

	Terryville Fire Department Best Practices	
	<u>Subject</u> Incident Command Procedure	BP# 3-01
	<u>Authority</u> Chief of Department	Initiated 11/1/2015 Revised

PLANNING BASIS:

A. PURPOSE

1. To provide guidance and direction for the members of the Terryville Fire Department at all incidents for which it has management responsibility.

B. OBJECTIVE

1. To enable the Terryville Fire Department to respond and establish the Incident Command System (ICS) at all incidents within its jurisdiction. Through the combination of facilities equipment, personnel, procedures, and communications operating within a common organizational structure with the responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
2. To provide for the safety of personnel operating at emergency incidents through improved command and control, improve the use of resources and tactical effectiveness and to meet OSHA/NFPA regulations requiring the use of an ICS for all emergency incidents.

C. STATEMENT

1. The Terryville Fire Department will ensure all personnel are proficient in this plan. It shall be the policy of the Terryville Fire Department to base training on the ICS of the National Fire Academy curriculum. The plan shall be in accordance with NFPA 1500 (National Fire Protection Association Standard “Fire Department Occupational Safety and Health Program”) which requires all departments to establish written procedures for an ICS, all departments are trained in and familiar with the system and that the plan will include the responsibility for safety at all supervisory levels and to provide for personnel accountability at all levels in the incident. The plan should also be in accordance with NFPA 1561 (Standard for Fire Department Emergency Management Systems).

ADMINISTRATION:

A. SCOPE

1. This plan is to be used at all incidents within the Terryville Fire District whenever scene management is necessary. It may be modified during the incident as either the incident expands or diminishes. This plan is to be used by all companies of the Terryville Fire Department.

B. AUTHORITY

1. This plan is written and promulgated under the authority of the applicable laws of OSHA, the standards of the National Fire Protection Association and the Chief's Policy of the Terryville Fire Department.

C. REFERENCE

1. This plan may make reference to the student manual on ICS published by the Federal Emergency Management Agency for the National Fire Academy.

D. DEFINITIONS

1. Agency Representative – Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency representatives report to the Incident Liaison Officer.
2. Allocated Resources – Resources dispatched to an incident that have not yet checked in with the Command Post (CP).
3. Assigned Resources – Resources checked in and assigned work tasks on an incident.
4. Assisting Agency – An agency directly contributing suppression, rescue, support, or service resources to another agency.
5. Available Resources – Resources assigned to an incident and available for an assignment.
6. Branch – That organizational level having functional/geographical responsibility for major segments of incident operations. The Branch level is organizational between Section and Division/Group.
7. Clear Text – The use of plain English in radio communication transmissions.
8. Command Post – That location at which primary command functions are executed.
9. Command – The name that is designated for the Incident Commander (IC).

10. Crew – A specific number of personnel assembled for an assignment such as search, ventilation, or hoseline deployment and operations. The number of personnel in a crew should not exceed the recommended span of control guides (3-7). A crew operates under the direct supervision of a apparatus officer.
11. Division – That organization level having responsibility for operations within a defined geographic area. The division level is organizational between the Single resource, Task Force, or Strike Team and the Branch.
12. Dispatch – The designated name for the Terryville Fire Department dispatcher in the event clear text transmissions are required.
13. Group – That organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).
14. Incident Action Plan – The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents, the action plan may be in written form. Large or complex incidents will require that the action plan be documented in writing.
15. Incident Command System (ICS) – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with the responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
16. Incident Commander (IC) – The individual responsible for the management of all incident operations.
17. Public Information Officers (PIO) – Responsible for the interface with the media or other appropriate agencies requiring information direct from the incident scene. The PIO is a member of the Command Staff.
18. Liaison Officer – The point of contact for assisting or coordinating agencies. Member of the Command Staff.
19. Out of Service Resources – Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
20. Resources – All personnel and major equipment available, or potentially available, for assignment to incident tasks on which status is maintained.
21. Safety Officer – Responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety. Member of the Command Staff.
22. Section – That organizational level having functional responsibility for primary segments of incident operations such as: Operations, Planning, Logistics, and Finance. The Section level is organizational between Branch and Incident Commander.
23. Staging Area – That location where the incident personnel and equipment are assigned on a immediately available status.

24. Strategic Goals – The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.
25. Support Branch – A branch within the Logistics Section. Responsible for providing the personnel, equipment and supplies to support incident operations. Components include the Supply Unit, Facilities Unit, and Ground Support Units.
26. Tactical Objectives – The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.
27. Unit – That organizational element having functional responsibility for a specific incidents planning, logistic or finance activity.

OPERATIONAL PLAN:

A. ASSUMPTION OF COMMAND

1. Command shall be established at all incidents.
2. The ranking member of the first arriving apparatus shall assume command and establish same. This will be done by advising the dispatcher that Command has been established and by who. Normally this position is assumed by the second arriving chief or Chief of Department if he is on the scene. In cases when a chief is not on scene, the apparatus officer must make a decision regarding the selection of command. The two options are:
 - Assume command from a fixed location (curb, street, apparatus).
 - Assume command while simultaneously performing tactical operations.
3. If there is a need for immediate tactical activity, and the apparatus staffing necessitates that the apparatus officer be an integral part of initial tactical operations, Command in the offensive mode shall be initiated. This shall only be performed until command can be transferred. The preferred mode of command will be from a fixed location.

B. RESPONSIBILITIES OF THE INCIDENT COMMANDER

1. Assessment of Incident Priorities
 - 1st Priority – Life Safety
 - 2nd Priority – Incident Stabilization
 - 3rd Priority – Property Conservation
2. Perform Scene Size-Up
 - Situation (What have we got?)
 - Potential (Where is it going?)
 - Resources (What do I need to control it?)
 - **Size-up must be continued during the incident.

3. Select the Strategic Mode

- Offensive or Defensive
- Make the decision based on the following questions:
 - Is it safe to conduct offensive operations?
 - Is resource capability (present and projected) adequate for offensive operations to control the incident?
- Answering “no” to either question will dictate a defensive mode of attack.

4. Define Strategic Goals

- Protection or removal of exposed persons.
- Confinement and extinguishment of the fire or control the hazard.
- Minimize loss to involved or exposed property.

5. Establish Tactical Objectives

- Assignment of resources.
- Nature of the tactical activity.
- Location in which the tactical activity must be performed.
- If the tactical action must be performed in sequence or coordinated with any other tactical action.

6. Implement the Action Plan

- Implementation of the incident action plan requires that the IC establish an appropriate organizational structure to manage the required resources and communicate the tactical objectives. The incident action plan may be communicated by Best Practices, assigning tactical objectives, or by assigning task activity.

C. STANDARDIZED GEOGRAPHIC DESIGNATION SYSTEM

1. Each exterior side of a structure shall be given a number designation. The side of the structure facing the street shall be designated “Exposure 1.” The remaining sides shall be designated 2, 3, and 4 in a clockwise manner. If an exposure exists adjacent to the number designation, a letter will be attached to same for designation. (Ex: Exposure 2A).
2. The interior of a structure shall be designated by floor number (1, 2 or 3). The basement, attic, and roof shall be designated by name.

D. ICS ORGANIZATIONAL STRUCTURE FOR INITIAL OPERATIONS

1. The Incident Command System shall be used to maintain an effective span of control and workload for all supervisory personnel.

2. Divisions and Groups

- When multiple resources are assigned to the same function incident-wide (such as ventilation or search and rescue), a group shall be established to provide coordination and control of tactical operations.
- When multiple resources are assigned to perform tactical functions in a specified geographic area (such as on a specified floor or side of a structure), a division shall be established to provide coordination and control of tactical operations. The Terryville Fire Department uses the term “Operations” in lieu of “Division” for radio communication purposes.

3. Designation of Divisions and Groups

- When Division boundaries are established on the exterior of a structure or in non-structural incidents (such as a brush fire), a number designation shall be used. This may be in accordance with that particular exposure’s number designation or by the Division’s officer radio designation (Chief 30, Captain 51, etc.). In addition to establishing the Division designation, specific boundaries must be defined. This is particularly important in non-structural incidents.
- When Division boundaries are defined by floor level in a structural incident, a number or descriptive designation shall be used (1,2,3, basement). If a Division is given responsibility for the inside of the entire structure, it shall be designated as the Interior Division, locally known as “Interior Operations”.
- In radio communications with a Division, the letter or number designation shall follow “Operations” (Operations A, Operations 3, etc.). If a descriptive designation is given it shall precede “Operations” in radio communications (Interior Operations, etc).
- Groups shall be designated by function (Vent, Water Supply, Fire Attack, etc.). In radio communications with a group, the function may serve as the designation when companies are combined. However, the local call sign may be used (Ladder 4 OV, Engine 12 Hydrant) when operating as part of specific crew.

4. Staging

- When the IC has not defined an assignment for on scene or responding resources, Staging should be established.
- When an incident is escalating or has not yet been stabilized, sufficient resources to meet potential incident development should be available in Staging until the incident has been stabilized.
- The IC shall establish Staging by defining its location and communicating this information to the dispatcher. The dispatcher shall then inform all responding resources of the location of staging.

- If responsibility is not specifically assigned, the officer of the first arriving unit in staging shall assume the function of Staging Officer.
- Resources in Staging shall retain integrity and be available for immediate assignment and deployment.
- The Staging Officer shall keep the IC advised of the resource availability in Staging whenever resource status changes.
- The IC shall request on-scene resources through the Staging Officer and shall specify where and to whom those resources shall report.
- When communicating with Staging via radio, it shall be designated as “Staging.”

E. ICS ORGANIZATION FOR LARGER INCIDENTS

1. ICS organizational structure should be based on the management needs of the incident and should be developed on a proactive basis. Incident resources and management needs must be projected adequately ahead to allow for the reflex time of responding resource.
2. The IC and other supervisory personnel should anticipate span of control problems. Subordinate management positions should be staffed to maintain an acceptable span of control and workload. This may necessitate requesting additional command officer to fill these positions.
3. Whenever Planning, Logistics, or Finance functional responsibilities become a significant workload for the IC, the appropriate Sections should be staffed. This will prevent overextension of the IC’s span of control. The span of control within the Terryville F.D. Incident Command System should not exceed five (5) functions.

F. TRANSFER OF COMMAND

1. Command may be transferred from the initial IC (may be the officer of the first arriving unit) to a later arriving chief or senior line officer. Transfer of command shall take place on a face-to-face basis whenever possible to facilitate effective communication and feedback. If face-to-face communication is not possible, transfer of command by radio may be conducted.
2. If command has been established by a Firefighter, then command shall be transferred to the first arriving line officer.
3. It shall also be noted that a Chain of Command does exist within the Terryville Fire Department (CP 2-02). The Chief of Department or the assistant chiefs in numerical order are ultimately responsible for the outcome of the incident. Upon arrival of the highest ranking officer, they may decide that command may not need to be transferred due to the current situation of the incident. However, this does not remove the responsibility for the incident from the higher ranking individual.

5. Transfer of command shall include communication of the following information:
 - The status of the current situation
 - Resources committed to the incident and responding, as well as the present incident organizational structure
 - Assessment of the current effect of tactical operations.
6. Following transfer of command, the IC may return the previous IC to his or her company/crew assignment or specify an assignment to a subordinate management position within the ICS organizational structure.