MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. _____105.10_____   VOLUME: _____1_____

SUBJECT: Incident Command System

SIGNED: _____   DATE: _____3/6/2019 - revised_____
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SCOPE AND PURPOSE: On February 28, 2003, President Bush issue Homeland Security Presidential Directive 5 (management of domestic incidents). This directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The MBFD will utilize the ICS component of NIMS currently, and will additionally work toward corporation of the full NIMS system in the near future.

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, officers, and companies. This will facilitate an organized and orderly tactical operation and a more safe and effective effort.

POLICY: It shall be the policy of this department that all members shall operate under the procedures outlined in this document at all incidents.

Procedures:

The first unit arriving on the scene shall be in command until relieved by a higher ranking officer, and shall transmit a brief initial radio report including:

➢ Unit identification
➢ A brief description of the situation found, where appropriate. This will generally apply to buildings and their occupancies, and any obvious fire conditions.
➢ The unit in command

As higher ranking officers arrive on scene (seniority is not rank), they may assume command at their discretion (if you can't improve the situation, don't take command). The transfer of command will require an informational exchange (situation status report) before the assumption of command. The change of command will be formally transmitted to Fire Alarm, and Fire Alarm will repeat the command assumption over the radio.

Command: The officer or member in command is responsible for the following tasks:

➢ Assume an effective, visible command position
➢ Rapidly evaluate the situation (360°size-up)
➢ Develop a plan for dealing with the incident
➢ Assign units as required

➤ Provide ongoing reports to Fire Alarm
➤ Review and evaluate efforts, and revise the incident plan as needed
➤ Request and assign additional units as necessary
➤ Return units to service

Radio Designation: The Incident Commander will establish the formal radio designation "<street name> command" at all incidents where multiple units are operating at the scene. This will include medical responses, fire alarm responses, fires, responses where more than one jurisdiction is working a major incident, or where a formal command post is established. Single unit responses (engine company to check wires down, etc.) will not require Command to be established and will retain unit identity.

For example, if Engine 1, Engine 2, Ladder 1 and Battalion 1 are dispatched to a fire alarm call at 3208 Brookwood Road at a residence and Engine 1 gets on the scene first, Engine 1 will give the report, "Engine 1 on the scene 3208 Brookwood Road, a two-story, single-family with nothing showing, Engine 1 is Brookwood Command." If Battalion 1 decides to take command at this incident (after getting relevant information from Engine 1) then a formal radio message would have to be transmitted, "Battalion 1 assuming Brookwood Command."

Command Identification: The streets of Mountain Brook are named streets; therefore, the command designation will be the name of the street where the incident is taking place. For example, command at 3412 Montevallo Road would be known as "Montevallo Command." The term "road, street, lane, etc." should not be used to reduce radio traffic.

Delegation of Responsibilities: In order to facilitate the management of an incident, the Incident Commander may assign personnel to the following positions. If not delegated, then the IC retains responsibility for the functions:

➤ Operations: The Operations Officer is responsible for directing the tactical operations of the incident and reports directly to Command. His/her radio designation will be "operations."
➤ Support: The Support Officer is responsible for all activities or functions (other than tactical operations) necessary to assist the incident commander in managing the incident. If necessary, and staffing permits, the support officer may assign personnel to perform specific support functions. Public Information Officer and Supply are two such functions. Personnel assigned to these positions will assume the function as their radio designation (PIO, Supply, etc.) and report directly to the Support Officer. The Support Officer reports directly to the IC.
➤ Safety: The Safety Officer is responsible for monitoring incident operations from a safety standpoint. He/she will report directly to the incident commander, however, in the event of an emergency safety issue, the Safety Officer has the authority to stop any activity deemed hazardous to personnel without consulting with the incident commander. In this situation, the Safety Officer

will immediately notify the IC so appropriate actions can be taken. The Safety Officer radio designation will be "Safety."

➢ <u>Divisions:</u> Based on the nature or scope of an emergency, it may be desirable to divide an incident into more manageable parts. Divisions are areas with designated supervisors (examples: Division Alpha, Division Bravo, Division Three, etc.). The Operations Officer or Incident Commander should consider moving Divisions to tactical radio channels to reduce the radio traffic on the main channel and improve safety.

➢ <u>Division Officers</u> are responsible for the following:
   o Division Accountability
   o Monitoring work progress
   o Directing activities as required
   o Coordinating with related activities
   o Monitoring the welfare of personnel
   o Direct communication with the Operations Officer (Incident Command if there's no Operations Officer designated).

➢ <u>Units/Crews:</u> Units are responsible for performing specific tasks as assigned. Units/Crews assigned Divisions will report directly to their Division Officer.

➢ <u>Communications:</u> All personnel shall endeavor to make all communications face-to-face whenever possible, in order to keep radio traffic to a minimum.

<u>Duration of Command:</u> After Command has been established, it will be maintained until the last unit leaves the scene and command is terminated. The termination of Command will be a formal radio announcement to Fire Alarm. Example: "Locksley Command to Fire Alarm, Locksley Command is terminated, Engine 2 in service."

Command Post Procedures: The Incident Commander shall establish a command post at all incidents where multiple companies are operating at the fire scene (or major incident of another nature that requires multiple unit coordination), where two or more ambulances are required at the EMS scene, or where a formal command post is required due to multi-jurisdictional operations, etc.

<u>Criteria:</u> A good command post should have the following:

➢ Good communications
➢ Distance from traffic, evolutions, PIO
➢ Visibility

<u>A command post should be:</u>

➢ Safe
➢ Secure
➢ Sheltered from the elements

- Suitably quartered
- Available for the extent of the emergency

Initial Operations:

- The first arriving Company Officer at an emergency scene is the Incident Commander and continues as such until formally relieved by another officer.
- If the emergency is not going to progress to the point where it will require additional personnel and apparatus, then a formal Command Post may not be necessary.
- If the emergency will require additional personnel and apparatus, the Incident Commander should establish a Command Post by announcing his/her location.
- The Command Post is usually set up at a visible location near the incident, however, the type and location of the incident may dictate a different location.
- A single incident Command Post is mandatory. One central location is needed so that monitoring and control of the incident can occur in an organized manner.

Command Vehicle as Command Post:

- Spot the vehicle in a visible location so you can see the maximum amount of the scene as possible while keeping out of the way of apparatus evolutions.
- Take a firm command and communicate it to all responding units and Fire Alarm. Command must be formally transferred to prevent confusion of who is in charge of the incident.
- When available, green strobe lights should be used to mark the Command Post.
- Generally, the Incident Commander should stay at the Command Post. However, if the Incident Commander needs to leave the Command Post, the Accountability Officer shall remain, maintaining direct communication with Command.