

**Emergency Support Function 4
Fire & Emergency Medical Services**

ESF Coordinator: Mills County Emergency Management Agency (MCEMA)

Primary Agency: Mills County Emergency Services Association (MCESA)

Support Agencies: Mills County Sheriff's Department
Glenwood Police Department
Mills County - County and Municipal Government (all departments)
Mills County Communications Center

I. INTRODUCTION

A. Purpose

Emergency Support Function 4 (ESF-4), Fire & EMS, provides an organizational framework that supports detection and suppression of wild land, rural, urban fires, and emergency medical needs of the public resulting from, or occurring coincidentally with, an emergency or disaster of countywide significance.

B. Scope

ESF-4 addresses the management and coordination of public fire and life safety services in cooperation with the fire departments within the county.

II. POLICIES

- A. Priority is given to responder safety, public safety, and protecting property and environment, in that order.
- B. All operations shall be conducted under the Incident Command System (ICS).
- C. During emergencies, local fire and rescue departments mobilize all available apparatus and personnel required to mitigate the situation.
- D. Mutual aid agreements are activated when additional resources are necessary.
- E. Each fire and rescue agency shall assume the full cost of protection of the lands within its respective protection districts unless other arrangements exist or are made. Departments should not incur costs in jurisdictions outside their area without reimbursement unless otherwise provided for in mutual aid agreements.
- F. Emergency medical services personnel will operate under the established Iowa Department of Public Health (IDPH), Emergency Medical Services protocols, and as amended by Mills County.
- G. The Mills County Mass Casualty Incident Response System Protocol details the operational concepts and responsibilities so the emergency medical system will be capable of providing mass casualty emergency medical services during an emergency/disaster.
- H. ESF-4, Fire & EMS, will work closely with ESF-8, Public Health, on matters of mass casualty and mass fatality responses.

- I. Primary and support agencies will ensure that a continuity of operations plan is in place to maintain essential services.
- J. Primary and support agencies will participate in drills and exercises to test existing plans and procedures.
- K. With MCEMA/Emergency Operations Center (EOC) and Mills County Communications, all county and municipal agencies will maintain, up-to-date contact lists on essential personnel and resource typing information on their equipment.
- L. Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.

III. CONCEPT OF OPERATIONS

A. General

- 1. On-scene Fire/EMS related operations within the county are managed by the ICS.
- 2. Mutual-aid agreements provide for additional local personnel and resources in the event individual departments are unable to contain a given situation with existing resources and personnel.
- 3. Each agency assisting under the mutual-aid agreement retains its own autonomy, with overall direction provided by the Incident Commander.
- 4. When an emergency goes beyond local mutual aid, the MCEMA shall be notified and will coordinate additional logistical support.
- 5. An activated EOC provides support in coordinating resources under an Incident/Unified command when prioritization becomes necessary.
- 6. Departments may request activation of other resources. Requests for and coordination of those resources (outside of existing mutual aid agreements) shall be made through the MCEMA/EOC (in accordance with ICS and National Incident Management System (NIMS) standards).
- 7. The communications support for this ESF is coordinated at and in cooperation with ESF-2 Communications.
- 8. Fire & Rescue services provide response to hazardous materials and other technical incidents in a manner commensurate with their level of training.

B. Organization

- 1. Each department is an independent agency reporting to elected representatives or board of directors. Within each department is an identified chain of command that oversees the operational portion of the department.
- 2. In the event of an emergency or disaster that results in the activation of the EOC, the concepts of NIMS/ICS shall be used.
- 3. The Mills County Emergency Services Association shall provide a representative to the EOC during periods of activation, as requested.

4. A communications link between Incident Command(s) and the EOC shall be established.

C. Procedures

1. The public or another agency that needs assistance from a Fire and/or EMS agency places a call to the dispatcher at the Mills County Communications Center. Per established protocols, the dispatcher will determine the type and location of the emergency and then dispatch the appropriate agency through the established alerting/dispatch system.
2. If the public alerts the agency directly of an emergency, the agency will report the incident to the Mills County Communications Center.
3. If the Incident Commander determines that local resources have been exhausted, they shall direct the Mills County Communications Center to notify the emergency management coordinator or designee, which may prompt activation of the EOC.
4. Upon activation of the EOC, responsibility for mutual aid, resource coordination and logistical support is transferred to the EOC.

D. Phases of Emergency Management for Fire & EMS

1. Mitigation and Preparedness Activities
 - a. Enforce applicable fire codes.
 - b. Conduct fire safety or injury/illness education programs for the public.
 - c. Continue to train and utilize NIMS/ICS and other operational procedures to effect full utilization of resources.
 - d. Maintain current information on the types and quantities of hazardous materials present in local businesses and industrial facilities.
 - e. Maintain current inventory of resources and typing of resources based on county standards and report to the MCEMA.
 - f. Participate in local mutual aid agreements.
 - g. Participate in interagency disaster response training and exercises.
 - h. Maintain activation and alerting procedures and ensure that all personnel are trained at an appropriate level.
 - i. When resources and authority allow, provide prevention and mitigation activities and enforce ordinances that relate to life safety and hazardous materials.
 - j. Develop and maintain emergency and disaster response policies, plans, and guidelines/procedures.

2. Response Activities
 - a. Fire & EMS Service Agencies
 - i. Provide for life safety, incident stabilization, and property conservation.
 - ii. Assist with the dissemination of warnings.
 - iii. Provide urban search and rescue and support.
 - iv. Coordinate requests for mutual aid through E911.
 - v. Provide traffic control and evacuation support as needed.
 - vi. Respond to hazardous material incidents per ESF-10 Hazardous Materials.
 - viii. Conduct cause and/or origin of fire investigations and/or refer to proper investigative agency.
 - ix. Provide basic and advanced life support services in accordance with established protocols authorized by the IDPH Emergency Medical Services Bureau, and as amended by Mills County.
 - x. Coordinates decontamination resources.
 - xi. Ensures field communications between appropriate agencies and interface with EOC.
 - xii. Provides representative(s) to the EOC.
 - xiii. Provides casualty and updated situation reports to the EOC.
 - xiv. As requested, conduct damage assessments and report to Mills County EMA/EOC.
 - xv. Participate in ICS.
 - b. Mills County Emergency Management Agency
 - i. Activate EOC in support of Fire & EMS operations, as appropriate.
 - ii. Provide support and assistance to Incident Commander.
 - iii. Assist in warning the public of evacuation, traffic routing, and shelter in-place.
 - iv. Participate in ICS.
 - c. Law Enforcement Agencies
 - i. Provide traffic and crowd control.
 - ii. Provide for scene security.
 - iii. Provide investigative services, as necessary.

- iv. Assist in urban search and rescue as necessary.
 - v. Participate in ICS.
 - d. Public Works Agencies
 - i. Provide traffic control support.
 - ii. Provide heavy equipment, as appropriate.
 - iii. Assist in water resource management upon request.
 - iv. Participate in ICS.
- 3. Recovery Activities
 - a. Fire & EMS Services
 - i. Perform or assist in decontamination and cleanup.
 - ii. Assess damage to department equipment and facilities, if necessary.
 - iii. Conduct cause and/or origin of fire investigations and/or refer to proper investigative agency.
 - iv. Plan and implement demobilization of resources.
 - v. Return apparatus and equipment to regularly assigned locations.
 - vi. Assist the public in recovery operations as resources allow.
 - vii. Prepare and submit proper documentation (NFIRS, PCR, etc.).
 - viii. Prepare invoice billing for cost recovery and report to EOC, if appropriate.
 - ix. Submit reports to elected officials, State Fire Marshal and IDPH as appropriate.
 - b. Mills County Emergency Management Agency
 - i. Act as liaison between local Fire & EMS agencies and state or federal damage assessment teams, as appropriate.
 - ii. Coordinate information with Iowa Homeland Security and Emergency Management Division (IHSEMD).
 - iii. Demobilize applicable ESFs when appropriate.
 - c. Law Enforcement Agencies
 - i. Assist with fire investigations.
 - ii. Demobilize and place units back in service to be response ready.

IV. RESPONSIBILITIES

A. Primary Agencies

1. Fire & EMS Services

- a. Develop and review agency standard operating procedures, resource inventories, and other operational plans.
- b. Assure that all personnel are trained in appropriate response activities.
- c. Ensure the ability to mobilize personnel and equipment in accordance with departmental or county plans and procedures.
- d. Direct emergency operations utilizing NIMS/ICS within the respective political subdivisions, as appropriate.
- e. Work within the limits of established mutual aid agreements.
- f. Maintain the overall responsibility and authority to coordinate emergency fire & emergency medical operations within the respective jurisdiction.
- g. On-scene management shall follow the concepts of NIMS/ICS.
- h. Local law enforcement will assist operations with crowd control and evacuation of endangered population areas as necessary.
- i. Document expenditures for auditing and reimbursement purposes and report to the EOC if appropriate.
- j. Provide specialized support functions, resources, or emergency personnel as agreed upon, contracted for, or provided for in mutual aid agreements.
- k. Report to designated staging areas as directed for assignment.
- l. Provide fire prevention and suppression activities within the respective jurisdiction.
- m. Provide for search and rescue operations within department capabilities.
- n. Provide emergency medical treatment to victims at the scene, within level of training.
- o. Provide a capability for hazardous material incident response within level of training.
- p. Assist in warning in areas affected or threatened by disaster.
- q. Assist in evacuation of areas affected or threatened by disaster.
- r. Provide assistance to emergency management agency in damage assessment and reporting.

B. Support Agencies

1. Mills County Emergency Management Agency
 - a. Maintain awareness of the local mutual aid agreements.
 - b. Activate and manage the EOC or provide coordination support to command posts when appropriate.
 - c. On-scene management shall follow the concepts of NIMS/ICS.
2. Law Enforcement Agencies
 - a. Provide for traffic and crowd control.
 - b. Provide area security.
 - c. Direct evacuation.
 - d. Provide investigative services as needed.
 - e. Provide resources and services as requested.
 - f. On-scene management shall follow the concepts of NIMS/ICS.
3. Public Works Agencies
 - a. Provide support for traffic control.
 - b. Assist with identifying evacuation routes.
 - c. Maintain and augment water supply as needed.
 - d. Provide resources and services as requested.
 - e. On-scene management shall follow the concepts of NIMS/ICS.

V. ATTACHMENTS

ESF Attachment 4.1	Mills County Fire & EMS Numbering & Accountability System
ESF Attachment 4.2	Mills County Controlled Burn Ordinance
ESF Attachment 4.3	Emergency Response Checklist – Fire & EMS

VI. ESF REFERENCE DOCUMENTS

ESF Reference Doc 15.a Mills County Joint Information Center (JIC) Operations Plan

NOTE: The *Mills County Fire & EMS Resource Inventory* is located in ESF-7 - Resource Management.

ESF Attachment 4.1
Mills County Fire & EMS Numbering and Accountability System

Mills County Radio Identification - Fire/Rescue/Law 09/01/16

65-1	SHERIFF
65-2	CHIEF DEPUTY
65-3	DEPUTY
65-4	DEPUTY
65-5	DEPUTY
65-6	SGT
65-7	DEPUTY
65-8	DEPUTY
65-9	DEPUTY
65-10	DEPUTY
65-11	DEPUTY
65-51	CONSERVATION
65-54	EMERGENCY MANAGEMENT COORD
65-55	EMERGENCY MANAGEMENT DEPUTY
65-61	MILLS CO EMS DIRECTOR
65-62	MILLS CO CORONER
65-65	COUNTY ATTORNEY
65-66	ASST COUNTY ATTORNEY
65-70	ADULT PROBATION
<hr/>	
EE81	EMERSON ENGINE 81
EE84	EMERSON ENGINE 84
EMER	EMERSON RESCUE
ES83	EMERSON RESCUE 83
ET82	EMERSON TANKER 82
EU80	EMERSON UTILITY 80
EU85	EMERSON UTILITY 85
EVFD	EMERSON VOL FIRE DEPT
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G1	CHIEF GPD
G10	OFFICER GPD
G2	CAPT GPD
G3	SERGEANT GPD
G4	SERGEANT GPD
G5	OFFICER GPD
G6	OFFICER GPD
G7	OFFICER GPD
G8	OFFICER GPD
G9	OFFICER GPD

GE15	GLENWOOD ENGINE 15
GLER	GLENWOOD RESCUE
GQ12	GLENWOOD QUINT 12
GT5	GLENWOOD TANKER 5
GU10	GLENWOOD UTILITY 10
GU11	GLENWOOD UTILITY 11
GU3	GLENWOOD UTILITY 3
GU9	GLENWOOD UTILITY 9
MED1	GLENWOOD MEDIC 1
MED2	GLENWOOD MEDIC 2
MED3	GLENWOOD MEDIC 3
MED4	GLENWOOD MEDIC 4
GVFD	GLENWOOD VOL FIRE DEPT

H117	HASTINGS ENGINE 117
H521	HASTINGS ENGINE 521
HA-1	HASTINGS FIRST RESPONDERS
HA80	HASTINGS UTILITY 80
HAFD	HASTINGS VOL FIRE DEPT
HAT6	HASTINGS TANKER 6

HE60	HENDERSON ENGINE 60
HE72	HENDERSON ENGINE 72
HEFD	HENDERSON VOL FIRE DEPT
HT70	HENDERSON TANKER 70
HT71	HENDERSON TANKER 71
HU80	HENDERSON UTILITY 80

MALF	MALVERN VOL FIRE DEPT
MALR	MALVERN RESCUE
ME21	MALVERN ENGINE 21
ME25	MALVERN ENGINE 25
MSQ1	MALVERN SQUAD 1
MSQ2	MALVERN SQUAD 2
MT20	MALVERN TANKER 20
MT23	MALVERN TANKER 23
MT28	MALVERN TANKER 28
MU22	MALVERN UTILITY 22
MU24	MALVERN UTILITY 24

OAKF	OAKTOWNSHIP FIRE
OE60	OAK TOWNSHIP ENGINE 60
OE61	OAK TOWNSHIP ENGINE 61
OT72	OAK TOWNSHIP TANKER 72
OU81	OAK TOWNSHIP UTILITY 81

OU82	OAK TOWNSHIP UTILITY 82
OU83	OAK TOWNSHIP UTILITY 83
PE63	PJ ENGINE 63
PE64	PJ ENGINE 64
PJAM	PACIFIC JUNCTION AMB
PJFD	PACIFIC JUNCTION FIRE DEPT
PS51	PJ EMT TRANSPORT AMB
PS54	PJ EM TRANSPORT AMB
PU87	PJ UTILITY 87
PU88	PJ UTILITY 88
PU89	PJ UTILITY 89
SCAM	SILVER CITY AMBULANCE
SCFD	SILVER CITY FIRE DEPT
SE74	SILVER CITY ENGINE 74
SE76	SILVER CITY ENGINE 76
SS51	SILVER CITY SQUAD 51
SS52	SILVER CITY SQUAD 52
ST72	SILVER CITY TANKER 72
SU70	SILVER CITY UTILITY 70
SU71	SILVER CITY UTILITY/JAWS 71
SU73	SILVER CITY UTILITY 73
TABR	TABOR RESCUE
TAFD	TABOR FIRE DEPT
TPD	TABOR POLICE DEPT
IDOT	IOWA DEPT OF TRANSPORTATION
ISP	IOWA STATE PATROL
LEWI	LEWIS TOWNSHIP FIRE/DIVERS
LIFE	LIFENET HELICOPTER
MACF	MACEDONIA FIRE
MACR	MACEDONIA RESCUE
USCG	US COAST GUARD
FREM	FREMONT COUNTY LAW ENFORCEMENT
MONT	MONTGOMERY CO LAW ENFORCEMENT
POTT	POTT CO LAW ENFORCEMENT
RDFD	RED OAK FIRE DEPT
REDO	RED OAK AMBULANCE

The Mills County Accountability System is currently being established.

ESF Attachment 4.2**Mills County Controlled Burn Ordinance p1 of 3****(for additional information, go to www.dps.state.ia.us/fm/burnbans)**

ORDINANCE NO. 08-01

AN ORDINANCE TO AMEND THE COUNTY CODE OF ORDINANCES OF MILLS COUNTY, IOWA, BY ENACTING A NEW CHAPTER 11 PLANNED OPEN BURNING NOTIFICATION OF TITLE I ADMINISTRATION SETTING FORTH THE PROCEDURES AND PENALTIES ASSOCIATED WITH NOTIFICATION OF THE MILLS COUNTY COMMUNICATIONS CENTER PRIOR TO A PLANNED OPEN BURN

BE IT THEREFORE ORDAINED BY THE
BOARD OF SUPERVISORS OF MILLS COUNTY, IOWA:

Section 1. ENACTMENT. A new CHAPTER 11 PLANNED OPEN BURNING NOTIFICATION OF TITLE I ADMINISTRATION is enacted as follows:

Section 2. 1011.01. INTENT. Iowa Administrative Code Section 567-23.2 allows Mills County residents to burn certain items on their property. Mills County fire protection officials will benefit by receiving advanced notice of planned open burning by property owners in Mills County, Iowa. This Ordinance encourages efficient use of fire protection resources. The Ordinance will define a controlled or uncontrolled burn; create uniform procedures for advanced notice of planned open burning; and establish penalties when an individual fails to provide such notice.

Section 3. 1011.02. DEFINITIONS.

- .01 ADVANCED NOTICE: Verbal contact with the Mills County Communications Center (712-527-4871) notifying the Communications Center a burn will occur on a specific date at a specified location. The Communication Center shall receive notification at least one (1) hour in advance of the burn.
- .02 CONTROLLED BURN: Any burn supervised by an individual.
- .03 UNCONTROLLED BURN: An intentional or unintentional burn not supervised by an individual.

Section 4. 1011.03 ADVANCE NOTICE REQUIREMENT. Every person, firm, corporation, or government entity shall provide advance notice to the Mills County Communications Center before kindling or burning any:

- .01 Building or structure;
- .02 Farm land or pasture (including Crop Reserve Program [CRP] acres);
- .03 Other rural ground or woodland; or
- .04 Normal yard waste in a contained area.

Mills County Controlled Burn Ordinance p2 of 3
(for additional information, go to www.dps.state.ia.us/fm/burnbans)

Section 5. 1011.04 EXCEPTIONS. This Ordinance shall not apply to the following situations:

- .01 Use of an outdoor fire for cooking;
- .02 Barbeque grills;
- .03 Outdoor fireplaces; or
- .04 Supervised burning of paper products in a contained area, such as a barrel.

Section 6. 1011.05 PENALTIES. Any responsible party in violation of this Ordinance shall be found guilty of committing a County Infraction as defined in CHAPTER 7 VIOLATIONS AND PENALTIES OF TITLE I ADMINISTRATION of the Mills County Code of Ordinance.

- .01 CIVIL PENALTY: A responsible party shall pay all court costs and a civil penalty of:
 - A. Fifty dollars (\$50.00) for the first violation;
 - B. One hundred dollars (\$100.00) for a second violation; and
 - C. Two hundred fifty dollars (\$250.00) for a third and any subsequent violation.
- .02 This Ordinance authorizes a law enforcement officer or fire official to issue a civil citation for a County Infraction. This Ordinance does not preclude a law enforcement officer or fire official from exercising his or her discretion and issuing a criminal citation for a violation of the Iowa Code in lieu of issuing a civil citation for violation of the Mills County Code of Ordinance.

Section 7. 1011.06 CITY FIRE REGULATIONS SUPERSEDE. This Ordinance shall apply to both incorporated and unincorporated areas of Mills County, Iowa. In the event any City has the same or similar fire regulations, the City regulations shall supersede this Ordinance.

Section 8. REPEALER. All other ordinances, rules, regulations, or part thereof, in conflict with this ordinance are hereby repealed by this ordinance.

Section 9. SEVERABILITY. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole, or any provision thereof not adjudicated to be invalid or unconstitutional.

Section 10. EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its final passage, approval, and publication as provided by law.

Mills County Controlled Burn Ordinance p3 of 3
(for additional information, go to www.dps.state.ia.us/fm/burnbans)

First Reading: May 6, 2008
Second Reading: May 12, 2008
Third Reading: May 20, 2008

Approved:

Richard Crouch
Richard Crouch
Chair - Board of Supervisors

5/20/08
Date

Attest:

Carol Robertson
Carol Robertson
Mills County Auditor

5-20-08
Date

IN THE IOWA DISTRICT COURT FOR MILLS, COUNTY

MILLS COUNTY, IOWA * No. _____
*
*
* COUNTY INFRACTION * PURSUANT TO COUNTY
* ORDINANCE *
DEFENDANT: _____ *
ADDRESS: _____ *
DOB: _____ *

The defendant is accused of committing the county infraction of the Planned Open Burning Notification Ordinance in violation of the Mills County Ordinance § 9.1.3 and § 9.1.5 as punished pursuant to Mills County Ordinance 5.1.1. Said infraction is a [] First Offense (\$50 civil penalty); [] Second Offense (\$100 civil penalty); [] Third/Subsequent Offense (\$200). Payment of said offense is at the Mills County Clerk of Court, 418 Sharp Street, Glenwood, Iowa 51534.

Complainant Business Address of Complainant

AFFIDAVIT

STATE OF IOWA, COUNTY OF MILLS, ss:

I, the undersigned, being duly sworn, state the following facts know to me, or told to me by other reliable persons, form the basis for my belief that the Defendant committed this infraction (time, date, location, and description of infraction):

Signature

Subscribed and sworn before me on this _____ day of _____, 20_____.

Notary Public / (Deputy) Clerk / Magistrate

YOUR APPEARANCE BEFORE THE COURT IS MANDATORY. YOUR APPEARANCE IS SET FOR THE MAGISTRATE AT THE FOLLOWING TIME: [] _____, MONDAY at 10:00 a.m.; [] _____, TUESDAY, at 10:00 a.m.; or (date) (date) [] _____, THURSDAY at 1:30 p.m.. (date)

FAILURE TO APPEAR MAY RESULT IN A DEFAULT BEING ENTERED AGAINST YOU, A WARRANT FOR YOUR ARREST OR OTHER ADDITIONAL PENALTIES BEING LEVIED AGAINST YOU.

Defendant (signature) (date) [] No signature sent by certified mail (signature of officer)

**ESF Attachment 4.3
Emergency Response Checklist – Fire & EMS**

Emergency Response Checklist – Fire & EMS	
Emergency Management Phase	Actions
<p><u>Mitigation</u> Activities designed to prevent or lessen the effects of a hazard.</p>	<ul style="list-style-type: none"> ___ Participate in hazard identification process and identify and correct vulnerabilities in the Fire or EMS function. ___ Develop fire safety, health safety & injury prevention programs that include disaster situations and present them to the public.
<p><u>Preparedness</u> Activities designed to improve Readiness capabilities.</p>	<ul style="list-style-type: none"> ___ Maintain this ESF Annex as well as supporting operating procedures and guidelines. ___ Ensure Fire/EMS personnel receive appropriate emergency operations training. ___ Ensure mutual aid agreements with surrounding jurisdictions are current. ___ Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention, suppression or emergency medical operations. ___ Develop and maintain standard operating guides and checklists to support emergency operations. ___ Ensure emergency call-up and resource lists are current. ___ Ensure the availability of necessary equipment to support Fire & EMS activities. ___ Participate in emergency training and exercises.
<p><u>Response</u> Activities designed to save lives, protect property and contain the effects of an event.</p>	<ul style="list-style-type: none"> ___ Respond as required on a priority basis. ___ Activate mutual aid if needed. ___ Coordinate activities with other responding agencies. ___ Coordinate outside Fire & EMS resources. ___ Alert or activate off-duty and auxiliary personnel as required by the emergency.

	<ul style="list-style-type: none"> — Conduct other specific response actions as dictated by the situation.
<p style="text-align: center;"><u>Recovery</u> Activities designed to ensure continued public safety and return the community to pre-disaster levels.</p>	<ul style="list-style-type: none"> — Support clean up and restoration activities. — Review plans and procedures with key personnel and make revisions and changes. — Replenish supplies and repair damaged equipment. — Continue all activities in coordination with the EOC based on the requirements of the incident. — Participate in after-action briefings and develop after-action reports. — Make necessary changes in this ESF Annex and supporting plans and procedures.