



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

DIVISION OF COMMUNITY RISK REDUCTION SERVICES
DIRECTIVE

August 3, 2009

NUMBER: 09-05

TO: MCFRS Personnel

FROM: Division Chief Michael T. Love, Fire Marshal

A handwritten signature in cursive script that reads "Michael Love".

SUBJECT: Incident Response Criteria for the Office of the Fire Marshal
(Fire Code Enforcement, Fire and Explosives Investigations
and Fire Protection Engineers)

Response Objectives.

The Office of the Fire Marshal (OFM) will respond to fire and rescue emergency incidents, in compliance with the Montgomery County Fire and Rescue Service Incident Command System. The response objectives of the OFM are to:

1. initiate appropriate investigative processes;
2. determine occupancy habitability, including the status of structural stability, utilities, fire protection, and life safety systems;
3. evaluate and document building performance, fire protection, and life safety system performance;
4. evaluate and document all areas of fire impact, including loss data, fire behavior, fire origin and cause, occupant behavior, and root cause influence;
5. evaluate, document, and secure any evidentiary materials and statements that may be necessary in potential legal actions; and
6. prepare appropriate investigative, enforcement, and engineering reports.

Response.

The OFM will respond to all working structure fires; explosive devices; explosions of any origin that cause injury or structural damage; any structural collapse; any incident that results in placing the life safety or fire suppression systems out of service; any incident that results in the complete and sustained evacuation of a building or structure; any Mass Casualty Incident involving METRO; and at the request of the on-scene Incident Commander. The OFM will respond *routine*, unless the service of OFM personnel may have immediate life safety benefit, or at the request of the Incident Commander. The Fire Code Enforcement Section, Fire and Explosive Investigations Section, and Engineering Section each will maintain a Stand-by Roster and provide that Roster to the

Duty Operations Chief's Office and the Communications Section. The personnel scheduled on that Roster will be held on stand-by status during their off-duty time, and will be compensated accordingly. Any additional personnel called out will be compensated in compliance with the appropriate negotiated Agreement with IAFF Local 1664 or MCGEO.

The minimum response from the OFM will comply with the Incident Staffing Guidelines below. The Senior OFM Supervisor will report to the Incident Commander, establish a Fire Marshal's Branch under the Incident Command System, and establish and coordinate the Fire Code Enforcement, Fire Investigations, and Engineering Group, as appropriate. The Senior OFM Supervisor will request additional personnel as required to accomplish the Response Objectives promptly and safely.

Forensic Mapping.

Forensic Mapping will be deployed on any fire or other incident that may require in-depth investigation and retention of data, either for immediate analysis, or at some future date. The deployment of Forensic Mapping will follow the Incident Staffing Guidelines below. The minimum staffing for Forensic Mapping is one additional Engineer and one additional trained, uniformed Inspector. The forensic capabilities of the OFM will be available to other organizational units within the MCFRS, and to outside agencies on request. Forensic Mapping personnel will report to the Fire Marshal's Branch Supervisor for assignment once on the incident scene.

Level IV Disaster or Threat Level Red.

If a Level IV Disaster is declared, or if Homeland Security Threat Level Red is activated, Fire Code Enforcement, Fire and Explosives Investigations, Engineering Section, and civilian personnel will report for duty as required, as shown in the table below. All personnel should anticipate a deployment of three days. The Division Assistant Chief will report to the Fire Code Enforcement Office to coordinate all Fire Code Enforcement, Fire and Explosives Investigations, and Engineering Section actions with the Disaster Commander.

	REPORTS TO	NOTES
Division Assistant Chief	FCE office	May be reassigned to EOC or IMT by Disaster Commander
FEI Battalion Chief	FEI office	
FCE Battalion Chief	FCE office	
FCE Captain	FCE office	
FCE Lieutenants	Assigned Battalion	Pre-assigned
FEI Investigators	FEI office	
FCE Inspectors		
Battalion Enforcement	Assigned Battalion	
New Construction	Assigned Battalion	Pre-assigned
Complex Structures	Assigned Battalion	Pre-assigned
New Construction	Assigned Battalion	Pre-assigned
Systems and Structures	Stand by	Call in for availability and assignment
Engineers	FCE office	
Civilian Staff	FCE office	May be reassigned to EOC to support incident management functions

The Fire Code Enforcement Battalion Chief will poll all Fire Code Enforcement personnel to determine their availability, and will develop an extended deployment Roster. This Roster must be based on additional needs in the field battalions, Fire and Explosives Investigations, Emergency Operations Center, and other MCFRS work sites. The Fire Code Enforcement Battalion Chief will assign Fire Code Enforcement personnel as needed to meet the Level IV Disaster or Threat Level Red event management needs. Office of the Fire Marshal personnel **will not** operate alone in the field during any Level IV Disaster or Threat Level Red activation. If needed, the Fire Code Enforcement Inspector's cars that are not being used during activation may be made available to the additional field Battalion Chiefs who are assigned to a Battalion headquarters.

INCIDENT STAFFING GUIDELINES

Working Event	FEI Investigator	FCE Inspector	Engineer	Evidence Tech	FEI Super	FCE Super	Canine	Forensic Mapping	Command Officer
Single Family Dwelling (SFD) fire	2	1	--	--	notified	notified	--	--	--
Multi-family Dwelling (MFD) or commercial	2	2	notified	--	notified	notified	--	--	--
SFD - TF and 2 nd alarm	2	1	notified	--	1	notified	--	--	notified
MFD or commercial TF and 2 nd alarm	2	1	1	1	1	1	--	--	notified
3 rd alarm or greater	2	2	1	1	1	1	1	1	1
Fire – other	2	--	--	--	--	--	--	--	--
Fire - critical civilian injury	2	2	1	1	1		1	1	1
Fire - critical FF injury or burn	2	2	2	1	1	1	1	1	1
Fire - multiple civilian injuries	3	2	2	1	1	1	1	1	1
Fire – civilian fatality	3	2	2	1	1	1	1	1	1
Fire – FF fatality	4	2	2	1	1	1	1	1	1
IED – Level 1 Suspicious package	1	--	--	--	--	--	--	--	--
IED – Level 2 Suspected device	3	2	--	1	1	--	--	--	1
Explosion	4	2	2	1	1	--	--	1	1
Explosion w/ injuries	4	2	2	1	1	1	--	1	1
METRO	2	2	1	1	1	1	--	1	1