



Pinion Pine Fire District

Standard Operating Procedure

Policy Title:	Incident Command		
Policy Number:	300.10	Created:	2003
Section:	Emergency Response	Revised:	June 2018

Purpose: *To ensure unity of command is maintained, to allow for safe and efficient progress to be made*

Scope: *All Personnel*

The effective functioning of the Pinion Pine Fire District units and personnel at an incident requires clear and decisive action on the part of an Incident Commander. This procedure identifies the standard operating procedure 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 transfers or command, this responsibility shifts with the title. The term "Command" in this process refers jointly to both the person and the function. Identity of the Incident Commander will be as per Chain of Command.

CHAIN OF COMMAND

1. The Chief or Acting Chief will be the Incident Commander at all incidents at which the Fire District is called.
1. The Battalion Chief or Duty Officer will be the Incident Commander until such time as any of the above arrives.
2. The Captain will be the Incident Commander until such time as any of the above arrives.
3. Any Firefighter/Engineer shall be the Incident Commander until such time as any of the above arrives.
4. District Captains will be responsible for fireground authority as assigned by the Incident Commander. (Search, rescue, ventilation, overhaul, water supply, etc)



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The following members will be assigned to the Chief Officers:

- 501 - Fire Chief Joe Jackson
- 502 - Assistant Chief Chris Jackson
- 503 - Captain Gail Jackson
- 504 - Batt. Chief Danny Zandvliet
- 505 - Batt. Chief Ron Hood
- Battalion 5 - Batt. Chief Duty Officer

Command procedures are designed to accomplish the following:

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, companies and officers.
2. Ensure that strong, direct and visible Command will be established as early as possible in the operation.
3. Establish an effective framework outlining the activities and responsibilities assigned to Command.
4. Provide a system for the orderly transfer of Command to subsequent arriving officers.
5. Command is responsible for four basic fireground objectives:
 - Provide for the safety and welfare of firefighting personnel.
 - Remove endangered occupants and treat the injured.
 - Confine and extinguish the fire.
 - Conserve property after fire control is achieved.

Command is responsible for the following functions as required by the circumstances of the situation:

- Assume and confirm Command and take an effective position.
- Rapidly evaluate the situation (size-up).
- Initiate, maintain and control the communications process.
- Identify the overall strategy, develop an attack plan and assign units.
- Develop an effective fireground organization.
- Provide continuing Command within the framework of standard operating procedures.
- Coordinate the transfer of Command as required.
- Request and assign additional resources as required.



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All of these functions are responsibilities of Command, whether or not command is transferred from one individual to another. The first (5) five functions must be addressed immediately from the initial assumption of Command.

ESTABLISHING COMMAND

The first Incident Commander (See Chain of Command) to arrive at the scene SHALL assume Command and remain in command until relieved by a ranking Incident Commander or until the incident is terminated or until command is passed.

The person assuming Command shall transmit a brief initial radio report including:

1. Unit identification on the scene, confirming assumption of a command and location (i.e. Chief 501 on scene assuming Peacock Rd Command)
2. Building description (occupancy, size, arrangement, construction, and address)
3. Obvious fire conditions.
4. Action taken (brief description)
5. Any obvious safety concerns.

Radio Designation

The radio designation "COMMAND" or "IC" will be used with a brief description of the incident location (i.e. "Carol Lane COMMAND" or "Carol Lane IC"). This designation will not change through the duration of the incident.

COMMAND OPTIONS

In cases when the initial arriving Incident Commander is an officer, efforts should automatically be directed towards establishing a Command Post and fulfilling the listed Command functions.

The establishment of a Command Post is a priority at all working incidents. The location of the Incident Commander in a vehicle which provides lighting, communications, equipment, reference items and limited isolation from distractions will make Command more effective.



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When an Incident Commander initially assumes Command, that incident commander must decide on an appropriate commitment for responding resources that will make Command more effective.

- **Nothing Showing Mode:** *These situations generally require investigation by the first arriving engine while holding staged units at a distance. Normally the Incident Commander should go to check while utilizing a portable radio to command the incident.*
- **Fast Attack Mode:** *Situations that require action to stabilize the situation, such as interior fires in residences, apartments, or small commercial occupancies, require that the Incident Commander quickly decide how to commit resources. Where a fast interior attack is critical, utilization of the portable radio will permit the necessary involvement in the attack without neglecting command responsibilities. This mode should not last more than a few moments and will end with one of the following:*
 - Situation is stabilized.
 - Command is passed to next arriving Incident Commander.
 - A Chief Officer arrives and command is transferred.
 - Situation is not stabilized and the Incident Commander must withdraw to the exterior and establish a Command Post.
- **Command Mode:** *Situations that require a strong command by virtue of the size of the fire, the complexity or type of occupancy or the possibility of extension require strong, direct, overall Command from the outset. In such cases, the Incident Commander will initially assume a Command position and maintain that position until relieved via the Chain of Command. Tactical worksheets should be utilized to assist in managing these situations.*

The Incident Commander assuming Command has a choice of modes and degrees of personal involvement in the attack but continues to be fully responsible for the identified tasks assigned to the command function. In all cases, the initiative and judgment of the Incident Commander are of great importance. The modes identified are not strict rules, but general guidelines to assist the Incident Commander in planning appropriate actions.



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PASSING COMMAND

In certain situations, it may be advantageous for the first arriving Incident Commander to “Pass Command” to the next arriving driver or officer. This is indicated when the initial commitment of the first arriving resources require their involvement in operations (i.e. high rise buildings or an immediate rescue situation), and the next arriving Incident Commander is on the scene or close behind.

The Initial arriving Incident Commander will give an initial on scene radio report and advise that Command will be passed. The initial arriving driver/officer retains responsibility for Command until the next unit arrives and acknowledges the transfer. Dispatcher will confirm that the next unit assumes Command.

TRANSFER OF COMMAND

The first driver/officer to arrive on the scene shall assume and retain command until relieved within the following guidelines:

Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedure:

1. The incident commander assuming command will communicate with the person being relieved by radio or preferably face to face on arrival.
2. The person being relieved will brief the Incident Commander assuming command indicating the following:
 - General situation status
 - Fire location, extent and conditions
 - Effectiveness of control efforts
 - Safety considerations including name of safety officer
 - Deployment and assignments of operating resources
 - Appraisal of needs for additional resources at that time.
3. The person being relieved should review the Tactical Worksheet with the Command Officer. This sheet provides the most effective framework for command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.