

# **CLINTON COUNTY FIRE CHIEF'S ASSOCIATION**

## ***INCIDENT MANAGEMENT SYSTEM***

***Adopted March 6<sup>th</sup>, 2009***

### **INDEX**

1. Purpose
2. Responsibilities of the Incident Commander
3. Incident Assessment
4. Selection of Command Mode
5. Standard Geographic Designation System
6. ICS Organizational Structure for Initial Operations
7. Sectors
8. Staging
9. ICS for Larger Incidents
10. Transfer of Command

## **1. PURPOSE**

This guideline is established to:

1. Provide for the safety of personnel operating at emergency incidents through improved command and control procedures.
2. Improve the use of resources and tactical effectiveness.
3. Comply with Occupational Safety and Health Administration's (OSHA) Hazardous Waste Operations Emergency Response (29 CFR 1910.120) for hazardous materials incidents.
4. Meet National Fire Protection Association (NFPA) Standard 1500 and 1561 for the use of an Incident Command System for operations at all emergency incidents.

To meet the goals of this guideline:

1. The Incident Command System shall be implemented at all incidents for which the Fire Service has management responsibility.

## **2. RESPONSIBILITIES OF THE INCIDENT COMMANDER**

The Incident Commander at any fire or emergency incident shall be responsible for the following:

1. **Assessment of Incident Priorities:** Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously:
  - Life Safety (first priority)
  - Incident Stabilization (second priority)
  - Property Conservation (third priority)
2. **Perform Size Up:** The IC must perform an initial assessment of the situation, incident potential, and resource status. This assessment must address the following three questions:
  - What have I got? (Situation)
  - Where is it going? (Potential)
  - What do I need to control it? (Resources)
3. **Select the Strategic Mode:** A critical decision having an impact on the safety of personnel and the effectiveness of tactical operations is the selection of strategic mode. Operations may be conducted in either an Offensive or Defensive mode. This decision is based on answers to the following two questions:
  - Is it safe to conduct offensive operations?
  - Is resource capability (present and projected) adequate for offensive operations to control the incident?
4. **Define Strategic Goals:** Strategic goals define 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. Strategic goals are generally focused in the following areas:

- Search, protection and removal of trapped/exposed persons. (Rescue)
- Confinement and extinguishment of the fire or control of the hazard. (Fire attack or Containment)
- Minimize loss to involved or exposed property. (Salvage and overhaul)
- Triage and assessment of injuries (life safety and preservation)

5. **Establish Tactical Objectives:** Tactical objectives are the specific operations that must be accomplished to achieve the strategic goals. Tactical objectives must be both specific and measurable, defining:

- Assignment of resources
- Nature of 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 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 your Standard Operating Procedures, assigning tactical objectives, or by assigning task activity.
- Tactical Standard Operating Procedures may define common components of the incident action plan such as water supply, standard apparatus placement, and the methods used for basic tactical evolutions.

7. **Incident Safety:**

- Incident Scene must be controlled to protect fire/emergency personnel and keep unauthorized persons out of hazardous areas.

- IC may delegate incident safety authority to an appointed Safety Officer who may cease or stop an operation without going through the Chain of Command, only where personnel are in imminent danger of being injured or killed.
- All Fire Officers must maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision.
- IC must establish a personnel identification system to identify and keep track of personnel entering and leaving hazardous areas or areas where special protective equipment is required.
- All Fire Officers must maintain an awareness of the condition of personnel operating within their control and ensure that adequate steps are taken to provide for their health and safety. This includes medical evaluations, food and fluid replacement, and relief and reassignment of fatigued crews.
- Establish a Rapid Intervention Team to ensure adequate protection and safety for all firefighters operating at the incident.
- Orders from the IC may specify tactical objectives assigned to subordinate positions within the ICS structure or to a specific source.

### **3. INCIDENT ASSESSMENT**

Command shall be established at all incidents other than ALS or BLS emergencies, or at ALS or BLS emergencies when there is reason to believe that the incident will rapidly evolve into a multiple station response or Mass Casualty Incident (MCI) requiring the deployment of both Fire and EMS resources and the filling of multiple levels of the Incident Command Structure.

The senior member of the first arriving unit, whether fire or EMS, has the responsibility and authority to provide the County Communications Center and all other responding apparatus with the following:

1. Actual location of the incident

2. Brief size up of the incident scene
3. Any additional resources necessary to mitigate the incident
4. Designation of the individual or unit assuming command until Chief or Command level officer arrives on scene.
5. Command should not be assumed by any unit or officer while enroute to the scene

Incidents will be given a specific name to reduce confusion when multiple incidents may be occurring around the county at the same time.

*\* Please refer to Section 10 for transfer of command procedures.*

#### **4. SELECTION OF COMMAND MODE**

The Incident Commander (IC) should conduct the initial command activity from a fixed position, particularly where an incident is escalating rapidly or in a complex fashion.

If there is a need for immediate tactical activity, and company manpower necessitates that the IC be an integral part of tactical operations, command in the offensive mode should be initiated.

Command in the offensive mode should only be performed until command can be transferred to another officer to ensure both proper command structure and safe tactical operations.

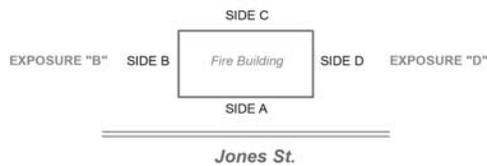
#### **5. STANDARD GEOGRAPHIC DESIGNATION SYSTEM**

Each structure at which an emergency has occurred or which may be influenced by an emergency scene shall be identified and sectorized by a standard geographic designation system. This system will be based on a clockwise designation of A, B, C, D for each side starting with the address side as side A, as shown in example 1. Exposure buildings will follow the same designation as the incident building, with an exposure building on side "D" being known as Exposure D for example.

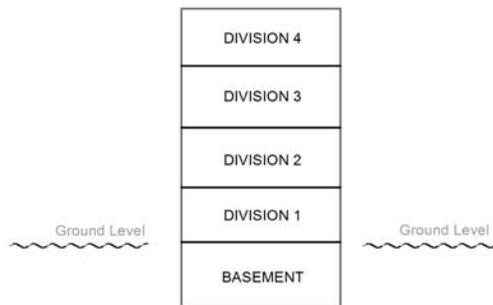
Each floor of the building will be given a designation based on Divisions, with the ground floor being Division 1 or First Division, and each subsequent floor above that will be Division 2, 3, etc. Basements or below grade floors will be known as “Basement” and attics when uninhabited will be “Attic” as shown in example 2.

Winged or multi-sided buildings will be designated based on the number of wings and then each wing will be given a side as closely approximating the address side as possible as seen in example 3.

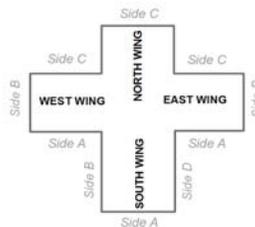
**EXAMPLE 1**



**EXAMPLE 2**



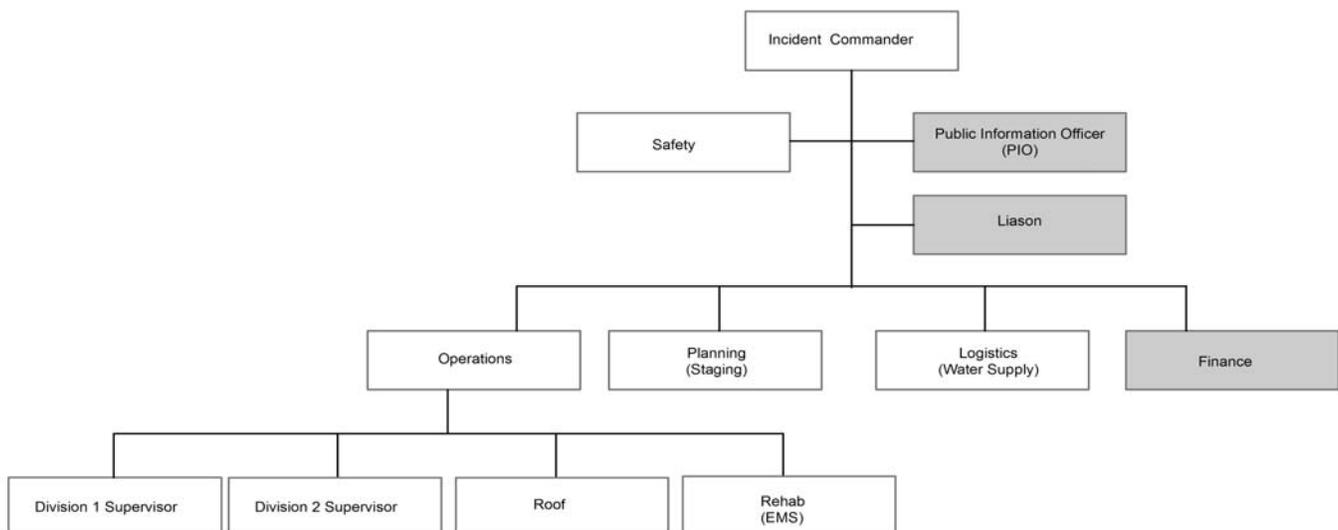
**EXAMPLE 3**



## **6. ICS ORGANIZATIONAL STRUCTURE FOR INITIAL FIRE OPERATIONS**

The Incident Command System will be used to maintain an effective span of control and workload for all supervisory personnel. Each supervisor can effectively manage 3 to 7 personnel, but ideally he or she should only manage 5.

Example based on those functions generally activated at a residential structure fire. Not all positions may be necessary for every incident. Those functions generally not activated are shown in grey. This Command Structure is shown only as an example of how an incident may be managed. This structure conforms to NIMS standards.



## **7. Sectors**

When multiple resources are assigned to the same function incident-wide (such as ventilation or search and rescue), a “Sector Group” shall be established to provide coordination and control of tactical operations.

When multiple resources are assigned to perform tactical functions in a specific geographic area (such as on a specified division or side of a structure), a “Sector” shall be established to provide coordination and control of tactical operations.

### **Designation of Sectors**

When a sector has been established on the exterior of a structure or in nonstructural incidents the term “side” and an alpha character will be utilized for example, the C-D sector.

### **Designation of Divisions**

When a division has been established, it shall be designated as the floor that crew or team is working on, for example Engine 2 is assigned to Division 1.

## **8. STAGING**

When the IC has not defined an assignment for on-scene or responding resources, Staging shall be established.

### **Level I Staging:**

1. Units arriving after the initial attack should report to their pre-planned locations and if no orders are received, it is recommended they take a holding position in the vicinity of the incident and await assignment by the IC.

### **Level II Staging:**

1. When an incident is escalating or has not yet stabilized, sufficient resources to meet potential incident development should be available in staging until the incident has been stabilized.
2. The IC or Operations shall establish Staging by defining its location and communicating this information to the County Communications Center.
3. The Dispatcher shall inform all responding resources of the location of Staging.

If responsibility is not specifically assigned, the officer of the first company to arrive in Staging shall assume the function of Staging Area Manager.

Resources in Staging shall remain integrity (remain with their company) and be available for immediate assignment and deployment.

All firefighters responding to the scene in their private vehicles shall report to their Fire Company officer for assignment.

The Staging Area Manager shall keep the IC or Operations advised of resource availability in Staging whenever resource status changes.

The IC or Operations shall request on-scene resources through the Staging Area Manager and shall specify where and to whom those resources shall report.

In radio communications “Staging” will be the call sign designation and when the incident is named by command or the County Communications Center staging shall follow the name, for example, “Main Street Staging”.

## **9. ICS ORGANIZATION FOR LARGER INCIDENTS**

ICS organizational structure should be based on the management needs of the incident and should be developed on a proactive basis. Incident resource and management needs must be projected adequately ahead to allow the reflex time of responding resources.

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 officers to fill these overhead positions.

Example:

Establish Branches to supervise Sectors who in turn supervise resources and task forces.

Whenever Operations, Planning, Logistics or Finance functional responsibilities become a significant workload for the IC, they should be staffed with an Officer. Checklists for these functions and the Safety Officer, Liaison Officer and the Public Information Officer are located on the County EMA Duty Officer truck.

## **10. TRANSFER OF COMMAND**

Command may be transferred from the initial IC (often a Company Officer) to a later arriving or Senior Command 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.

If command has been established by a Firefighter, command shall be transferred to the first arriving Officer. Command shall be transferred to the first arriving Chief Officer at that Officer's discretion (the Chief Officer may choose to allow the Company Officer to continue as IC). Transfer of command to higher ranking command Chief Officers is also discretionary. When a Chief Officer allows a lower ranking Officer to retain command, this does not remove the responsibility for the incident from the higher ranking individual.

Transfer of command shall include communication of the following information in a "face to face" manner between officers and not on the radio.

1. The status of current situation.
2. Resources committed to the incident and responding, as well as the present incident organizational structure.
3. Assessment of the current effect of tactical operations.

Following transfer of command, the IC may return the previous IC to his or her Company (if a Chief Officer) or specify assignment to a subordinate management position within the ICS organizational structure.

