Contents

Introduction

This document describes the procedures for NZFS personnel attending fire incidents at multi-storey buildings.

This procedure must be read alongside the *Guidelines for operational policies and procedures*.

Definition	A multi-storey building is a: • building of six floors or more, taken from the lowest point of Fire Service access, or • a building in which a riser system has been fitted.

When to use this procedure	NZFS personnel will use this procedure when responding to fire incidents at multi-storey buildings.
	
	 In addition, all or part of these procedures may be applied to any incident that the OIC Fire decides will benefit from the additional command and control and logistic functions. For example:
	
	 • incidents where:
	   – external firefighting is limited, or not possible
	   – there is a significant distance between the fire and the nearest practicable external command point
	 • underground structures
	 • ships
	 • large windowless compartmentalised warehouses.
	
	 Note: If developed, local multi-storey procedures should be used in conjunction with this procedure.

Command and control	For incidents at multi-storey buildings, command and control procedures are the same as those described in *M1 SOP Command and control procedure*, with the additional requirements described in this procedure.

Procedure

Step 1 Readiness

Site reports	When preparing a site report for a multi-storey building, the Station OIC:

1. Follows the requirements of *RD2 POP Operational planning policy.*

2. Ensures the following information related specifically to multi-storey buildings is included when relevant:

   - fire protection systems or building control systems, including locations of any controls, including riser outlets and valves
   - any firefighting facilities in the building, including their location
   - stairs, lifts, or other means of entering or exiting the building, including:
     - lift motor rooms
     - 'Fire Service' switches and lifts
     - any lifts that only service a limited number of floors
   - ventilation systems and utilities
   - evacuation scheme
   - any facilities that are vulnerable to smoke or water runoff
   - special risks (e.g. computer suites, radiation sources, substations)
   - location of any gas flood systems
   - appliance access (including alternative sides, aerial siting, and height and weight restrictions)
   - water supplies.

3. Ensures any information that needs to be available en route to the site is entered as 'critical information'.

Step 2 On arrival

Initial response	When responding to a multi-storey building,: The first two arriving appliances: 1. Generally arrive at a common location, near the main entrance or building panel. The first arriving officer (until relieved by a senior officer): 2. Takes on the role of OIC Fire.

First arriving appliance

On arrival	On arrival, the OIC First Appliance: 3. Carries out the initial size-up. 4. Establishes the evacuation status. 5. Transmits a greater alarm if required.
Determining fire location and size	The OIC First Appliance and two members of the crew: 6. Identify the fire location from available information, such as the fire alarm systems or people at the scene. 7. Determine the location of firefighting facilities. 8. Take a riser pack and equipment and proceed to the floor below the fire floor in an appropriate manner (refer to 'Stairways' and 'Lifts' in the *Guide*). 9. Establish the Forward Control Point (FCP) at this location. 10. Investigate the indicated/identified area.
OIC first appliance	If there is a fire, the OIC First Appliance: 11. Transmits an incident ground SitRep. 12. Assumes the role of Operations Commander, and carries out the tasks of Sector Commander Forward Control. 13. Determines priorities from the initial size-up. 14. Supervises commencement of initial operations. 15. Manages entry control for initial crew until an Entry Control Officer (ECO) is appointed and an ECB is established at the Forward Control Point.
Driver	The driver of the first appliance: 16. Locates and makes ready building inlets, and identifies the riser. Note: If the water supply or inlets are not easily accessible from the first parked appliance, the second or third appliance may be tasked to do this. 17. Waits for the instruction to charge the riser and/or sprinkler inlet.

Second responding appliance

OIC second appliance	The OIC of the second responding appliance:
	1. Establishes radio communications with the OIC First Appliance.
	2. Ensures appropriate water supplies are established.
	3. Assumes the role of Logistics Commander and carries out the tasks of Sector Commander Lobby Control, including:
	• monitoring evacuation progress
	• managing or isolating any building systems as necessary, or as requested by the OIC First Appliance
	• managing and controlling building access.
	4. Ensures that:
	• formal entry control is established at the Forward Control Point
	• BA control is established in the lobby (including appointing a BA Control Officer).
Driver	The driver of the second appliance:
	5. Assists the driver of the first appliance, including establishing water supply if required, then
	6. Assists the Sector Commander Lobby Control.
Crew members	The remaining second appliance crew members:
	7. Stage in the lobby with riser pack and equipment for further tasking.

Other responding appliances

Third and fourth arriving appliances	If third and fourth appliances respond as part of the:
	• first alarm, the roles of these appliances will be described in local procedures
	• greater alarm:
	   – the roles of these appliances may be described in the local procedures, otherwise
	   – the appliances will respond to the designated assembly area and report to the ICP for tasking.

Aerial appliance crews	Where available, the aerial appliance crew will: • determine whether the aerial appliance can provide aerial or other operational capability, and • advise the OIC Fire what capability the aerial appliance can provide. If the aerial appliance: • can provide aerial or other operational capability, the crew will carry out tasks as directed by the OIC Fire • cannot provide aerial or other operational capability, the crew will park clear of the scene and report to the ICP for tasking. Note: If the only available aerial appliance is a Type 4, The OIC must give consideration to the siting for potential aerial operation.
Other appliances	The OIC of any other responding appliance will report to the ICP for tasking.

Step 3 Incident management

The steps described in this section are carried out by the OIC Fire, in addition to the procedures described in the *CAC-1 Command & Control Technical Manual*.

Roles assigned	In addition to the roles described in the *M1 TM Command & control technical manual (CAC-1),* the OIC Fire: 1. Assigns the following key functional roles as required: • Sector Commander Lobby Control • Sector Commander Forward Control. The following roles may also be assigned if required: • Stairwell Support Officer • Forward Staging Officer • Base Staging Officer • Sector Commander Evacuation • Salvage Officer. Note: A Safety Officer is mandatory at multi-storey fires where: • there is a second alarm or greater response • there are more than 16 personnel (from any agency) in attendance.
Designated stairways	The OIC Fire: 2. Determines the location and status (e.g. clear of smoke, being used for evacuation) of all stairways within the building. 3. Ensures all personnel are informed of the designated stairways.
Ventilation	The OIC Fire: 4. Considers ventilation, including: • ventilating stairways to create a safe path • using stairways as a ventilation pathway.
BA Entry Control	The Entry Control Officer (ECO): 5. Takes the entry control board from the lobby. 6. Sets up BA entry control at the Forward Control Point. 7. Follows the ECO procedures described in the *BA-rg Reference guide – Breathing Apparatus.* 8. Communicates floor location and point of entry to the Sector Commander Forward Control.

Lobby control	The Sector Commander Lobby Control:

9. Establishes a Lobby Control Point at the entry level.

10. Establishes communications, and advises the OIC Fire and all personnel of the communications plan.

11. May designate a stairwell for firefighter and equipment transportation, and may also:
    - assign crew as Stairwell Support
    - ensure hand-held communications are available at strategic levels in the stairwell.

12. Controls:
    - entry into the building and stairwells
    - lift operation.

The Sector Commander Lobby Control ensures that firefighters are assigned to the following tasks, if required:

13. Proceeding to the fire alarm panel/Fire Control Room and:
    - determining capability and communicating this to the OIC Fire
    - operating any relevant systems.

14. Ensuring riser and/or sprinkler inlets are charged and continue to operate.

15. Liaising with the building representative to gather relevant information.

16. Obtaining a building floor plan if available (may be in riser box or on HCU).

17. Assembling required and requested equipment.

Stairwell support	If required, the Sector Commander Lobby Control:

18. Ensures firefighters are positioned every three or four floors to relay equipment.

19. Considers assigning a Stairwell Support Officer.

Staging areas

Forward Staging Area	If the Forward Control Point cannot hold all the relief personnel, equipment, and re-commissioning BA area in the same location, the Sector Commander Forward Control will:

20. Assign a Forward Staging Officer to establish a Forward Staging Area, usually one floor below the Forward Control Point.

Base staging areas	If the Lobby Control Point cannot hold all the relief personnel, equipment, and re-commissioning BA area in the same location, the Sector Commander Lobby Control will:

21. Assign a Base Staging Officer to establish a Base Staging Area in a convenient location near the Lobby Control Point (this could be outside the building).

Salvage

Establishing salvage operations	If salvage operations are required, the OIC Fire may: 1. Assign a Salvage Officer. The Salvage Officer: 2. Establishes salvage priorities based on location, value, susceptibility to damage and the type of occupancy involved. 3. Liaises with a building representative and/or occupant(s), if present.

Related documents

The following documents provide information relevant to this policy:

- *S1 POP Multi-storey buildings policy*
- *S1 GD Guide to fire incidents in multi-storey buildings*
- *M1 POP Command and control policy*
- *M1 SOP Command and control procedure*
- *M1 TM Command & control technical manual (CAC-1)*
- *RD2 POP Operational planning policy*
- *RD2 SOP Operational planning procedure*
- *M2-4 POP Sprinklered building investigation response policy*
- *M2-4 SOP Sprinklered building investigation response procedure*
- *R3 POP Working at heights and line rescue policy*
- *BA-rg Breathing apparatus reference guide.*

Record of amendments

Date	Brief description of amendment
July 14	Reference to *IS2 Working at heights policy* updated to *R3 POP Working at heights and line rescue policy*.
March 2016	Reference to *E3-2 TM Breathing apparatus technical manual* replaced with *BA-rg Breathing apparatus reference guide* to bring procedure into line with latest control procedures.