

**Sanoca Rural Fire District, Inc.**  
**STANDARD OPERATING PROCEDURES**  
**Emergency Operations**

**Fire Company Operations**

**Subject: Incident Command**

Revised: May 04, 2003

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**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.

**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:**

1. The first arriving member or apparatus shall give initial size-up information:
  - A. Type of incident.
  - B. Conditions at scene (Smoke showing, fire showing, fully involved, etc.).
  - C. Building description (masonry block, wood frame, single story, multi-story, etc.)
  - D. Exposures.
  - F. Additional stations, Rescue, Forestry, Power, Gas, Police, etc.).
2. At this point the member can exercise the command option. Which is commit to firefighting and advise next incoming unit to assume

(establish) command or to assume (establish) command and name it.  
3. The member assuming (establishing) command will announce this over the radio and name the command:

- A. "Engine 21 on scene assuming 'Gardner Street Command."
- B. This designation will not change through the duration of the incident

### **COMMAND RESPONSIBILITIES:**

The first five (5) tasks are 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 evaluate situation.
- 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 fireground 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**

1. The first arriving member 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.
2. The Chief or another Officer 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.
3. Assumption of Command is discretionary for the Fire Chief and the Director of Emergency Management.

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

1. Arriving ranking officers assuming Command will communicate with the officer being relieved by radio or preferably face to face.
2. The person being relieved will brief the Officer assuming Command indicating the following:
  - A. Situation status;

1. Fire extent, location, conditions, and extension.
2. Effectiveness of control efforts.
- B. Deployment and assignment of operating personnel.
- C. Need for additional resources at that time.
3. 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.

All Officers will exercise their Command prerogatives in a supportive manner that will insure a smooth transition and the effective on-going function of Command. The person relieved of Command will be utilized to the best advantage by the officer assuming Command.

Command should not be transferred more than three (3) times.

### **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:

-  Safety Officer (must designate for every haz-mat response)
-  Information Officer, Media Officer, or Public Info Officer
-  Liaison Officer (for multi-agency response)
-  Operations Officer
-  Logistics Officer
-  Planning Officer
-  Finance Officer
-  Staging Area Officer
-  Water Supply Officer
-  Division Supervisor
-  Group Supervisor
-  Task Force Leader
-  Communications Officer
-  Medical Unit Officer (usually “EMS Command”)
-  Rehab Unit Officer

## **INCIDENT COMMANDER**

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

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.

The initial IC will name the Command. Radio identification will be "location Command".

## **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.

- Review strategy and tactics for safety factors and advise the IC accordingly.

- 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.

## **PUBLIC INFORMATION OFFICER**

Command will establish a Public Information Officer (PIO), when activated the PIO will:

- Report to the IC.

- Receive a briefing and any special instructions necessary to fill the position.

- Prepare an initial incident information release and brief any news media personnel present.

- Continually act as official liaison between IC and the news media.

- Locate a news media briefing area in a secured area away from the Command Post and other incident activities.

- Any information concerning cause of fire, suppression activities, number of personnel or apparatus, deaths or injuries can be given to the media only through the IC.

Radio identification: Information Officer.

## **LIAISON OFFICER**

An 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 Officer) 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 Officer 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. Division or Group supervisors). 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 Division and Group Supervisors.

Radio identification: Operations

### **STAGING AREA OFFICER**

The Staging Area Officer is responsible to the Ops Officer and all radio traffic regarding staging should be between the Ops Officer and the Staging Area Officer. The radio traffic should be on a separate frequency than operations.

The Staging Area 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.

When activated the Staging Area Officer will:

- Coordinate with Police to block streets, intersections, and other access required for the 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.

### **WATER SUPPLY OFFICER**

The Water Supply Officer is responsible to the Ops Officer. 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 Ops Officer and request additional resources.

When activated the Water Supply Officer will:

- Report to the Ops Officer.

- Receive a briefing on the Incident Action Plan and any special instructions necessary to fill the position.

- Obtain from the Ops Officer information on current and anticipated water supply needs.

- Request resources from the Ops Officer 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 Ops Officer informed on current water supply and advise when it is getting low.

Radio identification: Water Supply.

## **DIVISION SUPERVISOR**

Division Supervisors are responsible to the Ops Officer. Division Supervisor is responsible for the operations in their specified division. Divisions are set by geographical location.

When activated the Division Supervisor will:

- Report to the Ops Officer.
- Receive a briefing from the Ops Officer 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 Officer.
- Give periodic progress reports to the Ops Officer.
- Advise the Ops Officer of changing conditions that may place personnel in danger.

Radio identification: Division Supervisor.

## **GROUP SUPERVISOR**

The Group Supervisor is the same as the Division Supervisor except that Divisions are set by geographical location and Groups are set by area of operation. So, Divisions will be North, South, East, Or West but, they will have a prefix (A,B,C,D, etc.).

Groups will be Ventilation, Interior, etc. If there is more than one Group in the same area they will be given a prefix i.e. Interior Group A, Interior Group B.

## **REHAB UNIT LEADER**

The Rehab Unit Leader is responsible to the Ops Officer. The Rehab Unit is responsible for the rehabilitation of personnel operating at the incident. EMS should be positioned near the Rehab Area.

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.
- Assure that a rescue unit is in the Rehab area.
- Assure that the following is done:
  - a. Vitals are taken.
  - b. Area for personnel to sit and rest.
  - c. Personnel rest for at least fifteen (15) minutes.
  - d. If a persons vitals 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.
  - e. Guarantee transport for personnel by EMS if needed.
  - f. Be sure that personnel are given plenty of fluids.

