Scope:

The purpose of this document is to formalize and establish and Incident Command System (ICS) Standard Operating Procedure for all Valley Shore Mutual Aid Departments.

Purpose:

The purpose of the Incident Command system is to provide for the safety of personnel operating at emergency incidents through improved management techniques and to enhance the use of resources and tactical effectiveness to meet the requirements of SARA Title III, Connecticut OSHA and the recommendations of NFPA 1500.

To meet these goals the Valley Shore Mutual Aid Departments shall implement the use of ICS appropriately at all incidents for which the Department has responsibility.

Procedure:

1.   All Departments of the Valley Shore Mutual Aid Association will abide by and operate in accordance with this procedure at all emergencies to which they are dispatched. This will include fires, motor vehicle and other types of accidents, hazardous materials incidents, rescues and other emergencies when the Officer in Charge (OIC) deems necessary. It is recommended that for incidents at which more than one company is assigned a task, the ICS will be implemented.

2.   Implementation and designation of Command: Command will always be established to specifically identify who will be in charge at the scene of an emergency and to ensure unity of command is maintained at all emergency incidents.

3.   All 5 of the major functional areas must be assigned at every incident. Any responsibilities not assigned remain with the Incident Commander. The 5 major functional areas of the Incident Command system and their responsibilities are as follows:

Command: The emergency scene supervisor who has overall control of the incident. Handles all responsibilities not specifically assigned to other personnel. THE COMMAND FUNCTION IS ALWAYS ESTABLISHED.

Operations: The fire officer who is designated by Command as responsible for directing all tactical operations at the incident.

Planning: Person responsible for collecting record keeping information and evaluating incident status information. He / she predicts what is likely to happen and develops alternative strategies. The planning officer handles the ongoing size-up of the emergency.

Logistics: The Logistics officer is responsible for providing supplies and support functions such as food, beverages, communications, medical, sanitary facilities, etc.

Finance: The Finance officer handles the financial and cost analysis aspects of the incident. Often handled by a town official.

4.   The Command responsibilities also include Command staff positions of Safety Officer, Liaison Officer and Information Officer. The Incident Commander may delegate these positions, though they are not included in the span of control for Command.

Safety: The Safety Officer is responsible for evaluating conditions and operations and reporting this to the Incident Commander. The Safety Officer has the authority to halt or suspend any operations on the scene based on evaluation where imminent danger or conditions immediately dangerous to life & health exist. This action, and subsequent actions to correct the problem, must be reported to the Incident Commander immediately.

Liaison Officer: Assists Incident Commander in communication and coordination with other agencies operating at the incident.

Information Officer: Has the responsibility for working with the media and other agencies by formulating and releasing information.

5.   Establishing Command: The first arriving fire officer, firefighter or unit will assume command of the incident and will communicate such to dispatch. If more than one incident is in progress or later dispatched on the same operating frequency (even if in another community), Command should be labeled. For example, "8-0 is Route 81 Command" or "3-0 is Command 3".

6.   The first officer of firefighter will retain command until relieved by a senior officer. The senior officer may choose not to assume command but will still be responsible for the incident.

7.   Once Command is established, dispatch and all units operating as part of the incident will refer to that function as Command, regardless of the rank of the Incident Commander.

8.   Command having been established units should expect assignments from the Incident Commander or his designate.

9.   Command Post: A formal Command Post may be established at any incident as deemed appropriate by the Incident Commander. Command will announce its location and shall be recognizable by all units either working or responding to the scene. Command normally will be located in of the fire structure.

10.   Scene and exposure identification: The following will be used for identification at all incidents:
Side 1: The front (address side) of the building.
Side 2: The left side of the building when looking at the address side.
Side 3: The rear of the building.
Side 4: The right side of the building when looking at the address side.

Exposures will follow the same number pattern:
Exposure 1: Front of the building.
Exposure 2: Left side of the building.
Exposure 3: Rear of the building.
Exposure 4: Right side of the building.

If there are multiple exposures on the same side they shall be identified as 2/2, 2/3, 3/4, etc.

Designations of geographic areas and tactical assignments:

11.   Structural Incidents: Personnel assigned as supervisors of any geographical areas (i.e. floors, basement, roof) will be identified by the name or number of the area. For example, first floor, second floor, basement, etc.

12.   Personnel assigned specific tactical assignments (i.e. search & rescue, fire attack, ventilation, etc) will be identified by the name of the task assigned. Radio transmissions should be handled as simply as possible, such as:

"Command to ventilation"
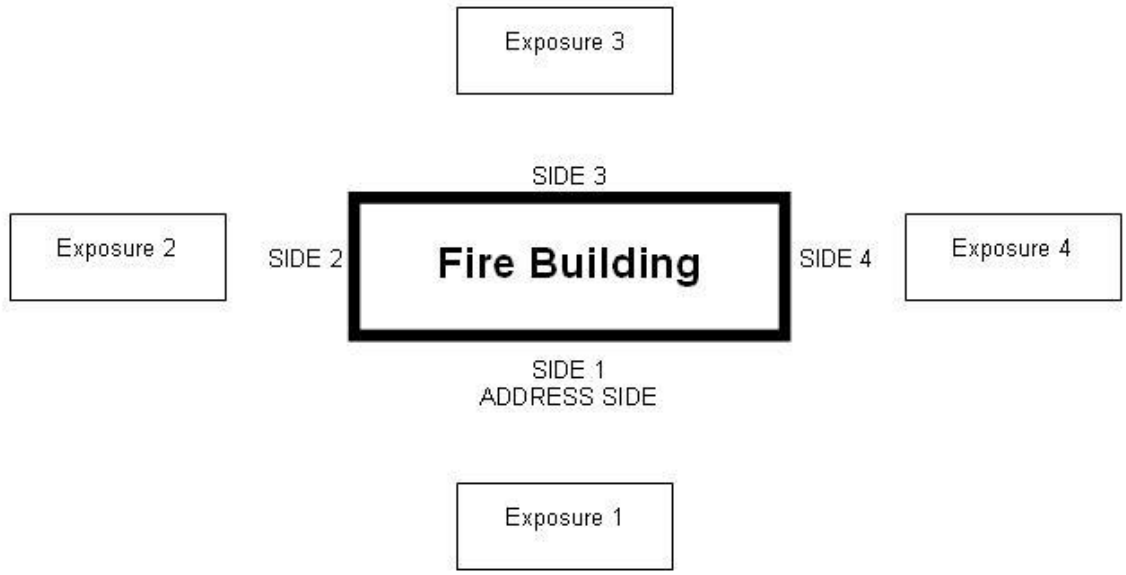"Search & rescue to interior"
"Water supply to Command"
"Basement to Command"

13.   Non-structural incidents: When geographical areas are established on non-structural incidents such as wildland fires, searches, water rescues, etc, a letter sector designation (such as "A", "B", "C", "D", etc) shall be used. In addition to establishing the sector designations, specific boundaries must be defined.

14.   Communications: First arriving units will give a complete on-scene report.

15.   Communications will be in accordance with radio procedures for the Department. However, after Command has been established, all arriving units will communicate their arrival to dispatch and await orders from Command.

16.   During the incident Dispatch should avoid communicating with any one other than Command.

17.   Channels: Normal Fire Department frequencies will be used by Command or Command may assign alternate frequencies.

18.   Staging: When the Incident Commander has not defined an assignment for on-scene or responding resources, staging shall be established.

19.   When an incident is escalating or has not yet been stabilized, sufficient resources to meet the incident's potential development should be available in staging until the incident has been stabilized.

20.   The Incident Commander or Operations shall establish staging by defining its location and communicating this information to dispatch. The dispatcher shall inform all responding resources of the location of staging.

21.   If responsibility is not specifically assigned the commander of the first arriving company in staging shall be in charge of staging.

22.   Resources in staging shall retain integrity (remain with their companies) and be available for immediate assignment.

23.   Staging shall keep the Incident Commander or Operations advised of the resource availability whenever resource statuses change.

24.   The Incident Commander or Operations shall request on-scene resources through staging and specify where and to whom those resources shall report.

25.   Transfer of Command: Command may be transferred from the initial Incident Commander to a later arriving and / or Senior Command Officer. Transfer of Command shall take place on a face-to-face basis whenever possible to facilitate effective communications and feedback. If face-to-face communication is not possible, transfer of Command by radio may be conducted.

26.   Dispatch will be alerted to the "Transfer of Command".   Dispatch will announce the transfer of Command.

Exposure 3

SIDE 3

Exposure 2   SIDE 2   **Fire Building**   SIDE 4   Exposure 4

SIDE 1
ADDRESS SIDE

Exposure 1

Approved August 2006