

Tully Fire Department

Standard Operating Guidelines

Incident command

Guideline # TF-303 – Rev.1

Purpose: In order to effectively manage personnel and resources and to provide for the safety and welfare of personnel, we will always operate within the Incident Command System at the incident scene as required by 29 CFR 1910.120. This procedure identifies the Standard Operating Guidelines to be employed in establishing Command and all the components of the Incident Command System.

Procedure: A command post designated as "Tully Command" shall be set up at every incident. The location should be away from the immediate area of the incident and also in a location that exposes the personnel in the command post to the least threat of any danger. Subsequent concurrent alarms shall use the designation "Tully Command at (Location)". The first arriving apparatus, unit, or officer to arrive at the scene shall assume and initiate command of the incident with an initial report to the dispatcher at Fire Control. In the absence of an officer, the driver of the first arriving apparatus shall assume command. The initial incident commander shall remain in command until it can be transferred or the incident is terminated.

Only the Incident Commander and designee(s) should be at the command post. Only the I.C. or their designee(s) shall communicate with Fire Control.

The I.C. is responsible for the completion of the tactical objectives. **The tactical objectives (listed in order of priority) are:**

- A. Provide for the safety, accountability, and welfare of personnel. This priority is on going throughout the incident.
- B. Remove endangered occupants and treat the injured.
- C. Stabilize the incident and provide for life safety.
- D. Conserve property.

FUNCTIONS OF COMMAND

The functions of Command include:

- Assume and announce Command and establish an effective Command Post
- Size-up
- Initiate, maintain, and control the communications process.
- Identify the overall strategy, develop a plan, and assign personnel consistent with plans and standard operating guidelines.
- Develop an effective Incident Command organization.
- Review, evaluate, and revise (as needed) the incident plan.
- Provide for the continuity, transfer, and termination of Command.

The incident commander is responsible for all of these functions. As Command is transferred, so is the responsibility for these functions.

September 27, 2011

COMMAND OPTIONS

The following modes of Command may be utilized depending on the situation:

Investigative Mode:

These situations generally require investigation by the initial arriving apparatus while other units are responding or on standby in quarters. The officer should go with the company to investigate while utilizing a portable radio to Command the incident.

Fast Attack Mode:

Situations that require immediate action and require the officer's assistance and direct involvement in the attack should consider the Fast Attack Mode. In these situations, the officer goes with the crew to provide the appropriate level of manpower and supervision. Examples of these situations include:

- Offensive fire attacks (especially in marginal situations).
- Critical life safety situations must be achieved in a compressed time.
- Any incident where the safety and welfare of fire fighters is a major concern.
- Obvious working incidents that require further investigation by the officer.

Where fast intervention is critical, utilization of the portable radio will permit the officer's involvement in the attack without neglecting Command responsibilities. The Fast-Attack-Mode should not last more than a few minutes and will end with one of the following:

- A. Situation is stabilized.
- B. Situation is not stabilized and the officer must withdraw to the exterior and establish a Command Post. At some time the company officer must decide whether or not to withdraw the remainder of the crew, based on the crew's capabilities and experience, safety issues, and the ability to communicate with the crew. No crew should remain in a hazardous area without radio communication capabilities.
- C. Command is transferred to another officer.

Stationary Command Post

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require immediate strong, direct, overall Command. In such cases, the company officer will initially assume an exterior, safe and effective Command position and maintain that position until relieved by another officer.

If the officer assumes a Stationary mode, the following options are available with regards to the assignment of the remaining crew.

- A. The officer may assign one of the crew members to serve as the officer in charge of the team and must provide that member with a portable radio. The individual's capabilities along with the experience of the crew will regulate this action.

- B. The officer may assign the crew members to work under the supervision of another officer.

An officer assuming Command has a choice of modes and degrees of personal involvement in the tactical activities, but continues to be fully responsible for the Command functions. The initiative and judgment of the officer are of great importance. The modes identified are guidelines to assist the officer in planning appropriate actions. The actions initiated should conform to one of the above mentioned modes of operation.

TRANSFER OF COMMAND

Command is transferred to improve the quality of the Command organization. When Command is transferred it should trigger upgrades in the Command structure. The following guidelines outline the transfer of Command.

- A. The officer assuming Command will communicate with the person being relieved by radio or face-to-face. Face-to-face is the preferred method to transfer Command.
- B. The person being relieved will brief the officer assuming Command indicating at least the following:
 - 1. General situation status:
 - a. Incident conditions (fire location and extent, Hazmat spill or release, number of patients, etc.)
 - b. Incident Management Plan.
 - c. Completion of the tactical objectives.
 - d. Safety considerations.
 - 2. Deployment and assignments of operating personnel.
 - 3. Appraisals of need for additional resources.

The arrival of a ranking officer on the incident scene does not mean that Command has been automatically transferred to that officer. Command is only transferred when the outlined transfer of Command process has been completed.

The person being relieved of Command should be assigned to the best advantage by the officer assuming Command.

A ranking officer may elect to have a subordinate continue the role of incident commander. In cases where an individual is effectively Commanding an incident, and satisfactory progress is being made to bring the incident under control. It may be desirable for that person to continue in an active Command role. The ranking officer must determine that the incident commander is completely aware of the position and function of operating members and the general status of the situation. In these cases, the arriving ranking officer may assume a supportive role in the overall Command function. The ranking officer will assume responsibility for the incident by virtue of being involved in the Command process.

COMMAND STRUCTURE

In order to facilitate the management of an incident, the incident commander may assign personnel to the following positions:

Operations - The Operations officer is responsible for the tactical priorities, and the safety and welfare of the personnel working at the scene. This officer monitors the fire ground channel being used and is responsible for directing the incident. He/She reports directly to the I.C.

Roles and Responsibilities:

- Coordinate activities with the incident commander.
- Implement the Incident Management Plan.
- Assign units to Sectors based on objectives and priorities (Interior, Ventilation, etc).
- Build an effective organizational structure through the use of Branches and Sectors.
- Provide Sectors with tactical objectives.
- Manage Operation Section activities.
- Provide for life safety.
- Determine needs and request additional resources.

Support (Logistics) - The Support Officer is responsible for all those activities or functions other than tactical operations necessary to assist the I.C. in managing the incident. If necessary, and staffing permits, the support officer may assign personnel to perform specific support functions such as Public Information or Supply.

Roles and Responsibilities:

- Manage rehabilitation.
- Manage personnel accountability within the hazard zone.
- Manage staging.
- Provide and manage any needed supplies or equipment.
- Forecast and obtain future resource needs.
- Provide any needed communications equipment.
- Obtain specialized equipment or expertise per I.C.
- Provide food and associated supplies.
- Secure any needed fixed or portable facilities.
- Coordinate media briefings.
- Provide any other logistical needs as requested by Command.
- Supervise assigned personnel.

Safety - The Safety Officer is responsible for monitoring incident operations from a safety standpoint. He/She will report directly to the I.C., however, in the event of an emergency the Safety Officer has the authority to stop any activity deemed hazardous to personnel without consulting the I.C. In the event this occurs, the Safety Officer will immediately notify the I.C. of the situation so that he/she can take the appropriate actions. The Safety Officer will operate on the fire ground channel being used.