

Incident Management Guidelines

Establish Command

- 1 Announce command, name it, and give size-up:**
(Example: "Engine 6 arrived, 2-story, wood frame house with fire and smoke from the Bravo-Charlie corner, E-6 will be Command...next in take fire attack)
- 2 Establish good command post location.
- 3 Establish incident priorities and mode of operation
(**Offensive, Life Safety**; **Defensive, stabilization**; etc.).
- 4 **Make assignments and give company objectives.**

Priorities

- 1 Life Safety**
- 2 Incident Stabilization**
- 3 Property Conservation**

Incident Action Plan

- 1 Determine strategic goals.**
- 2 Identify tactical objectives needed to accomplish goals.
- 3 Assign resources to complete tactics.
 - Assign specific tactic to crew, or;
 - Inform crew of goal and let officer determine tactic
- 4 Review effectiveness of plan.
- 5 Modify as needed.

Develop Organizational Structure

- 1 Establish functional and geographical Task Assignments (Strike Team, Task Force, Single Resource).
- 2 Organize task assignments into management functions as needed (**Groups**, **Divisions**, **Sectors**, **Branches**).
- 3 Establish Branch level to handle functional or geographical responsibility for major segments of incident management.
- 4 Establish Operations Section if needed.
- 5 Establish general staff positions as needed (Page 33).
- 6 Assign Liaison Officer, Public Info Officer, Safety Officer.
- 7 Control staging with Staging Officer.

NOTE: When assigning personnel, always give them their objectives, who they report to, who reports to them, and their radio frequency.

Basic Assignment Examples For ICS

Fire

- Fire Attack
- Search / Rescue Team
- Evacuation
- Rapid Intervention Team
- Safety
- Ventilation
- Water Supply
- Exposure (Alpha, Bravo, Charlie, Delta)
- Division or Sector (A, B, C, D —Sides of structure)
- Division (1, 2, 3, etc.... floors of building)
- Overhaul
- Recon

Medical

- Medical Branch Director
- Triage
- Treatment
- Transportation
- Communication
- Extrication
- Medical Staging
- Supply
- Landing Zone (LZ)
- Recon

HazMat

- Recon
- Safety
- Hot, Warm, Cold Zone
- Entry Team
- Back-up Team
- Evacuation
- Decon
- Containment
- Technical Assistance

Safety Officer

- **Establish contact with Incident Commander.**
- **Monitor Mayday Channel.**
- Determine best location(s) for safety observation.
- Contact Operations Chief if established.
- Wear appropriate identification (vest, helmet, etc.).
- **Identify hazardous situations associated with the emergency.**
- Assess apparatus placement (collapse, wires, etc.).
- Establish appropriate incident boundaries, perimeters.
- **Verify personnel are using appropriate safety equipment.**
- Assess condition of building (Construction, collapse potential).
- Look for signs of crew fatigue.
- **IMMEDIATELY STOP any unsafe actions.**
- Notify Incident Command if operations are stopped.
- Check building utilities for operation and potential danger.
- Determine need for specialists (HazMat, Technical Rescue).

Rehab Unit Leader

- 1 Consult with Operations or IC for location of Rehab.**
- 2 Establish Rehab area, consider the following:**
 - a** Sufficient room for dropping off personnel
 - b** Sheltered locations for sun or rain conditions
 - c** Availability of water for drinking, misters, etc.
 - d** Lighting for night operations
 - e** Toilet facilities

- 3 Monitor personnel entering rehab area, look for:**
 - a Signs of extreme exhaustion
 - b Signs / symptoms of heat illnesses
 - c Amount of clothing worn by personnel
 - d Other signs or symptoms that need medical evaluation
- 4 Provide medical assessment for personnel entering and leaving.**
- 5 Ensure that personnel have adequate and appropriate fluid for drinking.**
 - Water is usually the best for rehydration
 - Consider “sport” drinks
 - Avoid pure fruit juices that may cause intestinal discomfort
- 6 Provide high energy foods if necessary.**
- 7 Provide emergency medical treatment areas nearby.**
- 8 Consider standby of Paramedic and transport units.**

Staging Area Manager

- 1 Obtain briefing** from Operations Chief or Incident Commander.
- 2 Determine best organizational layout** for staging area.
- 3 Obtain any needed support functions** through Logistics, if staffed.
- 4 Check in all unassigned resources** (staff, equipment, teams).
- 5 Maintain check-out and check-in list.**
- 6 Request maintenance and fuel** if needed.
- 7 Respond immediately to requests for resources.**
- 8 Report resource depletion and resource status to Planning Chief or staff.**
- 9 Log all equipment checked out of staging area.**

Strike Team / Task Force Leader

Strike Team: 5 of the same resource (Eng, etc.) with Leader

Task Force: 2 – 5 resources of differing types with Leader

- **Receive full briefing from Division or Group Supervisor.**
- Verify objectives with supervisor.
- Establish appropriate communications (name, channel, etc.).
- Review assignment with Strike Team / Task Force crew.
- Provide direction to working location and perimeters.
- **Maintain contact with crew — know their location.**
- **Observe changes in conditions that could endanger crew.**
- Monitor work progress.

Report the Following Information to the Supervisor

(establish reporting times for all but emergent info)

- Need for additional resources, status of crew
- Change in tactics or location
- **Any emergent change in conditions**
- **Progress toward assigned objectives**

Logistics Chief

- 1 **Identify personnel requirements for operations.**
- 2 **Identify immediate equipment needs.**
- 3 Coordinate and process requests for resources.
- 4 Ensure effective communications for the incident.
- 5 **Estimate future service & support requirements for incident.**
- 6 Participate in the preparation of Incident Action Plan.
- 7 Establish the following units as needed:

Service Branch Director

- a Communications Unit

- b** Medical Unit (For scene personnel)
- c** Food Unit
- d** Welfare Unit
- e** Rehab Unit

Support Branch Director

- a** Supply Unit
- b** Facilities Unit
- c** Ground Support Unit

Planning Chief

- 1 Organize and track resources.**
- 2** Compile summary information regarding incident status.
- 3 Develop alternate strategies.**
- 4** Provide predictions on incident potential; develop contingencies.
- 5** Supervise preparation of Incident Action Plan.
- 6 Identify and utilize technical advisors and / or teams.**
- 7** Ensure the IAP is constructed, copied, and disseminated to all incident personnel.
- 8** Plan for resource needs as tactics change.
- 9** Prepare recommendations for releasing resources.

If Needed, Establish the Following

- **Situation Status (SITSTAT) Unit**
- **Resources Status (RESTAT) Unit**
- **Documentation Unit**
- **Demobilization Unit**
- **Technical Unit**

Public Information Officer

PIO Officer

- 1 Receive order to perform PIO functions.
- 2 **Receive status report from Incident Command.**
- 3 Determine other agencies involved.
- 4 **Station yourself in a visible, accessible location.**
- 5 **Establish any restrictions for media access.**
- 6 Continually gather and evaluate information for release.
- 7 Respond to special requests (tours, interviews, etc.).
- 8 **Always be courteous and professional.**

General Media Rules

- **Be totally honest at all times.**
- **Establish rules for access early, enforce them strictly.**
- Treat all reporters equally, provide them with the same information and access.
- **Never release names of dead or injured until positive ID and next-of-kin notification have been made.**
- Work closely with police and fire marshal when releasing information on suspicious fires.
- Release confirmed, verifiable facts. **Do not speculate!**
- **Consider future litigation when releasing information.**
- Deal only with your department's involvement.
- **If unable to comment, explain why. "No comment" implies you are hiding something.**
- If you don't know, give referrals or get back to reporter.
- Avoid EMS or fire jargon.