

INCIDENT COMMAND SYSTEM

Position Manual

GROUND SUPPORT UNIT LEADER- HIGH RISE INCIDENT

ICS-HR-222-2

January 28, 1999

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
Document Control
2524 Mulberry Street
Riverside, CA 92501-2200
(951) 782-4174
Fax (951) 782-4239

CONTENTS

CHECKLIST..... 1
 Checklist Use..... 1
 High Rise Incident Ground Support Unit Leader Checklist 1
ORGANIZATION, PERSONNEL, AND PROCEDURES 1
 Organization..... 1
 Personnel..... 2
 Major Responsibilities and Procedures 2

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 GROUND SUPPORT UNIT LEADER CHECKLIST:

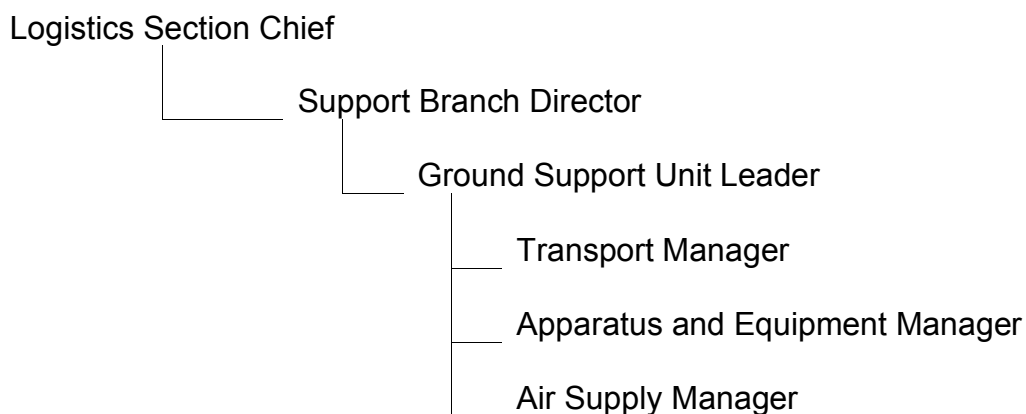
- a. Obtain briefing from Logistics Section Chief, Support Branch Director or Incident Commander.
- b. Participate in Support Branch/Logistics Section planning activities.
- c. Implement Traffic/Movement Plan, including ground level movement and building primary support stairs, as developed by Planning Section or Incident Commander.
- d. Post or mark ground level safe movement routes and outside safe refuge areas identified in the Traffic/Movement Plan.
- e. Appoint personnel and activate transport services including stairwell, ground level, and general motor transport.
- f. Appoint personnel and activate fueling, maintenance and support of apparatus and portable power equipment, and building power plant as appropriate.
- g. Appoint personnel and activate SCBA air cylinder refilling, maintenance and support.
- h. Maintain inventory of support and transportation vehicles, and maintenance and fuel supplies.
- i. Make reports to Support Branch/Logistics Section or Incident Commander 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:

- a. The High Rise Incident Ground Support Unit Leader is primarily responsible for:
 1. Providing transportation for personnel, equipment, and supplies.
 2. Providing refilling of SCBA air cylinders and maintenance of SCBA's.
 3. Providing fueling, service and maintenance of vehicles, and portable power equipment and tools.
 4. Implementing the ground level Traffic/Movement Plan at the incident including marking safe access routes and zones.

- b. The Ground Support Unit Leader reports to the Support Branch Director (if established) or the Logistics Section Chief, and may organize the unit as illustrated below:



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 Table 2-1, below. Ground Support Unit personnel will be located in all areas of the incident.

Table 2-1 H.R. Ground Support Unit Minimum Personnel Requirements

Ground Support Unit Leader	- 1
Transport Manager	- 1
Ground Level Personnel	- as needed
Stairwell Personnel	- 1 per alternate floor/per 30 - 60 minute shift ¹
Equipment Manager/Personnel	- as needed
Air Supply Manager	- 1
Air Supply Personnel	- Air Cylinder Refill Units as needed ²

¹ Duration of work periods should be based on stairwell conditions and workload. For fires involving upper floors (above 10th) a stairwell manager may be appointed.

² Determine a cylinder use rate based on active divisions, etc. Determine a fill rate per SCBA Cylinder Refill unit.

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

- a. Obtain briefing from Support Branch Director, Logistics Section Chief or Incident Commander. The briefing should provide information or direction on the following:
 - 1. Location of areas to be serviced by the Ground Support Unit, including Staging, Incident Command Post, and Base.
 - 2. Existing traffic/movement plan, falling debris problems, assigned stairways, stairway conditions, and elevator use restrictions.
 - 3. Approximate number of companies or personnel assigned to tasks requiring SCBA use, and expected duration of fire and rescue operations.
- 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 Ground Support Unit activities.
 - 3. Obtain Incident Action Plan and updates.
- c. Implement ground level Traffic/Movement Plan, including ground level movement and primary support stairways, as developed by Planning Section or Incident Commander:
 - 1. Assume control of existing personnel and resources assigned to Ground Support functions.
 - 2. Provide input into the Traffic Plan as developed and as modifications become necessary.
 - 3. Review plan to determine activities, supplies and personnel needed to implement the plan.
- d. Post or mark ground level safe movement routes and outside safe refuge areas identified in the Traffic/Movement Plan:
 - 1. Obtain needed supplies and equipment from Logistics Section.
 - 2. Obtain needed personnel by request to the Support Branch/Logistics Section.
 - 3. Brief and assign personnel to implement plan. Provide written materials or fire ground maps as needed.
- e. Appoint personnel and activate transport services including stairwell, ground level, and general motor transport:
 - 1. Obtain needed personnel by request to the Support Branch/Logistics Section.

2. Activate routine, ongoing transport functions:
 - Establish stairwell transport function.
 - Establish ground transport function.
 - Establish scheduled personnel shifts and movement schedules
3. Respond to specific transport requests:
 - Receive requests.
 - Determine ability to satisfy request. Act to fulfill.
 - If unit cannot satisfy the request, inform the requestor.
- f. Appoint personnel and activate fueling, maintenance and support of apparatus and portable power equipment and building power plant as appropriate:
 1. Schedule fueling and maintenance activities.
 2. Respond to direct/immediate requests.
- g. Appoint personnel and activate SCBA air cylinder refilling, maintenance and support:
 1. Estimate cylinder refill capacity compared to needed cylinders-per-hour.
 2. Obtain needed personnel, equipment, and cylinder refilling apparatus by request to the Support Branch/Logistics Section.
 3. Establish cylinder movement schedule and methods.
- h. Maintain inventory of support and transport vehicles, and maintenance and fuel supplies based upon Incident Action Plan.
- i. Submit reports to Support Branch/Logistics Section or Incident Commander as directed.
- j. Secure operations and demobilize personnel as determined by the Demobilization Plan. Release and return rented and borrowed equipment.
- k. Maintain Unit/Activity Log (ICS Form 214). The responsibilities of the Ground Support Unit require effective use of check sheets, notes, and records to track unit efforts. Provide such documents to the branch or section supervisor for incident analysis.