

INCIDENT COMMAND STANDARD OPERATING GUIDELINE

I. Scope

This standard establishes guidelines for the management of fire and rescue incidents.

II. General

- A. It shall be the policy to implement the incident command system (ICS) for all fires, haz-mat incidents, rescues, and EMS responses that require two or more ambulances.
- B. The ICS shall also be used at all incidents in which the scope and complexity of the incident exceeds the capabilities of routine operations.
- C. All members shall review and understand the following procedure:

III. Command

- A. The Incident Command System shall be used at every incident to which we respond. The first unit on the scene of every incident shall establish command. The Incident Command is directly responsible for the outcome of the incident. Consequently, no other firefighting unit on the scene or responding, regardless of rank, shall give direction to or take to or take direction from anyone other than the Incident Commander. (The exception to this would be if Command designates an Operations Division.)
- B. Three types of command will be used, depending on the number of units responding and the number of entities represented at the command post. The three types of Command are as follows.
 1. Informal Command: This type of command is used when only one unit responds to an incident. When a single unit responds to an incident, it should announce that the officer is Command. Being the only officer on the scene, it is understood that only one officer is on the scene and that they are in charge.
 2. Formal Command: This type of command shall be established whenever more than one unit responds to an incident. The first unit on the scene shall announce that they are Command along with the normal on-scene announcement and in incident size-up. From the time that Command is formally established, no one shall do anything at the incident unless directed to by Command
 3. Unified Command. This type of command shall be used at large incidents when the incident would be best served if more than one entity shares the responsibility of command. As an incident expands, Command must gather the necessary resources to handle the situation. Command must ensure that a reasonable span of control is maintained throughout the incident. Normally, one officer shall not be responsible for more than five (5) subordinates at any one time. This one-to-five span of control ratio transcends all levels of the command structure at all incident's.
- C. Command shall be responsible for the following four functions at every incident.
 1. Operations: Directly mitigates the emergency or situation present. At a fire, Operations directs firefighting crews. At a haz-mat incident, Operations ensures that the steps needed to stop the release and secure the area are

taken. All emergency response crews operating at an incident report to Operations.

2. Planning: Responsible for looking at what has happened, What is currently happening, and what will (or can) happen in the future concerning the incident. Planning considers and records specifics concerning the incident itself and the crews operating at the incident.
 3. Logistics: Responsible for getting the tools and equipment necessary to handle the situation. Once specific tools and equipment are on the scene, Logistics is responsible for their maintenance and replacement when needed.
 4. Administration/Finance: Handles the administrative needs of the incident such as the payroll, payments for purchased equipment, and the handling of workers' compensation claims
- D. Additionally, Command has the following responsibilities pertaining to staff at every incident:
1. Safety: the individual responsible for the safety concerns of all on-scene personnel and civilians in close proximity to the incident.
 2. Liaison: the individual who must interact with the outside agencies that respond, report to, or are present at emergencies, including the police and other law enforcement agencies, the public utilities, local and other government officials, and agencies and civilians who have a vested interest in the incident.
 3. Information Officer: the individual responsible for providing information concerning the incident to the news media, concerned outside agencies, displaced and/ or affected civilians at the scene, and safety crews.

If Command cannot handle all of the above-mentioned functions and staff positions, they shall delegate any or all of them to other members at the scene. If Command does not delegate these responsibilities to others, then Command is responsible for them. If, due to the scope and needs of the incident, Command assigns staff sections, those members shall manage the responsibilities of that specific function, bearing in mind that Command must be informed and kept up to date with regard to developments and the actions of each specific function.

IV. Establishing Command

- A. The first-arriving unit on the scene of the emergency shall establish command.
 1. The member establishing command will remain as Command until the incident has been terminated or until command has been transferred to a higher ranking officer (usually the responding chief officer).
 2. If command is passed up the chain of command during the incident, it shall be passed down the chain upon de-escalation of the incident, ensuring that someone from the department will always be in command of every incident.
 3. Command shall make such assignments and assemble a command structure proportional to the needs of the incident and the resources available.
- B. On initial arrival, the first-arriving officer or unit shall:
 1. Notify Dispatch by radio of their arrival.

2. Provide a brief size-up of the situation found on arrival. The following information shall be provided at minimum:
 - a. Fires: (1) The size, construction of the building, type of occupancy or situation encountered and
(2) the extent of involvement.
 - b. MVA: "Out investigating" or "One-car rollover," etc.
3. Instruction to other units.
 - a. Designation of Command.
 - b. Level I or Level II staging.
 - c. Request for additional assistance.
 - d. Orders-e.g., lay supply-line, reduce response, disregard, etc.
 - e. Actions you are taking-e.g., investigation, pulling pre-connect, etc.
- C. Subsequent arrival of other units:
 1. Notify Dispatch of arrival.
 2. Notification of status e.g., "Engine 1 staged at the hydrant at First and Second Street."
- D. Incident commander:
 1. Shall use the term Command on all radio traffic. He / She may use a geographical designation-e.g., "First Street Command."
 2. Shall identify the location of the command post.
 3. Shall designate divisions.
 - a. Fires: Staging, Rehab, Division C (rear), etc.
 - b. EMS: Transportation, Rehab, Triage, Staging, etc.
 4. Designate support functions: Safety, Accountability, Water Supply, etc.
 5. Shall complete Tactical Worksheets on all incidents in which the system is used.
 6. Shall terminate command whenever appropriate.
 7. Shall conduct a post-fire critique or postmortem on the following incidents:
 - a. Second alarm or greater.
 - b. Fire fatality involved.
 - c. Or when deemed necessary or requested.

V. Staging

- A. Staging is the placement of personnel and equipment that are ready for immediate use. Staging gives unassigned responding units focus and a place for which to look.
- B. There are two levels of staging.
 1. Level one is used for regular or first alarm (or less) assignments. The officer of the unit responding chooses the appropriate location to stage. Engines should stage at or near a water source. Secondary truck companies should stage at an intersections that provides access to the rear or front of the building from an opposite direction. Other units responding (except for chief officers) can stage at the intersection closest to the incident in their direction of response. Chief officer's can report to the incident or stage at an intersection. It's their choice.
 2. Level two staging requires that responding units report to a specified staging area. Command usually will designate the staging area. Level two staging normally is used at large, more complex incidences such as second alarms.

- a. If level two staging is established, all responding units shall report to the designated staging area, not the incident.
- b. The first unit (officer) who reports to the staging area shall be designated staging officer.
- c. The Staging Officer (normally called “staging”) is responsible for all activities at the staging area and for sending to incident seen the appropriate units as requested by command or operations.

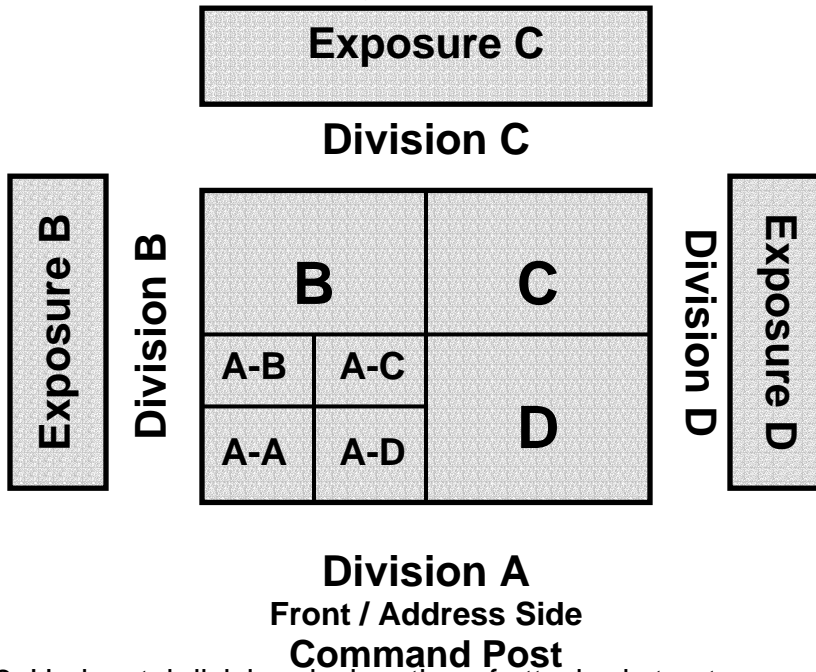
VI. Sectorization

A. Sectorization is dividing the incident into manageable units. There are three types of sectors.

- 1. Functional: Defines a specific task. Functional sectors are referred to as “Groups”, such as attack group.
- 2. Geographic: Defines an area. Geographic sectors are referred to as “Division” such as west division or division C. Floor levels are called divisions, such as division 1 for the first floor.
- 3. Combination: May be functional and geographic. An example would be division one attack or division three search.

B. The following diagrams will indicate how we will sector incidents.

- 1. Horizontal division designation:



- 2. Horizontal division designation of attached structures:

Exposure B-2	Exposure B-1	Exposure B	Source Building	Exposure D	Exposure D-1	Exposure D-2
--------------	--------------	------------	-----------------	------------	--------------	--------------

- 3. Vertical division designation:

Roof Division

5th Floor	Division 5
4th Floor	Division 4
3rd Floor	Division 3
2nd Floor	Division 2
1st Floor	Division 1
Sub Division 1	
Sub Division 2	

VII. Other Incident Command Procedures

- A. Command established and followed above will apply to emergency medical incidents also.
- B. Once functional or geographic sector assignments have been made, a company or unit will be referred to by its assignment name instead of its unit assignment. (If Engine 1 is assigned to be Attack, its new radio designation will be "Attack")
- C. A system will be implemented to track the names/numbers and locations of all members on the scene at every incident. We will use the tag collection method of personnel accountability. This is further explained in the Accountability SOG.
- D. A system for rest and rehabilitation shall be used at incidents that continue for longer than 45 minutes or whenever an individual firefighter uses 2 SCBA bottles at any incident.