

INCIDENT COMMAND SYSTEM

Position Manual

SYSTEMS CONTROL UNIT LEADER- HIGH RISE INCIDENT

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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:

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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.

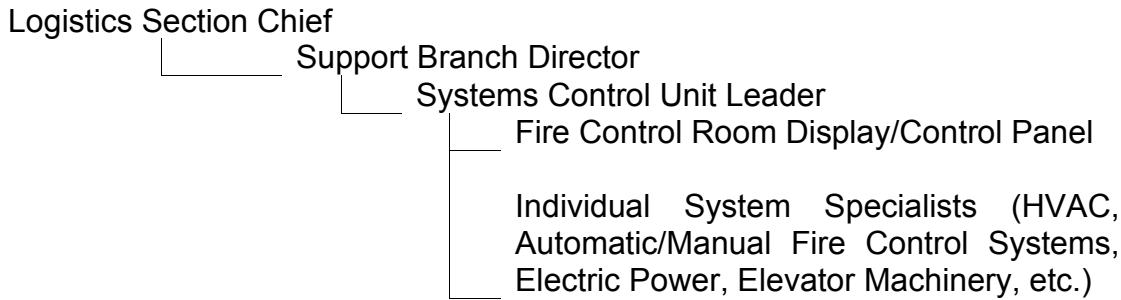
SYSTEMS CONTROL (HIGH RISE) UNIT LEADER CHECKLIST:

- a. Check in and obtain briefing from the Logistics Section Chief, Incident Commander, or Lobby Control Unit (if initial responsibility set by agency policy). Briefing will include the type and performance of built-in systems.
- b. Assess current situation and request needed personnel and resources.
- c. Request response, and make contact with, the building/facility engineer, utility company representatives, elevator service personnel and others as appropriate.
- d. Appoint personnel to monitor and operate building/facility system display/control panels.
- e. Evaluate the status and operation of the fire and domestic water pumps and water supply. Support or repair as required.
- f. Evaluate and operate as required the heating, ventilation and air conditioning system (HVAC) and the smoke removal and stairwell protection systems.
- g. Evaluate, support and control as needed the building electrical system, emergency power plant, and security systems.
- h. Evaluate and support as needed the public address, telephone, emergency phone and other building communications systems.
- i. Secure operations and demobilize personnel as determined by the Demobilization Plan.
- j. Maintain Unit/Activity Log (ICS Form 214).

ORGANIZATION, PERSONNEL AND PROCEDURES

ORGANIZATION:

- a. The Systems Control Unit Leader monitors and maintains built-in fire control, life safety, environmental control, communications and elevator systems. The Systems Control Unit may operate, support or augment the systems as required to support the incident plan. The Systems Control Unit Leader reports to the Support Branch Director if established, or to the Logistics Section Chief. The unit may respond directly to requests from the Operations Section Chief in the manual operation of the various built-in systems. The Systems Control Unit Leader must establish and maintain close liaison with building/facility engineering staff, utility company representatives, and other appropriate technical specialists. Systems Control Unit functions may be performed in the initial stages or in simple buildings by the Lobby Control Unit as directed by agency policy.
- b. The Systems Control (High Rise) Unit Leader may organize the unit as illustrated below:



PERSONNEL: The number of personnel needed to perform the Systems Control Unit functions will depend upon the complexity and number of built-in systems, the duration of the incident, the availability of specialists, and the performance of the systems.

MAJOR RESPONSIBILITIES AND PROCEDURES: The major responsibilities of the Systems Control (High Rise) Unit Leader are stated below. Following each activity are listed the procedures for implementing the activity:

- a. Obtain briefing from Logistics Section Chief or Incident Commander, and building staff. The briefing should provide information or direction on the following:
 - 1. The 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 communications channels
 - 4. Current incident situation

- b. Assess current situation and request needed personnel and resources:
 - 1. Examine building/facility layout, system display/control panels, and meet with currently assigned personnel and on-scene building/facility management and engineering staff. Obtain system layout/operation documents from preplan or management representatives.
 - 2. Determine needed staff and supplies and make requests.

- c. Request response of, and make contact with, building engineer, utility company representatives, elevator service personnel and others as appropriate. In a major incident, anticipate the failure of important systems by the following actions:
 - 1. Have needed technical specialists/assistance en route or available.
 - 2. Establish a meeting location for building/facility technical staff and other specialists, and advise the ICP and Lobby Control Unit of the location.
 - 3. Assign a fire department member with communications capability to technical specialists assigned to problem systems.
 - 4. Communicate and plan with Support Branch Director/Logistics Section regarding solutions to systems failures so that plans and resource needs can be prepared.

- d. Appoint personnel to monitor and operate system display/control panels. Personnel assigned should understand the panels and their operation. Provide assigned personnel with communications capability and a radio designator.
- e. Evaluate the status and operation of the fire and domestic water pumps and water supply:
 - 1. Support or repair system as required. The Systems Control Unit monitors and supports the water supply *after the meter*. The Logistics Section handles coordination with the public water system.
 - 2. Protect fire pumps from flooding and power loss.
 - 3. Investigate and remedy any failure of automatic fire suppression systems, and conditions of inadequate water pressure or volume within the building/facility.
- f. Evaluate and operate, as required, the heating, ventilation and air conditioning system (HVAC) and the smoke removal and stairwell protection systems. Operation of these systems must be closely coordinated with the Operation Section to minimize smoke and fire spread, and protect occupants and fire fighters.
- g. Evaluate, support and control as needed the building electrical system and emergency power plant. Plant engineers and utility company personnel should be positioned early in the incident to control, and restore power as required by the Incident Action Plan. Protect ground level and basement electrical rooms from flooding.
- h. Evaluate and support as needed the public address, telephone, emergency phone and other building communications systems:
 - Personnel at the system display/control panels may operate these systems as required by the incident.
- i. Secure operations and demobilize personnel as determined by the Demobilization Plan. Based upon the Demobilization Plan, transfer authority and responsibility for building/facility system operations to property management.
- j. Maintain Unit/Activity Log (ICS Form 214). The complexity of the Systems Control Unit responsibilities requires effective use of check sheets, notes, and records to track unit efforts. Provide such documents to the branch or section supervisor for incident analysis.