

Alton Fire & Rescue Department Standard Operating Guidelines (SOG)

SOG 1.2.1 Incident Command System (Reference SOP 1.2.1)

PURPOSE: To effectively manage personnel and equipment resources and to provide for the safety and welfare of the public and Department members.

SCOPE: All Department members, all incidents.

SPECIFICS:
The Incident Command System (ICS) shall be used for all incidents following the National Incident Management System (NIMS, March 4, 2004) guidelines. Each incident shall be managed by the first arriving ranking member until that responsibility is delegated to a more qualified person.

DATE: Approved July 22, 2007; Revision Approved November 3, 2008

Alton Fire & Rescue Department

Standard Operating Procedures (SOP)

SOP 1.2.1 Incident Command System

PURPOSE: To provide guidelines for the implementation of the Incident Command System.

SCOPE: All incidents, all department members

SPECIFICS:

First unit and or officer on scene shall become Incident Commander (IC) take command and manage incident until relieved by senior ranking member, if necessary.

Transfer of command shall be face to face and acknowledged by Fire Dispatch.

Transfer of command shall include the communication of the following Information:

- a. The status of current situation
- b. Resources Committed to incident and responding
- c. Current incident organizational structure
- d. Assessment of the current effect of tactical operations

Command shall expand as needed while maintaining a span of control not to exceed 5-7.

Incident command shall assign and delegate responsibilities as needed. Any responsibilities not assigned by command remain responsibility of command.

The Incident Commander (IC) shall develop an Incident Action Plan (IAP). Depending on incident complexity this plan may be oral or written.

Guidelines:

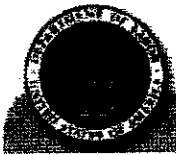
INCIDENT ACTION PLAN:

1. What do we want to do.
2. Who is responsible for doing it.
3. How do we communicate with other.
4. What is the procedure if someone is injured.

The incident action plan (IAP) needs to be communicated to all those managing the incident.

Command shall establish accountability at all incidents.

DATE: Approved November 3, 2008



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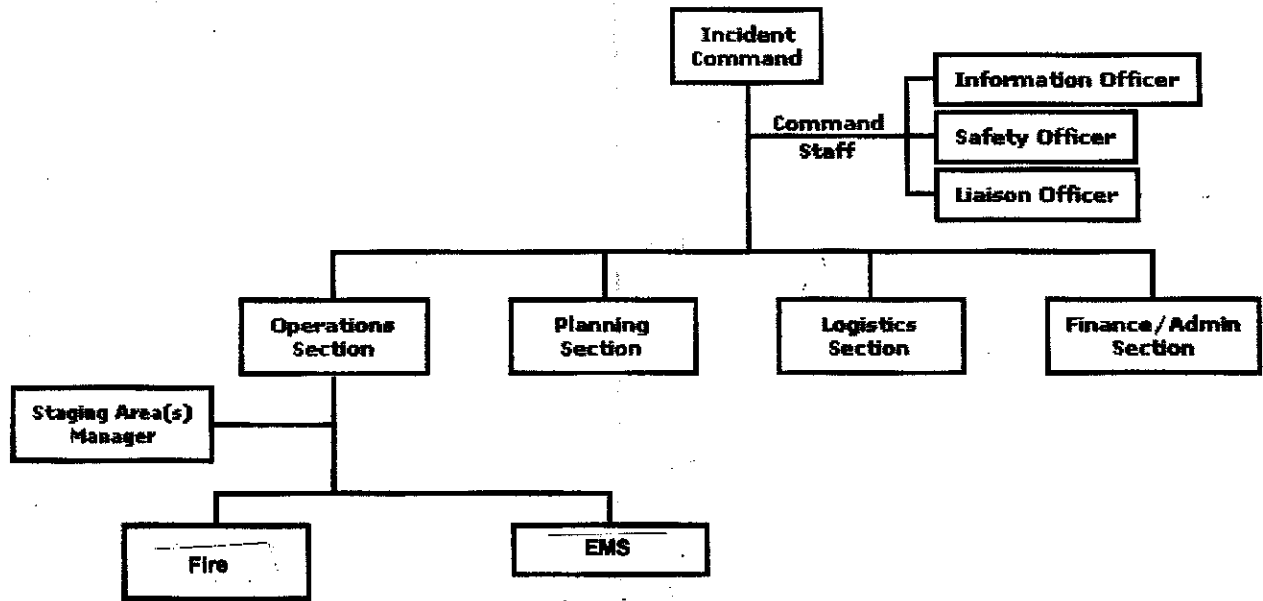
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Emergency
Response

INCIDENT COMMAND SYSTEM (ICS)



National Response
Concept of Response



ICS Unit
Guide



ICS Position
Task Book



ICS Forms

FIRE DEPARTMENT OFFICERS CHECK LIST MAJOR FIRE OR INCIDENT

Dispatch personnel & mutual aid needed.

Establish on-site Command Post.

Activate Accountability System

Assign Personnel & Equipment Staging Areas & Staging Area Managers.

Coordinate with:

- Mutual Aid Departments
- Emergency Medical Services
- Law Enforcement
- Wildland Fire Command

Assess Immediate Needs.

- Structural Protection
- Evacuation

Assignment of Resources.

Establish Rehab. Area (may be with Staging)

HAZARDOUS MATERIALS

Assess Scene

Control perimeter, evacuate as needed

Call Dispatch if HazMat Team is needed.

STAGING NEEDS

Staging Area Managers

Radio communications

Large area for parking

Activate Accountability

Access to phones

Toilet facilities

Water availability

Secure access

Rest and rehabilitation for crews

Accessibility to incident

MUTUAL AID DEPARTMENTS AVAILABLE

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Staging Area Manager - General

The **Staging Area Manager** - is responsible for managing all activities within a Staging Area.

Staging Area Manager - Specific Responsibilities

The major responsibilities of the Staging Area Manager are:

- Review Common Responsibilities
- Proceed to Staging Area.
- Establish Staging Area layout.
- Determine any support needs for equipment, feeding, sanitation and security.
- Establish check-in function as appropriate.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at Staging Area as appropriate.
- Respond to request for resource assignments. (Note: This may be direct from the Operations Section Chief (OPS) or via the Incident Communications Center.)
- Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- Determine required resource levels from the OPS.
- Advise the OPS when reserve levels reach minimums.
- Maintain and provide status to Resource Unit of all resources in Staging Area.
- Maintain Staging Area in orderly condition.
- Demobilize Staging Area in accordance with the Incident Demobilization Plan.
- Maintain Unit/Activity Log (ICS Form 214, 5 KB PDF).