

FIRE AND STRUCTURAL COLLAPSE INCIDENT: CODE 101

I. Fires

Incident Command at the scene of a working fire within the City resides with the Boston Fire Department. The general duties of police officers at Fire incidents is to perform the following tasks within the limits of their training and personal protective equipment:

- Provide personnel to secure the area and the Incident Command Post during an incident;
- Establish access control and traffic control points as directed by the Incident Commander; and
- Evacuate or notify affected populations and assist in making other warnings as directed by the Incident Commander.

See Attachment #1 for bulletin with additional information for officers responding to a fire.

Section 1: Duties of First Responding Officer - Fire

In addition to the general duties of first responding officers described previously, officers shall:

1. Notify the Operations Division Dispatch Center of the conditions found on scene and confirm the existence of a Code 101 event, including;
 1. The type of fire and its extent;
 2. The intensity of the smoke;
 3. Wind direction and approximate speed; and
 4. Whether or not there are victims inside the fire zone;
2. Determine a safe route of entry (uphill, upwind) for other responders and advise if personal protective equipment is needed for a safe response;
3. Begin an Incident Log;
4. Unless the Fire Department is already on scene, assume Incident Command and prepare to secure the area immediately adjacent to the fire;
5. Maintain radio communications with the Operations Division Dispatch Center and keep them advised as to the progress of the situation;
6. Detain any witnesses to establish if a crime has been committed and identify any suspects and/or weapons utilized; and
7. Prepare to brief the Patrol Supervisor and/or responding Fire Department personnel

Section 2: Operations Division Dispatch Center - Fire

1. Notify the Boston Fire Department;
2. Notify Emergency Medical Services;
3. Notify the Patrol Supervisor responsible for that Sector;

4. Dispatch sufficient units to control and isolate access to the scene; and 5. Make such other notifications as may be required.

Section 3: Duties of Patrol Supervisor - Fire

In addition to the general responsibilities described previously, responding Patrol Supervisors shall:

1. In the absence of Fire Department personnel, announce their arrival and their assumption of the duties of the Incident Commander by radio;
2. If Fire Department personnel are on scene, establish liaison with their Incident Commander and render any assistance required within the limits of training and personal protective equipment;
3. Ensure that the first responding officer or another designee is maintaining an Incident Log;
4. Identify a staging area for responding law enforcement assets and designate a staging area manager;
5. Secure the perimeter and the Incident Command Post;
6. Establish access control and traffic control points as directed by the Incident Commander (Ranking on-scene Fire Department Officer);
7. Begin planning evacuation routes for implementation (only upon receipt of a lawful order to do so); and
8. Prepare to brief the District Commander.

Section 4: District Captain/Commander - Fire

In addition to the general responsibilities described previously, District Captains/Commanders shall:

1. Announce their arrival and their assumption of command of all law enforcement assets on-scene by radio;
2. Respond to the Incident Command Post and receive a briefing from the Patrol Supervisor;
3. Designate a Superior Officer to work with the Fire Department Operations Chief;
4. Make such assignments as necessary under the Incident Command System to ensure the safe and timely resolution of the incident;
5. Be prepared to render any assistance required within the limits of the training and personal protective equipment possessed by responding officers; and
6. Give timely updates on conditions to the Operations Division Dispatch Center for dissemination to the Command Staff.

II. Structural Collapse:

Incident Command at the scene of a Structural Collapse within the City resides with the Boston Fire Department. The duties of Police at Structural Collapse incidents is to perform the following tasks within the limits of their Training and Personal Protective Equipment:

1. Provide personnel to secure the area and the Incident Command Post during an incident;
2. Establish access control and traffic control points as directed by the Incident Commander; and
3. Evacuate or notify affected populations and assist in making other warnings as directed by the Incident Commander.

Section 5: First Responding Officer – Structural Collapse

In addition to the general duties of first responding officers described previously, officers shall:

1. Notify the Operations Division Dispatch Center of the conditions found on scene and confirm the existence of a Code 101 event, including;
 1. The type of structure and extent of collapse;
 2. The presence of any significant hazard; and
 3. Whether or not there are victims inside the structure;
2. Determine a safe route of entry for other responders and advise of areas or streets that are deemed unsafe for units to enter or use;
3. Begin an Incident Log;
4. Unless the Fire Department is already on scene, assume Incident Command and prepare to secure the area immediately adjacent to the structure;
5. Maintain radio communications with the Operations Division Dispatch Center and keep them informed as to the progression of the incident;
6. Render first aid to injured persons if able to do so; and
7. Prepare to brief the Patrol Supervisor and/or responding Fire Department and Emergency Medical Service personnel.

Section 6: Operations Division Dispatch Center – Structural Collapse

1. Notify the Boston Fire Department;
2. Notify the Emergency Medical Service;
3. Notify the Patrol Supervisor responsible for that Sector; and
4. Dispatch sufficient units to isolate and control access to the scene and make such other notifications as may be required.

Section 7: Duties of Patrol Supervisor– Structural Collapse

In addition to the general responsibilities described previously, responding Patrol Supervisors shall:

1. In the absence of Fire Department personnel, announce their arrival and their assumption of the duties of the Incident Commander by radio;
2. If Fire Department personnel are on scene, establish liaison with their Incident Commander and render any assistance required within the limits of training and personal protective equipment;
3. Ensure that the first responding officer or another designee is maintaining an Incident Log;
4. Identify a staging area for responding law enforcement assets and designate a staging area manager;
5. Secure the perimeter and the Incident Command Post;
6. Establish access control and traffic control points as directed by the Incident Commander (Ranking on-scene Fire Department Officer);
7. Prepare to brief the District Commander.

Section 8: District Captain/Commander – Structural Collapse

In addition to the general responsibilities described previously, District Commanders shall:

1. Announce their arrival and their assumption of command of all law enforcement assets on-scene by radio;
2. Respond to the Incident Command Post and receive a briefing from the Patrol Supervisor;
3. Designate a Superior Officer to work with the Fire Department Operations Chief and Emergency Medical Services;
4. Make such assignments as necessary under the Incident Command System to ensure the safe and timely resolution of the incident;
5. Be prepared to render any assistance required within the limits of the training and personal protective equipment possessed by responding officers; and
6. Give timely updates on conditions to the Operations Division Dispatch Center for dissemination to the Command Staff.

Michael A. Cox
Police Commissioner

RULE 200 C: ATTACHMENT #1

Fire Safety Bulletin

Purpose:

The purpose of this bulletin is to outline the life hazards for police officers to consider when they arrive at the scene of a reported structure fire and to outline useful steps that will aid in a successful outcome.

Police Objectives:

1. Protection of life and injury reduction
2. Proper notification of appropriate authorities
3. Incident Command responsibility
4. Collection and preservation of evidence
5. Proper recording of all actions and reporting

Role of First Responding Officer at Fire Scene:

Be cognizant of your approach and do not park in front of the building or hydrants. The responding Boston Fire Department (BFD) personnel will be immediately going into Fire Ground Operations

Upon arrival, the first responding officer(s) shall contact BPD Operations and relay the following information:

- Confirm the correct incident address
- Identify building type, size, and occupancy
- Ascertain if all persons are evacuated
 - If not, stay in safe zone (outside) and have occupants come to officer
- Determine best information regarding likely location of fire in building: Front/Rear/Left Side/Right Side
- Gather all available information, including special hazards of property or animals in building, listen for smoke detectors, etc.
- Conduct 360 degree view of building, look for signs of victims and any information the BFD can use when they arrive.
- Building size, number of floors, fire/smoke conditions, consider material used in construction (brick, cinder block, wood)
- Volume/color of the smoke
- Try to determine exactly where the structure fire is located (without entering the structure)
- If there are people trapped, and where they are located
- Assess need for additional PD support
- Provide updates to Dispatcher

Role of Operations Dispatcher:

Operations Dispatcher shall notify Fire Department and relay any and all of the information in Section 3 as it becomes available from the first responding officers. Operations Dispatchers shall also send additional units as necessary and assess the need for additional support.

Fire Department Arrival:

Upon the arrival of the BFD, the On Scene Fire Chief shall become the Incident Commander. **It is imperative that all Police Officers shall follow the orders and directives of the BFD Incident Command Chief.** All Officers:

- Shall not enter a burning building after the arrival of the Fire Department.
- Shall establish a perimeter, and prevent non-essential personnel and/or spectators from entering that perimeter.
- Shall attempt to monitor the fire equipment and prevent any unauthorized person from entering it, removing property or causing damage.
- Shall render assistance to Emergency Medical Personnel, especially in handling unruly persons.
- **Shall complete a police report.**

Fire/Arson Investigation:

Officers shall be aware that the fire could be of criminal intent and that the fire scene could become a crime scene. Officers at the scene shall be alert for any person acting suspiciously or otherwise indicating they may have been responsible for or may have knowledge of the fire.

Entering Structures:

Generally, an officer shall not enter a burning, smoking, or smoldering structure.

If an officer decides to enter, it shall be for the sole purpose of preservation of life, and officers shall consider their safety and the safety of those who follow them, and shall be aware that entering may cause the fire to increase or cause an explosion.

Responding officers shall use any available stairs, and shall not use elevator cars on any floor. When possible, officers shall stay in teams of two. Officers shall advise Operations of the staircase being used, including whether the front or rear staircase is being used.

Officer(s) shall conduct a visual inspection of the stairwells for flames or smoke, and shall stop briefly on each floor below the fire to survey for fire or smoke, noting the location and distance of all other stairways, exits and/or potential areas of refuge.

Officer(s) shall not go on any floor above the fire. Officer(s) shall place their hand on the door that separates the stairwell and the hallway to detect the presence of heat. An unusually warm door indicates that there is a fire on the other side of the door. If the door is warm from heat, DO NOT OPEN. Under such conditions, officer(s) shall not enter the apartment/hallway, and ensure the door remains closed.

Officer(s) should not break windows or ventilate in any other way. Often a fire will slow to a smolder based on not having enough oxygen to burn freely.

Upon entering a room, an officer shall go to his/her left with their left hand against the wall. If the situation in the room deteriorates and the officer can no longer see, the officer shall turn around and feel with his/her right hand and exit the way they came in.

Officer(s) shall close all doors behind them when they leave a room or building.

TEN DO'S FOR POLICE OFFICERS ON THE FIREGROUND

1. Do verify the address.
2. Do notify Operations of the Fire.
3. Do make sure the Fire Department is responding.
4. Do observe smoke and or flames from outside of building and notify Operations if fire appears to be coming from Front-Rear-Left or Right Side of Building.
5. Do obtain information by questioning all present.
6. Do advise Police Department dispatch if you are entering the building. Tell them to advise Fire Department dispatch immediately.
7. Do close all doors behind you. Close doors to confine the fire.
8. Do use the wall as a guide and count doors from the stairway so you can find the stairway door on your return.
9. Do leave a member at the door to the fire area to guide you back, and never enter the floor alone!
10. Do inform Operations upon exiting the building that you are back outside and have Operations notify Fire Alarm that you have exited the building.

TEN DON'TS FOR POLICE OFFICERS ON THE FIREGROUND

1. Don't block the front of the building with police vehicles.
2. Don't park blocking hydrants: (use driveways/bus stops).
3. Don't use elevators.
4. Don't go above the lowest level of fire.
5. Don't ventilate; don't break glass or leave doors open.
6. Don't stay inside any longer than absolutely necessary.
7. Don't expect conditions to remain the same as when you entered. They will change quickly and often.
8. Don't remain in a building after the Fire Department arrives and begins operations.
9. Don't attempt to stand and carry victims from the fire area. If in high heat, stay low to the floor and drag victims to safety.
10. Don't assume all windows can be opened from inside, as you can end up trapped.