


NEW BRITAIN FIRE DEPARTMENT STANDARD OPERATING PROCEDURE

	INCIDENT RESPONSE FOR STRUCTURE FIRES	NUMBER: 04
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		Revision: 1
AUTHORITY OF: Fire Chief		

1. INTRODUCTION

1.1 The New Britain Fire Department will utilize an augmented response package to any incident coded by the computer-aided dispatch (CAD) system as a *Structure Fire*, or whenever a report of smoke or fire is involving a building. The Incident Commander (IC) maintains the discretion to escalate the incident at any time, based on the conditions and needs, in order to receive the additional prescribed resources.

1.2 The purpose of this procedure is to provide a framework to guide firefighters and officers responding to a *Structure Fire* incident. While the critical task of each unit responding is detailed below, identifying the primary/priority and secondary functions, it does not prevent an officer from altering the standard course of action if the situation necessitates such action, based on the specific conditions encountered, in addition to the officer's training and experience. **Doing so, shall only be conducted when it will better achieve the incident objectives and the overall mission of preserving life and property, in addition to being communicated**, so the operation is accounted for and the necessary accommodations can be made to back-fill their intended task(s) as needed.

2. ASSIGNMENTS

2.1 The initial assignment for a *Structure Fire* incident will be upgraded to consist of the following resources, which shall respond with the intent of committing to the scene and positioning to best accomplish their assigned critical tasks:

- 4 engines
- 2 ladders
- 1 Shift Commander (Car 3)
- 1 Deputy Chief's Aide (Car 7)
- 1 Deputy Chief of Training (Car 4) – *if on duty*
- 1 Captain of Planning & Research (Car 6) – *if on duty*

2.2 If any incident was originally dispatched with a standard response package—3 engines, 1 ladder, 1 Shift Commander, and 1 Deputy Chief's Aide—or any other single- or multi-unit response (e.g., for a fire alarm or an investigation), and a *Working Fire* signal is transmitted

NEW BRITAIN FIRE DEPARTMENT STANDARD OPERATING PROCEDURE

on arrival, the Public Safety Telecommunications Center (PSTC) shall immediately fill-out the assignment to the aforementioned modified response package. The Shift Commander maintains the discretion to upgrade a standard response package at any time, based on information being received or conditions visible en route.

2.3 On the transmission of a *Working Fire* signal, the PSTC shall send out an Everbridge notification to the designated personnel, as well as to contact the on-call personnel from the Fire Marshal's Office to respond to the scene.

2.4 All off-line personnel shall report to the Command Post for accountability and assignment purposes.

2.5 The critical tasks of each responding units are as follows:

Unit	Critical Tasks	Personnel (min.)
1st Arriving Engine	<p><i>Fire Attack:</i></p> <ul style="list-style-type: none"> - Position the apparatus to facilitate operations (leaving the building frontage open for both ladder apparatus) - Transmit a "Working Fire" and establish incident command - Conduct a size-up (completing a "360" if possible) - Deploy the initial handline for confinement and extinguishment (protecting victims, exposures, and egress pathways) - Provide the incident commander (IC) with benchmark reports 	3
2nd Arriving Engine	<p><i>Primary Water Supply (primary function):</i></p> <ul style="list-style-type: none"> - Secure a positive water supply for the 1st arriving engine (basing the hydrant selection on location, water main, and output) - Deploy the supply hose and position the apparatus to maximize flow and ladder apparatus placement - The officer shall report to the IC on completion <p><i>Supporting Fire Attack (secondary function):</i></p> <ul style="list-style-type: none"> - Assist the 1st arriving engine in the operation of their handline, if needed - Deploy an additional handline to back-up the 1st arriving engine, or for fire attack on the fire floor, if the initial handline is positioned on the exterior (e.g., a porch fire), or for fire attack on the floor above 	3
3rd Arriving Engine	<p><i>Alternative Water Supply (primary function):</i></p> <ul style="list-style-type: none"> - Locate a hydrant, approaching from a direction opposite the 2nd arriving engine (basing the hydrant selection on location, water main, and output) - Ensure the 2nd arriving engine has established a positive water supply for the 1st arriving engine - If an issue is encountered with the initial hydrant (<i>Urgent message</i>), the 3rd arriving engine shall assume the primary water supply - If successfully established, drop the appliance/tool bag(s) and wrap the supply hose at the alternative hydrant to lay in dry to the 	3

**NEW BRITAIN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURE**

	<p>scene (the officer maintains the discretion to charge it immediately as a secondary supply, if deemed necessary, based on the severity of the incident)</p> <ul style="list-style-type: none"> - Deploy the supply hose and position the apparatus to maximize flow and ladder apparatus placement - The officer shall report to the IC on completion <p><i>Supporting Fire Attack (secondary function):</i></p> <ul style="list-style-type: none"> - Assist the 1st arriving engine in the operation of their handline, if needed - Deploy an additional handline to back-up the 1st arriving engine, or for fire attack on the fire floor, if the initial handline is positioned on the exterior (e.g., a porch fire) or on the floor above - If a third (interior) handline is being deployed, it should be operated from another engine on a secondary water supply, and enter the structure through an alternative means of access 	
<p>4th Arriving Engine</p>	<p><i>Alternative Water Supply (initial function):</i></p> <ul style="list-style-type: none"> - Locate a hydrant, approaching from a direction opposite the 2nd and 3rd arriving engines, whenever possible (basing the hydrant selection on location, water main, and output) - Drop the appliance/tool bag and wrap the supply hose at the alternative hydrant - The officer maintains the discretion to stage the apparatus at the hydrant, to lay in dry to scene, or charge it as a secondary supply, if deemed necessary, based on the severity of the incident - Deploy the supply hose and position the apparatus to maximize flow and ladder apparatus placement - The officer shall report to the IC on completion <p><i>Rapid Intervention Team (priority function):</i></p> <ul style="list-style-type: none"> - Gather the necessary RIT equipment and stage it accordingly - Determine the location, assignment, and progress of all crews - Monitor radio traffic - Conduct a size-up (completing a “360” if possible) - Proactively mitigate egress hazards and deploy ground ladders to priority areas (fire floor and floor above) to “soften” the building 	<p style="text-align: center;">3</p>
<p>1st Arriving Ladder</p>	<p>Inside Team <i>Recon, Confinement, and Search (fire floor):</i></p> <ul style="list-style-type: none"> - Identify and access the fire floor (forcing entry if needed) - Locate the seat of the fire and communicate the best means of approach to the engine operating on the fire floor - Attempt to confine the fire by controlling the door to the fire room/area (utilizing the water can to knockback the fire) - Conduct the primary search of the fire floor (providing the IC with benchmark reports) - Perform salvage and overhaul operations to protect property and check for fire extension - Complete the secondary search of the floor above 	<p style="text-align: center;">2</p>

**NEW BRITAIN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURE**

	<ul style="list-style-type: none"> - Ensure accountability and safety is maintained - Monitor the conditions and radio traffic to track the progress of the incident - Periodically reassess and adjust the strategy and tactics, as needed - Request additional resources and alarms, as needed 	
Car 7	<p><i>Accountability and Safety:</i></p> <ul style="list-style-type: none"> - Report to the IC and establish incident accountability and safety - If the IC assigns another officer to assume the incident safety officer role, their radio designation will become “Safety” and Car 7 will become “Accountability,” which must be announced over the radio - Track personnel, resources, and benchmarks utilizing the mobile command tablet - Determine location, assignment, and progress of crews - Conduct a safety size-up (completing a “360” if possible) - Set-up the stationary command board at the designated command post for prolonged/complex incidents - Monitor the conditions and the radio traffic to track the progress (stopping/correcting any unsafe operations) - Ensure rehab is established and all operational crews are cycled through for rest/rehydration, and are evaluated by EMS - Communicate with the PSTC to provide situation reports/updates and request resources, on the assigned incident channel (as directed by the IC) - Transcribe the information logged on the command tablet/board for documentation in the incident reports and provide a copy for Car 3 	1
Car 4 (if on duty)	<p><i>Command Reserve:</i></p> <ul style="list-style-type: none"> - Report to the IC for assignment - Establish Incident Safety, as well as Accountability if Car 7 or Car 6 is not in service, or function as a division supervisor - Assist Car 7 with any of their critical tasks, as needed 	(1)
Car 6 (if on duty)	<p><i>Command Reserve:</i></p> <ul style="list-style-type: none"> - Report to the command post for assignment - Establish Accountability (utilizing the mobile command tablet) and/or Incident Safety if Car 7/Car 4 are not in service, or function as a division supervisor - Assist Car 7 with any of their critical tasks, as needed 	(1)
		22-24 (Minimum)

2.6 The PSTC shall cease dispatching the remaining units to emergency medical response (EMS) incidents until there are at least 3 engines in reserve for city coverage (in accordance with SOP: EMS OPS 01).

NEW BRITAIN FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

3. ALL HANDS SIGNAL

3.1 On the transmission of an *All Hands* signal, the PSTC shall send out an Everbridge notification to the designated personnel, request the first level of mutual aid—one engine, one ladder, and one chief officer—for city coverage (to Station 1), initiate the relocation of the remaining two engines in reserve to Station 1 and Station 2, call-back an off-duty deputy chief to staff Car 5 for city coverage (beginning with the Deputy Chief assigned to the next platoon and working down the list as needed), and call-back the following off-line personnel (if off-duty):

- Deputy Chief of Training (Car 4)
- Captain of Planning & Research (Car 6)
- Fleet & Facilities Division (Car 20)

3.2 The order of request for mutual shall be as follows:

1. Hartford
2. West Hartford
3. UCONN
4. Meriden
5. Southington
6. Bristol
7. Middletown
8. East Hartford

3.3 The off-duty deputy chief which is “on-deck” (i.e., working the next platoon) to be called-back to staff Car 5 can proactively contact the PSTC and announce their response, ensuring to provide an estimated time of arrival (ETA), immediately on the transmission of an *All Hands* signal. The off-duty Deputy Chief shall report to Station 1 and place Car 5 in service, which will be their radio designation, and provide city coverage. Car 5 shall assess the resources available in reserve, as well as the status of the relocations and mutual aid; making any adjustments/requests as necessary to ensure there is adequate city coverage (with the goal of maintaining a minimum of three engines and one ladder in reserve, whenever possible).

3.4 All additional personnel responding shall report to the Command Post on arrival for accountability and assignment purposes.

3.5 The engine relocating to Station 2 shall deploy the Rehab Unit (Car 30) to the scene, in accordance with the Firefighter Rehab standard operating procedure (SOP: General Emergencies 09), and return to Station 2 for city coverage on completion.

4. 2nd ALARM

4.1 On the transmission of a *2nd Alarm*, the PSTC shall dispatch the prescribed additional resources (the remaining two engines), send out an Everbridge notification to the designated personnel, and request the second level of mutual aid—two engines—for city coverage.

4.2 The Incident Commander should consider establishing a staging area for incoming apparatus.

4.3 All additional personnel responding shall report to the Command Post on arrival for accountability and assignment purposes.

4.4 The critical tasks of each responding unit are as follows:

**NEW BRITAIN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURE**

Unit	Critical Tasks	Personnel
5th Arriving Engine	<i>Tactical Reserve:</i> <ul style="list-style-type: none"> - Report to the command post (unless assigned by the IC en route) - Stand-fast as an on-deck crew to address any emerging needs or relieve the crew of a unit on the initial assignment 	3
6th Arriving Engine	<i>Tactical Reserve:</i> <ul style="list-style-type: none"> - Report to the command post (unless assigned by the IC en route) - Stand-fast as an on-deck crew to address any emerging needs or relieve the crew of a unit on the initial assignment 	3
		28-30 (Minimum)

5. 3rd ALARM

5.1 On the transmission of a *3rd Alarm*, the PSTC shall dispatch the prescribed additional resources—two engines, one ladder, and one chief officer (all mutual aid units)—send out an Everbridge notification to the designated personnel, and request the third level of mutual aid—two engines, one ladder, and one chief officer—for city coverage.

5.2 All additional personnel responding shall report to the Command Post on arrival for accountability and assignment purposes.

6. GENERAL ALARM

6.1 On the transmission of a *General Alarm*, the PSTC shall dispatch the prescribed additional resources—two engines, one ladder, and one chief officer (all mutual aid units)—send out an Everbridge notification to the designated personnel, request the fourth level of mutual aid—two Statewide Task Forces and the Statewide Incident Management Team (IMT)—for city coverage.

6.2 All additional personnel responding shall report to the Command Post on arrival for accountability and assignment purposes.

**NEW BRITAIN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURE**

**APPENDIX A
STRUCTURE FIRE INCIDENT RESPONSE**

- **STRUCTURE FIRE INCIDENT**
 - 4 ENGINES
 - 2 LADDERS
 - CAR 3
 - CAR 7
 - CAR 4 (*DISPATCH IF ON-DUTY*)
 - CAR 6 (*DISPATCH IF ON-DUTY*)

- **WORKING FIRE SIGNAL**
 - ENSURE 4 ENGINES & 2 LADDERS
 - FMO (*CALL IN IF OFF-DUTY*)
 - RELOCATIONS

- **ALL HANDS SIGNAL**
 - CAR 5 (*CALL IN FOR CITY COVERAGE*)
 - CAR 4 (*CALL IN IF OFF-DUTY*)
 - CAR 6 (*CALL IN IF OFF-DUTY*)
 - CAR 30/REHAB UNIT (DISPATCH TO THE SCENE)
 - MECHANICS DIVISION (*CALL IN IF OFF-DUTY*)
 - MUTUAL AID (*CITY COVERAGE*)
 - 1 ENGINE, 1 LADDER, 1 CHIEF OFFICER

- **2ND ALARM**
 - 2 ENGINES
 - MUTUAL AID (*CITY COVERAGE*)
 - 2 ENGINES

- **3RD ALARM**
 - 2 ENGINES, 1 LADDER, 1 CHIEF OFFICER
 - MUTUAL AID (*CITY COVERAGE*)
 - 2 ENGINES, 1 LADDER, 1 CHIEF OFFICER

- **GENERAL ALARM**
 - 2 ENGINES, 1 LADDER, 1 CHIEF OFFICER
 - MUTUAL AID (*CITY COVERAGE*)
 - 2 STATEWIDE TASK FORCES
 - STATEWIDE INCIDENT MANAGEMENT TEAM (IMT)

NOTES:

- UNITS WILL CEASE BEING DISPATCHED FOR EMS INCIDENTS DURING A STRUCTURE FIRE (UNTIL 3 ENGINES ARE AVAILABLE IN RESERVE), IN ACCORDANCE WITH DEPARTMENTAL SOP EMS OPS 01

**NEW BRITAIN FIRE DEPARTMENT
STANDARD OPERATING PROCEDURE**

APPENDIX B

Structure Fire Incident Dispatch Flow Chart

Fire Incident #	Time of Action	Notifying Telecommunicator	Status/Comment
Working Fire Signal Actions			
Alert remaining units via in-house paging system			
Dispatch NBEMS medic unit & supervisor for standby			
Dispatch NBPD for traffic & crowd control			
Send EVERBRIDGE Notifications			
Notifications Via Phone			
On-Call for Fire Marshal's Office:	Mandatory Call-In		
Order of contact: cell, home, next on the list			
I-1 Fire Marshal Don King			
I-2 Assistant Fire Marshal Eddie Irizarry			
I-3 Inspector Tom Peichert			
I-4 Inspector Ryan Stewart			
I-5 Inspector Steve Czerepuszko			
I-6 Inspector Joe DiCicco			
I-7 Inspector Rich Masson			
On-Call for Mechanics' Division (on request of the IC):	Mandatory Call-In on All Hands Signal or above ONLY		
Master Mechanic: Paul Miller			
Assistant Master Mechanic: Kyle Huri			
Maintenance: Anthony Tirado			
Utility Notifications:			
EVERSOURCE: 800-286-9180 or 800-992-3427			
Connecticut Natural Gas: 860-527-1349			
Water Department: 860-826-3536 or 860-826-3546			
Additional Resources (on request of the IC):			
Building Department: 860-826-3383			
Sergio Lupo, Director of Health and Building (1st call)			
David Zajac & Mike Rorabak, Building Inspector			
Scott Wadowski, Electrical Inspector			
Health Department: 860-612-2771			
Sergio Lupo, Director of Health and Building (1st call)			
Caleb Cowles, Brian Falkner & Ed Malik, Health Inspectors			
City Support Services: 860-826-3416			
Director Jon Delgadillo			
Red Cross			
1-877-287-3327			
Salvation Army			
Rich Wildman: 860-704-0096			
Connecticut State Police Fire Marshal's Office			
Investigation: 860-685-8190			
Canine: 860-685-8460			
Canteens			
Farmington and East Hartford			
See Reverse for Event Escalation Actions & Notifications			

NEW BRITAIN FIRE DEPARTMENT STANDARD OPERATING PROCEDURE

Fire Incident #	Time of Action	Notifying Telecommunicator	Status/Comment
All Hands Signal Actions			
Relocate 1 engine to Station 1 & 1 engine to Station 2			
Call-back 1 off-duty Deputy Chief to staff Car 5 (<i>next platoon first</i>)			
Notify the on-call mechanic to report for duty			
Request the Captain of Planning & Research - Car 6 (<i>if off-duty</i>)			
Request the Deputy Chief of Training - Car 4 (<i>if off-duty</i>)			
Request mutual aid for 1 engine, 1 ladder & 1 chief officer			
(All mutual aid to Station 1 for city coverage)			
Notifications Via EVERBRIDGE System			
Shift Commanders (Request Call-Back Deputy Chief by Phone)			
Group A: Deputy Chief Scott Morgan			
Group B: Deputy Chief Richard Frohock			
Group C: Deputy Chief Mark O'Connor			
Group D: Deputy Chief Thomas Leahey			
Mutual Aid Order of Request			
Hartford, West Hartford, UCONN, Meriden, Southington, Bristol, Middletown, East Hartford			
2nd Alarm Actions			
Dispatch 2 engines to the scene			
Request mutual aid for 2 engines (Station 1 & Station 2)			
Notifications Via EVERBRIDGE System			
3rd Alarm Actions			
Dispatch 2 engines, 1 ladder & 1 chief officer to the scene			
Request mutual aid for 2 engines, 1 ladder & 1 chief officer (1 engine to Station 2 & the balance to Station 1)			
Notifications Via EVERBRIDGE System			
General Alarm Actions			
Dispatch 2 engines, 1 ladder & 1 chief officer to the scene			
Request mutual aid for 2 Statewide Task Forces & the IMT (1 Task Force to Station 2 & the balance to Station 1)			
Notifications Via EVERBRIDGE System			