

A103	Spicewood Fire Rescue Standard Operating Policies & Procedures	
Effective Date	Title	To
June 1 st , 2020	Incident Command System	All members

1) **Purpose**

To establish procedures to be used to satisfy Command and Control needs of an incident.

2) **Policy**

BCESD9 Spicewood Fire Rescue will use the Incident Command System (ICS) for emergency management at all incidents. Chief officers, officers and firefighters should study and practice this system.

All response assets are organized into **five functional areas**: Command, Operations, Planning, Logistics, and Administration/Finance. **The Incident Commander remains responsible for each unless they are assigned to another responder.**

3) **Procedure**

I COMMAND

1. Command should be assumed by the first arriving officer. Command may be passed to a higher ranking or more qualified member.
2. A Command Post should be established, and the location announced as soon as practical. The CP should remain in that location, if possible, for the duration of the incident. In most cases, the Command Post will be near the main access to the site or at the front of the structure but should be established within a safe distance of the incident.
3. The Command Post should have a view of the operations at hand, if possible, and should have good radio contact with dispatch and on scene units. The officer in charge should use “(Location – i.e. street name) Incident Command (IC)” as a radio ID instead of their unit number (for example “Turtle Creek IC”). All incident communications, whether to or from dispatch, should pass through the Command Post.
4. After an initial 360 review, the IC should remain at the Command Post.
5. The three additional Command functions of **Public Information Officer, Safety Officer & Liaison Officer** are retained by the IC unless delegated to another member.

II OPERATIONS

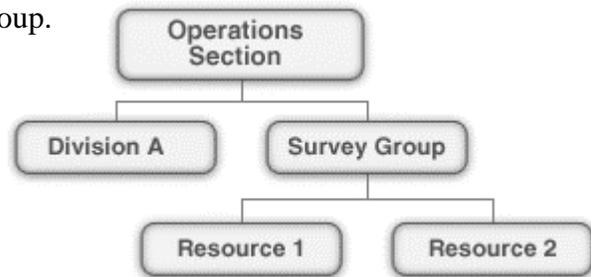
The Operations officer executes strategies and tactics to achieve the response goal set by the IC. At most events, the IC and Operations officer are the same person.

Divisions and Groups are used by the IC to delegate duties and reduce span of control.

1. Divisions are used to divide the incident geographically and are led by a Division Supervisor.
 - 1.1. Divisions are titled A, B, C and D, running in clockwise fashion. Alpha, Bravo, Charlie and Delta are also applicable titles.
 - 1.2. The street address side or where the Command Post is established should be designated as Division A.

For example, if the command post is in the front yard, Division C is the back yard.
2. Groups are used to describe functional areas of operation and are led by a Group Leader.

For example, the IC may form a survey group.



Staging

1. The IC may establish the location of the staging area and will announce this location to dispatch. Staging may include apparatus, manpower or any other resources held ready for assignment near the incident scene.
2. The IC should assign a member to coordinate a staging and/or manpower pool.

The staging officer should keep the Command Post informed of available resources. Companies should consider potential staging areas when pre-planning major occupancies.

The manpower pool will be used to assign incoming firefighters to teams, and to stage teams coming back from rehab, or reassignment.

III LOGISTICS

EMS and Rehab

- IC may assign a Rehab officer who will setup rehab and coordinate with EMS.
- The Command Post must be aware of location and nature of EMS and rehab stations.
- The Rehab/EMS/Safety officer has the authority to remove personnel from work assignments due to prevailing medical condition(s).
- Every member of SFR should remember the importance of making sure that working firefighters have drinking water available.
- Each response restriction will be issued according to the situation. However, any firefighter who is transported to a hospital shall not respond for a minimum of 72 hours.

- This restriction will be reported to the firefighter's company officer.
- A doctor's release may be required on any injury.

Water Supply Officer

- IC may assign a Water Supply officer who will locate water sources and coordinates relay pumping or tanker refill.
- The Water Supply officer will design re-fill traffic patterns and address associated hazards.

IV PLANNING

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| <ul style="list-style-type: none"> • The Plans Officer assists the IC with strategy via maps, drawings. • The Plans Officer tracks resources and offers situational awareness to the IC. |
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14 FEATURES OF ICS

1. Common terminology: This allows diverse responders to work together across a wide variety of incident management functions and hazard scenarios.

2. Modular organization. As an incident complexity increases, the organization expands from the top down as functional responsibilities are delegated

3. Management by objectives: Establish specific, measurable objectives for various incident management functional activities and direct efforts to attain them.

4. Incident action planning: Incident Action Plans (IAPs) guide response activities,

5. Manageable span of control: Supervise, communicate, and manage all resources using ICS recommended span of control, which should be limited to **three to seven** immediate subordinates, with the optimum being **five**. The number may vary depending on the needs of the company and specifics of the incident.

6. Incident facilities & locations: Identify various external operational support facilities in the vicinity of an incident for assistance.

7. Comprehensive resource management: Maintain an accurate and up-to-date picture of resources.

8. Integrated communications: Develop, practice, and use an interoperable communications plan.

9. Establishment and transfer of command: If command is transferred during an incident response, a comprehensive briefing should capture essential information for continuing safe and effective operations.

10. Chain of command and unity of command: Clear responsible parties and reporting relationships, eliminates confusion caused by multiple, conflicting directives and authorities.

11. Unified command: Unified command allows agencies with different legal, geographic, and functional authorities to work together effectively without affecting individual agency authority, responsibility, or accountability.

12. Accountability: check-in/check-out, Incident Action Planning, unity of command, personal responsibility, span of control, and resource tracking.

13. Dispatch/deployment: Enforce a “response only when requested or dispatched” process.

14. Information and intelligence management: The incident management organization must establish a process for gathering, analyzing, assessing, sharing, and managing incident-related information and intelligence.

