

<p style="text-align: center;">DAVIE COUNTY, NC FIRE MARSHAL'S OFFICE STANDARD OPERATING GUIDELINES</p>	REVISION DATE 6/5/2018
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1. ESTABLISHING COMMAND WITH FIRST ARRIVING UNITS

1.1.1. The first arriving unit will:

- Acknowledge arrival on scene by radio.
- Provide a brief description of conditions observed.

For Example: Squad 81 on scene, multi-story residential occupancy, nothing showing, evacuation in progress. Squad 81 will pass command and go in to investigate.

For Example: Squad 82 arriving, single vehicle accident, multiple injuries, extrication required.

- Confirm assumption or passing of COMMAND.

1.1.2. The first arriving officer must elect an appropriate commitment for the company(s) as follows:

1.1.2.1. **Nothing Showing Mode:** The officer assumes or passes COMMAND and may go with his crew to investigate while using a portable radio to exercise COMMAND.

1.1.2.2. **Quick Attack Mode:** The officer assumes COMMAND and may accompany his crew to make a direct attack utilizing a portable radio to either (1) continue COMMAND or (2) pass COMMAND to an incoming officer.

1.1.2.2.1. If the pass option is elected, ensure COMMAND is passed to another officer who is prepared to receive it and will be on scene in a timely manner.

1.1.2.3. **Command Mode:** The first arriving officer recognizes a working situation which requires formal COMMAND from the outset.

- ☛ The officer establishes a fixed command post and begins to exercise the responsibilities of COMMAND immediately.

LATER ARRIVING OFFICERS: If you can't improve COMMAND, don't assume COMMAND!

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2. INCIDENT COMMAND SYSTEM (GENERAL)

- 2.1. This Incident Command System (ICS) is intended to meet the requirements of NFPA 1561, Standard on Fire Department Incident Command Systems and NFPA 1500, standard on Fire Department Occupational Safety and Health Program, and OSHA 29 CFR 1910.120 (q)(3).
- 2.2. The basis of this ICS shall be utilized at every incident, regardless of size or complexity. While every incident will not require a full command staff, every incident requires a commander who follows a system of management.
- 2.3. A command post, designated as "**Location of Incident** Command" shall be set up at every incident and any other alarm of a magnitude that requires a command post. The location should be away from the immediate area of the incident and also in a location that exposes the personnel in the command post to the least threat of any danger. But at the same point, should provide a good vantage point of the incident if possible. Particularly on smaller incidents such as private dwelling fires, where if possible the IC should attempt to maintain a view of two sides of the building. On large scale incidents, the ICP may be remote to better serve the large scale incident, in which case technology such as FaceTime, Smart Phones and Go Pro type camera systems can be employed to provide video feeds back to the ICP.
- 2.4. It is recognized that certain large scale incidents shall involve many different agencies. It shall be the responsibility of the Incident Commander (IC) to meet with other agencies that will be involved with incidents and coordinate elements of the ICS. Whenever incidents involve other agencies, it shall be the responsibility of the IC to assign liaisons to coordinate activities between agencies.
- 2.5. Only the I.C.(s) and designee(s) should be at the command post.
- 2.6. Other agency heads should be directed to report to the incident liaison officer immediately on their arrival.
- 2.7. Only Officers or their designee shall communicate with command and Davie County 911.
- 2.8. The training program shall address the ICS on an annual basis at least, and whenever problems with the ICS are evident. Department Officers, or any one who may be required to serve in a supervisory role on the fire ground, shall attend an Incident Command System course. The training committee will post announcements when such

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courses are offered in the area.

- 2.9. The ICS shall consist of a series of supervisory levels. For example there is an overall Incident Commander, a command staff, and an operations level at most major incidents.
- 2.10. The ICS is modular in that it can be structured to match the complexity of the incident.
- 2.11. The IC shall determine the size of the command structure at each particular incident.
- 2.12. The span of control shall be between 3 and 7 (companies or personnel). Generally, when a supervisor is in direct command of less than three persons or companies, command can be passed to a higher authority. Likewise, when a supervisor is in direct command of more than seven persons or companies, some responsibility should be delegated.
- 2.13. Progress reports should be made to the appropriate Officer, periodically. This Officer will then relay pertinent reports back to the command post.
- 2.14. During incidents of structural fires, and multiple and major operations, all personnel shall report to the manpower staging area and await assignment.
- 2.15. When manpower at the staging area falls to a minimal number, the Staging Branch Supervisor shall alert the I.C. as to the remaining manpower levels.
- 2.16. The location of the staging area should be announced by the I.C. All accountability procedures will be per DCFMO Accountability Procedures.
- 2.17. No personnel, other than DCFMO personnel, and mutual aid requested personnel, should be permitted to operate at any incident unless they have first been approved by the I.C. They will then be assigned to operate with a specific DCFMO Firefighter or under the direction of a Mutual Aid Officer. At the conclusion of the alarm their name should be recorded on the run sheet under "Assisting Personnel".

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3. INCIDENT COMMANDER (IC)

- 3.1. The first arriving officer or senior member of any Davie County Fire Agency shall assume command of the incident. As higher ranking members and officers arrive, command of the incident shall be transferred to the highest ranking member. If no officer is present at the scene, the highest ranking member (based on the combination of past command experience, and level of training and certification) may choose to transfer command to an officer from a mutual aid fire department or the DCFMO. If this occurs, then the ranking member shall offer to remain at the command post as a member of the command staff.
- 3.2. The passing of COMMAND should be done “face to face”, when practical and announced over the radio.
- 3.3. This assumption of command shall occur at every incident.
- 3.4. The duties and responsibilities of the IC are:
 - Overall responsibility for coordination/direction of activities.
 - Overall responsibility for the safety and health of everyone on the fire ground.
 - Establish command structure that meets the needs of the incident and expand command structure as needed.
 - Summon and assign adequate resources.
 - Evaluate progress and change strategy as needed.
 - Make assignments and provide direction.
 - Assign supervisory duties to create an organization and delegate authority with assignments.
 - Use standard terminology and pre-defined job descriptions.
 - Determine the overall strategy and communicate it to all supervisors.

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3.5. The IC shall, at all incidents, implement risk management practices based on the following principles:

- ❖ Risk a lot to save a lot: Activity that presents a significant risk to the safety of personnel shall be limited to situations where there is the potential to save a life.
- ❖ Risk a little to save a little: Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of personnel, and actions shall be taken to reduce or avoid these risks.
- ❖ Risk nothing to save nothing: No risk to safety of personnel shall be acceptable where there is no possibility to save lives or property.

4. PLANNING FUNCTION WITHIN ICS

- 4.1. The Planning function refers to the management of information on the incident scene.
- 4.2. Not all incidents will require the establishment of a declared Planning Sector. At most incidents, the IC or Sector Officers will handle this function.
- 4.3. The Planning Sector is responsible for the collection of data about the incident. This could include any information which may be helpful in successfully mitigating the incident. For example, the Planning Branch Supervisor might secure information about upcoming weather changes which may affect the incident. Another example would be gathering information from the technical advisors such as an industrial safety engineer about a particular manufacturing process that is involved in the incident.
- 4.4. The IC shall make use of available technical advisors.

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5. LOGISTICS FUNCTION WITHIN ICS

- 5.1. The Logistics functions are those which provide equipment, services, material and other resources in support of the Incident Commander. Logistics personnel shall keep the IC informed through regular reports on the amount, condition and location of available resources.
- 5.2. An example of a position within the Logistics Sector is the Rehabilitation (Rehab) Officer.
- 5.3. The duties of the **Rehab Officer** include:
- ☞ Establish a rehabilitation area for fire fighters consisting of medical, nutritional, and rest areas.
 - ☞ Ensure that all fire fighters sent to the rehabilitation area are properly cycled through all necessary activities.
 - ☞ Arrange for medical transport for fire fighters who require more advanced medical treatment.
 - ☞ Inform the IC of any medical transports and/or any unusual medical problems encountered.

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6. OPERATIONS FUNCTIONS

6.1. The operations Functions are those tactical components directly involved with fire suppression, rescue and other activities within the primary mission of the fire service.

6.2. Examples of Operational Functions and their duties include:

6.2.1. Water Supply Officer

- ☞ Locate sources of water.
- ☞ Establish and maintain water supply for fire attack.
- ☞ Coordinate water shuttle operations.

6.2.2. Accounting / Manpower Staging Branch Supervisor

- ☞ Establish and coordinate manpower staging area.
- ☞ Track all fire fighters on the scene (See section entitled, “Personnel Accountability System”).
- ☞ Receive orders for assignments from IC and assemble work crews for the completion of assignments.
- ☞ Ensure that fire fighters are cycled through rest/rehab station.
- ☞ On all structural incidents a manpower staging area should be set up and controlled by an Officer or his designee.
- ☞ A manpower staging area is an area where manpower resources, S.C.B.A. equipment, hand tools, lights and other equipment, are assembled and await assignment at the incident. From this area, the above manpower and resources will be assigned to the incident by the I.C.

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6.2.3. **Sector/Branch Officers** (See section entitled, “Sectoring a Building”)

- ☞ Work toward the accomplishment of tactical objectives as established by the IC.
- ☞ Report progress/lack of progress at least every ten minutes or as needed.
- ☞ Recommend changes in strategy or tactics to the IC as needed.

6.2.4. **Apparatus Staging Branch Supervisor**

- ☞ Establish an apparatus staging area in accordance with “Apparatus Staging” section of this document.
- ☞ Receive orders for additional apparatus to the fire ground, and request that apparatus from Davie County 911.
- ☞ Dispatch apparatus from staging area to fire ground.

6.2.5. **EMS Branch Supervisor**

- ☞ The appropriate ambulance should be called to stand by at the scene of any working fire or other type incident, which the I.C. deems necessary.
- ☞ The first arriving EMS unit shall designate and advise command of their designated EMS Sector Officer.

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7. GENERAL RESPONSIBILITIES OF SUPERVISORY PERSONNEL

- 7.1. Supervisory personnel are responsible for the activity within their span of control and for the safety and health of all persons within their span of control.
- 7.2. Supervisors shall work toward the assigned objectives and make reports on progress/lack of progress at least every ten minutes, or as needed.
- 7.3. Supervisors shall communicate to the IC any necessary changes to strategy or tactics.
- 7.4. Supervisors shall have the authority and responsibility to take immediate actions to correct or eliminate safety and health hazards.
- 7.5. Supervisors shall receive directions from and provide progress reports to higher levels in the command structure.
- 7.6. Supervisors shall coordinate with equal level supervisors and provide direction to lower level personnel.
- 7.7. When receiving conflicting orders, supervisors shall inform the member passing the order that a conflict exists.
- 7.8. Supervisors shall discipline fire fighters only behind closed doors at the station after termination of the incident. No disciplinary action shall occur on the fire ground.

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8. APPARATUS STAGING

Apparatus Staging consists of three levels: 1, 2 and 3.

8.1.1. **Level 1:** Level 1 staging calls for responding apparatus to stop approximately 600' (two telephone poles) from the scene until an assignment is given. When a unit arrives at a suitable Level 1 staging location, the unit shall transmit its location and the apparatus officer shall report to the IC. (i.e. "158 Command, Squad 81 is staged at Farmington Rd & 158").

8.1.2. **Level 2:** Whenever a 2nd Alarm (or greater) is dispatched, a Level 2 staging area may be established by the IC. The Level 2 staging area shall be an area large enough to handle several units and close enough to the scene to allow for quick response. All units not needed immediately at the scene shall report to Level 2 staging. The IC shall assign an Apparatus Staging Officer (Staging). The first arriving mutual aid officer shall be designated "Staging Officer". Units arriving at Level 2 staging area shall report their arrival to the Staging Officer only.

8.1.3. **Level 3:** Large scale incidents, such as natural disasters, may require the establishment of a Level 3 staging area. Generally, a Level 3 staging area will be at a firehouse or large parking area. Level 3 staging allows for rapid deployment of apparatus to many different incident locations. (Not to be confused with a single department relocation).

8.1.4. *An apparatus staging area shall be established when deemed necessary by the I.C.*

- ☞ A minimum of two qualified personnel (driver included) shall stand by on each apparatus.
- ☞ This staging area should be located away from the incident scene, preferably at least 1/4 of a mile away, to facilitate moving the equipment; preferably at an intersection.
- ☞ At all incidents larger than a standard first alarm assignment:

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- All arriving units, other than the first alarm assignment, should report to a designated equipment staging area and await an assignment.
- The location of the staging area should be announced over the radio when the request is made for additional equipment.
- An Officer shall be assigned to control this staging area.
- When equipment levels fall to one remaining engine at the staging area, the I.C. of the incident should be notified.
- Apparatus drivers should not leave their vehicles while standing by in a staging area unless directed by an Officer.

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9. COMMAND POST OPERATIONS

9.1. A Command Post will be established whenever an incident will most likely involve the following:

- ☒ More than one department, and;
- ☒ A time frame of more than 30 minutes, and;
- ☒ Complex communications, and/or;
- ☒ Additional agencies are involved (i.e. Forestry, Air Care, etc.)

9.2. To establish a command post, the IC shall contact Davie County 911 and say: “Davie County 911 from “158 Command”, request a command channel”. Davie County 911 will then announce to all units:

9.2.1. “Attention all units responding to _____ address, **Address Location** Command has been established on Channel ____”. From this point on, the unit or officer who is operating the command post will use the radio designation “**Address Location** Command”.

9.2.2. The person who is actually operating the command post is not necessarily the IC. The IC will continue to make all the decisions and issue orders, and the command post will only relay information.

9.2.3. If the IC determines the need for additional apparatus, notification of utility companies, government officials, emergency management personnel, CHEMTREC, or other personnel or information, the command post will make the request through Davie County 911. Do not attempt to make these notifications directly. This policy will reduce confusion and duplication of calls. Remember that all calls through Davie County 911 are taped.

9.2.4. The command post operator will maintain log of the incident to include all pertinent orders, requests for equipment and information, and all other important facts pertaining to the incident. Times should be recorded with each entry.

9.2.5. For large, complex or lengthy incidents consideration should be given to identifying the command post with an orange flag, green flashing/rotating/strobe light, or other highly visible object.