

MULTI STORY ASSIGNMENT CHECKLIST

COUNTY OF LOS ANGELES FIRE DEPARTMENT



Form #4

Checklist

Rev. 11/13/11 DRAFT

Lobby (System Control)

Reports to: I.C. and/or Logistics Chief.

Functions:

- ☐ Control all means of travel within the building.
 - ☐ Obtain keys to elevators & assume control
 - ☐ Determine "safety" of elevators & report.
 - ☐ Provide elevator operators if safe (IC approval)
 - ☐ Air mask/Big beam light/Extinguisher/Forcible entry tool/Radio Communications
 - ☐ Direct routes to Staging and Fire Floor.
 - ☐ Direct routes for evacuation of occupants.
 - ☐ Develop plan for moving equipment to Staging
- ☐ Control all building systems:
 - ☐ HVAC
 - ☐ Lighting
 - ☐ Fire Control and Alarm Communications
 - ☐ Establish Communications with Building/Safety Engineer
- ☐ Maintain records: Account for ascending Personnel (PAR ROSTER)
- ☐ Establish communications with:
 - ☐ Incident Commander and/or Logistics Chief
 - ☐ Staging
 - ☐ Base
 - ☐ Stairwell Support

Base

Reports to: I.C. and/or Logistics Chief.

Functions:

- ☐ Maintain Resource Parking Area and Manpower Pool outside of building at least 200' from building.
- ☐ Notify Dispatch of location and best route of travel for incoming units.
- ☐ Establish area security.
- ☐ Establish Check-in.
- ☐ Establish safe route to Lobby Control.
- ☐ Prepare and move priority equipment.
- ☐ Maintain inventory of manpower & equipment.
- ☐ Establish Air Bottle Operations
 - ☐ Refilling
 - ☐ Stockpiles
 - ☐ Movement to building
- ☐ Establish Communications With:
 - ☐ Incident Commander and/or Logistics Chief
 - ☐ Lobby Control
 - ☐ Stairwell Support
 - ☐ Staging

Staging

Reports to: I.C. and/or Operations.

Functions:

- ☐ Establish Staging Area at least 2 floors below fire floor.
- ☐ Provide Operations with manpower and equipment needs within 2 minutes.
- ☐ Provide separate areas for:
 - ☐ Equipment pool
 - ☐ Relief manpower
 - ☐ Medical Unit
 - ☐ Rehab.
- ☐ Maintain records:
 - ☐ Units checking in & out of Staging.
 - ☐ Equipment check-in & out of Staging.
- ☐ Maintain radio communications with
 - ☐ Incident Commander and/or Operations
 - ☐ Base
 - ☐ Lobby Control
 - ☐ Stairwell Support

Stairwell Support

Reports to: I.C. and/or Logistics Chief.

Functions:

- ☐ Transport equipment from Lobby to Staging.
- ☐ Lay hoseline in stairwell when needed.
- ☐ Keep stairwell clear for travel of personnel and equipment.
- ☐ Maintain radio communications with:
 - ☐ Incident Commander and/or Logistics
 - ☐ Staging
 - ☐ Lobby Control
 - ☐ Base