



Northeast Fire Department Association

Operations

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Tactical Guidelines: Incident Management

Approved by: _____

NEFDA President

I. Purpose

Identify procedures of incident management that will be employed at all emergency incidents, and will provide for the effective management of personnel and resources, and for the safety and welfare of personnel.

II. Responsibilities

- A. Each officer or acting officer serving as incident commander has the responsibility to complete the following tactical priorities:
 - 1. Rescue – remove endangered occupants and treat the injured.
 - 2. Incident Control – stabilize the incident and provide for life safety.
 - 3. Property conservation – conserves property and prevents loss.
 - 4. Provide for the safety, accountability, and welfare of personnel. This priority needs to be ongoing throughout the incident.
 - 5. Call of “Benchmarks” – signals that advise command when one tactical priority is completed and the operation can move to the next priority.
- B. Each member of the department has the responsibility to read and understand the Incident Management SOP document and seek clarification when a procedure is not understood.
- C. Each member city has the responsibility to know and comply with the Northeast Fire Department Association Incident Management Plan (IMP).

III. Procedure

- A. Implementation of Command
 - 1. All emergency incidents, training drills and exercises will be conducted utilizing the IMP.

Incident Management

2. A single company incident (trash fires, single patient EMS incidents, etc.) will not require the verbal establishment of command.
3. The first officer of the department to arrive at the scene of a multiple apparatus response incident shall assume or pass command of the incident as indicated by the conditions found. If command is assumed, the initial commander shall remain in command until command is transferred or the incident is stabilized and terminated.
4. The first arriving officer will give an initial size up. The radio report will include:
 - a. Unit on scene and confirmation of correct address/location.
 - b. A brief description of the situation (i.e. building size, occupancy, structure fire, multi vehicle accident, etc.)
 - c. Brief description of action being taken.
 - d. Declaration of strategy (applies to structure fires)
 - e. Any obvious safety concerns.
 - f. Assume, identify and locate command; or pass command.
 - g. Request or release resources as required.
 - h. Assign tasks to arriving units task based upon incident priorities.

B. Transferring Command

1. The first fire department officer or acting officer will automatically assume command, unless his/her level of involvement in tactical operations necessitates passing command.
2. The first department officer arriving on the scene following the passing of command will assume command of the incident.
3. The first arriving Chief Officer may assume command of the incident following transfer of command procedure.
4. Assumption of Command is discretionary for Deputy Chiefs and the Fire Chief.
5. The following will regulate the actual transfer of command.
 - a. The officer assuming command will communicate by radio or preferably face-to-face.
 - b. The person being relieved will brief the officer assuming command indicating the following.
 1. Incident conditions
 2. Incident action plan
 3. Progress toward tactical objectives
 4. Safety considerations
 5. Assignment of operating companies and personnel.
 6. Need of additional resources.
 - c. The person being relieved of command should review the Tactical Worksheet with the Officer assuming command.
 - d. The person being relieved of command will be assigned to the best advantage of the Officer assuming command.

C. Expansion of Incident Structure

1. The IMP is modular in design. Only those components necessary for the effective management of the incident should be implemented.
2. The determination to expand the IMP will be made by command, and will be done when a determination is made that the initial response or reinforced response will be insufficient, this determination will be made by the incident commander at the scene.

Incident Management

3. The basic configuration of Command includes:
 - a. Incident Commander
 - b. Command Staff
 1. Liasons Officer
 2. Safety Officer
 3. Public Information Officer
 - c. General Staff
 1. Operations Section
 2. Planning Section
 3. Logistics Section
 4. Finance Section
 - d. Branches
 - e. Groups/Divisions
 - f. Task Force
 - g. Strike Teams
 - h. Single Resource

D. Unified Command

1. Unified Command is a team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.
2. A unified command structure is called for under the following conditions:
 - a. The incident is totally contained within a single jurisdiction, but more than one city department or government agency shares management responsibility due to the nature of the incident, or resources require. (i.e. airliner crash)
 - b. The incident is multi-jurisdictional in nature (i.e. major flood)

Communications

1. It is imperative that all members of the association utilize radio communications in compliance with the NEFDA communications policy during all emergency incidents.

F. Staging

1. Staging areas are locations designated within the area, which are used to temporarily locate resources, which are available for assignment.
2. Level I Staging is initial arriving attack teams going directly to the scene and take standard positions, assume command and begin operations. The remaining units stage about one block from the scene until ordered into action (or released) by the Incident Commander
3. Level II staging is used for large, complex, or lengthy operations. Additional resources are staged together in a specific location under a Staging Officer.
 - a. The Incident Commander should establish staging location with dispatch when a multiple alarm or additional resources are requested. The "Staging " designation is used only in Level II situations.

**IV.
NIMS**

1. All response personnel should have completed and be proficient in NIMS ICS 100 and 700.
2. All Officers (and acting Officers) should be proficient in NIMS ICS 100, 200 and 700.
3. All Officers that command multi-agency, multi-operational period incidents should be proficient in NIMS ICS 100, 200, 300, 400, 700 and 800.

Reference Documents

http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf