



Roosevelt Fire District
Standard Operating Guidelines

Section:
Operations

Guideline #17:
Incident Command System

PURPOSE: The Roosevelt Fire District requires the use of the Incident Command System (ICS), as developed by the National Incident Management System (NIMS) at every incident. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. **ICS shall be initiated by the first arriving responders to all incidents. ICS shall also be utilized, and all training evolutions conducted throughout the organization.** Roosevelt shall follow the most current recommendations of NIMS at all times, shall utilize NIMS-approved ICS forms as appropriate to the specific situation/incident, and shall ensure all members are appropriately trained in the proper use of ICS, as relevant to their roles/functions within the organization.

INCIDENT COMMAND SYSTEM: Under ICS, the Incident Commander (IC) has the overall responsibility for the effective management of the incident and must ensure that an adequate organization is in place to carry out all emergency functions and operations. The IC manages the organization from the Incident Command Post (ICP). There will be only one ICP at the emergency scene. Only the IC and those specifically designated by the IC should be at the command post. **During an emergency incident, only the ICP should communicate directly with Dutchess 911 or other outside agencies, unless specifically authorized by the ICP.**

Functionally, the Incident Command System (ICS) can be established as a Single Command or a Unified Command (UC) as appropriate to the incident or event. In multi-jurisdictional/multi-agency incidents a Unified Command can be utilized. Unified Command is a team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies.

The IC must be fully qualified to manage the incident. Every incident **MUST** always have an IC. The initial IC will be the ranking chief officer or company officer present on scene. Chief Officers are the only ones authorized to make command decisions when not actually on scene. Company area shall be used to distinguish between multiple company officers of the same rank. (I.e. Company 3 Captain is IC of incident in Station 3 area, regardless if other Captains are present.) If no officers are present, the initial IC shall be the senior district member on scene,

regardless of company. As an incident grows or becomes more complex, a more highly qualified IC may be assigned. As higher-ranking officers arrive at the scene of an incident, they may elect to assume the role of IC, or leave the present IC in place, monitoring the situation, and advising as appropriate. Regardless of the situation, an exchange of information, including a progress report and all relevant tactical/operational information, **MUST** occur every time there is a change in IC. Face-to-face exchanges are preferred, but it is recognized that this may not always be possible. **Prior to any transfer of command, the new IC shall conduct a 360-scene survey, or other scene assessment as appropriate, PRIOR to assuming command.**

ICS is organized into five management functions: Command, Operations, Planning, Logistics, and Finance/Administration. In minor incidents, these functions are all typically managed directly by the IC. At more complex incidents, functional responsibility can be delegated by the IC. One or more of the management functions can be set up as sections under the IC and will be supervised by a section chief. All responsibilities and functions of Command remain with the IC unless specifically assigned to another individual. An Incident Commander can activate and delegate authority to Section Chiefs, Branch Directors, Division or Group Supervisors, Team or Unit Leaders, to facilitate the management of an incident. The IC has sole authority in determining who to assign such responsibilities, and when such assignments are to be made. It is essential that the IC remain cognizant of issues such as Span of Control, and other generally accepted incident management principles as practiced by NIMS, throughout the duration of any incident.

It is important to remember that **the needs of the incident dictate the size and complexity of the ICS, not the number of chiefs or officers present.** Chiefs/Officers not given a specific ICS assignment by the IC are to assume a functional role in carrying out the operational objectives of the incident. (I.e. The 4th arriving Chief at a single-family house fire may wind up being an interior firefighter on a hose line, conducting searches, etc.)

INCIDENT COMMANDER: The Incident Commander (IC) is responsible for all aspects of the response, including developing incident objectives and managing all incident operations. The IC shall accomplish these tasks by:

- Establishing immediate priorities, especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Stabilizing the incident by ensuring life safety and managing resources efficiently and effectively.
- Determining incident objectives and strategy to achieve the objectives.
- Establishing and monitoring incident organization.
- Approving the implementation of the written or oral Incident Action Plan.
- Ensuring adequate health and safety measures are in place.
- Performing the ICS organizational functions of operations, logistics, planning, and finance/administration until determining that the authority for one or more of these functions should be delegated to qualified individuals, and then making such appointment.

- Performing the Command Staff functions of Safety, Liaison, and Public Information until determining that one or more of these functions should be delegated to qualified individuals, and then making such appointment.

OPERATIONS OFFICER: The Incident Commander can establish an Operations Section to develop an organization to carry out all emergency functions. The Operations Section Chief, (OPS), as a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission and ensuring the overall safety and welfare of all section personnel. The Operations Section Chief directs and coordinates all incident tactical operations, activates, and supervises organizational elements in accordance with the Incident Action Plan, and directs its execution.

Roles and Responsibilities:

- Review Common Responsibilities.
- Coordinate activities with the incident commander.
- Implement the Incident Action Plan.
- Assign units to Sectors based on objectives and priorities (Interior, Ventilation, etc.).
- Build an effective organizational structure using Branches and Divisions/Groups. -- Divisions are geographic, Groups are functional, and Branches can be either geographic or functional.
- Provide Divisions/Groups with tactical objectives.
- Manage Operation Section activities.
- Provide for life safety.
- Determine needs and request additional resources.

Characteristics of the Operations Section.

- Typically, one of the first organizations to be assigned to the incident.
- Expands from the bottom up.
- Has the most incident resources.
- May have Staging Areas and special organizations/teams.

PLANNING SECTION OFFICER: As an incident grows, it may become necessary to form a Planning Section to assist the IC. The Planning Section Chief is a member of the General Staff, and is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. At most incidents, this is done by the IC, based upon information received from OPS.

Roles and Responsibilities:

- Understand the current situation
- Predict the probable course of incident events; and prepare alternative strategies.
- Collect and process situational information about the incident.

- Supervise preparation of the Incident Action Plan (IAP).
- Provide input to the Incident Commander (IC) and the Operations Section Chief (OPS) in preparing the IAP.
- Chair planning meetings and participate in other meetings as required.
- Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation Units).
- Determine the need for any specialized resources in support of the incident.
- Establish special information collection activities as necessary (e.g., weather, environmental, haz mat, etc.).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Incorporate plans (e.g., Traffic, Medical, Communications, Site Safety) into the IAP.

LOGISTICS (SUPPORT) OFFICER: If the IC determines a need due to expansion of an incident and needs, a Logistics (Support) Officer may be assigned. The Logistics Officer is responsible for all those activities or functions other than tactical operations necessary to assist in managing the incident.

Roles and Responsibilities:

- Manage rehabilitation of crews.
- Manage personnel accountability within the hazard zone.
- Manage staging.
- Provide and manage any needed supplies or equipment.
- Forecast and obtain future resource needs.
- Provide any needed communications or other specialized equipment or expertise per IC
- Provide food and associated supplies.
- Secure any needed fixed or portable facilities.
- Coordinate media briefings.
- Provide any other logistical needs as requested by Command.
- Supervise assigned personnel.

FINANCE/ADMINISTRATION OFFICER: The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

Roles and responsibilities

- Attend planning meetings as required.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.

- Develop an operating plan for the Finance/Administration Section, fill supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating Agency Representatives, as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.

SAFETY OFFICER: The IC should assign an Incident Safety Officer as conditions of an incident warrant the need. This is a vital function and needs to be filled with a competent member. Larger incidents may need to have a separate Safety Group and more members to fill the positions. The Safety Officer is responsible for monitoring incident operations from a safety standpoint. As a member of the Command Staff, the Safety Officer reports directly to the IC. In the event of an emergency or unsafe condition, the Safety Officer has the authority to stop any activity deemed hazardous to personnel without consulting the IC first. Should this occur, the Safety Officer will immediately notify the IC of the situation so that he/she can take the appropriate actions.

PUBLIC INFORMATION OFFICER: The Public Information Officer (PIO) is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one PIO will be assigned for each incident, including incidents operating under Unified Command (UC). The PIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Roles and Responsibilities:

- Determine from the Incident Command (IC) if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain IC approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.

LIASION OFFICER: The Liaison Officer is responsible to function as a point of contact for any assisting agencies or jurisdictions, not directly involved in operations. Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Roles and Responsibilities:

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Coordinate response resource needs for incident investigation activities with the OPS.
- Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
- Have debriefing session with the Incident Commander prior to departure.
- Coordinate activities of visiting dignitaries

ICS Forms: Depending upon the incident, and the needs of the IC, the following forms may be utilized under the ICS. The most recent version of these forms is readily available online or in many other places. Some of them are unlikely to ever be used within RFD but are included for completeness.

<u>ICS Form</u>	<u>Description</u>	<u>Prepared By</u>
Form 201	Incident Briefing	Section Chief
Form 202	Response Objectives	Section Chief
Form 203	Organization Assignment List	Resources Unit
Form 204	Assignment List	Section Chief, Staff
Form 205	Incident Radio Communications Plan	Communications Unit
Form 206	Medical Plan	Medical Unit
Form 208	Site Safety and Control Plan	Safety Officer, Staff
Form 209	Incident Status Summary	Resources Unit
Form 210	Status Change Card	Staff
Form 211	Check-In List	Staff
Form 213	General Message	Staff
Form 214	Unit Log	Staff
Form 215	Operational Planning Worksheet	Staff
Form 215a	Incident Action Plan Safety Analysis	Safety Officer, Staff
Form 215a-Inst.	Incident Action Plan Safety Analysis	Safety Officer, Staff
Form 217	Radio Frequency Assignment Worksheet	Resources Unit

Form 218	Support Vehicle Inventory	Ground Support Unit
Form 219-2	Resource Status Card (Crew)	Staff
Form 219-4	Resource Status Card (Helicopter)	Staff
Form 219-6	Resource Status Card (Aircraft)	Staff
Form 219-7	Resource Status Card (Dozers)	Staff
Form 220	Air Operations Summary Worksheet	Air Operations Unit
Form 221	Demobilization Checkout	Resources Unit

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