Sample ICS SOP/SOG

Using the standard ICS structure, the IC/Commander will be able to control all aspects of an emergency incident and expand easily to separate sectors as needed. First arriving Member will request additional resources through Dispatch when:

- An actual fire situation or potential fire situation exists and the life hazard exceeds the rescue capabilities of initial alarm companies.
- An actual fire situation or potential fire situation exists and the property protection (both internal and external) exceeds the fire control capabilities of the initial alarm companies.
- The number, location and condition of actual victims exceed the rescue removal/treatment capabilities of companies.
- All companies have been committed and the fire is not controlled.
- Fire conditions become more severe or the situation deteriorates significantly.
- Resources are depleted due to exhaustion, exposure, or injury or are trapped or missing. (I.C. must forecast the effect the fire will have on personnel in advance.)
- The I.C. runs out of some resource (i.e. personnel, rigs, water, equipment, command, etc.).
- There is evidence of significant fire but companies are unable to determine location and extent.
- The situation becomes so widespread/complex that the I.C. can no longer effectively "cope"
- The situation requires larger command organization or more ICS levels / functions.

Functions of Command:

- Assume and announce Command and establish an effective operating position (Command Post).
- Rapidly evaluate the situation (size-up).
- Initiate, maintain, and control the communications process. Request additional fire ground channels as needed.
- Identify the overall strategy, develop and incident action plan, and assign companies and personnel consistent with plans.
- Ensure scene safety; establish Safety Officer as necessary.
- Ensure personnel accountability; establish Personnel Accountability Officer as necessary.
- Develop an effective Incident Management Organization. Initiate Sections / division / groups as necessary.
- Provide and communicate tactical objectives to arriving units.
- Review, evaluate, and revise (as needed) the incident action plan.
- Provide for the continuity, transfer, and termination of Command.
- Request and assign additional local and/or Mutual Aid resources.
- Establish liaison with other Officials, outside agencies, property owners and/or tenants.

ESTABLISHING COMMAND

The first fire department officer or crew leader to arrive at the scene shall assume Command of the incident. The initial Incident Commander shall remain in Command until Command is transferred or the incident is stabilized and terminated.

The first unit or member on the scene must initiate whatever parts of the Incident Management system are needed to effectively manage the incident scene.
The first arriving fire department unit activates the Command process by giving
an initial radio report. The radio report should include:
- Unit designation of the unit arriving on the scene
- A brief description of the incident situation (i.e. building size, occupancy, construction type, HazMat release, multi-vehicle accident, etc.).
- Obvious conditions (working fire, HazMat spill, multiple patients, etc.)
- Brief description of action taken
- Declaration of Strategy (Offensive, Defensive)
- Any obvious safety concerns
- Assumption, identification, and location of Command
- Requesting or releasing resources as determined by the incident

Radio Designation:
The radio designation Command will be used along with the geographical location of the incident. This designation will not change throughout the duration of the incident.

COMMAND OPTIONS
The responsibility of the first arriving unit or Officer to assume Command of the incident presents several options, depending on the situation. If a Chief Officer, company officer, member, or unit without tactical capabilities (i.e.; staff vehicle, no equipment, etc.) initiates Command, the establishment of a Command Post should be a top priority. At most incidents the initial Incident Commander will be a Company Officer.

The following Command Options define the Company Officer's direct involvement in tactical activities and the modes of Command that may be used.

Nothing Showing / Investigation Mode:
These situations generally require investigation by initial arriving company while other units remain in a staged mode. The officer may go with the company to investigate.

Fast Attack Mode:
Situations that require immediate action to stabilize and requires the Company Officer's assistance and direct involvement in the attack. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of
these situations include:
Offensive fire attacks (especially in marginal situations).
Critical life safety situations (i.e.; rescue) which must be achieved in a compressed time.
Obvious working incidents that require further investigation by the Company Officer.

Where fast intervention is critical, the engineer on the first arriving
apparatus shall be command. The Fast Attack mode should not last more than a few minutes and
will end with one of the following:
- The situation is stabilized.
- The situation is not stabilized and the Company Officer must withdraw to the exterior and
  establish a Command Post.

At some time, the Company Officer must decide whether or not to withdraw the remainder of the
crew, based on the crew's capabilities and experience, safety issues and the ability to
communicate with the crew.
No crew should remain in a hazardous area without Radio communications capabilities.

Command Mode:
Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require
immediate strong, direct, overall Command. In such cases, the Shift or Company Officer will
initially assume an exterior, safe, and effective Command position and maintain that position
until relieved by a higher ranking Officer. If the Company Officer selects the Command mode,
the following options are available regarding the assignment of the remaining crewmembers.

- The Officer may place the Company into action with two or more members. One of the
  crewmembers will serve as the acting Company Officer. The collective and individual
  capabilities and experience of the crew will regulate this action.
- The Officer may assign the crewmembers to work under the supervision of another
  Company Officer. In such cases, the officer assuming Command must communicate with
  the officer of the other company and indicate the assignment of those personnel.
- The Officer may elect to assign the crewmembers to perform staff functions to assist
  Command.

A Company Officer assuming Command has a choice of modes and degrees of personnel
involvement in the tactical activities, but continues to be fully responsible for Command
functions. The initiative and judgment of the Officer are of great importance. The modes
identified are guidelines to assist the Officer in planning appropriate actions. The actions
initiated should conform to one of the above mentioned modes of operation.

<u>**PASSING COMMAND**</u>
In certain situations, it may be advantageous for a first arriving Company Officer to pass
Command to the next Officer ON THE SCENE. This is indicated:

- When the initial commitment of the first arriving Company requires a full crew (i.e.;
  large structure / wildland fire, an immediate rescue situation) and another Company is on
  the scene.
- When a Shift Officer arrives at the scene at the same time as the initial arriving
  Company, the Shift Officer should assume Command of the incident.
- Should a situation occur where a later-arriving Company Officer, Chief Officer, or Shift
  Officer cannot locate or communicate with Command (after several radio attempts), they

will assume and announce their assumption of Command and initiate whatever actions are necessary to confirm the safety of all crews in the hot zone.

TRANSFER COMMAND
Within the chain of command, the actual transfer of Command will be regulated by the following procedure:

- The Officer assuming Command will communicate with the person being relieved by radio or face-to-face. Face-to-face is the preferred method to transfer Command.
- The person relieved will brief the Officer assuming Command indicating at least the following:
    - Incident conditions (fire location and extent, HazMat spill or release, number of patients, etc.)
    - Incident action plan.
    - Progress toward completion of the tactical objectives
    - Safety considerations
    - Deployment and assignment of operation companies and personnel
    - Appraisal of need for additional resources
- The person being relieved of Command should review the tactical priorities and use the most effective framework for Command transfer that outlines the location and status of personnel and resources in a standard form that should be well known to all members.
- The transfer of command shall be broad cast over the radio 2 times so everyone on the fireground is clear on the transfer.
- The person being relieved of Command will be assigned to best advantage by the Officer assuming Command.

GENERAL CONSIDERATIONS
The response and arrival of ranking Officers on the incident scenes strengthens the overall Command function. The Incident Commander will transfer command to a ranking Officer. The _____Fire Department's communications procedures should include communications necessary to gather and analyze information to plan, issue orders, and supervise operations. Examples of critical information broadcasted should include:
- Assignment completed.
- Additional resources required.
- Unable to complete.
- Special information.

The arrival of a ranking Officer on the incident scene does not mean that Command has been transferred to that Officer. Command is only transferred when the outlined transfer-of-command process has been complete. Chief Officers should report directly to the command post for assignment by the Incident Commander. The Incident Commander has the overall responsibility for managing an incident.

Simply stated, the Incident Commander has complete authority and responsibility for the accident. Anyone can effect a change in incident management in extreme situations relating to safety by notifying Command and initiating corrective action.

COMMAND STRUCTURE

The Incident Commander will organize the Command structure in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated.

The ICS organizational structure is flexible. When needed, separate functional elements can be established and subdivided to enhance internal organizational management and external coordination. As the ICS organizational structure expands, the number of management positions also expands to adequately address the requirements of the incident.

Not every element of the ICS structure will be needed, however the INCIDENT COMMANDER will ALWAYS be established on every incident.