



Northeast Fire Department Association

Operations

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Tactical Guidelines: Incident Management

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I.

Purpose

Identify procedures for incident management that will be employed at all emergency incidents and will provide for the effective management of personnel and resources, and for the safety and welfare of personnel.

II.

Responsibilities

- A. Each Officer or acting Officer serving as Incident Commander has the responsibility to complete the following tactical priorities:
 - 1. Rescue – remove or protect endangered occupants and treat the injured.
 - 2. Incident Control – stabilize the incident and provide for life safety.
 - 3. Property conservation – conserves property and prevents loss.
 - 4. Provide for the safety, accountability, and welfare of personnel. This priority needs to be ongoing throughout the incident.
 - 5. Call of “Benchmarks” – signals that advise command when one tactical priority is completed and the operation can move to the next priority.
- B. Each member of the Department has the responsibility to read and understand this Incident Command System (ICS) Standard Operating Procedure document and seek clarification when a procedure is not understood.
- C. Each member of the Northeast Fire Department Association (NEFDA) has the responsibility to know and comply with the intent of this SOP.

III.

Procedure

- A. Implementation of Command
 - 1. All emergency incidents, training drills, and exercises will be conducted utilizing ICS.
 - 2. A single company incident (trash fires, single patient EMS incidents, etc.) will not require the verbal establishment of Command.
 - 3. The first member of the Department to arrive at the scene of a multiple apparatus response incident shall assume or pass Command of the incident as indicated by the conditions found.

If Command is assumed, the initial Commander shall remain in Command until Command is transferred or the incident is stabilized and terminated.

4. The first arriving member will give an initial size up. The radio report will include:
 - a. Unit on scene and confirmation of correct address/location.
 - b. A brief description of the situation and occupancy (i.e. building size, occupancy, structure fire, multi vehicle accident, etc.)
 - c. Declaration of strategy (applies to structure fires).
 - d. Brief description of action being taken including tasks, location, and objectives.
 - e. Any obvious safety concerns.
 - f. Assumption, identification, and location of Command or passage of Command.
 - g. Request or release resources as required.
5. The Officer will complete a 360 and if unable to complete it, will notify their Alarm Office. The 360 should identify the following;
 - a. Safety concerns.
 - b. Disposition of resources.
 - c. If Two In/Two out is established or not. If making entry into an IDLH atmosphere, this benchmark will be communicated to the IC or Alarm.

B. Transferring Command

1. The first fire department officer or acting officer will automatically assume Command, unless his/her level of involvement in tactical operations necessitates the passing of Command.
2. The first department officer arriving on the scene following the passing of Command will assume Command of the incident.
3. The Battalion Chief may assume Command of the incident following transfer of Command procedure.
4. Assumption of Command is discretionary for the Administrative Chiefs.
5. The following will regulate the actual transfer of Command:
 - a. The Officer assuming Command will communicate by radio their arrival at the scene and their assuming of command of the incident.
 - b. The Officer will ensure a 360 is completed. The 360 should identify the following;
 - i. Safety concerns.
 - ii. Disposition of resources.
 - iii. If Two In/Two is established or not. If making entry into an IDLH atmosphere, this benchmark will be communicated to the IC or Alarm.
 - c. The Officer assuming Command will contact the Officer in Command and notify them that they are ready to assume Command. The Officer being relieved will brief the Officer assuming Command indicating the following:
 - i. Incident conditions.
 - ii. Incident strategy.
 - iii. Safety considerations.

- iv. Assignment and progress of operating companies and personnel.
 - v. Need for additional actions/resources.
 - d. The Officer assuming Command will repeat the briefing back so that there is clarity of the situation.
 - i. If the briefing is face to face, the assuming IC will communicate the over the radio the transfer of Command.
 - e. The person being relieved of Command will be assigned to the best advantage of the officer assuming command.
- C. Expansion of Incident Structure
1. The IMP is modular in design. Only those components necessary for the effective management of the incident should be implemented.
 2. The determination to expand the IMP will be made by Command, and will be done when a determination is made that the initial response or reinforced response will be insufficient, this determination will be made by the Incident Commander at the scene.
 3. The basic configuration of Command includes:
 - a. Incident Commander
 - b. Command Staff
 - i. Liaison Officer
 - ii. Safety Officer
 - iii. Public Information Officer
 - c. General Staff
 - i. Operations Section
 - ii. Planning Section
 - iii. Logistics Section
 - iv. Finance/Administration Section
 - d. Branches
 - e. Groups/Divisions
 - f. Task Force
 - g. Strike Teams
 - h. Single Resource
- D. Unified Command
1. Unified Command is a team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.
 2. A unified command structure is called for under the following conditions:
 - a. The incident is totally contained within a single jurisdiction, but more than one city department or government agency shares management responsibility due to the nature of the incident, or resources require. (I.e. airliner crash)

- b. The incident is multi-jurisdictional in nature (*e.g.* major flood).

E. Communications

- 1. It is imperative that all members of the department utilize radio communications in compliance with the NEFDA Standard Operating Procedure during all emergency incidents.

F. Staging

Staging areas are locations designated within the area, which are used to temporarily locate resources awaiting assignment.

- 1. Level I Staging is initial arriving attack teams going directly to the scene and taking standard positions, assuming command and beginning operations. The remaining units stage about one block from the scene until ordered into action (or released) by the Incident Commander.
- 2. Level II staging is used for large, complex, or lengthy operations. Additional resources are staged together in a specific location under a Staging Officer.
- 3. The Incident Commander should establish staging location with dispatch when a multiple alarm or additional resources are requested. The “Staging” designation is used only in Level II situations.