



SHARED RESOURCE PROCEDURES

Procedure: Incident Command System (ICS) (SCFPD C-5)

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Purpose: To establish a standard operating guideline to implement the Incident Command System. This procedure shall apply to all participating Fire Agencies.

A) Philosophy and Implementation of the Incident Command System

- 1) Terminology
 - a) ICS- Incident Command System
 - b) IAP-Incident Action Plan
 - c) IC- Incident Commander
 - d) NIMS- National Incident Management System
 - e) CP- Command Post
- 2) The use of the ICS is the standard for incident management when deploying resources at emergency incidents. This ensures personnel accountability and safety. All agencies shall follow Firescope and use the Field Operations Guide for reference.
- 3) The System provides acceptable principles for effective command and control while operating at any all-risk incident.
- 4) The ICS model developed and recognized by Fire Scope and NIMS shall be the system utilized for the management of incidents under the authority of the agencies participating in drop boundaries.
- 5) The size and complexity of an incident will dictate the size and development of the ICS structure. ICS shall meet the incident objectives and maintain span of control of resources.
- 6) A simple to complex command and control philosophy shall be used for the development of the ICS structure.

- 7) ICS shall be used to support the identified objectives and priorities by the IC. The IC is responsible for the implementation of the strategy and tactics, support the incident objectives, and develop an appropriate organization to ensure the success and safety of personnel assigned to the incident.
 - a) Examples of incident objectives and priorities
 - Life Safety
 - Incident Stabilization
 - Property Conservation

- 8) The Philosophy of "bottom-up" incident management shall be utilized under the ICS. This philosophy is based upon developing a command and control organization that is consistent with the growth and complexity of incident needs.
 - a) Company Officers shall follow the "Arrival Report" procedure and assume command of an incident until command is transferred.
 - b) This philosophy generally does not assign company officers command roles early in the incidents or for extended periods of time. Examples of command roles: Divisions, Groups, and Branches.
 - c) The intent of this philosophy is for chief officers or single resource officers to assume command roles. The foundation of this philosophy is that company officers will remain in command of their company.

- 9) When units are assigned a task, they are to remain their unit identifier and be identified by that identifier and not the task.
 - a) Examples of tasks: Fire Attack, Ventilation, Search, Water Supply, etc.

- 10) The IC should consider utilizing divisions and or groups when multiple companies are performing similar tasks for an extended period of time, or the span of control becomes strained. These assignments should be assigned to chief officers or single resource officers when available and appropriate.
 - a) If a company officer is assigned a command role, the IC should make every effort to replace the company officer with chief officer or a single resource officer. The goal is for the company officer to command his/her company.

- 11) The ICS allows for the implementation of a "top-down" philosophy for non-fire based incidents. Examples would include Hazmat, MCI, Technical Rescue, etc. where company officers assume command roles early based on the complexity of the incident.

B) Responsibilities and Functions of Command

1) Incident Commander

- a) The IC is responsible for announcing and maintaining an effective operational position, command post for the incident.
- b) The IC should rapidly evaluate the situation by performing a sizeup and is responsible for the development and implementation of the IAP.
- c) The IAP shall be consistent with identified incident priorities and standard operating procedures.
- d) The IC should initiate, maintain, and control the communication process.
- e) The IC should develop an effective incident organization based on the complexity of the incident in order to maintain effective span of control, assign responsibility, and provide unity of command.
- f) The IC should review, evaluate, and revise the IAP as needed.

2) Incident Action Plan

- a) Outlines incident priorities, strategies, and general tactics to achieve the goals and objective identified by the IC.
- b) Can be either verbal or written by the IC depending on the complexity of the incident.
- c) Components of the IAP
 - Incident Priorities
 - Strategy
 - Tactical Objective
 - Organizational Chart
 - Assignment list with specific tasks
 - Resource status
 - Communication Plan
 - Logistical Support needs
 - Incident Map
 - Accountability
 - Safety

3) Management Cycle

- a) Used by the IC to achieve desired results.
- b) Components of Management Cycle
 - Plan-Size up, establish control objective, establish ICP, and communicate
 - Organize- ICS organization to meet objectives, establish branches, divisions, groups, staging etc.
 - Consider Sit/Restat and PIO for communications
 - Staff- Request resources to staff organization, assign resources, and strategic reserve.
 - Direct- Make and communicate assignments
 - Control- Establish control points

- Evaluate- Assess progress and expectations, adjust objectives as needed.

C) Responsibilities and Functions of the Operations Section

- 1) The Operations Section Chief is a component of the General Staff and is activated by the IC based on incident complexity and needs.
 - a) The OPS section chief is responsible for the management of all operations directly applicable to the primary mission.
 - b) The OPS section chief activates and supervises the elements in accordance with the IAP and directs its execution and reports information about special activities, events, and occurrences to the IC.
- 2) Branch Director:
 - a) Works under the Operations Section Chief and is responsible for the implementation of the portion of the IAP appropriate to the branches.
 - b) The Branch Director should obtain a briefing from the OPS section chief and assign specific work tasks to division and group supervisors in accordance to the IAP.
 - c) The Branch Director shall be identified as a numeric or function
 - ex: Branch 2 or EMS Branch
- 3) Division/Group Supervisor
 - a) The Division or Group Supervisor reports to the IC, OPS section chief, or Branch Director when activated.
 - b) The supervisor shall obtain a briefing and is responsible for the implementation of the assigned resources and portion of the IAP.
 - c) The supervisor should review division/group assignments, incident activities with subordinates and coordinated with adjacent divisions.
 - d) The supervisor should report the progress of control objectives and the status of the resources within the division/group.
 - e) The divisions will be alpha/numeric and groups will be functional.
 - f) The acronym SPORT can be used when assigning a division/group and giving clear objectives:
 - S- Situation Awareness
 - P- Priorities
 - O- Objectives
 - R- Resources
 - T- Territory

D) Responsibilities and Functions of the Planning Section

- 1) The Planning Section Chief is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident status of resources.

- 2) Information needed to be successful as a Plan Section Chief
 - a) Understand the current situation
 - b) Predict probable course of incident events
 - c) Prepare alternative strategies and control operations for the incident.

- 3) Duties of Plans Section Chief
 - a) Review common responsibilities
 - b) Collect and process situation information about the incident
 - c) Supervise preparation of the IAP
 - d) Provide input to the IC and Ops Section Chief in preparing the IAP
 - e) Establish information requirements and reporting schedules for Planning Section Units
 - f) Determine need for any specialized resources
 - g) Assemble information on alternative strategies
 - h) Provided periodic predictions on incident status
 - i) Report any significant changes in incident status
 - j) Compile and display incident status information
 - k) Oversee the Demobilization plan
 - l) Incorporate plans (ex: Traffic, Medical, etc.) into the IAP

E) Responsibilities and Functions of Logistics Section

- 1) Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident. The LSX participates in the development and implementation of the IAP, activates and supervises assigned Branches/Units and is responsible for the safety and welfare of personnel.
- 2) For further detail on the responsibilities and functions refer to the Firescope Field Operations Guide.

F) Responsibilities and Functions of the Finance Section

- 1) The Finance Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Section.
- 2) For further detail on the responsibilities and functions refer to the Firescope Field Operations Guide.

Approved by: 

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Michael Wapnowski, Acting Chief