



Tactical Standard Operating Guidelines (SOG)

INCIDENT COMMAND SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

The effective functioning of Fire Department units and personnel at operating incidents requires clear, decisive action on the part of an Incident Commander. This procedure identifies the Standard Operating Procedures to be employed in establishing command and operating a command post. It also fixes responsibility for the command function and its associated duties on one individual at any time during the operation.

The Incident Commander is responsible for the command functions at all times. As the identity of the Incident Commander changes, through transfer of command, this responsibility shifts with the title. The term command in this procedure refers jointly to both the person and the function.

DEFINITIONS

COMMAND POST (CP) - That location at which primary command functions are executed.

COMMAND - The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

DIVISION - That organization level having responsibility for operations within a defined geographic area.

Policy Number

5A.001

Page 1 of 3



Tactical Standard Operating Guidelines (SOG)

FINANCE SECTION - Responsible for all costs and financial considerations of the incident.

GROUP - That organizational level having responsibility for a specified functional assignment at an incident (water supply, ventilation, salvage, etc.)

INCIDENT ACTION PLAN - The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

INCIDENT COMMAND SYSTEM (ICS) - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

INCIDENT COMMANDER (IC) - The individual responsible for the management of all incident operations.

LIAISON OFFICER - The point of contact for assisting or coordinating agencies.

LOGISTICS SECTION - Responsible for providing facilities, services, and materials for the incident. Includes the Communications unit, Medical unit, and Food units.

MEDICAL UNIT - Functional unit within the Logistics Section. Responsible for providing emergency medical treatment of emergency personnel.

NATIONAL INCIDENT MANAGEMENT SYSTEM- Federally mandated system required by HSPD-5 to be used by all levels of Government in the response to natural and man made disasters.

OPERATIONS SECTION - Responsible for all tactical operations at the incident.

PLANNING SECTION - Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.

Policy Number
5A.001
Page 2 of 3



STAGING AREA - That location where incident personnel and equipment are assigned on an immediately available status.

STANDARD OPERATING GUIDELINES (SOG) - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

STRATEGIC GOALS - The overall plan that will be used to control the incident.

TACTICAL OBJECTIVES - The specific operations that must be accomplished to achieve strategic goals.

GUIDELINES

Command Guidelines are designed to accomplish the following goals:

- Provide for the safety of personnel operating at emergency incidents through improved command and control (or management of emergencies).
- Improve the use of resources and tactical effectiveness.
- Meet the requirements of NIMS.
- Meet the OSHA/EPA regulations requiring the use of an Incident Command System for hazardous materials incidents.
- Meet NFPA Standard 1500 requirements for the use of an Incident Command System for operations at all emergency incidents.

Policy Number
5A.001
Page 3 of 3



Tactical Standard Operating Guidelines (SOG)

- Fix the responsibility for Command on a certain individual through a standard identification system depending on arrival sequence of members, companies and officers.
- Insure that a strong, direct and visible command will be established as early as possible in the operation.
- Establish an effective framework outlining the activities and responsibilities assigned to Command.
- Provide a system for the orderly transfer of Command to subsequent arriving officers.

To meet these goals, the department shall implement the Incident Command System appropriately at all incidents for which it has management responsibility.

Policy Number
5A.001
Page 4 of 3

Communications

All communications shall be clear text.

Radio Communications shall be sender to receiver using the following model:

- Request to initiate communications and determine that the intended receiver is listening.
- Transmit the message or order concisely in clear text.
- Receive feedback from the receiver to ensure that the message was received and understood.
- Confirm that the message or order was understood; if not correct and clarify the message.



Examples:

Lakewood Drive Command: 1331, from Lakewood Drive Command

1331: Go ahead Lakewood Drive Command

Lakewood Drive Command: Protect the exposure, side C

1331: Affirmative

Lakewood Drive Command: 1331 from Lakewood Drive Command

1331: Go ahead Lakewood Drive Command

Lakewood Drive Command: Establish a vertical vent, access from side B

1331: Establish a vertical vent, access from side D

Lakewood Drive Command: Negative. Establish a vertical vent, access from side B as in "boy".

1331: Vertical vent, access from side B as in "boy"

Lakewood Drive Command: Affirmative

Policy Number

5A.001

Page 5 of 3

Establishment of Command

Command shall be established at all incidents.



COMMUNICATIONS – (ASSUMPTION OF COMMAND)

The ranking member of the first arriving unit shall establish command. When multiple resources will be committed to the incident, command shall be formally established by transmitting a brief initial report containing the following information to the Dispatch Center:

- Identity of the unit transmitting the report.
- Actual location of the incident.
- Brief description of the incident and report of conditions (i.e. fire showing in side 1-A of a 2-story structure.)
- Designation of the individual establishing command and location of command (e.g. 1331 establishing command and will be located on side A).

Incidents are given a specific geographic name to reduce confusion when multiple incidents share the same radio frequency and/or dispatcher.

The incident Commander WILL at all times Monitor the Command Channel on a dedicated Radio while at the same time monitor any assigned Tactical Channels. On Incidents involving single unit responds the Communications plan calls for working the incident on Channel 3A (Ground Channel) in the County and 2C with the City of Fayetteville.

The incident Commander will at all times Monitor the Command Channel in order to maintain an open communications link with Cumberland Central or the City of Fayetteville Communications. This will be accomplished by locking one radio in on the assigned Command Channel (Not Tactical Channel) with the Scan Function Turned Off.

The Incident Commander is responsible to answer all calls from any caller (Dispatch, City of Fayetteville, other Command Officers and or Units) on the Primary Command Channel – While at the same time accomplishing the same functions on assigned Tactical Channels on Incidents involving multiple units and or departments.

The Incident Commander MUST maintain communications situational awareness at all times.

Policy Number
5A.001
Page 6 of 3



Selection of Command Mode

The IC must determine if initial command activity will be conducted from a fixed position, or if it will be conducted simultaneously with the tactical operations of the first arriving unit. **Command from a fixed position is preferred, particularly when an incident is complex or escalating rapidly.**

The initial IC must answer the following questions:

- **Will the initial tactical operations of the first arriving unit have a significant impact on eventual outcome of the incident?**
- **Will the personal efforts of the unit Commander in the performance of tactical activity have a significant impact on the ability of the unit to achieve its assigned tactical objective(s)?**

If the answer to these two questions is no, command from a fixed position should be established.

If there is a need for immediate tactical activity, and the apparatus staffing necessitates that the Officer be an integral part of tactical operations, command in the offensive mode should be initiated.

Command in the offensive mode shall only be performed until command can be transferred.

RESPONSIBILITIES OF INCIDENT COMMANDER

The Incident Commander at any fire incident shall be responsible for the following:

- 1. Assessment of Incident Priorities.** Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously.

Life safety/Rescue (First Priority)

Exposures (Second Priority)

Incident Stabilization/Confinement (Third Priority)

Extinguishment (Fourth Priority)

Policy Number

5A.001

Page 7 of 3



Tactical Standard Operating Guidelines (SOG)

2. Perform Size-up. The IC must perform an initial assessment of the situation, incident potential, and resource status. This assessment must address the following three questions:

- What have I got? (Situation)
- Where is it going? (Potential)
- What do I need to control it? (Resources)

Size-up is not static and must be continued throughout the duration of the incident.

3. Select the Strategic Mode. A critical decision having an impact on the safety of personnel and the effectiveness of tactical operations is the selection of strategic mode.

This decision is based on the answers to the following two questions:

- Is it safe to conduct offensive operations?
- Is resource capability (present and projected) adequate for offensive operations to control the incident?

4. Define Strategic Goals. Strategic goals define the overall plan that will be used to control the incident.

Strategic goals are broad in nature and are achieved by the completion of tactical objectives. Strategic goals are generally focused in the following areas:

- Protection or removal of exposed persons
- Confinement and extinguishment of the fire or control of the hazard
- Minimize loss to involved or exposed property

5. Establish Tactical Objectives. Tactical objectives are the specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable, defining:

- Assignment of resources
- Nature of tactical activity
- Location in which the tactical activity must be performed

Policy Number
5A.001
Page 8 of 3



-
- If the tactical action must be performed in sequence or coordinated with any other tactical action

6. Implement the Action Plan. Implementation of the incident action plan requires that the IC establish an appropriate organizational structure to manage the required resources and communicate the tactical objectives. The incident action plan may be communicated by Standard Operating Guideline, assigning tactical objectives, or by assigning task activity.

Tactical Standard Operating Guidelines may define common components of the incident action plan such as water supply, standard apparatus placement, and the methods used for basic tactical evolutions.

Orders from the IC may specify tactical objectives assigned to subordinate positions within the ICS structure or to a specific resource.

Example:

Command: 1331 from Lakewood Drive Command

1331: Go ahead Lakewood Drive Command

Lakewood Command: Initiate fire attack in side 1 as soon
As 1332 establishes a vertical vent.

1331: Affirmative.

Policy Number

5A.001

Page 9 of 3

STANDARD GEOGRAPHIC DESIGNATION SYSTEM

The Standard Geographic Designation System (SGDS) describes a system of dividing fire ground command into smaller command units or areas.

Complex fire situations soon exceed the capability of one officer to effectively manage the entire operation. The SGDS (STANDARD GEOGRAPHIC DESIGNATION SYSTEM) reduces the span of control of the overall command function to more manageable (sized) units. This allows



Command to communicate principally with Division/Group officers rather than fire companies, providing an effective command structure and fire ground organization.

The SGDS (STANDARD GEOGRAPHIC DESIGNATION SYSTEM) provides a system for Command to divide large-scale operations geographically into effectively sized units. These units are responsible for fire fighting operations involving a manageable number of companies in close proximity to each other.

The SGDS also provides an array of major functions that may be selectively implemented according to the needs of a particular situation. This places responsibility for the details and execution of that particular function on a Division/Group officer removing them from Command's attention.

When effective Divisions/Groups have been established, Command can concentrate on overall strategy and resources allocation. Each Division/Group officer is responsible for the tactical deployment of the resources at his disposal and for communicating needs and progress to Command. Command determines strategic objectives and assigns available resources to the Division/Group where they are most needed.

Policy Number
5A.001
Page 10 of 3

The SGDS (STANDARD GEOGRAPHIC DESIGNATION SYSTEM) reduces the overall amount of fire ground radio communication. Most routine communication is conducted inside the unit in a more effective face-to-face mode between the fire companies and their officer. This process eliminates many of the details of unit operations from radio communications.

Safety of fire fighting personnel represents a major reason for the SGDS (STANDARD GEOGRAPHIC DESIGNATION SYSTEM). Each Division/Group commander must maintain the capability to communicate with forces under his command so that he can control both the position and function of his units.

Command shall assign Divisions/Groups based on the following factors:

- When he forecasts a situation which will eventually involve a number of units beyond his capability to directly control. (In such cases, early recognition and assignments are critical).
- When he can no longer effectively cope with the number of units currently involved in the operation.



- Units are involved in complex interior operations.
- Units are operating from tactical positions over which the Command has little or no control.
- Situation is such that close unit control is required: structural conditions, hazardous materials, heavy fire load, marginal offensive situations, etc.

Divisions/Groups will be regulated by the following guidelines

It will be the on-going responsibility of Command to assign Divisions/Groups as required for effective fire ground operations; this assignment will relate to both area Divisions for fire fighting Command and Groups for specialized functions.

The number of units assigned to a Division/Group will depend upon conditions within that area. Five to six units represent the ideal span of control. Command will maintain an awareness of the number of units operating within an area and the capability of that Division/Group officer to effectively operate.

The term Division will not be used until a person has been assigned responsibility to the area of geography assigned. The term side will be used until such time an assignment is made.

Divisions assigned to specific operating areas will be designated by directions. Divisions will be lettered A through D.

- A. Division A** will always be on the side of the structure facing the street (address side)
- B. Division B** will be on the side of the structure to the left in a clockwise manner.
- C. Division C** will be at the rear of the structure on the opposite side of Division A.
- D. Division D** will be on the side of the structure to the right.

An example of the Division A, B, C, D designation system:

Policy Number
5A.001
Page 11 of 3



Programs

Standard Operating Guidelines (SOG)

DIVISION C

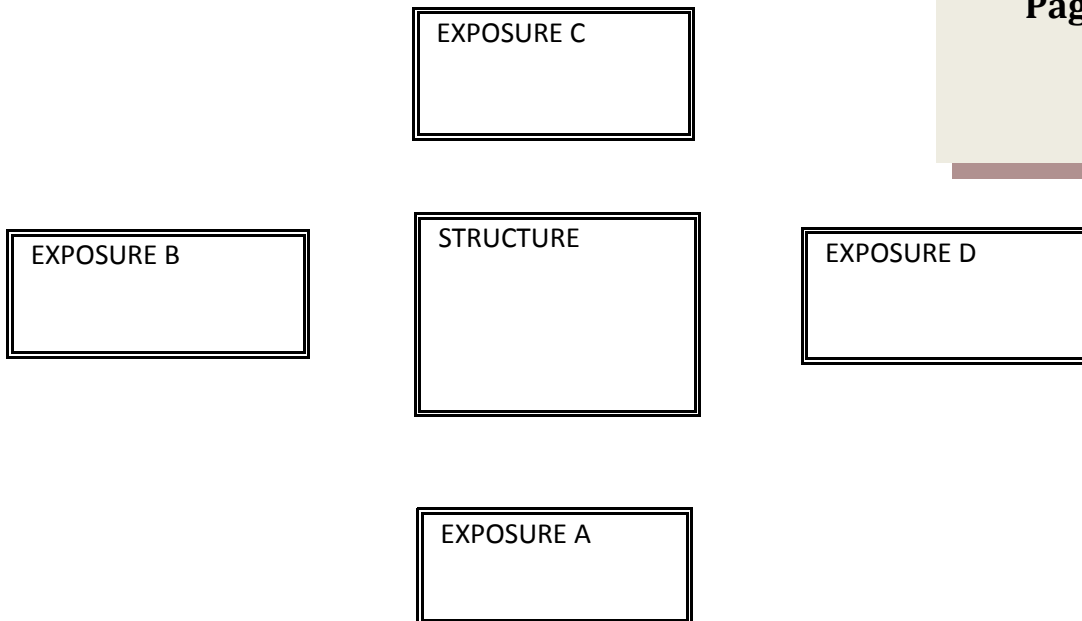
DIVISION B

STRUCTURE

DIVISION D

DIVISION A

An example of the Exposure A, B, C, D designation system:



Policy Number

5A.001

Page 12 of 3



Tactical Standard Operating Guidelines (SOG)

When operating in a multistory structure, it may be necessary to designate geographic locations by floor. This system of geographic designation uses the floor number, as shown below:

An example of multi-story designation system:

| |
|-------------------|
| DIVISION 4 |
| DIVISION 3 |
| DIVISION 2 |
| DIVISION 1 |

EACH FLOOR IS A DIVISION!

Policy Number

5A.001

Page 13 of 3

Group officers shall be identified by their function (Salvage officer, Medical officer) and shall use this function designation in radio communications.

Division officers shall use the Division designation in radio communications.

Divisions/Groups will be commanded by a Division/Group officer and such officers can be chief officers, or any other Fire Department member designated by Command.

In some cases, a Division/Group officer will be assigned to an area/function initially to evaluate and report conditions and will advise Command of needed tasks and resources. The officer may also be designated during the course of on-going operations. He will receive his assignment and mission from Command along with assigned resources. He will then proceed to his Division/Function, evaluate conditions and assume Command of his designated Division/Group.

In many cases, the initial Division assignment will be given to the company officer who receives the initial assignment to a basic tactical position. Command will indicate to such units that they will be operating as both Division commander and as an operating unit. Command will, in such cases, assign a Command Officer to relieve the Division officer as Division commander as quickly as possible. Regular Command transfer guidelines will be followed in transferring Division command.

This early establishment of Divisions/Groups provides an effective framework on which the operation can be built.



Division/Group officers will be in command and control of all assigned functions within their Division/Group. In accomplishing this, he will be responsible for the following:

- A. Monitor work progress.
- B. Redirect activities as necessary.
- C. Coordinate with related activities.
- D. Monitor welfare of personnel.
- E. Request additional resources as needed.
- F. Communicate with Command as necessary.
- G. Reallocate resources within his Division/Group.

Division/Group officer will keep Command informed of conditions in his Division/Group through regular progress reports. He will advise Command immediately of significant changes in conditions in his Division/Group, particularly those involving ability or inability to complete mission, hazardous conditions, accidents, collapse, etc. Command allocates overall resource to

Policy Number
5A.001
Page 14 of 3

Divisions/Groups and depends upon Division/Group officers to advise on the resource required within that Division/Group.

When a unit is assigned from Staging to an operating Division/Group, that unit will be told to what Division/Group and which Division/Group officer the assignment was made. The Division/Group officer will be informed which particular companies or units have been assigned to him by Command. It is then the responsibility of the Division/Group officer to contact the unit by radio to transmit any instructions on the specific action requested.

Division/Group Officers must be sufficiently mobile to be able to supervise the work of their assigned units. This may mean actually going into interior operating positions to monitor progress while maintaining radio communications. The Division/Group officer shall be readily identifiable and maintain a visible position as much as possible, but this does not mean that he must stay away from operating positions.

The primary function of the unit officer working within a Division/Group is to direct the operations of his crew in performing assigned tasks. Unit officers will advise their Division/Group officer of work progress and if unit officers determine he needs assistance on assigned work tasks, he will request such assistance from the Division/Group officer.

Units assigned to a Division/Group will direct routine communications to their Division/Group officer and communications within Division/Groups. Division/Group officers will conduct radio transmissions with should utilize non-radio modes whenever possible. This does not preclude the use of radio Command and with other Division/Group officers. (This procedure will apply



only to routine communications - **"EMERGENCY TRAFFIC"** may be initiated by anyone at anytime.

Staging

The objective of the staging guideline is to provide a standard system of initial placement for responding apparatus, men and equipment prior to assignment at tactical incidents.

Effective utilization of these guidelines:

- Will prevent excessive apparatus congestion at the scene.
- Will allow time for command to evaluate conditions prior to assigning apparatus.
- Places apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by command.
- Produces more effective communication by virtue of reducing radio traffic during the critical initial stages of the fire operation.
- Allows command to formulate and implement a plan without undue confusion and pressure.

Policy Number
5A.001
Page 15 of 3

Level I - Staging

This guideline shall automatically apply to all multiple unit responses:

- The first due pumper/tanker will respond directly to the scene and will operate to its best advantage.
- The second in pumper/tanker will respond directly to the scene and place themselves to the best possible advantage, generally at the front of the building, or as directed by the officer in charge.
- The rescue squad/ambulance will go directly to the scene and place their apparatus in a location that will provide maximum access for medical/rescue support and not impede the movement of other units.
- All other units will stage in their direction of travel, uncommitted, approximately one block from the scene until assigned by command. A position providing a maximum of possible tactical options with regard to access, direction of travel and water supply should be considered.



-
- Staged apparatus will report designation and location to Communications (i.e. 1931 is staging at 3400 Braddy Road) and remain off the air until orders are received from Command.
 - If staged apparatus observe critical tactical needs, they will advise command of such conditions and their actions.
 - Apparatus shall continue responding to the scene until a unit arrives on the scene. When the first arriving unit arrives on the scene, Level I staging will begin within these guidelines.
 - Pre-Incident Surveys will identify exceptions to Level I staging with the regards to special functions that must be performed in that particular occupancy.

Level II - Staging

Level II staging will relate to large, complex-type fire operations requiring an on-scene reserve of apparatus and will involve formal staging in an area designated by Command. The staging area should be away from the command post and from the emergency scene in order to provide adequate space for assembly and for safe and effective movement of apparatus. When command announces a formal staging area, all responding apparatus will report to and remain in the staging area until assigned.

When going to Level II staging, command will inform Communications as to the location of Level II staging. Communications will then broadcast all units: "Level II staging is at (and will give the approximate location of the staging area)". Level II staging will automatically supersede Level I staging, however apparatus already in Level I staging will remain in that position until assigned.

Command may designate a staging area and staging officer who will be responsible for the activities outlined in these guidelines. If an officer from within the department is not available to take charge of the staging area, this responsibility should be assigned to an incoming mutual aid officer. If command has not designated a staging officer, the first arriving officer to the staging area will automatically become the staging officer and will notify command.

If the staging officer feels that the staging area is inadequate, he has the authority to move to a more advantageous site.

The radio designation for the staging officer, area and function will be: "**Staging**".

All communications involving staging will be between staging and command (or staging and Communications). All responding apparatus will stay off the air, respond directly to the staging

Policy Number
5A.001
Page 16 of 3



area, and report in person to the staging officer. They will stand by their units with crews intact and warning lights turned off.

When requested by command, the staging officer will verbally assign apparatus to report to specific divisions, telling them where and to whom to report. He will then advise command of the specific unit(s) assigned.

The staging officer will be responsible for the following functions:

- Coordinate with law enforcement agencies to block streets, intersections, and other access required for the staging area.
- Ensure that all apparatus are parked in an appropriate manner so they maintain their mobility.
- Review with command what resources must be maintained in the staging area and coordinate the request for these resources with Communications.
- Assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving his red lights on.

Policy Number
5A.001
Page 17 of 3

Manpower

Provides coordination with the Incident Commander or Operations officer to ensure adequate available manpower at all emergency incidents.

FUNCTIONS MAY INCLUDE:

- Establishes manpower area away from immediate fire ground in efforts to reduce fire ground congestion.
- Assigns personnel to assignments as requested by Incident Commander and Division Officers
- Request through Incident Commander additional resources (manpower), when immediate resources become inadequate.



Rehabilitation

Provides coordination with Incident Commander or Operations officer to ensure all fire ground personnel receive rehabilitation measures, and their health safety.

FUNCTIONS MAY INCLUDE:

- Establishes rehabilitation area away from immediate fire ground in efforts to reduce fire ground congestion.
- Establishes a supply of liquids, food, towels, etc. as deemed necessary by current conditions.
- Coordinates with Stoney Point FD Auxiliary on the procurement of additional supplies, and rehab support.
- Works closely with medical officer and/or Cape Fear Valley Medical Center Emergency Services personnel in assuring that all personnel health and welfare are maintained to an acceptable level.

Policy Number
5A.001
Page 18 of 3

Medical

Provides coordination with the Incident Commander or Operations officer to ensure all fire ground personnel health and welfare are maintained to an acceptable level.

FUNCTIONS MAY INCLUDE:

Works closely with Rehabilitation personnel in providing liquids and food to personnel.

- Monitors vital signs and conditions of personnel involved at emergency incidents.
- Provides on scene treatment to injured personnel, etc.
- Procures transportation for injured victims' personnel as required.
- This function will be assigned to Cumberland County EMS if available, or to departments Emergency Medical Technicians.



Hazardous Materials

Provides coordination and technical advice to Incident Commander or Operations officer at emergency scenes involving Hazardous Materials.

FUNCTIONS MAY INCLUDE:

- Assist Incident Commander or Operations officer(s) with overall operational efforts, joint command.
- Request needed materials for stabilization of the incident as deemed necessary.
- This function will be assigned to RRT commander or supervisor.

Law Enforcement

Will coordinate with the Incident Commander or Operations officer on all activities requiring coordination between the two departments.

FUNCTIONS MAY INCLUDE:

- Provides traffic, crowd control.
- Assist with evacuations of areas.
- Investigates suspicious fires in conjunction with County Fire Marshals Office.
- Investigates all emergency scenes involving fatalities.
- Works with road patrol to ensure that no persons interfere with the Fire Departments operation and/or personnel.

Utilities

Provides coordination with the Incident Commander or Operations officer to ensure adequate scene safety of utilities.

FUNCTIONS MAY INCLUDE:

- Ensures all electrical power to affected area is shut down by power Company.

Policy Number

5A.001

Page 19 of 3



-
- Ensures all respective utility companies have representatives on scene to provide technical advice and assistance.
 - Coordinates with respective companies to provide temporary services for emergency scene operations.

Air

Provides coordination with the Incident Commander or Operations officer to ensure adequate breathing air supplies at emergency incidents.

FUNCTIONS MAY INCLUDE:

- Establishes a complement of full air cylinders at equipment resource pool located in area determined by Incident Commander or Operations officer.
- Establishes refill area at service unit (1361).
- Refills cylinders using service unit's air system.

Logistics

Provides coordination with the Incident Commander or Operations officer in providing services and materials for the emergency incident.

FUNCTIONS MAY INCLUDE:

- Coordinates with support function officers in the procurement of services and materials needed for their specific functions.
- Used at large incidents requiring a need for expanded services and materials.
- Will usually be delegated to Emergency Management, City Finance Officer, Chief Officer of the Department.

Evacuation

Provides coordination with the Incident Commander or Operations officer in regards to the need for evacuation.

FUNCTIONS MAY INCLUDE:

Policy Number
5A.001
Page 20 of 3



Tactical Standard Operating Guidelines (SOG)

- Establish evacuation command post most suitable to the situation.
- Utilizing maps makes assignments to personnel.
- Start with areas in "Most Immediate Danger" first, prioritize areas.
- Arrange with help of the Incident Commander or Operations officer, logistics on locations of evacuation centers.
- Instruct personnel on where evacuees are to go.
- Coordinate with medical officer on transporting of any evacuees due to health conditions.
- Instruct personnel to use radio PA's, door to door or any other methods known, to alert people on the situation.
- Keep the Incident Commander or Operations officer advised of the situation and status.

Salvage and Overhaul

Provides coordination with the Incident Commander or Operations officer in order to provide for constant Property Conservation and safe fire ground operations throughout the incident.

FUNCTIONS MAY INCLUDE:

- Maintains accountability of crews working within this respectable area, also limits the number of personnel to only the one's needed for the particular task.
- Ensures the building is safe enough to enter and conduct Salvage and Overhaul operations.
- Limits unnecessary damage being done to building and contents.
- Upon identifying evidence of arson or a suspicious fire, areas should be strictly restricted to only necessary personnel. Evidence should be secured (but not touched) for further investigation.
- Coordinates with building owner to secure any valuables, important records and/or documents after the investigation.

Policy Number
5A.001
Page 21 of 3



-
- Coordinates with the Incident Commander or Operations officer and the building owner as to the extent of damage, unsafe areas, utilities status, in an effort to return the building in as safe condition as possible.

Water Supply

Provides coordination with the Incident Commander or Operations officer to ensure adequate water supply is established and or available throughout the duration of the incident.

FUNCTIONS MAY INCLUDE:

- Identifies the water supply needs and resources needed to control the incident.
- Recognizes when to change or add to the existing plan to improve water supply problem.
- Controls and directs incoming units assigned to tanker shuttle operation, or pressurized water system utilization.
- Coordinates with all units involved in water supply operations as to their responsibilities, and water point locations.
- Coordinates efforts of relay pumping operation using large diameter hose and long lays.
- Coordinates with the Incident Commander as to additional water supply resources.

Policy Number
5A.001
Page 22 of 3

Ventilation

Provides coordination with the Incident Commander or Operations officer to provide for effective ventilation operations during and emergency incident.

FUNCTIONS MAY INCLUDE:

- To recognize the need for and type ventilation for the particular incident
- To provide for proper ventilation of the building.
- To recognize and correct any problems of the ventilation operation.
- Establish the personnel and equipment to accomplish the ventilation operation.



-
- Coordinates with building owners/managers as to any mechanical ventilation units and locations for ventilation.

Safety

Provides coordination with the Incident Commander or Operations officer to identify and mitigate safety hazards within the fire ground operation.

FUNCTIONS MAY INCLUDE:

- Routinely observes operations at the scene of emergency incidents to ensure safety regulations and Standard Operating Guidelines are being followed.
- The safety officer has the responsibility to identify and cause correction of health and safety hazards.
- At an emergency incident, when activities are judged by the safety officer to be unsafe and involve an imminent hazard, the safety officer shall have the authority to alter, suspend, or terminate those activities. The safety officer must immediately inform the Incident Commander of any actions taken to correct imminent hazards.
- When non-imminent hazards are identified, the safety officer shall develop actions to correct the situation within the administrative process of the Fire Department.

Policy Number
5A.001
Page 23 of 3

Operations

Provides coordination with the incident commander to assist in all tactical operations at the emergency incident. Operations should be used when divisions and groups begin to overtax the incident commander's span-of-control.

FUNCTIONS MAY INCLUDE:

- Communicates with the Incident Commander as to progress and status of the tactical action plan.
- Communicates with assigned divisions and groups to achieve the tactical action plan.



-
- Ensures tactical objectives are met on the emergency incident (rescue, fire control, property conservation).
 - Request additional resources through the Incident Commander as needed.

Public Information (PIO)

Provides coordination with the Incident Commander or Operations officer to control the movement of media personnel for safety reasons and to establish an operating framework for public information that will effectively integrate into the overall fire ground management system.

FUNCTIONS MAY INCLUDE:

- Establishment of a Public Information Group to assist in gathering and communicating to the media information concerning the emergency incident.
- The PIO will station himself/herself in a readily visible and accessible location adjacent to the command post to meet and provide information for media personnel.

Policy Number
5A.001
Page 24 of 3

List of standard group functions:

- | | |
|--------------------------|------------------------------|
| 1. Staging Levels I & II | 09. Logistics |
| 2. Manpower | 10. Evacuation |
| 3. Rehabilitation | 11. Salvage and Overhaul |
| 4. Medical | 12. Water Supply |
| 5. Hazardous Materials | 13. Ventilation |
| 6. Law Enforcement | 14. Safety |
| 7. Utilities | 15. Operations |
| 8. Air | 16. Public Information (PIO) |

In addition to the above standard group functions, Command can set up special groups to perform any other special functions as required by the situation.



Tactical Standard Operating Guidelines (SOG)

Transfer of Command

Command may be transferred from the initial IC (often a Line officer) to a later arriving or senior Command Officer. **Transfer of command shall take place on a face-to-face basis whenever possible to facilitate effective communication and feedback.** If face-to-face communication is not possible, transfer of command by radio may be conducted.

If command has been established by a firefighter, command shall be transferred to the first arriving officer. Command shall be transferred to the first arriving Command Officer at the officer's discretion (the Command Officer may choose to allow the Line officer to continue as IC). Transfer of command to higher-ranking command officers is also discretionary. When a Command Officer allows a lower ranking officer to retain command, this does not remove the responsibility for the incident from the higher-ranking individual.

Transfer of command shall include communication of the following information:

- The status of the current situation.
- Resources committed to the incident and responding, as well as the present incident organizational structure.
- Assessment of the current effect of tactical operations.

Following transfer of command, the IC may return the previous IC to his or her apparatus (if a Apparatus Officer) or specify assignment to a subordinate management position within the ICS organizational structure.

TACTICAL WORKSHEETS

At working incidents, command shall use a tactical worksheet to outline and record assignments and to assist in the transfer of command.

Policy Number

5A.001

Page 25 of 3