

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

SOG #:	6.541	Effective Date:	9/15/2012
Title:	Hurricanes & Severe Storms	# of pages:	6
Category:	Special Operations	Classification:	Red

1. **PURPOSE:** This Standard Operating Guideline outlines the responsibilities of the South Portland Fire Department before, during and after a Hurricane or severe storms (such as micro bursts, thunderstorms, or ice storms).

2. **PROCEDURES:**

Emergency Operations Center (EOC)

If activated, the Emergency Operations Center located in the basement of the public safety building will provide overall response coordination to manage hurricane or severe storm operations. Such an event would require coordination between all City departments. EOC standard operating guidelines are maintained in the EOC, for use by EOC staff and should be referred to as appropriate.

Fire Department Incident Command Post (ICP)

The Fire Department will establish an Incident Command Post for the storm where the IC will be responsible for directing the Fire Department response to hurricanes and severe storms. Depending on the size and duration of the event the ICP could be in the EOC or in the former dispatch center (upstairs). The IC should work with the Director of Emergency Management and other department heads to assist in developing an Incident Action Plan (IAP) for the event.

The IAP should:

- Identify hazard agents such as high winds, flooding, heavy rains, power outages, etc.
- Identify risk areas such as low lying areas, frequently flooded areas, Treatment Plant needs, & the need to monitor winds on the bridges, etc.
- Include a schedule of events to within the following framework:
 - Awareness status 72 hours to 60 hours before the onset of gale force winds
 - Stand by status 60 hours to 48 hours before the onset of gale force winds
 - Response status - 48 hours before the onset of gale force winds
- Ensure SPFD manpower status is evaluated against expected emergency events and schedules (e.g. when the storm is supposed to arrive) and that an appropriate staffing model for response personnel is planned and implemented.
 - Staffing may need to be increased prior to storm to assist with setting up shelters, preparing for evacuation, moving elderly in spare ambulances, or completing other tasks a listed below.
- Allow for the implementation attached Hurricane SOG Checklist.
- Include a communications plan to allow for advising the EOC of the status of the City and the capacity of the Fire Department throughout the storm.

The following should happen once open the EOC and/or ICP are opened.

- The EMA director shall be report to the EOC location.
- An assistant (scribe) shall be assigned to the EOC.
- A Chief Officer should be assigned to fill the IC position/Area Command (at either the EOC or ICP).
 - The IC will divide the City into grids and apparatus will be assigned to calls by IC/Area Command (AC) to low hazard events in their area.
 - These grids will also be assigned a OPS channel.
 - Prioritizing and “stacking” low hazard events will be the IC/AC’s responsibility. E-8 and Sq-4 should remain available for priority calls.
- Central Maine Power should be contacted to identify a designated official for use by the EOC.
- A Public Works representative should be made aware of the opening of the EOC for coordination purposes and either provide a representative or a radio contact.
- The Police supervisor should be made aware of the opening of the EOC for coordination purposes and either provide a representative or a radio contact.
- An Incident Dispatcher should be assigned to the ICP.
- Once the ICP is opened all radio traffic should go through “Area Command”. The IC/AC will assign apparatus after Dispatch notifies the IC/AC.
- Operational periods should be established and a schedule created to rotate staff throughout the event.
- As soon as fire companies/police/public works start to close roads due to tree/wires the scribe should create and update a list of road closures. This person should also and make sure that Portland Dispatch, the Incident Commander, and Web EOC has the most up to date information.

Fire Department Operations

In addition to responding to emergencies, Fire Department Operations may include the following which should be considered by the IC when developing the IAP. The IC should be aware of the “Saffir-Simpson Hurricane Wind Scale” (attached) when making operational decisions. Safety of responders is paramount and operations may be halted during dangerous wind conditions.

Prior to Storm

- Assisting with notifications of schools, businesses, etc. as requested.
- Assisting with closing schools and other facilities as requested.
- Assisting with restricting access to vulnerable areas.
- Assisting with opening and operating mass care facilities, shelters as needed.
- Assisting with identifying needed resources (tents, cots, extra food, water for FD and for evacuated residents, boats, sandbags, generators, lights, for example) and assist with obtaining such resources.

During Storm

- The Duty Chief or Incident Commander will activate the call companies for storm stand-by. When the standby crews are assembled officers will need to look at who is

available and make sure they are placed on apparatus appropriately so that we have balanced crews.

- All wire down calls that are checked by fire department personnel should be marked with yellow fire line tape if safe to do so, so that we can reduce the number of occasions we respond to previous locations.
- All wires will be considered live until proven otherwise by CMP.
- Members with proper training may cut phone & cable wires if this would allow opening of a road that may otherwise be inaccessible.
- Advise the EOC/IC of the status city streets, city facilities, and fire department response capabilities.
- Continue to evaluate the capacity of the City to handle the hazard agents – continue to determine best and safest routes to area hospitals, for evacuation if needed, etc.
- Assist with helping implement protective actions – some elderly persons may require assistance closing windows, for example, if sheltering in place is ordered. Others may need FD assistance if evacuation is ordered.
- Operations will stop once winds reach 75 mph (sustained).

After Storm

- At some point in the event teams will be sent out to evaluate the town for additional road closures, wires / trees down and other items.
- Accurate payroll records and any expense receipts need to be maintained as this will help with reimbursement efforts.

3. REFERENCES:

- CEFD SOG 7.115
- FEMA Website

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief

Saffir-Simpson Hurricane Wind Scale

NOTICE: The Saffir-Simpson Hurricane Wind Scale (SSHWS) is undergoing a minor modification for 2012 in order to resolve awkwardness associated with conversions among the various units used for wind speed in advisory products. The change broadens the Category 4 wind speed range by one mile per hour (mph) at each end of the range, yielding a new range of 130-156 mph. *This change does not alter the category assignments of any storms in the historical record, nor will it change the category assignments for future storms.* The new summary table is shown below:

Category	Winds	Summary
1	74-95 mph 64-82 kt 119-153 km/h	Very dangerous winds will produce some damage
2	96-110 mph 83-95 kt 154-177 km/h	Extremely dangerous winds will cause extensive damage
3	111-129 mph 96-112 kt 178-208 km/h	Devastating damage will occur
4	130-156 mph 113-136 kt 209-251 km/h	Catastrophic damage will occur
5	157 mph or higher 137 kt or higher 252 km/h or higher	Catastrophic damage will occur

STORM CHECKLIST

- ___ Conduct a pre-storm coordinating meeting with required departments/personnel
- ___ Participate in planning activities with Maine Emergency Management
- ___ Obtain and maintain storm weather data
- ___ At Warning – Check emergency equipment and supplies-generator, fuel, food, radios, batteries, drinking water/food
- ___ Conduct department level meeting with officers/crews
- ___ Arrange for staffing levels – Prior to, during and after storm
- ___ Protect and secure buildings – Tape windows, secure outside items. Plywood lobby windows
- ___ Activate City EOC or Command Post at Central Fire Station
- ___ Utilize WEB EOC to update State and County Partners
- ___ Suspend non-essential activities
- ___ Coordinate evacuations – establish shelters with Rec. Dept./Red Cross. Provide medical personnel if required
- ___ Cease all outside operations if winds exceed 75mph. Respond only to serious life threatening emergencies
- ___ After storm-assess units operational capabilities, sector city based on number of active companies and assign units to survey areas for response actions
- ___ Maintain one person in each station to assist citizens who walk in
- ___ Prioritize emergencies in consideration of life safety
- ___ Coordinate response activities
- ___ Assess resource needs and if required seek additional assistance from other City departments. Consider developing task forces a fire, public works and police units
- ___ Provide public information via media, and the department’s social media (Facebook, Twitter, City website)

City of South Portland

Neighborhood Damage Survey

Area of Assignment: _____

Equipment Unit Number and Type: _____

Road Closures and Reason Closed:

Locations and Types of Wires Down:

Power Outages:

Other Hazards / Locations (i.e. washouts, trees down, high tide, surf)

Form Completed By: _____ Time: _____

EOC Review By: _____ Time: _____