



City of Longview Fire Department Operational Guidelines

Operational Guideline Name: Incident Command Procedures	Date: 01/15/2009
Supersedes: 12/10/2005	Approved by: Chief Daryl McDaniel

I. PURPOSE:

These procedures provide guidelines for implementing an effective command structure at emergency incidents.

II. SCOPE:

These procedures shall govern command actions at all emergency incidents.

III. RESPONSIBILITY:

All officers and acting officers shall be thoroughly familiar with and effect emergency incident management as outlined in this SOG.

All other members shall be familiar with the content of this document.

IV. DEFINITION:

All terms, definitions, and explanations can be referenced in the “NIMS” Incident Command System Field Guide”, Informed, 1st Ed., 2006.

V. PROCEDURE:

A. Establish Command

- a. Announce (on radio) command, name it, and give size-up.
- b. Establish command post and announce command post location.
- c. Select and announce operating frequency.
- d. Determine incident priorities:
 - i. Life Safety
 - ii. Incident Stabilization
 - iii. Property Conservation
 - iv. Safety, Accountability and Welfare of Personnel
- e. Announce (on radio) the “Plan”
 - i. *Investigate*: all other units code one into Level I Staging.
 - ii. *Offensive*: transitional, interior attack, rescue.
 - iii. *Defensive*:
 - iv. *Other*: HazMat, Technical Rescue, MVA, Police Action.
 - v. Identify any special safety hazards.

B. Develop Incident Action Plan

a. Determine Strategic Goals

- i. Identify tactical objectives and assign companies.
- ii. Consider more resources if all crews engaged (go to additional alarm or special call).
- iii. Implement Accountability System

C. Develop Organizational Structure

a. Span of control is 3-5 crews, assignments, or objectives.

- i. If incident grows, expand ICS structure (Divisions, Groups, Sectors, Branches, Operations, etc.)
- ii. Always consider Safety Officer Assignment.
 1. HazMat and Tech Rescue require designated Safety Officer other than IC.
- iii. Refer to NIMS ICS Field Guide for more ICS information.

D. Transfer of Command

- a. First-in unit automatically has command.
- b. If the first-in company commits to an immediate tactical assignment then the second-in company should assume command upon arrival.
- c. Command may be transferred only if another unit is on-scene. Do not pass command to a unit that has not arrived.
- d. Command Officer arriving on-scene may take over command after consulting with the current IC. The change will be announced on radio.

E. Responding Units & Radio Procedures

- a. All units responding announce response on the radio
- b. First unit on scene announces such over the air, along with size-up. All others that can, should use MDT buttons to indicate on-scene and in-service status
- c. IC will designate tactical radio frequency upon arrival
- d. All units will change to the tactical frequency as soon as it is designated. No more radio traffic with Dispatch by responding units will take place except for unusual circumstances. (Be prepared to place your radios off-scan if Freq. 1 traffic is heavy and disruptive.)
- e. Arriving companies will announce their arrival to the IC on the tactical frequency; the IC will acknowledge and then stay quiet until assigned
- f. When a unit is released from an incident, the unit's CO, not the Incident Commander, will notify Dispatch of its return-to-service status.
- g. A unit in staging may, after a few minutes, remind the IC of their status if the incident is "active" and the IC appears to need more help.
- h. The IC must state "Incident Benchmarks" over the air, indicating accomplishments of significant objectives. "Incident Benchmarks" examples are the following:

- i. Primary Search Complete
- ii. Secondary Search Complete
- iii. Loss Stopped
- iv. Property Conservation

Other Scene Management Documents that support this operating guideline are:

- A. *Self-Contained Breathing Apparatus and Air Management.*
- B. *Rehabilitation Procedures.*
- C. *MAYDAY Procedures*
- D. *Rapid Intervention Team Procedures.*

Daryl McDaniel, Fire Chief