Grant County Fire Protection District 3

POLICY AND PROCEDURE

TACTICAL ACTION GUIDELINES

1. NUMBER: 9.5.1

2. SUBJECT: ***Major Non-Fire Emergencies***

3. POLICY: It is the Policy of Grant County Fire District 3 to put into practice reasonable and practical measures to be taken to insure the survivability and operability of the District at times of Disaster. This District may not be capable of handling every type of emergency that could exist. Citizens may not be able to be provided service for up to 72 hours in cases of major disasters.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

6. PROCEDURE:

   A. In times of major disaster, Grant County Fire District 3 will:

      1. Reasonably exhaust local resources before calling for outside assistance.
      2. Render the maximum practicable assistance to all emergency-stricken communities under provisions of the County-Wide Mutual Aid Agreement and the Washington State Fire Mobilization Procedure.
      3. Provide for receiving and disseminating information, data and directives by and between county, state and federal disaster response organizations.
      4. Cooperate and work with county, state and federal disaster response organizations.

   B. Actions to be taken during all major non-fire emergencies:

      1. Check all station personnel for injuries, give first aid as necessary.
      2. Check for damage to the station facility. Take necessary action to prevent secondary damage.
      3. Be ready to coordinate actions with the County Fire Coordinator, the County Emergency Operations Center, or Washington State Emergency Operations Center.
      4. Prepare for "walk-in" medical aid calls. If necessary, set up a first aid

station in a convenient location at the station.

5. All personnel to "contact" family as soon as it is feasible. As necessary, family could be relocated to the Fire Station and used as volunteer workers to support fire crews.

C. Earthquake Emergencies:

1. Remove all apparatus from the apparatus room. Park away from all buildings.
2. Check all buildings for fires.
3. Check all buildings for utility damage. Shut down utilities as necessary.
4. Check telephones and radios for service. (Telephones can take many minutes to get dial tone.)
5. Standby to report damage and injuries to the Emergency Operations Center.
6. Prepare to operate independently should the E.O.C. be out of service.
7. Be prepared for aftershocks.

D. Emergency Power:

1. District 3 has an emergency generator which is stand alone to provide minimal light and power to the District Headquarters Station.
2. Operating instructions are posted on the generator.

E. Station Emergency Supplies:

1. Water: In order to assure that drinking water is available during an emergency, the District will maintain a minimum amount of drinking water. This can be done by maintaining that as a minimum stock for the water dispenser. During the summer months when the number of station personnel increases, additional containers should be added to the minimum stock.
2. Food: As a fire station operated year-round, the district will usually have a sufficient food supply on hand to last for several days. Food in the refrigerator and freezer should be used first if unable to keep these appliances running.
3. Miscellaneous supplies: The following supplies will be kept in the station emergency locker.
   a. 200 each - paper plates, cups, plastic utensil sets
   b. 4 each paper towels, rolls or packages
   c. extra D and AA Cell batteries - To be rotated annually
   d. 2 each 12-volt battery lanterns/extra batteries - To be rotated annually
   e. 1 each AM/FM Radio

f. 1 each radiological monitoring kit
g. 2 cases M.R.E. or Smokey Snacks - To be rotated annually
h. 6 lbs. of coffee
i. 2 each sanitation kits (Chemical Toilet)

F. Family and Employee Notification: If an emergency occurs when you are at work and you have difficulty in contacting your family to find out if they are alright, they can contact the Message Phone to leave a message. The receptionist at that phone will advise your family of your status.

Should the phones be out in Grant County District 3, an alternate message phone will be established. This phone will be at Grant County Dispatch. The number is: (509)754-2011