

**TO:** EOC Area Commanders

**FROM:** Natale J. Ippolito, President  
Lee County Fire Chief's Association

**DATE:** May 2, 2006

**RE:** EOC Area Commanders

Thank you for stepping forward for this very important position. As you understand, this position cannot go unfilled during an emergency, so I have placed two names per week to ensure that this plan is successful. Also, please find alternates added in the event they are needed to fill a vacancy. If you are not on the list and would like to be added or to be an alternate, please contact me at (239)267-7525.

Attached please find the following:

- LCFCA Multi-Agency Fire Service Response Support Plan
- Lee County EOC Area Commanders
- Three month calendar – May, June, and July 2006
- Caloosahatchee ICS Incident Call Out Procedures
- Mutual Aid Staging Form
- Caloosahatchee ICS Communications Plan
- Collier County ICS Radio Talk Group List
- Brush Fire – Incident Command Worksheet
- Accountability Procedures for Brush Fires
- Lee County Communications Plan and Chart

#### Attachments

cc: John Wilson, Director, Lee County Public Safety  
Hank Graham, District Manager, DOF  
David Saniter, Emergency Management Program Manager  
Gerald Campbell, Emergency Management  
Bruce Dennington, Telecommunications Program Manager  
All Lee County Fire Chiefs  
William Proce, Secretary, LCFCA

# CHECK LIST

This is just a short check list or suggested steps you may take in order to bring the event to a successful conclusion. Please feel free to expand on these items.

- Call dispatch and tell them you are on your way and you will be activating EOC Area Command
- Request dispatcher to activate Emergency Support Assistance Team (ESAT)
- See LCFCA Operational Guidelines: Multi-Agency Fire Service Response Support Plan

## Upon arrival at EOC:

- Contact other team members if they haven't already arrived
- Go to dispatch and request phone numbers and TAC channels being used for each event. (If they are not following the Lee County Fire Chiefs Association's Communication chart, contact the Incident Commander and recommend a change)
- You should have current list of contact numbers with you (i.e. Region 6 contact numbers, Lee County, Collier County, Hendry County, etc. phone numbers)
- It may be necessary to monitor multiple radios (bring additional hand-held radios) or you may wish to set up in the rear of the EOC Operations room. This area has plenty of phones, radios, etc.

## Do a size up, start a report and possibly mark events on maps (ingress, egress, etc.)

- You will need to contact the Incident Commander of each event to see what their needs are; police, PIO's, additional units, Incident Management Teams (IMT's)
- Paint a picture of each event in your head and try to separate yourself from any single event. You need to look at the big picture; this means looking at other local and other state events going on.

If all local resources have been exhausted, activate the Florida Fire Chiefs Association State Emergency Response Plan (S.E.R.P.).

**LEE COUNTY FIRE CHIEF'S ASSOCIATION  
OPERATIONAL GUIDELINES**

**TITLE: MULTI-AGENCY FIRE SERVICE RESPONSE SUPPORT PLAN**

**PURPOSE:** To establish a plan for supporting multi-agency fire response to two or more simultaneous incidents affecting two or more jurisdictions.

**DEFINITIONS:**

**AREA FIRE COMMAND:** An authority to command fire suppression and rescue resources in support of two or more simultaneous incidents affecting two or more jurisdictions.

**CHIEF OFFICER:** A Chief Officer of a fire service agency within Lee County. The chief officer must be capable of establishing Area Command.

**COUNTY COORDINATOR:** That person designated in the Florida Fire Chief's Association Statewide Emergency Response plan for coordinating the mutual aid resources originating within Lee County.

**EOC LEVEL 3 ACTIVATION:** The Lee County Emergency Operations Center (EOC) facility is open and a representative of Emergency Management will be present, as necessary, to assist the Chief Officer.

**EOC LEVEL 2 ACTIVATION:** The EOC may be staffed around the clock with essential ICS staff members from Emergency Management and Public Safety, and various other disciplines, including the fire officers and staff. The Emergency Management Programs Manager or Emergency Support Assistance Team (ESAT) Team Leader must approve this level of activation. This level of activation may be accompanied by the declaration of a State of Local Emergency (SOLE) by the Board of County Commissioners. A SOLE may be issued in situations causing significant health and welfare impacts on the County as a whole, or a specific segment of the County population.

**EOC LEVEL 1 ACTIVATION:** The EOC will be staffed around the clock with ICS staff members from all necessary disciplines. This level of activation requires the approval of the Director of Public Safety, Emergency Management Programs Manager or the ESAT Team Leader and will normally be preceded by or accompany a State of Local Emergency declaration by the Board of County Commissioners.

**MULTI-AGENCY FIRE RESPONSE:** A response to a single incident comprised of apparatus from three or more fire service agencies, excluding the Florida Division of Forestry.

**ON-CALL CHIEF OFFICER:** A Chief Officer who has been pre-identified for response to the Emergency Operations Center.

**REGION 6 COORDINATOR:** The person designated in the Florida Fire Chief's Association's State Emergency Response Plan for coordinating the mutual aid resources originating within Region 6. This includes Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Okeechobee, and Sarasota counties.

**STATE OF LOCAL EMERGENCY:** Declared by the Board of County Commissioners, allows the use of emergency spending procedures, authorizes the suspension of certain county activities and the use of all county owned resources in support of an incident.

**EMERGENCY SUPPORT ASSISTANCE TEAM (ESAT):** A team of emergency management personnel consisting of a team leader and 3 to 4 team members. This is an on-call team that responds to after duty hour requirements for Emergency Management assistance. This team will be the nucleus element for after hours EOC activation and/or Overhead Team response to an incident requiring the Special Response Vehicle (SRU). The ESAT Team Leader can be reach by Lee Control (Dispatch).

**PROCEDURES:**

As part of the ICS Overhead Team (Short or Long), any time an agency within Lee County requests the response of an ICS Overhead Team, the on-call Chief Officer may respond to the Lee County Emergency Operations Center (EOC) to assist in obtaining mutual aid resources as requested by the Incident Commander.

If there are two or more simultaneous incidents within two or more fire service jurisdictions, the Chief Officer will establish Area Command at the EOC. Area Command will be utilized to support the operations of the multiple incidents and coordinate the response of mutual aid resources. Resources will be assigned by the Area Command based upon need and availability.

The Chief Officer will notify the Lee County Emergency Operations Center of his or her intended response to the EOC. After duty hours and on weekends or holidays, the Chief Officer will notify Lee Control (Dispatch) of his or her response to the EOC. Dispatch will notify the ESAT Team Leader.

Upon arrival at the EOC, the chief officer will assume responsibilities as the County Coordinator for mutual aid response to incidents within and outside of Lee County.

The Chief Officer will notify or update, as necessary, the State Warning Point and the Florida Fire Chiefs Region 6 Coordinator of the incident.

If the resources are required from outside Charlotte, Collier, Hendry and Lee counties, the Chief Officer will recommend that the Emergency Management Programs Manager or his designated representative elevate the activation level to LEVEL 2. The State Warning Point will be notified of the change in status and all mutual aid requests to the State will be made through Emergency Management (EM). The Chief Officer may request that Lee County declare a State of Local Emergency. This request will be made through the Emergency Programs Manager or his designated representative.