INCIDENT MANAGEMENT	
Dauphin Island Fire and Rescue	**OG-3000.05**

PURPOSE

To provide personnel with guidelines that identifies correct methods for establishing and utilizing the ICS and all of its components.

SCOPE

ALL

PROCEDURE

COMMAND PROCEDURES

- Fix the responsibility for command on a certain individual, or in a unified command structure, on a certain group of individuals, through a standard identification system, depending on the arrival sequence of members, companies, and command officers
- Ensure that a strong, direct, and visible command element will be established from the onset of the incident
- Establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander (IC) and the other individuals operating within the ICS
- Provide a system to process information to support incident management, planning, and decision making
- Provide a system for the orderly transfer of command to subsequent arriving officers
- The IC is responsible for the formulation of an incident strategy and completion of tactical objectives. The tactical objectives (listed in order of priority) are:
    - Provide for the safety, accountability, and welfare of department personnel
    - Remove endangered occupants and treat the injured
    - Create a leadership structure to control the scene efficiently and effectively
    - Stabilize the incident and provide for life safety
    - Conserve property

FUNCTIONS OF COMMAND

The functions of command define standard activities that are performed by the IC to achieve the tactical objectives. The functions of command include:

1. Assume and announce command and establish an effective operating position (command post)
2. Rapidly evaluate the situation (size-up)
3. Initiate, maintain, and control the communications process
4. Identify the overall incident strategy, develop an incident action plan, and assign companies and personnel consistent with plans and standard operating guidelines.
5. Develop an effective incident command organization and staff it accordingly.
6. Review, evaluate, and revise the incident action plan as needed
7. Provide for the continuity, transfer, and termination of command

The IC is responsible for all of these functions. As command is transferred, so is the responsibility for these functions. The first five (5) functions must be addressed immediately from the initial assumption of command.

ESTABLISHING COMMAND

If one or two companies respond to an incident, and the incident will most likely not escalate beyond the capabilities of these companies, it is not required to formally establish and announce implementation of the incident management system (i.e. on-scene report with the assumption of command). The first arriving unit or senior officer will, however, remain responsible for any needed command functions. Examples would include:

- Motor Vehicle Accidents
- Public Assistance
- Trash Fire
- EMS calls without mitigating circumstances

The first fire department unit or senior officer to arrive at a larger incident shall assume command of the incident. The initial IC shall remain in command until command is transferred, or the incident is stabilized and command is terminated.

The first arriving unit formally establishes the ICS in their initial radio report. The radio report shall include:

- Designation of the unit arriving on the scene
- A brief description of the incident situation, (i.e. building size, occupancy, Hazmat release, multi-vehicle accident, etc.) Obvious conditions (smoke showing, working fire, hazmat spill, multiple patients, etc.)

- Brief description of action being taken
- Assumption and identification of command
- Assume & announce accountability location

RADIO DESIGNATION

The radio designation "Command" will be used along with the geographical location of the incident or business name, (i.e. "7th Street Command", "K-Mart Command"). This designation will not change throughout the duration of the incident. The designation of "Command" will remain with the officer currently in command of the incident throughout the event, and will pass to any officer that relieves him/her.

Fast Attack--Mobile Command:

These situations require immediate action to obtain quick stabilization. They also require the company officer's assistance and direct involvement in addressing the emergency situation. In these instances, the company officer directly participates in addressing the emergency situation with the crew to provide the appropriate level of supervision. Examples of these situations include:

- Offensive fire attacks (especially in ignition and early growth stages)
- Critical life safety or confirmed rescue situations
- Any incident where the immediate safety and welfare of firefighters is a major concern
- Obvious working fire incidents that require further investigation by the senior responder

Command Mode--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 a senior officer. However, this does not preclude the IC from making a quick visual assessment of all sides of the incident upon his/her arrival. Tactical worksheets should be initiated and utilized to assist in managing these types of incidents

COMMAND TERMINOLOGY

It is critical that all personnel operating at an emergency utilize common terminology when referencing the different locations at an incident scene. This is

especially true when the IC is issuing orders or receiving information from other units at an incident. Unless indicated by command, the main entrance side of buildings will be known as "Side A", followed in a clockwise fashion around the structure by "Side B", "Side C" (rear), and "Side D". Corners of buildings shall be known as" A/B Corner", "B/C Corner", "C/D Corner", and "D/A Corner".

Sides will also be used to identify exposures. Example: "Exposure B", "Exposure B/C".

The term Division is that organizational level having responsibility for operations within a defined geographic area and usually has multiple resources assigned. When a structure is more than 1 story in height, each floor shall be identified as a division. For example, the third floor would be "Division 3". At large complexes, or widespread incidents, an example may be "D Division" or "East Division".

The term Group identifies resources assembled together to perform a special function not necessarily within a single geographic division. For example, at the scene of a warehouse fire, two ladder companies may be combined to form the "Ventilation Group"

RADIO CHANNELS

At large or complex incidents where multiple units are responding, the IC should move all tactical radio traffic off of the main dispatch channel as soon as possible. The IC should ensure the Emergency Communications Center is aware of what channel units will be using, but the IC should continue to communicate with the Emergency Communications Center on the main dispatch channel. Therefore, the IC will have to monitor more than one channel.

For widespread incidents, or incidents where many components of the ICS are being utilized, the IC may have to assign several different channels to working units, and be able to monitor all of them.

COMMAND ORGANIZATION POSITIONS

The ICS is designed so that it expands and contracts to meet the needs of the IC, and addresses all aspects of the emergency scene. In order to facilitate the management of an incident, the IC may assign personnel to the following positions as needed.

Command Staff

- Information Officer – The information officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one information officer will be assigned for each incident, including incidents operating under unified command and multi-jurisdictional incidents. However, the information officer may have assistants as necessary.
- Liaison Officer – Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the liaison officer position on the command staff. Only one liaison officer will be assigned for each incident, including incidents operating under unified command and multi-jurisdictional incidents. However, the liaison officer may have assistants as necessary. The liaison officer is the contact personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in unified command.
- Safety Officer – The safety officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe conditions. Only one safety officer will be assigned for each incident, including incidents operating under unified command and multi-jurisdictional incidents. However, the safety officer may have assistants as necessary. The safety assistants may have specific responsibilities such as air operations, hazardous materials, or be assigned to certain divisions or groups.

General Staff

- Operations Section Chief – The operations section chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The operations chief activates and supervises organization elements in accordance with the incident action plan and directs its execution.
- Planning Section Chief – The planning section chief, a member of the general staff, is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.
- Logistics Section Chief - The logistics section chief, a member of the general staff, is responsible for providing facilities, services, and material in support of the incident. The logistics chief participates in development and implementation of the incident action plan and activates and

supervises the branches and units within the logistics section.

- <u>Finance/Administration Section Chief</u> – The finance/administration chief is responsible for all financial, administrative, and cost analysis aspects of the incident, and activates and supervises the units within the finance/administration section.
- <u>Branch Director</u> – When activated, branch directors are under the direction of section chiefs, and are responsible for the implementation of the portion of the incident action plan appropriate to the branches. Examples might include the fire suppression branch of the operations section, or the service branch of the logistics section.
- <u>Division/Group Supervisor</u> – This position reports to the assigned section chief or branch director. The supervisor is responsible for the implementation of the assigned portion of the incident action plan, assignment of resources within the division/group, and reporting on the progress of control operations and status of resources within the division/group. Examples might include the North Division of the operations section, or the ventilation group of the fire suppression branch.
- <u>Strike Team/Task Force Leaders</u> – This position reports to a division or group supervisor and is responsible for performing tactical assignments given to the strike team or task force. The leader reports work progress, resources status, and other important information to a division or group supervisor, and maintains work records on assigned personnel.
- <u>Staging Area Manager</u> – This position is responsible for managing all activities within a staging area. The staging manager usually reports to the operations section chief.

INCIDENT COMMAND FLOW CHART

```
                        ┌─────────────────────────┐
                        │  Incident Command Team  │
                        └─────────────────────────┘
              ┌──────────────┐          ┌──────────────┐
              │ Information   │          │   Liason     │
              └──────────────┘          └──────────────┘
              ┌──────────────┐
              │   Safety     │
              └──────────────┘

   ┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
   │ Operations   │  │  Planning    │  │  Logistics   │  │ Finance/Admin│
   │  Section     │  │  Section     │  │  Section     │  │  Section     │
   └──────────────┘  └──────────────┘  └──────────────┘  └──────────────┘
```

Operations Section
- Staging Area(s)
- Branches
  - Divisions & Groups
    - Strike Teams
    - Task Forces
    - Single Resources

Planning Section
- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unt
- Technical Specialists

Logistics Section
- Services Branch
  - Comm. Unit
  - Medical Unit
  - Food Unit
- Support Branch
  - Facilities Unit
  - Ground Support Unit
  - Supply Unit

Finance/Admin Section
- Time Unit
- Procurement Unit
- Comp/Claims Unit
- Cost Unit