

INCIDENT COMMAND SYSTEM

Position Manual

SYSTEMS CONTROL UNIT LEADER- HIGH RISE INCIDENT

ICS-1002

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This document contains information relative to the Incident Command System (ICS), developed by FIRESCOPE and adopted as the framework of the National Incident Management System (NIMS). ICS products are designed to be compatible with and compliant with NIMS, as directed by the National Response Plan and adopted by the FIRESCOPE Board of Directors.

Additional information and documentation can be obtained from the following source:

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The information contained in this document has been approved by the Fire and Rescue Service Advisory Committee/FIRESCOPE Board of Directors for application in the statewide California Fire and Rescue Mutual Aid System.

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CHAPTER 1 CHECKLIST

1.1 CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for the position.

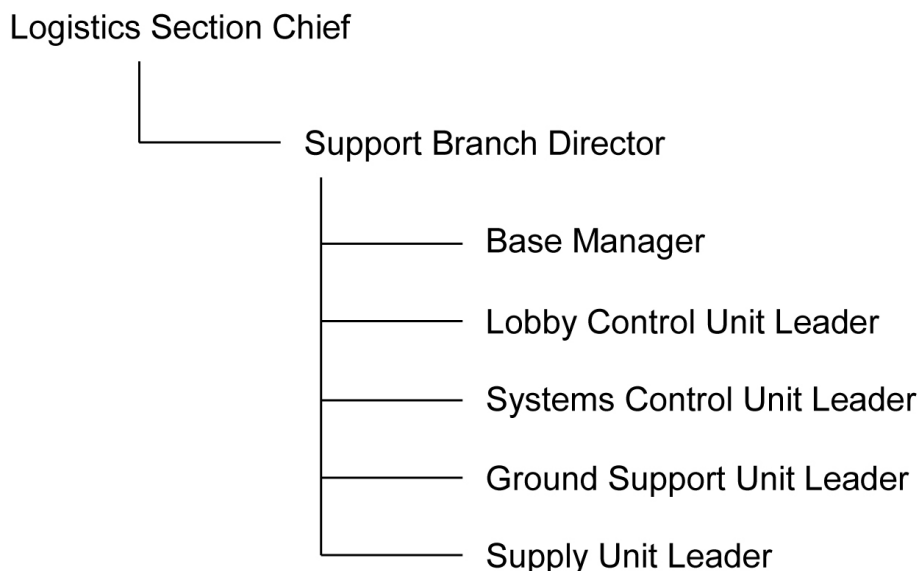
1.2 HIGH RISE SYSTEMS CONTROL UNIT LEADER'S CHECKLIST

- a. Check in and obtain briefing from the Lobby Control Unit Leader, Support Branch Director, Logistics Section Chief, or Incident Commander (Reference ICS 420-1 FOG - Chapter 1 Common Responsibilities).
 1. Briefing must include the type and performance of built-in systems.
 2. Introductions to building's engineering staff should occur at briefing.
- b. Evaluate current situation and determine needs (e.g., personnel, equipment, communications, and supplies).
- c. Establish communication with the building engineer, utility company representatives, elevator service personnel, security personnel, and others to coordinate the operation of selected systems.
- d. Assign personnel to monitor all building fire protection/life safety systems.
- e. Evaluate the status and operation of the building's fire and domestic water pumps and water supply (support as needed).
- f. Evaluate the operational effectiveness of the heating, ventilation, and air conditioning system (HVAC); the smoke removal system; and stairwell protection systems (support as needed).
- g. Evaluate the building's electrical system, emergency power systems, and security systems (support as needed).
- h. Evaluate the public address, telephone, emergency phone, and other building communications systems (support as needed).
- i. Secure operations and release personnel as determined by the Demobilization Plan.
- j. Maintain Unit/Activity Log (ICS Form 214).

CHAPTER 2 ORGANIZATION, PERSONNEL AND PROCEDURES

2.1 ORGANIZATION

- a. The High-Rise Systems Control Unit Leader is primarily responsible for:
 - 1. Evaluating and monitoring the functions of all built-in fire protection, life safety, environmental control, communications, and elevator systems.
 - 2. Operating, supporting or augmenting the systems as required to support the incident plan.
 - 3. Responding to requests from the Operations Section Chief in the manual operation of the various built-in systems.
 - 4. Establishing and maintaining close liaison with building’s engineering staff, utility company representatives, security personnel, and other appropriate technical specialists.
- b. High Rise Systems Control Unit functions may be performed during the initial period of an incident, or in a less complex building, by the Lobby Control Unit as directed by agency policy.
- c. The High-Rise Systems Control Unit Leader is typically located at or adjacent to the fire control room/fire alarm panel.
- d. The High-Rise Systems Control Leader reports to the Support Branch Director (if established) or the Logistics Section Chief.



2.2 PERSONNEL

The number of personnel needed to perform the functions and responsibilities of the Systems Control Unit varies with the number, complexity, and performance of built-in systems, as well as the availability of technical specialists.

2.3 MAJOR RESPONSIBILITIES AND PROCEDURES

- a. Check in and obtain briefing from the Lobby Control Unit Leader, Support Branch Director, Logistics Section Chief or Incident Commander. Additional information can be obtained from knowledgeable building staff. The briefing should provide information or direction on the:
 1. Type of built-in systems and their current performance.
 2. Priorities for the Systems Control Unit as identified in the Incident Action Plan.
 3. Incident Communication Plan.
 4. Current incident situation.
 5. Building's engineering staff.
- b. Evaluate current situation and determine needs (e.g., personnel, equipment, communications, and supplies).
 1. Obtain briefing from assigned personnel and building representatives.
 2. Determine the building layout utilizing pre plans, reconnaissance, or building representative's expertise.
 3. Evaluate the performance of built-in systems (utilizing status reports, viewing display, or control panels).
- c. Establish communication with the building engineer, utility company representatives, elevator service personnel, security personnel, and others to coordinate the operation of selected systems.
 1. Ensure technical specialists are en-route or available.
 2. Establish a meeting location and maintain contact with knowledgeable building staff and other specialists. Advise the Support Branch Director and Lobby Control Unit Leader of the location.
 3. When necessary, assign a fire department member to technical specialists to maintain accountability.

4. Communicate with Support Branch Director or Logistics Section Chief to make contingency plans for potential systems failures.
- d. Assign personnel to monitor all building fire protection/life safety systems.
 1. Assigned personnel shall have communications capabilities.
 2. Utilize technical specialists to assist emergency responders, as necessary.
 - e. Evaluate the status and operation of the building's fire and domestic water pumps and water supply (support as needed).
 1. Monitor and support the water supply after the meter (coordination with the public water system is a function of the Logistics Section).
 2. Protect and support fire pumps from power loss and flooding.
 3. Coordinate with personnel supporting Fire Department Connections.
 4. Investigate and resolve any failure of automatic fire suppression systems including inadequate water pressure or volume within the building/facility. Ensure failure is properly documented and reported to immediate supervisor.
 - f. Evaluate the operational effectiveness of the heating, ventilation, and air conditioning system (HVAC); the smoke removal system; and stairwell protection systems (support as needed).
 1. Functionality of these systems must be closely coordinated with the Operations Section Chief to protect occupants and emergency responders.
 - g. Evaluate the building's electrical system, emergency power systems, and security systems (support as needed).
 1. Building engineers and utility company personnel should be requested early in the incident to control and restore power as required.
 2. Protect electrical rooms from flooding.
 - h. Evaluate the public address, telephone, emergency phone, and other building communications systems (support as needed).
 1. Broadcast necessary instructions to building occupants. Coordinate this information with the Evacuation Group Supervisor. Control these systems as needed.

- i. Secure operations and release personnel as determined by the Demobilization Plan.
 - 1. Transfer authority and responsibility for building systems operations/restoration to responsible party.
- j. Maintain Unit/Activity Log (ICS Form 214).