

# Miami Township Fire and EMS Operating Procedures



<b>TITLE:</b>	INCIDENT COMMAND OPERATING PROCEDURE	#301
<b>EFFECTIVE DATE:</b>	11/15/2013	<b>DATE AMENDED:</b> 08/24/2015
<b>REVIEW DATE:</b>	02/24/2016	<b>APPROVED BY:</b> Chief Steve Kelly

*This Operating Procedure shall take effect immediately and shall remain in effect until superseded.*

## PURPOSE

Establish an Operating Procedure (OP) to specify a model procedure for commanding operations.

Fix responsibility for command on a specific individual through a standard identification system depending on the arrival sequence of members, companies and chief officers.

## SCOPE

These Procedures are designed to provide a framework for Incident Command (IC) operations when dealing with incidents of any type, hazard or complexity within Miami Township.

These Procedures apply to all personnel of the department.

Any officer arriving on a scene after the initial Incident Command System (ICS) has been established shall proceed to the command post for assignment.

## DEFINITIONS

### Hot Zone

The Hot Zone will be defined as any area that requires an SCBA, charged hoseline, special protective clothing, or in which firefighting personnel are at risk of becoming lost, trapped, or injured by the environment or structure.

## PROCEDURES

### A. Command Responsibilities

1. Provide for the safety, accountability and welfare of personnel operating on an incident for the entirety of the incident.
2. Ensure the conservation of life and property.
3. Stabilize the incident.

### B. Functions of Command

1. Assume, announce and name command and establish an effective operating position.
2. Perform a rapid size-up including a 360-degree view of the involved structure.
3. Identify overall strategy, develop an Incident Action Plan (IAP), and assign companies/personnel consistent with departmental Procedures.
4. Develop an effective Incident Management Organization.
5. Provide strategic, tactical and task oriented objectives.
6. Review, evaluate and revise strategy and the incident action plan as needed.
7. Provide for the continuity, transfer and termination of command.



# Miami Township Fire and EMS Operating Procedures

**TITLE:**

INCIDENT COMMAND OPERATING PROCEDURE

#301

## C. Establishing Command

1. Whenever possible, the District 26 supervisor should be the first to arrive on the scene and prepare for incident operations.
2. Any fire department member or company that arrives first at the scene shall establish command of the incident and give an initial on-scene report. The initial Incident Commander will remain in command until command is transferred or terminated.
  - a. The Incident Commander may be an officer from a mutual-aid department.
3. Before the Incident Commander can identify the appropriate overall incident strategy and develop an IAP, they must perform a size-up to include:
  - a. The size and condition of the building.
  - b. The occupancy type.
  - c. The fire's size, intensity, extent and location.
  - d. The occupancy's life-safety hazard.
  - e. Access in and around the structure.
4. Provide an initial radio report to include:
  - a. Designation of the unit arriving on the scene.
  - b. Building description.
  - c. Problem description.
  - d. Announcement of strategy and mode.
  - e. Command name.

## D. Command Options

### 1. Nothing Showing Mode (Investigation)

Situations where there is no obvious hazard noticed upon arrival or where the reported situation is not obvious without further investigation. No immediate hazard to life and/or property is evident.

- a. A situation of "Nothing Showing" does not qualify as a proper and thorough investigation.
- b. The first due MTF&EMS company officer shall confirm the nature of the incident with a proper and thorough investigation before any companies are staged in-place or canceled.

### 2. Fast Attack Mode

Situations that require immediate, decisive action for stabilization and that require the direct involvement or supervision of the initial Incident Commander.

Fast Attack mode should not last more than a few minutes and will end when either of the following criteria is met: (1) the situation is stabilization, or (2) command is transferred to another officer not engaged in the Fast Attack Mode.



# Miami Township Fire and EMS Operating Procedures

**TITLE:**

INCIDENT COMMAND OPERATING PROCEDURE

#301

## 3. Command Mode

Situations that, because of their size, complexity, or potential for rapid escalation, require immediate establishment of fixed command.

## E. **Transfer Of Command**

1. In some situations, it may be advantageous for the first arriving Incident Commander to transfer command to the next company or officer on the scene.
  - a. If the Incident Commander is from a mutual-aid department, transfer of command to a first-arriving Miami Township Fire and EMS (MTF&EMS) command level officer should only occur if doing so will improve operation or if the initial Incident Commander chooses to transfer command.
  - b. If the initial Incident Commander is the company officer of the first due engine company, command will be assumed/transferred to the District 26 supervisor or next arriving command officer not actively involved in firefighting operations.
  - c. A higher ranking officer arriving on the scene at the same time as the initial company should usually assume command.
  - d. Command will not be transferred to an officer who is not yet on the scene.
2. Transfer of command should be accomplished face-to-face whenever possible with exchange of the following information
  - a. Incident conditions.
  - b. Incident action plan and progress toward completion of tactical objectives.
  - c. Safety considerations.
  - d. Current company and personnel assignments.
  - e. Appraisal of need for additional resources.

## F. **Command Organization**

There are three separate organizational levels for all incident operations.

### 1. Task Level

The task level refers to those activities normally accomplished by individual companies or specific personnel.

### 2. Tactical Level

The tactical level directs operational activities toward specific objectives. Within this level are the Division and Group designations.

### 3. Strategic Level

The strategic level constitutes the activities necessary for overall operational control, establishing objectives, managing the incident strategy, setting priorities, allocating resources and forecasting ahead of the event.



# Miami Township Fire and EMS Operating Procedures

**TITLE:**

INCIDENT COMMAND OPERATING PROCEDURE

#301

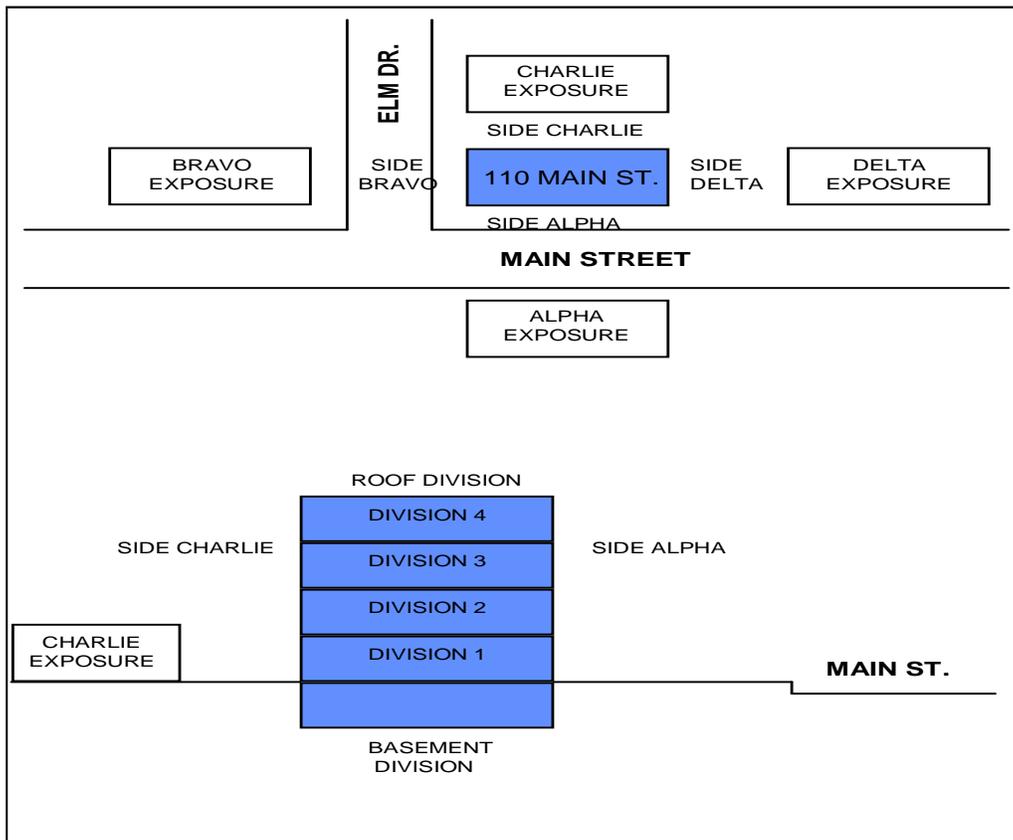
## G. Command Structure

1. The Incident Commander shall develop an organizational structure appropriate to the scope of the incident and all companies and personnel will operate under and for the established command structure.
2. The department will use the "Division" and "Group" designations. A division is identified by a geographic location (level 1, roof, alpha) and a group is identified by a function (attack, search, ventilation).
3. High-visibility vests shall be worn by the Incident Commander, Accountability Officer, Safety Officer and any other position assigned within the ICS structure.

## H. Standard Geographic Designations

1. As a general practice, command will be established in a visible location in front of the building on the address side, typically the Alpha Side.
2. The exact location of command is up to the discretion of the initial Incident Commander, but should remain stationary as best possible.
  - a. The Command Post shall include the Incident Commander, Incident Command Aid, Operations Section (if assigned) and Accountability Officer.
3. Floors or levels are designated by floor number. The roof is designated as "Roof" and the basement as "Basement".

Diagram of Geographic Incident Areas:





# Miami Township Fire and EMS Operating Procedures

**TITLE:**

INCIDENT COMMAND OPERATING PROCEDURE

#301

## I. Staging

Staging will be used to control responding resources, prevent premature deployment of resources, improve operational safety, and prevent commitment of unneeded resources.

Unless indicated otherwise by command, all responding units beyond the second due companies will go into Staging upon approach.

### 1. Level One Staging

Level One Staging shall be at a water source near the scene in a direction related to the incident.

Units are to advise command, on the assigned fireground channel, of their arrival at Level One Staging and remain ready for immediate assignment.

### 2. Level Two Staging

a. Level Two Staging will be established when it is necessary to assemble sufficient resources to meet potential needs of an escalating or long-term incident.

b. Level Two Staging is established by the Incident Commander at a location remote from the incident.

c. Initially, the company officer of the initial arriving apparatus at the Level Two Staging Area will become the Staging Area Manager. If there is no company officer, then a member from the first arriving company will become the Staging Area Manager until replaced by an officer on a later arriving company.

### 3. Staging In-place

a. Staging in-place will be established when it is not necessary for resources to commit to either Level One or Two Staging.

b. Staging in-place will be at the discretion of the Incident Commander and will require units to stage at an advantageous location.

c. A situation of "Nothing Showing" does not qualify as a reason to "stage in-place" incoming companies.

## J. Sections and Command Staff

When a smaller incident escalates into a larger incident, additional organizational support should be established by the Incident Commander. Section and Command Staff positions should be established as needed to maintain span of control within optimum limits.

1. Sections (Operations, Planning, Logistics, and Finance/Administration) may be implemented at any time, based on the needs of the Incident Commander. When not established, Section responsibilities are carried out by the Incident Commander unless assigned otherwise.



## Miami Township Fire and EMS Operating Procedures

**TITLE:**

INCIDENT COMMAND OPERATING PROCEDURE

#301

- a. Operations Section – responsible for direct management of all tactical activities, tactical priorities, and operational safety in coordination with the Incident Commander.
    - This position shall be filled by a MTF&EMS officer and located within the ICP whenever possible.
  - b. Planning Section – responsible for gathering, assimilating, analyzing, and processing information needed for effective decision-making. Planning is also responsible for projecting potential resource needs.
  - c. Logistics Section – responsible for providing services and support systems, including facilities, transportation, supplies, equipment maintenance, refueling, feeding, communication, CISM, Rehab, or any other item deemed necessary or as requested by command.
  - d. Finance/Administration Section – responsible for procurement of service/supplies, documenting financial costs, analysis of legal concerns, documenting payroll records, workers' compensation claims, and for obtaining any and all needed incident documentation for potential cost recovery efforts.
2. Command Staff is established by the Incident Commander to address key activities that are not a part of the line organization. If not otherwise assigned, the Incident Commander is responsible for these activities.
- a. Information Officer – develops accurate and complete information regarding the incident as a whole, such as cause, size, current situation, resources committed, etc. This person is usually the point of contact for media and other agencies needing information regarding the incident.
  - b. Liaison Officer – the point of contact for representatives from other agencies. Representatives of assisting agencies coordinate through the Liaison Officer and should have authority to speak on all matters on behalf of their agency.
3. Certain Command Staff positions are required for all incidents where an immediate danger to life exists such as a structure fire. These positions shall be filled as other MTF&EMS officers arrive on the scene and/or by the use of IMAT personnel.
- a. Accountability Officer – tracks the location of fire crews while operating in and around the hot zone on the emergency scene.
    - The Accountability Officer shall be positioned in the Command Post.
    - Shall assist the Incident Commander with monitoring radio traffic.
  - b. Safety Officer – responsible for the assessment of hazardous and unsafe conditions and the development of measures to assure overall incident safety.
  - c. Geographic Officer – assigned to monitor a specific division of an incident as deemed necessary by the Incident Commander.



## Miami Township Fire and EMS Operating Procedures

**TITLE:**

INCIDENT COMMAND OPERATING PROCEDURE

#301

- This position shall be assigned as a division, such as the “Side Charlie Division,” “Division 2”, etc.

### **K. Incident Management Assistance Team (IMAT)**

1. MTF&EMS is a member of the Southwest Ohio Incident Management Assistance Team. When requested, the team provides qualified senior level officers capable of filling management roles within the command structure.
2. Activation of the team is will be automatically requested by certain type of incidents or by request of the Incident Commander through the Clermont County Communications Center.
3. An IMAT will automatically be dispatched to assist MTF&EMS on first alarm or greater alarms.
4. Team members function for the Incident Commander of the jurisdiction having authority.
5. It is preferable that the Operations Section be assigned to a MTF&EMS officer whenever possible.

### **L. Township Integrated Emergency Management Plan**

Major incidents that affect a large area of the Township or result in complex operations are managed in accordance with the *Miami Township Integrated Emergency Management Plan*. The Plan will be activated by the Incident Commander as deemed necessary and proper within Procedures of the *Township Integrated Emergency Management Plan*.

### **M. Clermont County Emergency Operations Plan**

1. The Township may request activation of the Clermont County Emergency Operations Plan (EOP) and Emergency Operations Center (EOC) as deemed appropriate and necessary.
2. A request for activation of the County EOP must be made through the Clermont County EMA via the Communications Center and is usually made by a member of the Township EOC staff.
3. During major emergency situations, the Incident Commander may initiate such a request prior to the EOC staff assembling.