

# City of Belleville Fire Department

Number: 1007

**POLICY:**

It is the policy of the Belleville Fire Department that a standard response procedure to emergency situations involving a Tall, High Rise Dwelling, Low Rise Residential and where applicable, Commercial and Institutional type building be established.

<b><u>Date S.O.G. Comes Into Effect:</u></b>	July 1, 2008
<b><u>Date S.O.G. Revised:</u></b>	May 26, 2017
<b><u>Date Committee Approved S.O.G. :</u></b>	September 27, 2016

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## GUIDELINE

1:00 **Purpose:**

1:01 To define the procedure to be followed at Tall or High Rise Buildings, Low Rise Multi-unit buildings.

**BUILDING DEFINITION:**

**Dwelling Tall Buildings:**

Defined as three or more stories above ground level and used as multiple occupancy.

**Commercial and Institutional Tall Buildings:**

Defined as three or more stories above ground level and containing:

- Offices
- Store and Retail Outlets
- Eating and Entertainment Establishments
- Hotels
- Auditoriums
- Hospitals
- Government Buildings

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## **High Rise Buildings:**

Generally Accepted Definitions:

- O.B.C. Defines High Rise buildings as 7 storey's or more.
- Beyond the reach of Fire Department Aerial Equipment.
- Requires unreasonable evacuation time.
- Poses the potential for significant stack effect.
- Fire on the upper floors must be fought from inside the building.

## 2:00 **Procedures:**

2:01 The procedures recommended herein: are prepared to assist crews in utilizing a standard and preferred common approach in dealing with responses to the above noted occupancies.

## 2:02 **Positioning of Vehicles:**

First arriving vehicle will respond directly to the scene dropping off crew and equipment then reposition the pumper as close as possible to the standpipe connection. Attempts should be made to avoid blocking the main entrance to allow easy access and egress of tenants, personnel, equipment, and other vehicles. Keeping the main driveway clear allows for easy unloading of equipment and personnel that may be required inside the building. All other apparatus shall be staged on the Main Street in the area known as **BASE SECTOR** (vehicle staging) area until needed at the request of the IC.

## 2:03 **Locating Fire or Alarm:**

First arriving Officer is to proceed to the annunciator fire panel to confirm the alarm and verify alarm floor(s). The alarm floor(s) shall be announced over the radio to the incoming crew.

Second Arriving Officer and crew are to verify the alarm floors(s) from the initial report. Any additional activation shall be communicated to all crews over the radio.

## 2:04 **Elevator Operation:**

Elevator operations will be dictated by one of the two following operational situations.

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## **Controlled Elevator Operations:**

Elevators are considered under the control of Fire Department Personnel when firefighting designed elevators are used with keys and switched to Emergency Service Phase or the elevators are switched to manual (service mode). All elevators must be under key operated control and manned by firefighters or secured at the lobby level.

## **Uncontrolled Elevator Operations:**

Uncontrolled elevator operations are situations where an elevator has not been switched to either emergency service phase or manual operations. In such cases the uncontrolled elevator use should be avoided. If necessary, it may be used for rescue or an unreasonable climbing distance (more than five floors), etc. **In such uncontrolled operations the crew will stop the elevator every five floors to check for responsiveness to controls and to ensure there is no smoke migration in the elevator shaft.**

**Note:** At the discretion of the Incident Commander, the use of elevators that are remote from a fire location and will not affect the safety of residents may be considered for use/assistance in evacuating residents with physical and/or mobility issues. Crews using remote elevators shall check the elevator shaft for smoke and discontinue its use if smoke is present.

## 2:05 **Communication:**

Where there is communications equipment present in a building, the Incident Commander will ensure it is used to:

- Notify building occupants of current situations.
- Direct building occupants of actions to be taken.
- Provide periodical updates.
- Provide crews with internal communications (if present).
- Communicate standard Suggested Announcements for Emergency Voice

Alarm

**NOTE:** The Superintendent may be utilized to make the announcements at the direction of the I.C.

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## 2:06 **First Arriving Crews:**

First arriving pump operator shall drop the crew at the building entrance then position the vehicle as close to the standpipes as possible. Avoid placing it in front of the main doors of the building. The Pump Operator and the first arriving Aerial Operator shall be prepared to hook up the standpipe, sprinkler and hydrant connections at first indication of any reported smoke or fire. They shall not charge them unless notified by Incident Command to do otherwise. **No attack on the fire shall take place unless the standpipe system has been charged.**

**Note: The pump operator shall do a visual inspection of the standpipe/sprinkler connections prior to the system being connected and charged. Any obstructions shall be immediately communicated to the Incident Commander.**

First arriving pump crew shall secure the keys from the ABLOY box and check the location of the alarm on the annunciator panel. The alarm floors shall be communicated to all incoming crews. They will proceed to the elevator and take control of it. The crew will then investigate going 2 floors below the fire floor. The crew shall have the high rise pack, forcible entry tools, the entry control pouch and thermal imaging camera along with their PPE. In a controlled elevator situation, the Officer and one crew member shall disembark leaving one crew member assigned as elevator and entry control. The officer and one fire fighter are to proceed to the stairwell noting location of standpipe connections and floor layout (including apartment numbers). They are to insure the floor below the alarm floor is given a visual check for smoke migration while proceeding to the Alarm Floor. The 2 person crew will advance to the alarm floor to investigate. At any time heavy smoke or visible flame is present, command shall be transferred to the 2<sup>nd</sup> arriving officer and a call for a "GENERAL ALARM" will be made immediately. Once command has been transferred the Interior officer shall be designated as Fire Control Sector. The Fire Control Sector Officer shall give a situation report immediately to the Incident commander. This report shall include; location of fire, priority stairwell, additional resources required and a report on interior conditions. If there is a confirmed fire, the fire floor crew shall ready the attack line and prepare for entry but shall wait for the second in crew to arrive on the fire floor to co-ordinate an attack. There shall be no attack on the fire until a hydrant is secured and the standpipe and sprinkler systems have been connected and charged. If there are no standpipe connections in the building, no entrance to the fire area shall be made until a supply line has been brought to the fire floor and charged. Fire Control must confirm with the IC that the standpipe system is charged and ready for use before entering the fire area.

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**Note: In an uncontrolled elevator, all crew members will exit the elevator so it can return to the lobby. The entry control board will be left at the stairwell entrance, 2 floors below the alarm floor. All crew members (3) will then proceed to the fire floor.**

## **Second Arriving Crews:**

The crew of the 2<sup>nd</sup> arriving Pump shall proceed to the annunciator Panel and verify the alarm floors (any additional alarms shall be communicated to all crews). The officer shall report to the Lobby Area with the Belleville Fire Department building profile. He shall locate the building Fire Plan, building keys, building supervisor and maintain accountability of all support personnel who are not on the fire floor. He has the responsibility for the initial and ongoing EVAC announcements. The balance of the crew (three) shall take the elevator going 2 floors below the alarm floor. The crew shall have the High Rise Pack and forcible entry tools along with their full PPE. They shall disembark 2 floors below the alarm floor and proceed to the stairwell (noting location of standpipe connections, floor layout and apartment numbers). Fire Control shall notify command of his PAR (personal accountability report) once his team is established. A back-up line shall be connected to the hose cabinet before entry to the fire area has been made.

**NOTE: In an uncontrolled elevator the elevator shall be released to return to the lobby. One crew member (pump operator) from the 2<sup>nd</sup> in crew shall establish entry control from the stairwell entrance 2 floors below the alarm floor. He shall remain there until an Entry Control/Staging Officer is assigned. He shall notify Incident Command that entry control has been established. He shall monitor TOA (time on air) and report it to the Fire Control Sector Officer at 10 minute intervals. The other two crew members shall report to the Fire Control Officer for assignment.**

Second arriving aerial operator shall assist the pump operator in securing the standpipe, sprinkler and hydrant connections. The aerial operators shall then proceed to establish pressurization and ventilation (if necessary) of the one stairwell (designated by the Fire Control Officer) as the Fire Control priority stairwell. Once established, a second stairwell may be cleared and pressurized. As soon as possible an Officer shall be assigned to this crew and it shall be known as the Ventilation Sector. Ventilation crews shall bring the ventilation kits, 3' bolt cutters and forcible entry tools with them along with their full PPE when proceeding to the roof. Once the second stairwell is pressurized, the Ventilation crew shall conduct a primary search of each stairwell. The ventilation crew should check for smoke on all floors while conducting their primary search. Following

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the search, the findings shall be relayed to command. ie. "Ventilation to command, primary search east stairwell all clear".

All other on duty personnel not assigned above are to report to the IC for assignment.

2:07 **General Alarm and Subsequent Arriving Vehicles:**

Any subsequent arriving vehicles or personnel (including outside agencies) shall report to the Base Sector. A Base Sector Officer shall be assigned and he shall co-ordinate and communicates the availability of apparatus and personnel to the Incident Commander.

2:08 **Dispatch:**

Shall request EMS respond to the Base Sector (provide a physical Address or intersection) once a GENERAL ALARM has been requested. Dispatch shall communicate via pager the nature of the call and request all off duty personnel to report directly to the scene. Off duty Dispatchers shall report to the dispatch center to assist ensuring a minimum of 2 dispatchers are present. The Dispatcher may keep as many dispatchers as is necessary in the safe and efficient operation of this incident and any subsequent calls. Dispatch shall report to Incident Command once the dispatch center has been adequately staffed or in the event more assistance is needed. The Chief and Deputy shall be notified as per Procedures. Police shall be called to assist in traffic control once it has been determined a working fire.

2:09 **Staging:**

Shall be assigned an Officer and shall be located in the hallway 2 floors below the fire floor. This Sector shall be known as Staging. Staging is established for relief personnel supporting the fire attack team, RIT and Entry Control along with necessary equipment for the safe and efficient operation of the incident. The staging officer shall immediately assume entry control from this position. The crew member who was originally assigned shall remain with the Staging officer unless otherwise directed. The Staging Officer shall request adequate personnel for relief of the fire control team, establishing RIT and is responsible in assigning crews to bring all necessary equipment to the staging area. The Staging Officer shall be responsible for the accountability of the Fire Control, RIT and Staging sectors.

Consideration shall be given to the following equipment inventory:  
Pike poles, air bottles, first aid equipment, salvage covers, additional hose and appliances, RIT Pack, etc.

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**NOTE: Access to the fire floor shall only be made through the stairwell where entry control has been established.**

2:10 **Rehab Sector**

Rehab and EMS shall be assigned an officer and shall be located in the hallway 3 floors below the fire floor. This sector shall be known as **REHAB SECTOR**. The Rehab officer shall be responsible for accountability of all personnel in the rehab sector including EMS personnel.

2:11 **Base Sector:**

Shall be assigned an officer and be located in an appropriate place that will not congest the scene and still allow for quick and efficient access of fire fighters and equipment where needed.

2:12 **Accountability Officer:**

Shall be assigned once a General Alarm has been called and shall be located at/or near the Command Post. He is responsible for the accountability of all sectors and personnel at the incident.

2:13 **Communications officer:**

Shall be assigned once adequate staff is on the fire ground. The Communications officer shall be assigned to the Incident Commander and shall monitor all communications on the fire ground. He shall be located in an area where he will not be distracted from any outside noise and interruption. Consideration should be given to the use of a headset.

2:14 **Safety Officer:**

Shall be assigned once adequate staff is on the fire ground. The Safety Officer should be a trained I.S.O.

3:00 **Scope:**

3:01 It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that this guideline is explained and followed

3:02 It shall be the responsibility of **all employees** to understand and adhere to this guideline.

3:03 all requirements of **Rules and Regulations** pertaining to hydrants are to be followed.

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