve as the Water Supply Unit Leader.
       2. Lobby Control: The 2nd arriving Engine Company Officer will serve as the **Lobby Control Manager** and with the assistance of the crew is responsible for:
     + Officer - Gather~~ing~~ information from building personnel and locate floor plans.
     + 1 Firefighter - Locate the alarm panel and Fire Control Console (FCC) if present. Report all active alarms.
     + 1 Firefighter – Position at **Attack Stairwell**, set up ventilation as needed, and track the arrival/departure of crews.
     + Identifying the location and conditions of all stairwells is a high priority.

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 5 of 10**

* + - Establishing control of the elevators. **This includes checking the elevators for the presence of water and smoke.**
    - Identifying and using the building communication system.
    - Identifying **evacuation** needs.

1. Ventilation Group: The 2nd arriving Ladder will serve as the initial **Ventilation Group** and will assume responsibility for protecting the Lobby and stairwells from smoke as well as venting combustion gases from the fire floor. The properties are: (1) Lobby, (2) Attack Stairwell, and then (3) any stairwells used for Evacuation. PPVs should be available near the Lobby entrance from the engine and ladder companies.

5.6. Staging: The 4th arriving Engine will usually be assigned to **Staging** and manage both **Personnel Staging** and **Equipment Staging**. The Officer will serve as the **Staging Manager** and is responsible for organizing the floor. This is the forward personnel and equipment site for the firefighting operation. Staging is normally located *two floors* below the fire floor.

* + The Staging Manager must establish a location for the Forward Rehab, Personnel Staging, and Equipment Staging.
  + 1 Firefighter – assume Personnel Staging duties until relieved. The 4th arriving Engine crew will usually be assigned to manage both personnel and equipment.
  + 1 Firefighter – assume Equipment Staging duties until relieved.
  + **Personnel Staging** should try to maintain a minimum level of two engine crews and one ladder crew.
  + Establish effective communications with the IC/Operations to coordinate personnel deployment, and communicate with Logistics Section/Base to coordinate equipment movement.
  1. Accountability
  + The Attack Group Supervisor will manage accountability for the Attack Task Force(s)
* Supervisors of other Operational Groups or Divisions will manage accountability for their personnel resources. Every tactical channel in use will be assigned to a Command Officer at the ICP who will track his/her own personnel and be able to conduct PARs as required.
  1. Incident Base is a geographic location away from the building used to stage available incident resources (i.e., apparatus, personnel and equipment).
* Unless needed for operations, first alarm apparatus should proceed to the Incident Base once they have dropped off personnel and equipment. The first arriving Fire Engineer will serve as the initial **Base Manager** until the 1st Engine Officer from the 2nd Alarm arrives.
* The 1st Engine Officer from the 2nd Alarm will assume the **Base Manager** role until otherwise notified by Command.

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 6 of 10**

5.9. Medical Group (Lobby)

* The 1st Medical Unit on scene will report to Lobby and provide equipment to the ALS Engine. Notify Command of any patients encountered and request additional resources as needed.
* The 1st Medical Officer on the scene will report to the Lobby, establish the **Medical Branch**, supervise medical activities and provide Command or the Operations Chief with routine CAN reports. The Medical Shift Commander will assume Medical Branch Director upon arrival at the Command Post.
* As conditions require, Triage, Treatment and Transport areas should be established at suitable locations for each particular function in a manner that creates the most efficient flow of patients.
  1. Attack Group Supervisor

The 2nd Battalion Chief on scene will become the Attack Group Supervisor and will make contact with the Attack Task Force.

Once the Battalion Chief makes contact with the Attack Task Force, he/she shall:

* + - Track personnel entering and leaving the fire floor to ensure that all fire attack activities are coordinated (Division Supervisors will be added on fire floors and above as needed to ensure adequate supervision of personnel)
    - Monitor stairwell and evacuation status and report relevant information to Command/Ops.
    - Coordinate with Extension (5th Engine) above the fire floor and RIT below the fire floor as necessary.
    - Use face-to-face communications whenever possible to coordinate activities and gather information to be relayed to Command.

The Battalion Chief Incident Command Technician will accompany the Attack Group Supervisor at all times when above the Staging floor.

5.11.Forward Rehabilitation (Forward Rehab)

* + - * + **Forward Rehab** is a modified **Tier 2 Rehab** where EMS personnel are replaced by ALS capable fire suppression personnel. Forward Rehab will report to the Logistics Chief.
        + The Advanced Life Support Engine company dispatched following the initial alarm (or other designated company) is responsible for setting up and managing **Forward Rehab** on the Staging floor.
        + The company officer will notify the IC when they arrive on the scene and let Command know they are proceeding up to establish Forward Rehab.
        + Personnel assigned to **Forward Rehab** must bring their full PPE with them along with any medical equipment that may be needed to evaluate or treat fatigued or injured firefighters (it may be necessary to gather additional ALS equipment from the Medical Division in the Lobby).

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 7 of 10**

* + - * + Upon arrival at the Staging floor, the Forward Rehab officer will coordinate with the **Staging Manager** on selecting a location for Forward Rehab.
        + Manned by at least one Paramedic, **Forward Rehab** will evaluate fire crews rotating off the fire floor(s). Once deemed fit for reassignment by a paramedic, the fire crews will typically report back to the Staging Officer.
        + **Forward Rehab** will track personnel reporting to and leaving the Forward Rehab area.
  1. Medical Branch Director– The Medical Shift Commander (MSC) will report to the Command Post and take responsibility for managing medical and rehabilitation activities. The Medical Group, Forward Rehab and Formal Rehab (once established) will report to the MSC on a separate radio channel.
  2. Ground Support Unit – A Ground Support Unit should be implemented to move equipment from Base to Staging or when additional water supply is needed. The Ground Support Unit Leader will report to Logistics, usually on the Logistics radio channel.
  3. Building Systems Unit
* Monitors and maintains built-in fire control, life safety, environmental control, communications, and elevator systems.
* This unit may operate, support, or augment the systems as required to support the Incident Action Plan.
* Fire Prevention personnel will initially function as the Building Systems Unit and report to Logistics.
* The ranking Fire Prevention officer (or senior person if of equal rank) will serve as the Building Systems Unit Leader.
  1. Logistics
* The 3rd arriving Battalion Chief will report to the Command Post and coordinate with Command to establish **a Logistics Section** operating on a separate radio channel.
* The Logistics Section Chief will coordinate the support activities essential for an effective high-rise firefighting operation, to include Forward Rehab for responders.
* Logistic functions include Lobby Control, Building Systems, Base, Ground Support, Water Supply Unit, Forward Rehab, Formal Rehab, and the Communications Unit.
* Logistics unit leaders and area managers report to the Logistics Section.
* The Logistics Section Chief will manage all movement of personnel, equipment and resources (i.e, Base to Lobby, Lobby to Staging, Staging to Base, etc.).

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 8 of 10**

1. **COMMAND ORGANIZATION/SPAN OF CONTROL**
2. Command/Operations

* The 1st arriving Battalion Chief will assume **Incident Command** of the incident.
* When the Fire Shift Commander arrives and assumes **Command** of the incident, the 1st Battalion Chief will normally begin functioning as the **Operations Section**.
  1. Divisions
* Command will establish Division Supervisors as necessary to manage activities within a geographic area.
* At a high-rise incident a Division Supervisor is typically responsible for the entire floor.
* A Division Supervisor typically reports to the IC, Operations Chief or a Branch Director within the Operations Section.
* Depending on the size and/or extent of activity on any particular floor, it may be necessary to further subdivide floors.

6.3 Groups

* Command will establish groups as necessary to manage functional activities.
* Groups are led by Group Supervisor.
* Group Supervisors report directly to the IC, Operations Chief or a Branch Director within the Operations Section (i.e., ventilation, search, rescue, evacuation, etc.).

Units

* Units are the organizational element with functional responsibility for a specific incident planning, logistics, or finance/administrative activity.
* Units are led by a Unit Leader.
* Unit Leaders report directly to the IC, the Logistics Section Chief, or a Branch Direction within the Logistics sections.

1. **COMMUNICATION**
2. Secondary Radio Channels

* Dispatch will immediately designate five (5) additional radio channels once the 2nd Alarm is sounded. These radio channels will be used to coordinate tactical and support activities.
* Dispatch will notify the Incident Commander of the radio channels set aside for the high rise incident.
* Command will use the designated radio channels to best advantage to maximize communications effectiveness. The *first* additional channel should be used for **Logistics Section** and the *second* additional channel should be **Medical Branch**.

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Standard Operating Guideline**

**#504R 6-14-13 Page 9 of 10**

* Command will request additional channels as needed. A written Communications Plan will be developed at the first opportunity.

1. Communication Protocol –
   * It is very important for all personnel operating on the scene to repeat back orders for all radio transmissions. For example, “Command, this is Engine 4, we are assuming Lobby” should be followed by, “Engine 4, this is Command, you are assuming Lobby.”
   * Supervisors must utilize periodic **Conditions, Actions, Needs (CAN) Reports** to relay information about benchmarks and progress.
2. Radio Call Signs for Attack Task Forces – The Radio call sign for an Attack Task Force will generally coincide with the floor they are operating on. For example, a single Attack Team operating on the 9th floor would be “Attack Team 9”. If multiple Attack Teams are operating on the same floor they can be distinguished as “Attack Team 9-Alpha,” “Attack Team 9-Bravo,” “Attack Team 9-Charlie,” etc.
3. **ELEVATORS**
   1. Recall elevators if they have not automatically gone into **Phase I** (recall mode).
   2. There are two conditions which will dictate the use of elevators in **Phase II** at a high-rise incident:
      * **Known Fire/Working Fire** (smoke/flame seen upon arrival or witness reported fire) – As a general rule, initial SAFD personnel will never use an elevator bank that serves the fire floor in a working fire scenario. Under some conditions, the use of an elevator may be authorized by the Incident Commander.
      * **Suspected Fire/Nothing Showing** (fire or smoke alarm *with no visual confirmation*) - Personnel may use elevators to ascend up to *two floors below the suspected fire floor*. At this point crews will walk up to the fire floor. If the situation is a false alarm, the incident terminates. If there is a fire, revert to the ‘working fire’ elevator guidelines above.
4. In all cases, SAFD personnel will never enter an elevator without:
   * *Full PPE and SCBA,*
   * *At least one portable radio,*
   * *A hand light,*
   * *One set of forcible entry tools,*
   * *A Thermal Imaging Camera*
5. *Never use an elevator that:*

* *Has smoke or water in the shaft*
* *Has the* ***FIRE SERVICE INDICATOR*** *blinking. (this is an indication that elevator operation is compromised.*

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE OPERATIONS**

**High-Rise - Initial Operations Standard Operating Guideline**

**#504R 6-14-13 Page 10 of 10**

**ATTACHMENT 1**

**High-rise SOG**

**Initial Assignment Diagram**

ATTACHMENT 1

High-rise SOG

Attack Team- **1st E, 1st L, 3rd E**

Search-  **5th E**

**Staging- 4th E Forward Rehab- ALS E**

**Lobby Control-** **2nd E**

Command/Operations- **1st BC**

**Attack Group Supervisor-**

**2nd BC**

**Ventilation Group**

**2nd L**

**Water Supply**- **1st & 2nd E Engineers**

High Rise Operations

**Init Med Grp- 1st Med Unit & 1st Med Off**

**Attack RIT- 3rd L**