

INCIDENT COMMAND SYSTEM

PURPOSE:

- The purpose of this procedure is to assure smooth operations at an incident with the highest amount of personnel safety.

APPLICATION:

- This procedure shall apply to situations that by virtue of size of the fire, complexity/potential of the occupancy or the possibility of extension require strong, direct, overall command from the start utilizing the NIMS System.

RESPONSIBILITY:

- It is the responsibility of all personnel to follow this procedure. It is the Officers responsibility to assure that all personnel receive training in the Incident Command System (ICS). It is the responsibility of each member to have a general working knowledge of ICS.

PROCEDURES FOR USE:

- The first arriving Chief Officer or apparatus shall give an initial size-up including the following information:
 - Confirm Incident Address & Incident Type
- Conditions at scene (Smoke showing, fire showing, fully involved, etc.).
- Building description (masonry block, wood frame, single story, multi-story, etc.)
- Exposures.

At this point the first arriving Chief or Officer will establish Command and will announce this over the radio. (2701 is Scriba Middle Rd Command)

- A. This designation will not change through the duration of the incident even if Commands is Transferred.

COMMAND RESPONSIBILITIES:

The initial Command responsibilities, the on-going responsibilities stay with Command whether the initial member remains in Command or Command is transferred to an arriving Officer.

INITIAL

- Assume an effective command position.
- Transmit a brief initial radio report.
- Rapidly Size-up the Incident utilizing RECO VS Method
 - RESCUE
 - EXPOSURES
 - CONFINE
 - OVERHAUL
 - VENTILATION
 - SALVAGE
- Develop an attack plan.
- Assign units as required.

ON-GOING:

- Provides continuing overall Command and progress reports until relieved by a ranking Officer.
- Assigns positions consistent with fire ground procedures of this department.
- Reviews and evaluates attack efforts and revises attack plans as needed.
- Requests and assigns additional units as needed.
- Returns units to service and terminates Command.

TRANSFER OF COMMAND

- The first arriving Officer will assume Command if a ranking Officer is not in command. This does not preclude the option of the first arriving Officer having another Officer arriving with him or close behind take command, this will be confirmed by both parties by radio.
- The Captain or Assistant Chief will automatically assume Command in cases of complex tactical situations that have not been declared 'under control'; assumption of Command in other situations is discretionary.
- Assumption of Command is discretionary for the Fire Chief
- If a Junior Officer or Firefighter are in command without and available Scriba Fire Chief the member may transfer or establish a Unified Command with a Mutual Aid Chief or County Coordinator.

The actual transfer of command will be regulated by the following:

- Arriving ranking officers assuming Command will communicate with the officer being relieved face to face.
- The person being relieved will brief the Officer assuming Command indicating the following:
 - Situation status;
 - Fire extent, location, conditions, and extension.
 - Effectiveness of control efforts.
 - Deployment and assignment of operating personnel.
 - Need for additional resources at that time.
- The person being relieved should review the tactical control operations with the ranking Officer in complex situations, this provides the most effective framework for Command transfer because it provides the location and status of resources without confusion.
- Command Officers should eliminate all unnecessary radio traffic while corresponding unless such communications are required to insure that Command functions are initiated and completed.
- Command is transferred only when the outlined communication steps have been completed, arrival of a ranking officer on the incident does not mean Command has been transferred.
- Fire Dispatched should be advised by radio of the Command Transfer (2701 has assumed Scriba Command, 2702 is now Operations)

EXPANDING THE SYSTEM

The Incident Commander can fill any ICS position that he/she feels is warranted by the situation. These can include but are not limited to:

INCIDENT COMMANDER

The Incident Commander (IC) is responsible for overall management of the incident. The IC may have an aid or a runner.

The IC will:

- Assume Establish Command.
- Initiate the Incident Command System according to incident needs.
- Delegate positions appropriate for size of incident.
- Request additional resources if needed.
- Direct the activities of the primary organizational elements; Operations, Planning, Logistics, and Finance.
- Determine incident objectives which in turn will be the foundation for the Incident Action Plan.
- Coordinate and approve the Incident Action Plan.

SAFETY OFFICER

The IC has the ultimate responsibility for the safety of all personnel at the incident. On complex incidents, the IC will need to have someone specifically monitoring safety aspects of the incident, because the IC is too busy to give safety the attention it needs.

The Safety Officer (SO) has the responsibility to identify potentially hazardous situations and mitigate any imminent danger to personnel. The SO has the authority to stop or make alterations to action plans that would place personnel in imminent danger.

When activated the SO will:

- Report to the IC.
- Receive a briefing and any special instructions necessary to fill the position.
- Obtain information concerning the incident area and identify potential hazardous situations.
- The SO has the authority to immediately suspend any activities being conducted in an unsafe manner or due to hazardous conditions.
- Observe operations for proper observation of safety procedures and precautions by all personnel.
- Monitor the conditions of personnel for signs of exhaustion and fatigue.
- Investigate all accidents which occur within the incident area and complete proper reports for IC.

Radio identification: Safety Officer.

LIAISON OFFICER

The IC requesting assistance from other agencies will provide a Liaison Officer to assure coordination, when activated the Liaison Officer will:

- Report to the IC.
- Receive a briefing and any special instructions necessary to fill the position.
- Identify cooperating/assisting agencies and corresponding agency representatives.
- Act as the point of contact between the IC and the cooperating agencies.
- Radio identification: Liaison Officer.

OPERATIONS OFFICER

The Operations Officer (Ops) will be responsible for the direct management of all incident tactical activities. The Ops Officer will assist the IC with the Incident Action Plan.

When activated the Ops will:

- Report to the IC.
- Obtain a situation briefing from the IC.
- Assist in the formulation of the Incident Action Plan.
- Provide continuous supervision of the operations staff.
- Appoint Operations staff as needed (i.e. Fire Attack, Ventilation, RIT). If subordinate positions are not assigned, the Ops Officer retains the responsibility for the functions of those positions.
- Assign personnel in accordance with the Incident Action Plan.
- Determine need for immediate and anticipated resources.
- Keep IC informed of any special conditions or actions.
- Request periodic progress reports from subordinate positions.

Radio identification: Operations Officer.

STAGING / MANPOWER OFFICER

- The Staging / Manpower Officer is responsible to the Ops Chief and all radio traffic regarding staging should be between the Ops Chief and the Staging Area. The radio traffic should be on a separate frequency than operations if possible.
- The Staging / Manpower Officer should pick an area for staging that is away from the emergency scene in order to provide adequate space for assembly and for safe and effective apparatus movement. Apparatus should be able to respond to the scene within three (3) minutes.

When activated the Staging / Manpower Officer will:

- Establish a safe area as a staging area.
- Insure that all apparatus is parked in an appropriate manner.
- Maintain a log of apparatus and manpower in the staging area and a log of all specialized equipment that will be required at the scene.
- Review with Command what resources must be maintained in staging and coordinate the request for those resources.
- Assume a position that is visible and accessible to incoming and staged apparatus and manpower.

Radio identification: Staging Officer.

WATER SUPPLY OFFICER

- The Water Supply Officer is responsible to the Ops Chief. Water Supply Officer is responsible to keep an adequate amount of water on hand to supply the fire ground operations.
- He/she will coordinate the tanker shuttle to assure continuity of water supply. If needed, he/she will contact the Incident Commander and request additional resources.

When activated the Water Supply Unit Leader will:

- Report to Incident Command.

- Receive a briefing on the Incident Action Plan and any special instructions necessary to fill the position.
- Obtain from the Ops Chief information on current and anticipated water supply needs.
- Request resources from the IC based on anticipated needs.
- Provide continuous supervision of water supply operations.
- Assume a position that is visible to incoming apparatus.
- Provide easy access and egress for incoming apparatus.
- Keep the IC informed on current water supply and advise when it is getting low.

Radio identification: Water Supply.

SECTOR OFFICER

- Division Supervisors are responsible to the IC or OPS as directed. Sector Officer's are responsible for the operations in their specified sector. Sectors will established by geographical location.

When activated the Sector Officer will:

- Report to the IC or Ops Chief as directed.
- Receive a briefing from the Ops Chief on the Incident Action Plan and any special instructions necessary to fill that position.
- Provide continuous supervision of operations in his/her division.
- Request additional resources from the Ops Chief.
- Give periodic progress reports to the Ops Chief.
- Advise the Ops Chief of changing conditions that may place personnel in danger.

Radio identification: Sector Officer.

REHAB OFFICER

- The Rehab Officer is responsible to the Ops Chief. The Rehab Unit is responsible for the rehabilitation of personnel operating at the incident.

When activated the Rehab Unit Leader will:

- Report to the Ops Officer.
- Receive a briefing from the Ops Officer and any special instructions to fill that position.
- Establish an appropriate safe area for the Rehab Sector
- Assure that a rescue unit is in the Rehab area.
- Assure that the following is done:
 - Vitals are taken.
 - Area for personnel to sit and rest.
 - Ensure personnel rest for at least fifteen (15) minutes and are given plenty of fluids.
 - Keep records as per dept SOG
 - If a person's vital signs are not in the good range they will not be allowed to return to the scene until they return to normal, once they return they will not actively fight fire. (SVFD Rehab Officer Flow Sheet)

Radio identification: Rehab Officer.

ACCOUNTABILITY OFFICER

- The Accountability Officer is responsible to the Ops Officer. The Accountability Officer is responsible for accountability of all personnel operating in the hot zone.

When activated the Accountability Officer Unit will:

- Report to the Ops Officer.
- Receive a briefing from Ops and any special instructions to fill the position.
- Establish the Entry and Exit location and Accountability Ladder
- Collect Apparatus Tags and begin entry / exit tag in and out
- Immediately account for personnel if evacuation is ordered or command requests accountability
- Secure accountability only when advised to by IC

Radio identification: Accountability Officer