

*LITTLE CREEK
FIRE COMPANY.*



*INCIDENT
MANAGEMENT
SYSTEM*

INTRODUCTION

The Little Creek Fire Company responds to a wide range of emergency incidents. This incident command guide will serve as a tool to be used at the discretion of the incident commander, to assist in establishing an effective command system. This is only a guide and can be varied from when the incident commander deems necessary.

This guide also serves to assist the fire department to effectively manage an emergency incident involving multiple disciplines, thereby eliminating any code system of communication. This guide is developed using plain language form of communication to ensure all disciplines can effectively communicate. Regardless of the number of responding jurisdictions clear text form of communication is to be utilized.

FUNCTION OF COMMAND

1. Assume and announce command using a geographical location and establish an effective operating position (command post).
2. Rapidly evaluate the situation (size up).
3. Identify the overall strategy, develop an incident action plan, and assign units and personnel consistent with plans and standard operating guidelines.
4. Provide tactical objectives.
5. Review, evaluate, and revise (as needed) the incident action plan.
6. Provide for the continuity, transfer, and termination of command.

Example:

“54-4 on Location of a two story commercial building with fire evident from the second floor on side A, 54-4 has Main St Command”

COMMAND PROCEDURES

1. The first arriving unit or officer will assume command using a geographical location. ***Example: Bayside Dr Command or Bell St Command.***
2. During an incident where a single unit is making a response Command does not need to be established. In this situation communication by an officer identifier such as “54-16 to Kent Center Under Control” or when an officer is not present “54-4 Officer to Kent Center Under Control” would take place.

3. The second arriving Company Officer should report to the Incident Commander for an assignment unless the assignment is predetermined.
4. Command may be transferred to a jurisdictional agency or agency having authority within the applicable laws and plans. An example of this would be during a SERT response when Command may be transferred to DEMA.
5. The designation “Command” will only be used by the Incident Commander, all other apparatus officers will be known as “Officer”

Example:

54 -5 Officer to Command

6. The arrival of a higher-ranking officer on scene does not mean that Command has been transferred.
7. The actual transfer of Command should occur in a face-to-face communication if possible, and the officer being relieved shall communicate the following:
 - Incident conditions
 - Incident Action Plan
 - Progress toward completion of the tactical objectives
 - Safety considerations
 - Deployment and assignment of operating units and personnel
 - Appraisal of the need for additional resources

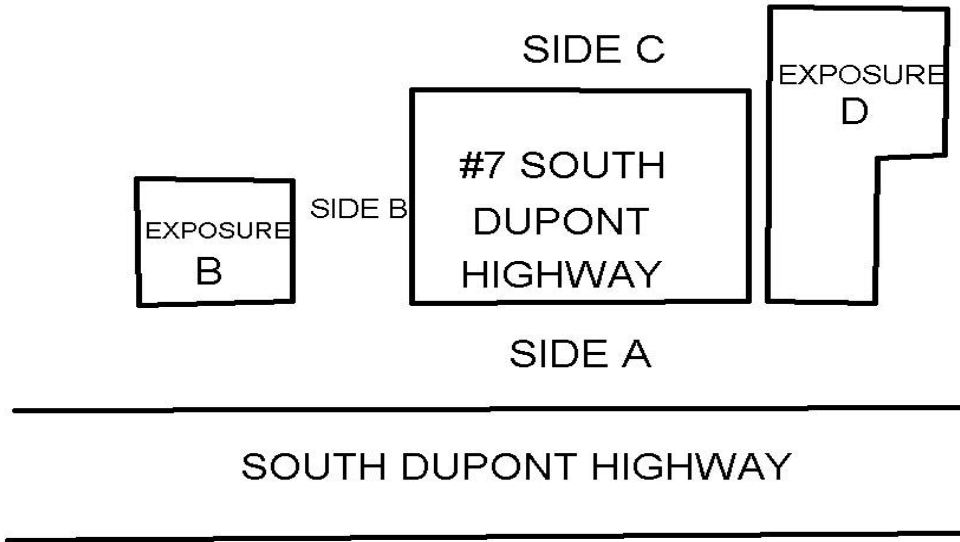
The Officer assuming Command shall communicate the transfer of Command to the dispatch center when the transfer briefing has been completed.

FIRE GROUND OPERATIONS

1. When the incident involves a structure, the incident commander shall identify each side of the structure starting with the address or roadside being identified as “Side A” and continuing in a clockwise manner, identifying each side.

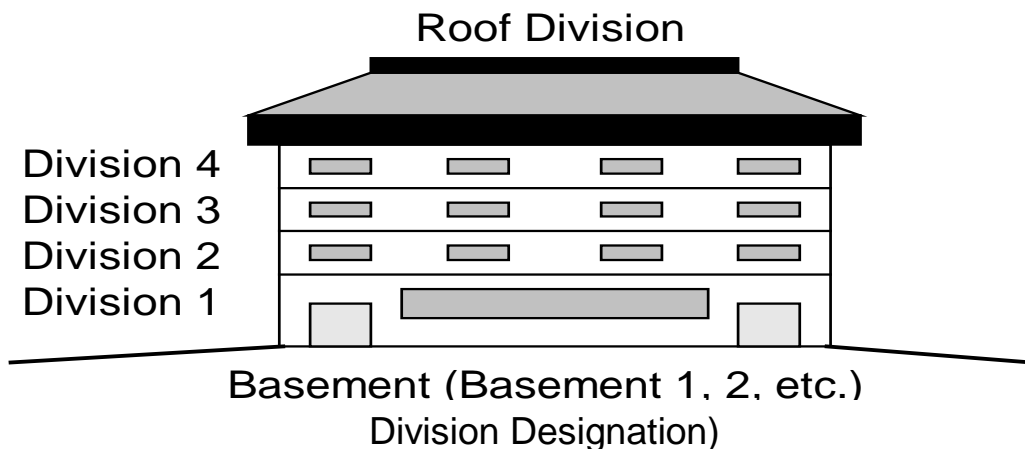
Note: In those situations where the building location or configuration is unusual, the incident commander shall designate the sides of the building using a landmark, e.g., parking lot, swimming pool, etc. Once side “A” is determined, the remaining sides shall be determined clockwise from “Side A”. Designation may include use of phonetic alphabet, Side Alpha, Side Bravo, Side Charlie, Side Delta.

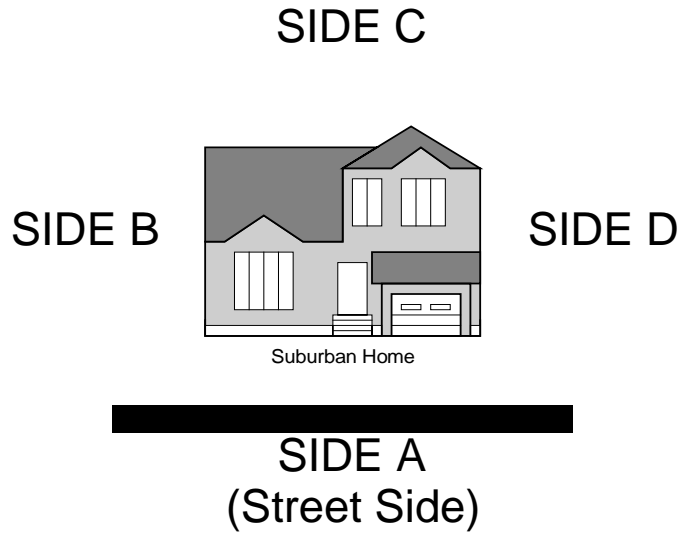
2. When referring to an exposure, the exposure will be identified using the closest side to the fire building side to identify the exposure. Additional exposures may be designated as Exposure B1, B2, etc.



3. Divisions are geographic areas within a structure. At a simple incident the IC may have an Interior Division. When the incident involves multiple divisions the incident commander shall attempt to use plain and simple division assignments. 1st floor would be "Division 1", 3rd floor would be "Division 3". Areas that have their own unique designation will use those designations.
4. Unless otherwise assigned by the Incident Commander we will primarily have an Interior Division. All units operating in a structure will report to the Interior Division.

Example: We have four units on location of a bedroom fire 54-4, 54-5, 54-2, R-54. The officer of 54-4 is Bayside Dr Command unless an officer is already established Command; Any personnel assigned a task within the structure will utilize Interior Division. Any units working on the roof would be known as the Roof Division.





5. If the assignment is function oriented the term “Group” shall be used. i.e. “attack group, search group, ventilation group, etc.
7. When referring to the interior of a floor, interior quadrants may be used.

BC	CD
AB	DA

8. Utilizing North, South, East, and West Division may be used to divide a broad geographic incident. i.e.: (Large field, woods, marsh fire)

ACCOUNTABILITY

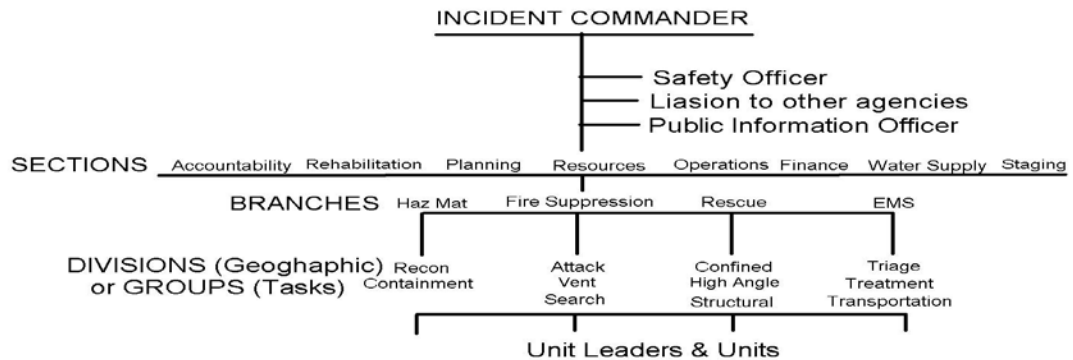
Basic accountability procedures established by this plan should be followed and established early in the incident to accompany the development of the Command organization.

- **LEVEL 1 ACCOUNTABILITY:** Identification tags are collected by the officer of the unit and remain with the unit.
- **LEVEL 2 ACCOUNTABILITY:** Identification tags are immediately collected and brought to the Incident Command Post. The incident commander may designate an Accountability/ Safety officer depending on the magnitude of the incident.
- **LEVEL 3 ACCOUNTABILITY:** When the Incident Commander determines that the incident requires more stringent control, those members entering a “HOT” zone will have their tags identified as those in the “HOT” zone until they exit the same.
- During Level 2 & 3 accountability incidents accountability checks will be completed in 20 minutes intervals, from time of initial dispatch.

An accountability officer will be assigned at the discretion of the Incident Commander.

MAJOR INCIDENT RESPONSES ORGANIZATION CHART

1. Command (Strategy level).
2. Operations (Tactics level).
3. Planning (Technical assistance and planning).
4. Logistics (Service and logistical support).
5. Finance/Administration (Record keeping of finance).



STAGING

Staging Areas are locations designated within the incident area, which are used to temporarily locate resources (apparatus or personnel), which are available for assignment. The incident scene can quickly become congested with emergency equipment if this equipment is not managed effectively.

For complex or major operations, the Incident Commander should establish a central Staging Area early and place an officer in charge of Staging. The radio designation of “Staging” should be utilized.

There are two levels of staging:

> Level 1 Staging: Immediately within the area of the incident, as designated by the Incident Commander, typically one block away from the scene, or the closest hydrant.

> Level 2 Staging: A pre-designated area by a response plan, or a designated area by the Incident Commander that is within two to three minutes of the incident scene. I.E.: Either a parking lot, a nearby fire station, or other designated area for a number of apparatus.

EMERGENCY PROCEDURES

1. Emergency building or area evacuations signal should be (1) 30 second air horn or similar device blast along with the evacuation tones over the operations channel on the radio followed by a personnel accountability report.

RECOMMENDED PLAIN LANGUAGE:

“RESPONDING”	= Unit is responding to an emergency call
“ENROUTE”	= Unit is enroute from one location to another
“ON-SCENE” (OR “ARRIVAL”)	= Unit is on scene to dispatched location
“UNDER CONTROL”	= Situation/incident is under control
“UNFOUNDED”	= Situation is unfounded after a reasonable search
“RETURNING”	= Unit is returning to Station and available for responses
“IN QUARTERS”	= Unit is back in station, available for dispatch
“LOCATION”	= Requesting your current location
“GO AHEAD”	= Proceed with your message
“RECEIVED”	= Message was received clearly
“BUSY AT THIS TIME”	= Unit or resource is not able to reply or communicate
“ASSIGNED”	= Unit or resource is assigned and unavailable
“REPEAT MESSAGE”	= Repeat last message that was not received
“PREARE TO COPY”	= Prepare to copy a message or an additional response
“CALL”	= Requesting to utilize landline/cell for contact
“DISREGARD/RECALL”	= Disregard the previous message or request /Recall the response to the incident
“WEATHER CONDITIONS”	= Requesting weather conditions at the present time
“MVC”	
“MOTOR VEHICLE COLLISION”	= Motor vehicle collision
“SECOND ALARM IN DISTRICT”	= Self-Explanatory
“REQUEST COVERUP”	= Provide apparatus/manpower for the station
“BLS”	= Requesting Basic Life Support (BLS) Unit
“ALS”	= Requesting Advanced Life Support (ALS) Unit
“<u>APPARATUS NEEDED</u>”	= Requesting resource, state what type when requesting I.E.: Rescue, Engine, Tanker, Ladder, Brush, Tow Truck, etc.
“REQUEST FIRE MARSHALL”	
“REQUEST MEDICAL EXAMINER (ME)”	= Both terms are Self-Explanatory
“URGENT”	= The message to follow is an emergency message

Examples:

54-4 10-8 with 16	= 54-4 responding with 16.
54-4 10-2	= 54-4 on location 2 vehicle MVC 16 has White Oak Command.
54-16 10-1	= White Oak Command to Kent Center situations under control.
54-4 10-19	= 54-4 returning.
54-4 10-7	= 54-4 in quarters.