



Standard Operating Procedure

Title: Water Supply Officer

Effective date: April 15, 2018

Objective: To define the operational responsibilities of the Water Supply Officer (WSO).

References: none

Policy: The IC shall assess incident water supply needs. When requirements exceed the amount available from nearby draft sites or exceed the amount of water carried by the first alarm apparatus, a Water Supply Group and Water Supply Officer shall be designated as soon as practical. Ideally, the First-arriving tender officer/operator shall be utilized for this position or upon the arrival shall assume position of WSO. All units in the Water Supply Group will be under the command of the WSO.

Required training: The WSO should be familiar with the contents of this SOP, operation of the equipment involved, and available fill sites.

Procedure:

DEFINITIONS:

1. **Attack Engine** - The pumper supplying the fire attack lines.
2. **Dump Site** - The location for shuttle apparatus to dump their water. A portable tank(s) should be set up for the Dump Site or Attack Engine.
3. **Dump Site Engine** - The engine supplying the attack pumper, when needed.
4. **Fill Site** - The location where shuttle apparatus fill with water for transport to the incident location. An engine or portable pump(s) would be placed for.

5. **Fill Site Officer (FSO)** - The individual responsible for fill site operations. FSO shall remain at the Fill Site.
6. **Incident Commander (IC)** - The individual responsible for all incident activities and personnel. The IC is also responsible for setting the incident objectives.
7. **Relay Operations** - Process utilizing two or more engines to supply the attack engine directly from the water source with hose lines.
8. **Shuttle Operations** - A process utilizing tenders to move water from a specified source to the incident.
9. **Shuttle Route** - The most efficient route possible for shuttle apparatus to utilize in transporting water.
10. **Water Supply Group (WSG)** - Established by the Incident Commander. This Group shall be responsible for supplying available water supplies to the incident in the most safe and productive manner possible.
11. **Water Supply Officer (WSO)** - The individual responsible for the development of adequate water supplies required to implement the tactics outlined by the Incident Commander. The WSO shall be in charge of the Water Supply Group. This position will be the responsibility of the first arriving tender officer/operator unless the IC has already assigned this position, or other adequate personnel.

Responsibilities:

IC - Appoint a Water Supply Officer where water supply needs may exceed the amount of water readily available. Estimate the required fire flow and the duration needed for successful incident mitigation.

WSO - Command and control all units assigned to WSG. Develop a water supply system that can provide at least the minimum amount of water needed for effective fire fighting.

Duties of the WSO

1. Provide adequate water to the incident location as determined by incident command.

2. Establish and coordinate the fill site, dump site, shuttle route and/or relay operations.
3. Coordinate mutual-aid apparatus and equipment assigned to the group.
4. Designate an alternate radio channel for water supply operations.
Request use of one of the VFIRE channels, 21-24 (FERN 1-4)- clear availability through Dispatch.
5. The WSO may establish additional Fill Site and Dump Site sub-groups as needed.
6. Keep a written record of assignments for WSG tactical units.
7. All WSO communications with the IC will be on the command channel.
8. Keep Command apprised of the amount of water available upon request.
9. Upon request provide an estimated time to set-up pump relay or water shuttle operations.
10. Coordinate traffic control with law enforcement as required for shuttle or relay operations.
11. Maintain responsibility for the Water Supply Group until relieved by incident command.
12. All requests for additional resources shall be initiated through incident command.
13. The WSO should be located at the dump site or in the Command Post.

On incidents when it is apparent that water requirements may exceed the amount carried by the first arriving units, the first in officer-in-charge shall initiate and be aware of the following:

1. Upon arrival, establish command and assume the role of IC.
2. After establishing command, appoint the WSO.
3. Incident command shall designate the fill site as well as establishing the WSO and shall notify the WSO of the same. The Incident Commander may delegate the designation of the fill site to the WSO.

4. Request an inbound engine appropriate alarm to go to the designated fill sit. Upon arrival, the requested engine shall establish a fill site for shuttle apparatus.
5. Designate a **Staging Area**. All in-coming units, i.e.; trucks, EMS units, Utilities, and POVs shall locate or stage in areas that do not hinder accessibility to the portable tank or block the shuttle route. Apparatus shall report to the staging area and request assignment.
6. The WSO shall be located at the Dump Site or Command Post, situational dependent.
7. The WSO shall request an alternate radio channel for the WSG.
8. On incidents where the Incident Commander has failed to request the dispatch of a Fill Site pumper or portable pumps, the WSO shall make the request through Command.
9. The Dump Site pump operator shall keep the WSO apprised of the amount of water on-hand, upon request.
10. Personnel assigned to the Dump Site shall:
 - a. Wear a Safety Vest at all times in Dump Site area
 - b. Assist the pump operator with equipment set up;
 - c. Assist the shuttle apparatus with backing up to off-load
 - d. Operate dump valves, discharges, jet-siphons, etc.
 - e. Assist connecting/disconnecting hose lines, and other duties as assigned by the WSO
11. Two or more portable tanks may be needed depending on the size and/or severity of the incident.
12. All assigned apparatus shall utilize the same shuttle route designated by the WSO.
13. Shuttle apparatus operators shall **remain in the cab** of the apparatus during shuttle operations.
14. The Fill Site shall be designated by the WSO. Some operations may require more than one Fill Site.

15. The officer-in-charge of the Fill Site pumper or portable pumps will be assigned as the FSO. The FSO shall keep the WSO advised of the adequacy of the established system to supply the needed fire flow.
16. Personnel assigned to the Fill Site shall assist with setting up the site, operating fill lines, and connecting/disconnecting hose lines.
17. If more than one Dump or Fill Site is utilized, the individual site(s) shall utilize the street name or other landmark for identification. (i.e. Hewlett Gulch Fill Site)
18. In areas where the shuttle route consists of heavily traveled “blind or dangerous” conditions, the WSO shall request assistances from Law enforcement through Incident Command for traffic control to ensure safe passage of shuttle apparatus.
19. During winter operations, the WSO should consider the need for CDOT for applications of sand/salt in areas that may be subjected to water spillage in the shuttle travel route.

Attachments