

Campbell County Fire Department Standard Operating Procedure		
Incident Command	Incident Command System	<i>500.01</i>

I. PURPOSE:

To give an overview of the Incident Command System (ICS).

II. SCOPE:

This procedure applies to all Campbell County Fire Department (CCFD) firefighting personnel.

III. PROCEDURE:

1. ASSIGNMENT OF COMMAND:

1.1. The first Fire Department unit to arrive at the scene requiring multiple unit (more than 2 engines) responses SHALL* assume Command and remain in Command until relieved by a ranking officer or command officer or until the incident is secure.

1.2. *Exception: See PASSING COMMAND

2. DUTIES and RESPONSIBILITIES OF COMMAND:

2.1. Assume and confirm Command and take an effective position, communicating your location.

2.2. Rapidly evaluate the situation (size-up).

2.3. Insure that scene safety is addressed.

2.4. Choose the mode of operation and begin planning to support your strategy.

2.5. Formulate plan of action and communicate it to company officers, and when needed Division and/or Group Supervisors.

2.6. Initiate, maintain and control the communication process.

2.7. Provide continuing Command according to these ICS SOPS.

2.8. These functions above must be addressed immediately from the initial assumption of Command.

2.8.1. Coordinate the transfer of Command, as required.

Request and assign additional resources as required.

Return companies to service and terminate Command.

All of these functions are responsibilities of Command, whether or not Command is transferred from one individual to another.

3. PROCEDURES OF COMMAND:

Initial Approval: July 2008 Revision Date:	Page 1 of 7	Don Huber, Fire Chief ORIGINAL SIGNED
---	-------------	--

Campbell County Fire Department

Standard Operating Procedure

Incident Command	Incident Command System	500.01
------------------	-------------------------	--------

3.1. Radio Designation: The radio designation, "Command", shall be used to identify the member that assumes or receives Command. In transmissions to Dispatch, where there may be concurrent, multiple ICS operations, use a brief description of the incident location added to "Command" (e.g. "Lincoln Ave. Command" or "Arapahoe Command").

3.2. Initial Report :

The person assuming Command shall transmit a brief initial radio report including:

- 3.2.1. Reporting its unit number on scene at incident location by street name or place name.
- 3.2.2. Reporting building or scene in general description (occupation, size, construction type, etc.).
- 3.2.3. Reporting apparent conditions.
- 3.2.4. Reporting initial action(s) taken (brief description including mode of operation).
- 3.2.5. Reporting assumption of Command and naming of Command (see above Radio Designation).

3.3. Progress Reports:

When Incident Command is in effect, Dispatch shall notify Command of the elapsed time in fifteen minute increments. Command will use these notifications to provide Dispatch with progress reports. Progress reports are also required when significant strategic or tactical plans change or unusual situations are encountered.

3.4. Command Options:

- 3.4.1. In cases when the initial arriving officer is a command officer, efforts should automatically be directed towards establishing a Command Post and fulfilling the listed Command functions.
- 3.4.2. When Command is initially assumed by a company officer, that officer must decide on an appropriate assignment for the resources under his direct control. That assignment will usually fall into one of the three general modes listed below. These general modes also apply to Medic and other emergency situations and the corresponding terminology, if different, is noted in parenthesis.
- 3.4.3. Investigation Mode: These situations generally require investigation by the first arriving engine companies. The officer has two options:
 - 3.4.3.1. Officer may go with the company to check while utilizing a portable radio to Command the incident (may be "direct" to second in).
 - 3.4.3.2. Officer may "pass" the Command to another officer.
- 3.4.4. Attack (Rescue) Mode: These situations require immediate action to stabilize and require that the officer quickly decide how to commit the resources of his/her company. Again the officer has two options:

Initial Approval: July 2008 Revision Date:	Page 2 of 7	Don Huber, Fire Chief ORIGINAL SIGNED
---	-------------	--

Campbell County Fire Department

Standard Operating Procedure

Incident Command	Incident Command System	500.01
------------------	-------------------------	--------

3.4.4.1. Utilize handheld radio to permit involvement in attack while maintaining Command.

3.4.4.2. Command may be "passed" to another officer.

3.4.5. Defensive (Triage) Mode: These situations are incidents of such great size, involvement, complexity, or potential that they require coordination of resources through commitment to strong, direct, overall Command from the onset. In such cases, the officer will initially assume a Command position and maintain that position until relieved by another officer. The company officer assuming command has a choice of modes of operation and degree of personal involvement in the attack, but continues to be fully responsible for the identified functions of Command. In all cases, the initiative and judgment of the officer are of great importance.

3.5. Passing Command

3.5.1. In certain situations it may be advantageous for the first arriving officer to "Pass Command" to the next arriving officer or to a command officer. This is indicated when the initial commitment of the first arriving company requires all members to perform "hands on" duties (e.g. an immediate rescue situation) and the next arriving company or command officer is on the scene or close behind.

3.5.2. The initial arriving officer shall give an on scene radio report and advise that Command will be passed. The initial arriving company officer retains responsibility for Command until the next unit arrives and acknowledges the transfer.

3.6. Transfer of Command

3.6.1. The first Fire Department unit to arrive on the scene shall assume and retain Command until relieved by another officer within the following guidelines:

3.6.1.1. The first arriving officer will automatically assume Command. Exception: See Passing Command.

3.6.1.2. Command will be transferred to subsequently arriving officers according to the chain of command.

3.6.1.3. Ranking officer's discretion is advised in cases when an individual is effectively commanding a tactical situation, and is completely aware of the location and function of operating companies and the general status of the situation; it may be desirable for that person to continue in an active Command role.

3.6.2. Within the chain of Command indicated above, the actual transfer of Command will be regulated by the following procedures:

3.6.2.1. The officer assuming Command will communicate with the person being relieved of Command by radio or preferably face to face on arrival.

Initial Approval: July 2008 Revision Date:	Page 3 of 7	Don Huber, Fire Chief ORIGINAL SIGNED
---	-------------	--

Campbell County Fire Department Standard Operating Procedure

Incident Command	Incident Command System	<i>500.01</i>
------------------	-------------------------	---------------

- 3.6.2.2. The person being relieved will brief the officer receiving Command indicating the following:
 - 3.6.3. General situation status:
 - 3.6.3.1. Fire/hazard location, extent, conditions.
 - 3.6.3.2. Effectiveness of control efforts.
 - 3.6.3.3. Safety considerations.
 - 3.6.4. Deployment and assignments of operating units.
 - 3.6.5. Estimate of additional resources needed.
 - 3.6.6. The arrival of a ranking officer on the scene does not necessarily mean Command has been transferred to that officer. Command is transferred only when the outlined communication functions have been completed.

- 4. STRUCTURE OF COMMAND: It is the responsibility of Command to implement an organizational structure, using standard operating procedures to effectively manage fireground/rescue operations. The implementation of the organizational structure should begin with initial tactical control measures and may grow to include a number of levels depending on the size and complexity of the situation. The ideal organizational structure expands at a pace and in a direction that stays ahead of or even with the tactical deployment of companies.
 - 4.1. Levels of Organization: The basic design of Command structure includes three levels:
 - 4.1.1. Strategic level....overall incident command
 - 4.1.2. Tactical level.....direction of groups and functions
 - 4.1.3. Task level.....company or individual activities

 - 4.2. The strategic level involves the overall Command of the incident and includes determining the appropriate mode of operation, designating strategic objectives and assigning specific objectives to tactical level units.

 - 4.3. The tactical level includes officers directing activities toward those specific objectives assigned by Command. Tactical level officers are in charge of grouped resources operating in designated areas. The achievement of tactical objectives should accomplish the strategic objectives.

 - 4.4. The task level refers to those activities normally accomplished by individual companies or specific personnel. Task level activities are supervised by company officers (or acting company officers). The achievement of task level activities should accomplish tactical objectives.

 - 4.5. The most basic structure for an incident involving a small number of companies should be handled by only two levels. The role of Command combines the strategy

Initial Approval: July 2008 Revision Date:	Page 4 of 7	Don Huber, Fire Chief ORIGINAL SIGNED
---	-------------	--

<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Standard Operating Procedure</h3>		
Incident Command	Incident Command System	500.01

and tactical levels. Companies report directly to Command and operate at a task level.

- 4.6. During the incident, DO NOT change designations of engine and/or other companies to “teams” or any other name. To avoid confusion refer to them by their normal identifier (e.g. Engine 73 remains “Engine 73” NOT “Team 1” or “Attack Team 1”, etc.).

COMMAND	Strategy/tactical
ENGINE ENGINE ENGINE	Task

4.7. Combining Tactical Resources

Tactical resources may be organized for specific missions and to minimize span of control problems. Companies may be organized and deployed in three standard methods.

- 4.7.1. *Single Resource* - engine, truck, Medic or crews w/o apparatus. Single resources are used for normal activities.
- 4.7.2. *Task Force* - any combination of single resources. Task Force may be two engines and a truck.
- 4.7.3. *Strike Team* - set number of same resource. Strike Team may be five engine companies. The exact number of resources is determined by potential assignment and staging organization.

4.8. Groups

- 4.8.1. In more complex situations, Command should group companies to work in Groups. The Group Supervisors operate at the tactical level, directing the work of several companies or performing specialized functions as requested by Command. Command continues to operate at the strategic level, determining and directing the overall strategy to deal with the incident.

COMMAND	Strategic
GROUP GROUP GROUP	Tactical
COMPANIES COMPANIES COMPANIES	Task

4.8.2. Group Designation

Groups will be designated by function of assignment. Group radio designation will also follow the same functional assignment. i.e. "Roof Group, Inside Group, Rehab Group, etc." The supervision of a group is assumed by the IC until delegated to a Group Supervisor. Never designate a functional group unless a Supervisor is named. Once a Group Supervisor is named all

Initial Approval: July 2008 Revision Date:	Page 5 of 7	Don Huber, Fire Chief ORIGINAL SIGNED
---	-------------	--

Campbell County Fire Department Standard Operating Procedure		
Incident Command	Incident Command System	<i>500.01</i>

communications from Command or Ops are to the group supervisor, commonly addressed only by his/her group's function (e.g. "Attack, this is Command") and not from Command or Ops to the single resources in the group.

4.9. Divisions

In more complex situations, Command may assign companies to work in Divisions. The Division Supervisors operate at the tactical level, directing the work of several companies or assigned to the same general location, i.e. one floor, an exposure side, etc. Group supervisors direct crews performing a specialized incident-wide function which may not be limited to one location, i.e. Ventilation, Overhaul, etc. Groups and Divisions function on the same command level. Groups do not work for Divisions and Divisions do not work for Groups.

COMMAND Strategic

DIVISION DIVISION GROUP Tactical

COMPANIES COMPANIES COMPANIES Task

4.10. Division/Group Designations: The ICS components can be designated following these simple rules.

- 4.10.1. If the company will be assigned to a geographic location under a single command, then assign them to a division. If assigned a specific function or duty which may or may not cross division lines, then they may be assigned to a group.
- 4.10.2. Designate divisions by their location using the Alpha, Bravo, Charlie, Delta (Formerly ABCD) method, i.e. Division Alpha assigned to operate in front (address side) of the building. Rotate clockwise from Alpha to designate the remaining building sides. The same system can be used to designate exposures, or designate divisions by floor number in multistory buildings, i.e. Division 1 operates on the first floor. On wildland or other large outdoor incidents, designate by Alpha, Bravo, Charlie, Delta or by common place names or directional orientations; e.g. "Donkey Creek Division", or "North Division".
- 4.10.3. Designate groups by their assigned function when they will not be limited to a geographic area, i.e. Search and Rescue Group may operate on numerous floors of a multistory building.

4.11. Branches

- 4.11.1. As the incident grows in complexity, Command may implement an intermediate level between Divisions/Groups and Command referred to as a

Initial Approval: July 2008 Revision Date:	Page 6 of 7	Don Huber, Fire Chief ORIGINAL SIGNED
---	-------------	--

<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Standard Operating Procedure</h3>		
Incident Command	Incident Command System	<i>500.01</i>

Branch. Branches are of great value when large numbers of resources are committed to a specific functional activity. The Branch Officer is responsible for implementing their portion of the action plan, coordinating the Divisions and Groups under the Branch, evaluating/assigning goals and objectives, requesting necessary resources, and updating Command.

4.11.2. The Branch Officer provides direct supervision over Division/Group Supervisors and allows Command to alleviate span of control problems and to focus on the strategic aspects of the overall situation and management of the organization.

4.11.3. Branch Designation

Branches are designated by functions, i.e. Suppression Branch, EMS Branch, HazMat Branch, etc.