

# LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 301.01	EMERGENCY OPERATIONS
DATE IMPLEMENTED: MAY 8, 2017 DATE REVISED:	TITLE: INCIDENT COMMAND SYSTEM

## **PURPOSE:**

This provision establishes guidelines for the management of all emergency incidents to which the Department responds and to drills, exercises and other situations that involve actual hazards similar to those encountered at actual emergency responses.

## **SCOPE:**

Incident Commander, Safety Officers, Chief Officers, Line Officers and Senior Firefighters.

1. **Incident Commander (IC)** -Individual with overall responsibility for the incident.
2. **Command Staff** - Personnel assigned to the Command Post to support the IC.
3. **Planning Functions** - Functions involved with information to support the IC, such as pre- fire plans, maps, diagrams, charts, etc.
4. **Logistics Functions** -Functions that provide equipment, services, materials, and other resources in support of the incident.
5. **Operations Functions** -Tactical functions such as suppression, rescue, ventilation, salvage, overhauling, and other such activities consistent with firefighting.
6. **Communications** - Standard protocol and terminology.
7. **Staging-** System used to manage reserve personnel and equipment; usually in locations known as "Staging Areas."
8. **Finance** – Functions that provide financial services for the safe conduct of an incident based on its needs and complexity.

## **PROCEDURE:**

This Incident Command System shall operate within the framework of the Department SOG's.

## **ESTABLISHMENT OF A COMMAND POST:**

1. A fixed Command Post (CP) shall be established at all structure fires and other incidents that, in the judgment of the IC, have the potential to increase in size and complexity.
2. The CP shall be established as soon as possible in a location that provides a good view of the

incident while at the same time not interfering with required activities. The Command Board shall be set up as soon as possible. The CP shall be readily identifiable and the establishment of the CP shall be announced over the air as follows: (Street Name or area) – such as “Oak Street Command to Headquarters and all units; CP is established in front of the fire building” (or other location).

3. At incidents where large-scale operations are anticipated, the IC shall use the Command Board to record pertinent activities. In addition, he shall wear the "Command" vest so that he may be readily identified.
4. For incidents that are minor in nature, the IC may establish a "Mobile Command Post," while maintaining radio communications with all concerned. If a minor incident develops into a major one, the IC shall immediately establish a fixed CP.
5. All personnel, including mutual aid personnel, shall report to the CP before engaging in any activities. Other agencies responding to the scene shall be directed to the Command Post.

#### **ESTABLISHMENT AND TRANSFER OF COMMAND:**

1. The first arriving Senior Firefighter or Officer shall establish command of the incident until relieved by a superior Officer. Whenever a transfer of command takes place, the superior assuming command shall obtain from the individual being relieved pertinent information as to the nature of the emergency, what action has been initiated, and what additional action is required. If the Chief assumes command, he shall notify all concerned via radio as follows: “Command is transferred to 7400.”

#### **SAFETY OFFICER:**

1. At incidents, regardless of their size, having the potential to seriously jeopardize personnel safety, a Safety Officer shall be assigned to the scene where he/she shall coordinate his/her efforts with those of the IC and other officers to monitor safety and maintain a safe working environment for all personnel. He/she shall wear the "SAFETY" vest so that he/she may be readily identified.
2. The Department Safety Officer shall be notified to respond to all large-scale incidents (multi-agency involvement or greater than a second alarm).

#### **ASSIGNMENTS OF SECTORS/DIVISIONS:**

1. When the incident has the potential for large-scale or complex operations, poses a threat to personnel, or when the span of control becomes excessive, the IC shall assign sector supervisors. The supervisors shall be responsible for supervising required work, monitoring personnel safety, communicating with the IC, being aware of work being done in other sectors, and being conspicuous to all personnel operating within their respective sectors.

#### **SECTOR CLASSIFICATIONS:**

1. **Exterior Sectors:** Exterior sectors shall be classified alphabetically, beginning with Sector "A" in front of the building and proceeding in a clockwise direction around the building to Sectors "B", "C", and "D". Regardless of which side of the building the CP is located, the sectors shall remain the same, with sector "A" being in front of the building.

2. **Interior Divisions:** Interior divisions shall be classified according to floors: Division 1, 2, 3, etc.
3. **Exposure structures/buildings:** Exposure structures/buildings shall be classified in relation to their location to the fire building; Exposure "A", Exposure "B", etc.
4. **Other Sectors:** Other sectors may be assigned according to landmarks, geographical areas, or specific functions such as Roof, Cellar, Staging, Safety, etc., depending on the nature of the incident.

#### **STAGING:**

1. At any incident that may require the assistance of multiple mutual aid units, the IC shall designate a Staging Area. Responding units shall report to the Staging area and await assignments from the Staging Officer. Staging Areas shall be selected on the basis of a two (2) minute or less response time to the emergency scene, if possible.

#### **COMMUNICATIONS:**

1. The IC shall initiate, maintain and control all radio communications between the CP, on-scene personnel, and Headquarters. Communications from the emergency scene to Headquarters shall be the responsibility of the IC. The IC, at his discretion, may designate a Communications Officer to assist with fireground communications and notifications. (Documentation of all actions, notifications, assignments, etc. must be maintained).
2. All radio communications shall be concise, using plain English to eliminate confusion. Every effort shall be made to keep the airways clear. Only messages that are absolutely necessary shall be transmitted.
3. Firefighters carrying portable radios shall use them only to reply to a message from an officer or to report the presence of an imminent or immediate safety hazard.
4. All radio messages received shall be repeated back to the sender to confirm receipt and accuracy of the message.

#### **RADIO TRANSMISSIONS:**

1. Radio transmissions will be reflected by identifying the receiver first and the sender second as follows: "Headquarters from Engine 7401."
2. Command will be established in accordance with the incident location. Example: "Headquarters from Engine 7401, Engine 7401 is Oak Street Command."
3. If Command is transferred to another unit it must be reflected-as such: "Headquarters from Oak Street Command, Oak Street Command is transferred to 7400."
4. When Command is terminated, it must also be reflected as such: "Headquarters from Oak Street Command, Oak Street Command terminated."

5. Other pertinent activities must be reflected as such: establishment of a RIT, conducting and concluding of a Primary Search as well as conducting and concluding of a Secondary Search, etc.
  
6. If two (2) separate incidents should occur simultaneously, the Incident Commanders of each incident shall ensure that each respective incident is properly identified such as: “Headquarters from Engine 7401; Engine 7401 is Oak Street Command” and at the same time another incident will be reflected as “Headquarters from 7420; 7420 is Pine Street Command.”