

CLIO AREA FIRE DEPARTMENT

OPERATING GUIDELINE

TITLE: INCIDENT COMMAND SYSTEM (ICS)

REFERENCES: NFPA 1500
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)
SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986
(SARA)
CAFD RULES, REGULATIONS, POLICIES, AND GUIDELINES
GENESEE COUNTY FIRE CHIEFS ASSOCIATION STANDARDS

RECOGNIZING THAT INCIDENTS TO WHICH THE FIRE DEPARTMENT IS CALLED MAY VARY DRASTICALLY IN SIZE AND DURATION, IT IS IMPERATIVE THAT A FLEXIBLE AND EXPANDABLE MANAGEMENT SYSTEM MUST BE IMPLEMENTED TO DEAL WITH ALL SITUATIONS.

RECOGNIZING ALSO THAT SINGLE POINT ACCOUNTABILITY AND THE NEED FOR ONE PERSON TO BE IN CHARGE IN ANY INCIDENT IS IMPERATIVE, IT IS ALSO RECOGNIZED THAT ONE PERSON CANNOT PERFORM ALL DUTIES AND FUNCTIONS, OR BE IN MORE THAN ONE PLACE AT A TIME. IT IS ACCEPTED THAT THE MOST PROFICIENT WAY TO ACCOMPLISH THIS IS WITH AN INCIDENT COMMAND SYSTEM (ICS).

THE INCIDENT COMMAND SYSTEM SHALL BE UTILIZED TO THE EXTENT WARRANTED BY THE NATURE OF THE INCIDENT.

THE PRIORITIES OF THE INCIDENT COMMAND SYSTEM AT ANY INCIDENT, REGARDLESS OF SIZE, SHALL BE:

1. LIFE SAFETY
2. INCIDENT STABILIZATION
3. PROPERTY CONSERVATION

SAFETY:

THE CLIO AREA FIRE DEPARTMENT WILL CONDUCT OPERATIONS WITH SAFETY AND HEALTH AS THE PRIMARY CONCERN. THE SAFETY AND HEALTH OF FIREFIGHTING PERSONNEL AND THE PUBLIC WILL BE THE FIRST CONSIDERATION REGARDLESS OF THE TYPE OF INCIDENT OR SITUATION IN, WHICH THE CLIO AREA FIRE DEPARTMENT MAY BECOME INVOLVED.

ALL INCIDENTS INVOLVING CLIO AREA FIRE DEPARTMENT PERSONNEL WILL BE CARRIED OUT FOLLOWING ALL RULES, REGULATIONS, POLICIES, AND OPERATING GUIDELINES OF THE DEPARTMENT.

ALL INCIDENTS INVOLVING OTHER DEPARTMENTS THROUGH THE GENESEE COUNTY MUTUAL AID AGREEMENT WILL BE CARRIED OUT FOLLOWING THE GENESEE COUNTY FIRE CHIEFS ASSOCIATION SOP - FIRE FIGHTER SAFETY.

TRAINING:

COMPANY OFFICERS

All CAFD Officers shall complete a formal training course in Incident Command following the format Presented through the National Fire Academy.

GENERAL MEMBERSHIP

The general membership of the Department shall receive an overview of the system in order to understand the general philosophy of ICS and be able to function in accordance with all ICS procedures.

ORGANIZATIONAL STRUCTURE

The organizational structure of the ICS will vary considerably depending on the nature of the incident. The system should utilize the lowest level of the structure, and be built upon or expanded as the size of the incident dictates.

Regardless of the size of the incident, the first in Officer shall be the Incident Commander unless he passes the job to another incoming Officer or unless he is relieved by a senior Officer.

SIMPLE STRUCTURE

A simple structure of the ICS will consist of the first arriving Company Officer directing the operation of the crews dispatched on the initial alarm.

COMPLEX STRUCTURE

A Complex Structure of the ICS will involve multiple companies, multiple alarms, mutual aid with other county fire departments and other agencies such as police and medical.

EMERGENCY COORDINATORS:

The Genesee County Fire Chiefs Association Emergency Coordinators System, is a tool to assist a fire department at a major incident. Coordinators will take what steps are necessary to comply with the incident command officer requests, assess the overall county situation, and initiate actions required to provide the county with adequate fire protection during and until the emergency incident has been abated.

The Emergency Coordinators can be activated by contacting Central Dispatch and asking them to activate the coordinators. They will handle all contacts from that point.

COMMAND IDENTIFICATION VESTS:

Incidents involving a complex structure create additional problems of identifying who is in charge of a particular function. To eliminate this confusion, C.A.F.D. has purchased a set of "Incident Command Vests" with names, such as Incident Commander, Safety Officer, Public Information, Operations, etc. on them. These are kept in the Squad/Command Vehicle at Station #1. These vests should be worn during any incident involving a complex IC Structure.

DIVISIONS:

All incidents shall be managed using the Division Process. This process simply divides the incident into manageable areas called Divisions and giving each side of an incident a letter designation and each level (or floor) a number designation.

The front of the structure will be known as "Division A"

Using the same philosophy, exposures around the incident would be designated the same way such as "Exposure A".

The first floor of a structure will be known as "Division 1".

An incident not involving a structure (such as a railroad accident) must also use the Division designation with the command post side being the "Division A" side.

SPAN OF CONTROL

Is the number of subordinates one supervisor can manage effectively. The optimum number is five subordinates per supervisor.

COMMAND POST

Although Command Posts (CP) may vary in type and size at different incidents, a Command Post provides a central, stationary location to assist the Incident Commander in incident command and control, the Command Post is a field office for management functions, such as gathering, analyzing, and dissemination of information.

A Command Post shall be established on all incidents.

The Command Post can be as simple as the Command Officer, on a small incident, standing beside the engine.

The Command Post on larger incidents should be established at a Command Vehicle or building where the following items are available.

1. A Communication System sufficient for the incident.
 - Multi Channel Radios
 - Mobile Telephones
2. Pre-fire plans
3. Maps of the area
4. Record keeping items sufficient to record all information about the incident.
 - IC Command Boards to detail incident data
 - Dry Erase/Magnetic Boards
 - Clipboards
5. A means to keep track of all personnel working at the incident scene.
 - Identification Tag system for all personnel.
6. Hazardous materials identification information.

THE COMMAND POST SHALL BE IDENTIFIED BY A ROTATING GREEN BEACON PER THE GENESEE COUNTY FIRE CHIEFS ASSOCIATION STANDARD ON THE INCIDENT COMMAND SYSTEM.

COMMUNICATION:

RADIO:

Department Base Radios shall remain on the Dispatch Channel.

Mobile Radios and Hand Held Radios shall use Tactical Radio Frequencies for all communication at the incident scene. Units responding to the emergency scene shall change to the Tactical Frequency when they arrive at the incident location.

Observance of basic radio protocol and rules will expedite the communication.

Before transmitting, make certain that the channel to transmit on is clear.

Organize your thoughts prior to transmitting.

Transmission should be brief and to the point.

Use plain language so the receiving person has no problem understanding what you are trying to say.

Identify the incident by a given name to prevent confusion with another incident going on at the same time. (an incident at 111 N. Center St. should be designated as "North Center Street Command")

FIRE GROUND EMERGENCY ALERT TONE

A fire ground emergency alert tone has been implemented by the Genesee County Fire Chiefs Association Emergency Coordinators committee, to be used when fire fighters working at an incident become trapped or are other wise in physical danger.

Any fire ground command personnel on a fire scene may request activation of the alert tone.

Any time a fire fighters health or safety is in danger or could possibly be in danger.

It will alert all fire personnel working on the radio frequency of a danger. At this point, all radios shall **NOT** be used on this frequency except to abate the danger.

The tone is a strobe alert tone differing significantly from any other tone for north or south county alerts.

AMATEUR RADIO EMERGENCY SERVICE:(A.R.E.S)

A.R.E.S. will be activated with the activation of the G.C.F.C.A. Emergency Coordinators.

Should be utilized to reduce traffic on radio frequencies.

MOBILE TELEPHONES:

Mobile Telephones should be utilized to transmit confidential information rather than using the radio.

DUTIES AND RESPONSIBILITIES:

INCIDENT COMMANDER

Has responsibility for overall management of the incident.

Assesses the incident priorities.

Develops an Incident Command Structure appropriate for the incident.

Coordinates overall emergency activities.

Determines the incidents strategic goals and tactical objectives.

Develops or approves and implements the Incident Action Plan.

Assesses resource needs, orders, deploys, and releases needed resources.

Coordinates activities of outside agencies.

Authorizes information released to the media.

Serves as the ultimate Incident Safety Officer, responsible for the preventing fire fighter injuries and/or death.

May assume duties other than the IC in simple incidents as lack of additional personnel and needs dictate.

SAFETY OFFICER

The Safety Officer has the authority to by-pass the chain of command when it is necessary to correct unsafe acts immediately, such as removing all personnel from areas of **IMMINENT DANGER**. The IC must always be informed of these corrective actions.

Monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personnel safety.

Keep the Incident Commander informed of present problems and potential hazards.

Suggest solutions to minimize the risk.

OPERATIONS OFFICER:

Responsible for management of all tactical operations.

Assist the IC in developing strategic goals and tactical objectives.

Develops Operation Plans.

Requests or releases resources through the IC.

Consults with the IC about the overall incident action plan.

Keeps the IC informed of the situation and resources status within Operations

Supervises the Secondary Staging Officer (Secondary staging is located in a safe zone close to the incident. The Primary Staging area is off site and will be controlled by the IC).

LIAISON OFFICER:

A Liaison Officer is the point of contact for assisting or coordinating agencies.

Coordinates with management of assisting agencies, such as; Police, Medical, Civil Defense, Department of Public Works, Department of Environmental Quality, etc..

Have a specifically identified place for assisting agencies to report.

Will be implemented usually at larger incidents.

PUBLIC INFORMATION OFFICER (PIO):

The PIO is responsible for interface with the media and other appropriate agencies. The media needs are real and need to be met. They need accurate and consistent information.

Establish a press area away from the Command Post and all incident activities.

Provide tours of non-restricted areas if possible.

Establish a schedule for regular updates to media.

Coordinate all releases of significant information with the IC.

PLANNING OFFICER:

Collects information regarding the incident and resources. (situation and resource status)

Uses accumulated information in preparing the incident action plan.

Assists the IC in preparing alternate strategies and tactical options based on incident potential.

LOGISTICS OFFICER:

Provides facilities, services, and materials for the incident.

Food

Toilet Facilities

Fuel

Construction Equipment

Specialized Equipment

Contractor Assistance

Additional Communications

Medical

Sleeping Areas

Sand/Gravel

Hazardous Materials Resources

FINANCE OFFICER:

Responsible for tracking all incident costs and evaluating the financial considerations of the incident.

- Future Payments
- Payment of Personnel
- Time Keeping
- Payment for Materials and Services
- Cost Recovery
- Record Keeping
- Compensation Claims

SUMMARY

FOLLOWING IS A SUMMARY GUIDELINE OF HOW THE INCIDENT COMMAND SYSTEM SHOULD GENERALLY WORK WITHIN THE CLIO AREA FIRE DEPARTMENT.

TYPICAL STRUCTURE FIRE

Before leaving the station, the Officer on any unit shall collect the accountability tags for all members of his crew.

Upon arrival, the first in Officer will assess the situation.

Report the situation such as; Engine 11 is on location. We have a single story ranch style house with smoke showing out of the eaves. No flames visible.

After giving the report, switch all radio operations to a fire ground tactical channel.

Act as the Incident Commander, Operations Officer, and Safety Officer.

Periodically update the Department dispatch as to the situation status; such as the fire is under control, or out.

Return the accountability tags to the fire fighters upon termination of the incident.

LARGE FIRE (Shopping Center or Apartment Complex)

Collect the accountability tags for all members of his crew.

Upon arrival, the first in officer will assess the situation, report the situation, and call for additional alarms if needed. Example: Engine 11 on location at Clio Plaza. We have heavy smoke showing and flames from the front of the hardware store. Central Dispatch, alert Station #2 with a full response to this location. Also alert Mt. Morris City, Mt. Morris Twp. #1, Genesee Twp #1, Montrose Twp, and Birch Run to all respond with a engine and crew.

After giving the report, switch all radio operations to a fire ground tactical channel.

Establish command;

Clio Plaza Command is set up at the front of the plaza. This is Lt. _____ I am passing command to the Station 1 Battalion Chief. I will be the Operations Officer.

The Incident Commander should not leave the Command Post. Set it up where the incident can be seen if possible, but stay where you can do the job.

As other crews respond to the scene, they are to report to the Command Post and be checked in. A list of all personnel entering or leaving the scene will be maintained. The accountability tags will be given to the officer they

are assigned to work with and will be given back as they are rotated back to rehab or released.

This appears to be a long duration incident, and there are already 6 stations, including our own committed to this incident. This is a good time for the IC to call for the Genesee County Fire Chiefs Emergency Coordinators. The Salvation Army Canteen will be activated when the Coordinators are called.

The IC should begin delegating duties at this time such as Safety Officer, and begin planning for a Staging Area.

The Secondary Staging Area should be within a block of the incident. If the incident is at the Clio Plaza, a good staging area may be in another section of the plaza parking lot. The Primary Staging Area could be at Station #1, well away from the incident and where there are bathroom facilities and a place to rest.

The Command Vests should be handed out as arriving companies are assigned responsibilities.

The IC should be conferring with the Operations Officer, Safety Officer, and Division Officers to plan a strategy to cut the fire off from the remaining stores.

As the Emergency Coordinators arrive on scene, they should be updated and decide where they can best be utilized.

The IC should also have a radio operator and an assistant to take notes and handle the telephone communication for him. A complete log of all communications and operations will be kept. Radio logbooks and all needed materials are in the Squad Trucks. Either one or both of these jobs could be handled by some of the Coordinators on scene. Be sure these people keep records of all equipment as well as personnel. Record everything, no matter how insignificant it may seem at the time.

Regular situation updates should be gathered from operations.

A Liaison Officer should be established to contact and meet with other business owners.

Emergency Medical should be requested to stand by in case of injuries of civilian or fire service personnel.

If this is going to be a long duration incident, or if the weather is inclement, hot, or cold, a rehabilitation site will need to be established.

If hazardous materials are involved, a decontamination area will need to be established. A team **MUST** be established to identify and track **ALL** personnel with **ANY** exposure to hazardous materials. **ALL OPERATIONS INVOLVING HAZARDOUS MATERIALS WILL BE A DEFENSIVE OPERATION ONLY.**

The utility company will have to be contacted to disconnect the electricity and gas.

A Public Information Officer should be appointed, because just as you think you are getting things in place, the press will show up and want an update. The press area should be where they can get pictures but far enough away that they do not get in the way of the operation.

A Logistics Officer should also be established to coordinate food, and possible contractors for hazardous materials cleanup as well as heavy equipment for removal of structural components.

City or County DPW or Water Department officials may need to be notified to assure adequate water volume and pressure.

If this were an apartment complex, and weather dictated, busses may need to be called to have temporary shelter and also to keep the people together to make a headcount.

A Finance Officer may need to be appointed to decide how the food, contractors, buses, etc. will be paid for. A

person other than a fire fighter can perform this responsibility such as the Clio City Administrator or the Fire Authority Treasurer.

As the incident subsides, all fire fighters must be accounted for as the units are released.

The final step as in any incident is getting the paper work and reports completed. If you have utilized your resources, and collected good information, a large incident should be no more difficult to report than a small incident.