

Galveston Fire Department Standard Operating Procedure 1300.01 Incident Management

Fire Chief _____

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Incident Management

The purpose of this standard operating procedure is to create a uniformed approach to managing all incidents. It will be the responsibility of the first arriving officer or acting officer to announce the establishment of command at any incident to which multiple units are responding. All Galveston Fire Department personnel have been trained in the National Incident Management System (NIMS) model and all personnel shall follow the NIMS model.

Upon arrival of the first arriving fire unit at **any Multi-Unit incident**, a radio size up report will be performed and **announce the establishment of command**. The report should include;

Number of levels (1, 2, 3 story)

Type occupancy (Residential/Commercial)

Any signs of smoke or fire

Division from which the smoke/fire is visible (A, B, C, D/1st floor, 2nd floor)

Actions to be taken immediately (Fast attack/Investigation)

Designation/Location of Command (Engine 1 is Church st. command)

(Ex. Engine 1 on location, 2 story residential, smoke showing from the 1st floor Division C "Charlie", Engine 1 will be deploying a pre-connect for primary search and fire control. Engine 1 will be Church street command.)

Battalion Chiefs shall establish Command at their vehicle and remain at the Command Post until the incident is declared "under control".

For incidents other than fires, the size up should include pertinent information that will best describe the incident scene.

(Ex. Engine 4 on location, 3-vehicle accident with apparent entrapment, multiple patients, and a significant fluid spill. Engine 4 will be Stewart Road Command.)

(When the initial Incident commander is an Engine or Ladder Company officer, he/she will have the option of assuming command and being involved in the initial incident operation until the next arriving unit is on scene or taking a stationary position outside the IDLH atmosphere and away from the operation).

For incidents involving structures, it will be a standard practice to divide the incident into 4 divisions. The primary street side of the structure will be designated as Division "A". Working clockwise from Division A, each of the remaining sides will be designated Division B, C and D. For structures behind structures or accessible via alleys, the A Side will be the address side of the structure.

Units arriving after the initial unit shall stage until given an assignment by Command. Chief officers and the Safety Officer will be allowed to report directly to the scene in order to reinforce the command structure. The arrival of an officer, who is of a higher rank than the initial incident commander, does not automatically assume command. A transfer of command needs to take place between the IC and the ranking officer. The command transfer needs to either be a face-to-face transfer or a direct radio report from command to the officer taking command.

The transfer of command will require a "CAN report". CAN is the acronym for Conditions, Actions and Needs and will provide the new incident commander the information needed to refine the Incident action plan and deploy additional units as needed. The new IC shall announce the command transfer and identify them selves as command.

As an incident escalates so should the command structure. A standard incident will have an incident commander, Safety Officer and all the necessary Division officers. It will be up to the IC to establish additional command staff based on the incident. Positions that should be filled as an incident escalates include but not limited to;

Division Officers – Chief officers or Captains who will be responsible for operations in their respective division. (Ex. Division C)

Senior Advisor – Usually a member of the Administration may assist (in an advisor role), IC and Safety with overall incident management. May also serve as PIO for the incident.

Operations – Could be another Battalion Chief or Capt. Will become the person in charge of the tactical part of the operation while the IC focuses on the overall incident.

Logistics – Should be a Captain if possible. Will be responsible for staging of resources, determination of additional resources needed, and will coordinate the rotation of companies through rehab and staging before they return to operations or are released from the scene.

Additional positions may be needed based on the magnitude of the incident; these positions will be at the discretion of the incident commander.