

INCIDENT COMMAND SYSTEM

Position Manual

BASE MANAGER- HIGH RISE INCIDENT

ICS-HR-222-1

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This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIREScope.

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

OES - FIREScope - OCC
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CHECKLIST

CHECKLIST USE: The checklist presented below should be considered as a minimum requirement for the position. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time actions while others are ongoing for the duration of an incident.

HIGH RISE INCIDENT BASE MANAGER CHECKLIST:

- a. Obtain briefing from Logistics Section Chief, Support Branch Director or Incident Commander.
- b. Participate in Support Branch/Logistics Section planning activities.
- c. Evaluate layout and suitability of previously selected Base location. Make recommendations regarding relocation, if appropriate. Request necessary resources and personnel.
- d. Establish Base layout and identify/post each function area as appropriate to the incident size and expected duration - Crew Ready Area, Equipment Pool, Rehabilitation Area, Command Post, Apparatus Parking, Restrooms.
- e. Provide safety, security and traffic control at Base and Command Post.
- f. Provide facility services - sanitation, lighting and clean up at Base and Command Post.
- g. Maintain accounting of resources in Base and periodically update Planning Section or Incident Command.
- h. As requested by Operations, Logistics or Incident Command, direct crews and equipment to designated locations.
- i. Maintain records of activities and submit reports as directed.
- j. Secure operations and demobilize personnel as determined by the Demobilization Plan.
- k. Maintain Unit/Activity Log (ICS Form 214).

ORGANIZATION, PERSONNEL AND PROCEDURES

ORGANIZATION: The High Rise Incident Base Manager is responsible for the management of all functions at the designated Base and Command Post locations.

The High Incident Rise Base Manager reports to the Logistics Section Chief or Support Branch Director (if established). The position within the organization differs from the standard ICS in that a Facilities Unit is not appropriate for this type of incident, and the Base Manager reports directly to the Support Branch Director or Logistics Section Chief and may assume some of the responsibilities of the Facilities Unit position (Figure 2.1).

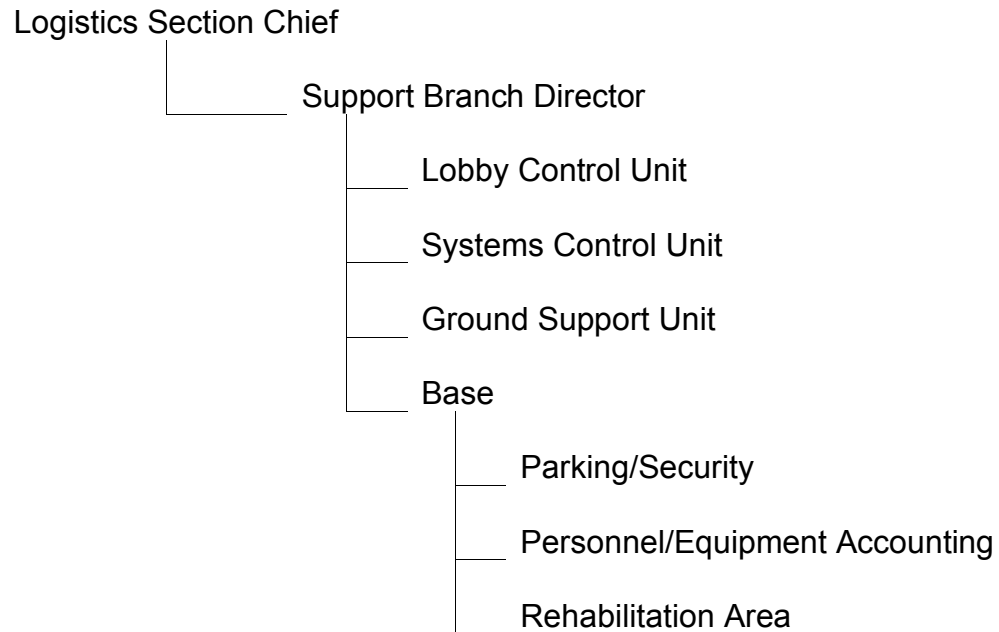


Figure 2.1 Base Organization Within the Logistics Section

PERSONNEL: The number of personnel needed to perform the major responsibilities assigned to the unit will vary based upon the size, duration and complexity of the incident. The minimum number of personnel may be estimated from the information presented in 2.3, below.

MAJOR RESPONSIBILITIES AND PROCEDURES: The major responsibilities of the High Rise Incident Base Manager are stated below. Following each activity are listed the procedures for implementing the activity.

- a. Obtain briefing from Logistics Section Chief or Incident Commander:
 1. Determine the estimated size and duration of incident.
 2. Identify current location, and existing assignments and commands relating to the Base.
- b. Participate in Support Branch/Logistics Section planning activities:
 1. Attend Support Branch/Logistics Section operational planning meetings as requested.
 2. Provide information and advice concerning Base activities.
 3. Obtain Incident Action Plan and updates.

- c. Evaluate layout and suitability of previously selected Base location. Make recommendations regarding relocation if appropriate. Base should be located away from buildings to provide personnel safety from falling glass and debris. Request necessary resources and personnel:
 - 1. Assume control of existing personnel and resources assigned to Base functions.
 - 2. Evaluate area hazards and predicted weather. Identify optional locations and plans as appropriate.
 - 3. Establish routes into the Base parking area. Communicate with Ground Support regarding the traffic plan as developed. Coordinate with law enforcement agency for area and access control. Provide incident dispatch center with needed information.
 - 4. Obtain needed personnel, supplies and equipment from Logistics Section.
- d. Establish Base layout and identify/post each function area as appropriate to the incident size and expected duration - Crew Ready Area, Equipment Pool, Rehabilitation Area, Command Post, Apparatus Parking, Restrooms.
 - 1. Brief and assign personnel to implement plan. Provide signs, barriers and written materials as needed.
 - 2. Marshal equipment, supplies and personnel in identified locations. Identify specialized equipment or personnel.
 - 3. Coordinate with Logistics Section and Medical Unit Leader regarding staffing of the Rehabilitation Area. Provide needed food, drinks and shelter.
- e. Provide safety, security and traffic control at Base and Command Post.
 - 1. Coordinate with law enforcement agency for security and access control.
 - 2. Provide environmental shelter and barrier protection as needed.
- f. Provide for facility services such as toilets, lighting and clean up at Base and Command Post.
- g. Maintain accounting of resources in Base and periodically update Planning Section or Incident Command.
- h. As requested by Operations, Logistics or Incident Command, direct crews and equipment to designated locations.
 - 1. Obtain incident traffic plan and incident layout from Logistics Section or Ground Support Unit Leader.
 - 2. Maintain ongoing communications with Ground Support Unit for the transport of equipment and personnel as needed.

- i. Maintain records of activities and submit reports as directed.
- j. Secure operations and demobilize personnel as determined by the demobilization plan.
 - 1. Based upon the demobilization plan, transfer control and responsibility for any building or facility used to appropriate property management.
 - 2. In coordination with Logistics Section return any rented or borrowed or requisitioned equipment or supplies.
- k. Maintain Unit/Activity Log (ICS Form 214).