

## **SOG 4.00      IMS      (NFPA 1001)**

**The Incident Management System (IMS) or Incident Command System (ICS)** is designed to be applicable to incidents of all sizes and types. It applies to small, single unit incidents that may last a few minutes and to complex, large scale incidents involving several agencies and many mutual aid units that can last days or weeks. BTFD has specifically adopted the Incident Command System, and National Incident Management System.

IMS consists of several areas:

1. command
2. operations
3. planning
4. logistics
5. finance/administration

**Command** – the Incident Commander (IC) is responsible for all incident activities, including the development and implementation of a strategic plan. The IC will also serve as the Safety Officer unless/until he or she appoints an individual to that function.

**Operations** – the Operations officer reports to the IC and is responsible for managing all operations that directly affect the primary mission of eliminating the problem. He/she also directs the tactical operations to meet strategic goals.

**Planning** – is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident.

**Logistics** – is responsible for providing the facilities, services, and materials necessary to support the incident. There are two branches within logistics, the support branch and the service branch. The support branch includes medical, communications, and food services. The service branch includes supplies, facilities, and ground support (vehicle services).

**Finance** – tracks and documents costs.

### **Implementing the IMS procedure**

1. Initiated by first person on scene
2. Evaluate the situation
  - a. What has occurred?
  - b. What is the current status of the emergency?
  - c. Is anyone trapped or injured?
  - d. Can the emergency be handled by the resources on scene or en route?
  - e. Does the emergency fall within the scope of the individual's and the department's training and equipment?

## **Fire Ground Command Procedures**

The effective functioning of Fire Department units and personnel at operating incidents requires clear, decisive action on the part of the Incident Commander (IC). This procedure identifies the standard operating guidelines to be employed in establishing Command and operating a Command Post. It also fixes responsibilities for the command function and its associated duties on one individual at any time during the operation. The IC is responsible for the command function at all times. As the identity of the IC changes through transfers of command, this responsibility shifts with the title. The term Command or IC in this procedure refers jointly to both the person and the function.

Command procedures are designed to accomplish the following:

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, companies, and officers.
2. Ensure that strong, direct and visible command will be established as early as possible in the operation.
3. Establish an effective framework outlining the activities and responsibilities assigned to command.
4. Provide a system for the orderly transfer of Command to subsequent arriving officers.

Responsibilities assigned to Command include the following specific outcomes:

1. Remove endangered occupants and treat the injured.
2. Stop the fire where it is found.
3. conserve property after fire control is achieved.
4. Provide for the safety and survival of personnel.

## **Establishing Command**

The officer or senior firefighter of the first Fire Department unit to arrive on the scene of a multiple unit response should assume command and remain in command until relieved by a higher ranking officer or until the incident is terminated. The exception will be if the immediate, personal action of that person will favorably change the outcome of the incident, in which case they may pass command to the next arriving unit via radio. The second unit then must assume command and is not to pass it again.

## **Initial Report**

The person assuming IC will transmit a brief initial radio report including:

1. confirm assumption of command
2. give brief building description (size, occupancy, construction)
3. obvious fire conditions
4. action being taken (brief description)

### **Radio Designation**

The radio designation "Command" will be used for the person in command. To avoid possible confusion, it is desirable to preface that with the name/location of the incident, such as "Highway 24 command" or "Timber creek Command". This designation will apply to the position and function of command, and not to the individual in that position. This prevents confusion if command is transferred, and eliminates the need for dispatch and working units to remember the name or unit number of the person(s) in command throughout the incident.

### **Work Sheets**

All fire ground commanders should have available the tactical worksheets provided to outline and record assignments and to assist in the transfer of command.

### **Command Responsibilities**

Command is responsible for the following tasks as required by the circumstances of the situation within his/her judgment.

Initial responsibility:

1. Assume an effective command position
2. Transmit a brief initial radio report
3. Rapidly evaluate (size-up) the situation
4. Assign units as required consistent with level I staging.
5. Provide continuing overall command and progress reports within the framework of the Department's fire ground procedures until relieved by a ranking officer
6. Assign sectors in the form of operational divisions and groups.
7. Review and evaluate attack efforts and revise the plan of attack as needed.
8. Request and assign additional units as needed, including mutual aid.
9. Return companies to service and terminate Command. The first five tasks are initial command responsibilities. The continuing responsibilities stay with command whether the initial officer remains in that position or transfers command to subsequent arriving officers.

### **Command Options**

In cases where the initial arriving officer is a command officer, his/her efforts should automatically be directed toward establishing a command post and fulfilling the listed responsibilities. An initial arriving officer must decide on an appropriate commitment for his/her company. This will usually fall into one of three general modes as listed below:

1. "Nothing showing" mode. These situations generally require investigation by the first arriving engine. Engine companies should stand by at key hydrants or similar locations. Normally the officer can go with his/her company to investigate and perform command via portable radio.
2. Fast attack mode. Situations which require immediate action to stabilize the situation such as interior fires at residences, apartments, or small commercial occupancies which require the officer to quickly decide how to commit his/her company. Where a fast interior attack is critical, and his/her direct, operational involvement is necessary for the success of that operation, he/she may pass

- command to the second arriving officer, and radio his/her involvement (e.g. Engine one passes command, making an attack through the front door). When this procedure is used, the second arriving unit will assume command if no chief is on scene yet.
3. Command mode. Some situations require command principally by virtue of the size of the fire, the complexity, potential of the occupancy, or the possibility of extension; they require strong, direct overall command from the outset. In such cases the officer will initially assume a Command position and maintain that position until relieved by a ranking officer. In these situations, effective command will contribute more to a positive outcome in the long term than that individual's operational involvement in the first few minutes of the incident would have.

If a company officer assumes command and elects not to join his/her company in action, he/she may operate within the following options with regard to the assignment of their crew:

- He/she can assign company members to another company to work under that company's officer. In such cases, the IC must communicate with the receiving officer that he/she is doing so.
- He/she can assign his/her company to perform staff functions for him/her.
- He/she can assign a qualified senior firefighter on the crew to act as the company officer.

While the company officer assuming IC has a choice of modes and degrees of personal involvement in the attack, he/she continues to be fully responsible for the identified tasks assigned to the IC function. In all cases, the initiative and judgment of the officer are of great importance. The modes identified are not strict rules, but general guidelines to assist the officer in planning his/her actions.

### **Transfer of Command**

The first Fire Department unit or officer to arrive on the scene will assume and retain command until relieved by a ranking officer within the following guidelines:

1. The first arriving company officer will automatically assume command except as noted below.
2. The first arriving chief officer will automatically assume command after transfer of command procedures have been completed.
3. Assumption of command is discretionary for the fire chief.

Note: This does not preclude the option of the first arriving company officer to have another company officer arriving with him/her or close behind to take command. This may be by pre-arrangement or may be necessitated by the circumstances. In either case it shall be confirmed by both parties by radio.

Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedures:

1. Arriving ranking officers assuming command will communicate with the officer being relieved by radio, or preferably by face-to-face contact on arrival. Transfer of command may be announced on the fire channel, but is not required as long as the IC is visibly identifiable as such, and uses the established radio designation of the incident's IC.

2. The officer being relieved will brief the officer assuming command, including the following:

- a. General situation status; fire location, extent, conditions, extension, utilities, etc.
- b. Deployment and assignments of operating companies and sector, area or group assignments.
- c. Appraisal of needs for additional resources at this time.

3. The officer being relieved should review the tactical work sheet with the ranking officer in complex situations. This sheet provides the most effective framework for command transfer, as it outlines the location and status of resources in a standard form that should be well known to all members.

### **Command Structures**

In cases where command is effectively holding a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that officer to continue in an active command role. In these cases the ranking officer may assume a supportive role in the overall command function. Command may or may not be within this context.

It will be the responsibility of command to develop an organizational structure utilizing standard operating procedures as soon as possible after arrival and implementation of initial tactical control measures. The size and complexity of the organizational structure, obviously, will be determined by the dimensions of the particular tactical situation.

The ideal structure of a complex incident should include four basic levels:

1. Strategy level (Command)
2. Control level (Operations)
3. Tactical level (Sectors or Divisions and Groups)
4. Task level (individual companies)

Command refers to those functions necessary for overall control and accomplishment of strategic objectives. The command level should be staffed by the highest ranking officers who will plan overall strategy, develop an adequate and effective command structure and fire ground organization and provide the necessary support to meet these objectives.

Operations refers to those organization elements in situations that are complex enough to require an intermediate or control level in the organizational structure. Operations is an optional level which may be implemented when command finds it necessary to group sectors together to lessen command's span of control. Generally, operations elements will assume command of several sectors and will answer to command. This level should be staffed by experienced command officers who plan and control the functions of several sectors.

Divisions and Groups are identified as the immediate tactical level of command in the organizational structure. They are also sometimes referred to as Sectors. They are commanded by an Assistant Chief or Lieutenant level supervisors who concentrate on more specific areas and tasks needed to meet the overall operational objectives. Generally several companies will be assigned to each Division or Group, and the division or group leader answers to Operations, or if there is no established operations level, directly to Command. A division is responsible for a geographic area, such as a side or floor of a building, and is responsible for all activities in that area. A group is responsible for a specific function, such as rescue or ventilation, and is responsible for that function wherever it may be needed.

The tasks level in the organization structure refers to those evolution-oriented functions or company level operations and individual accomplishments which, when accumulated, add up to the achievement of division and group objectives. These are company functions with the company officer answering to the division or group leader.

### **Basic Operational Approach**

The objective of the staging procedure is to provide a standard. These staging procedures attempt to reduce routine traffic, but in no way should they reduce effective communications or the initiative of officers to communicate. If staged companies observe critical tactical needs, they will advise Command of such critical conditions and their actions.

Companies should continue response to the scene until a company reports on scene. When a first arriving company reports on the scene, level I staging will begin within these guidelines.

Prefire planning will identify exceptions to level I staging with regard to the special functions that must be performed in that particular occupancy. In the absence of such tasks, regular level I staging procedures will automatically apply.

### **Level II Staging**

Level II staging will relate to large, complex-type field situations requiring an on-the-scene reserve of companies and will involve formal staging in an area designated by command. The Staging Area should be away from the command post and from the emergency scene in order to provide adequate space for assembly and safe and effective

apparatus movement. When command announces a formal staging area, all responding companies will report to and remain in the staging area until assigned. When going to Level II, command will formally announce level II staging and will give the approximate location of the staging area. Level II staging will automatically supersede level I staging. Companies already staged in level I will remain there until assigned, and need not move to the newly designated staging area.

Command may designate a staging area and staging officer who will be responsible for the activities outlined in this directive. In the absence of such an assignment, the first fire department officer to arrive in the staging area will automatically become the staging officer, will notify command of his/her arrival, and will assume command of the staging area.

In cases where the first fire department officer arrives with his/her company, he/she will assign his/her company members to best advantage.

In some cases, command may ask the staging officer to scout the best location for the staging area and report back to command.

The radio designation for the staging officer, area, and function will be "Staging". All communications involving staging will be between staging and command, or staging and operations if an operations level is established. All responding units will stay off the air, respond directly to the staging area, and report in person to the staging officer. **They will then stand by their apparatus with their crew intact** until assigned.

When requested by command, the staging officer will verbally assign companies to report to specific sectors, telling them where and to whom to report. He/she will then advise command of the specific unit(s) assigned. The operating division or group leader may then communicate directly with that company by radio.

Staging will give command periodic reports of available companies in staging.

The staging officer will also be responsible for the following functions:

- A. Coordinate with law enforcement to block streets, intersections and other access required for the staging area.
- B. Insure that apparatus are parked in an appropriate manner.
- C. Maintain a log of companies available in the staging area and inventory specialized equipment that may be needed at scene.
- D. Review with command what resources must be maintained in the staging area and coordinate the request for these resources with command.

E. To assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving his or her red lights operating (other units should turn them off in staging), and/or by wearing high visibility vests designating the position.

F. In some cases, the staging officer may have to indicate the best direction of response and routing for responding companies to get to the staging area.

Ambulances responding to incidents where level II staging has been established will be dispatched to the staging area. The staging officer will acknowledge the arrival of the ambulances with dispatch and will give instructions to the EMS personnel as requested. A major medical emergency may require a separate ambulance staging area. In such cases, the staging officer will so designate and relay this information to dispatch and command.

At some incident, such as a major medical emergency, it may be necessary to designate a parking area for abandoned apparatus near the incident scene. This would be necessary when the staging area is too far from the incident to facilitate hand carrying needed equipment to the incident site. In such cases the staging officer shall designate the parking site and instruct each company of its location before they leave staging. The parking area should be close enough to the incident site to allow easy transfer of needed equipment to the scene. The parking area should in no way impede necessary access for ambulances or other units to the incident area.

Standard company operations assign major fire ground functions to the particular company who can best accomplish the operation. Standard company operations integrate the efforts of engine, brush and tanker companies to achieve effective rescue, fire control, and property conservation.

Standard company operations increase the awareness and confidence of company members in the standard performance of other companies operating on the fire ground.

Standard company operations reduce the amount and detail of orders required to get companies into action on the fire ground.

The following items represent the standard operations that will normally be performed by engine, brush and tanker companies and these basic functions will provide the framework for field operations for these companies.

Engine, brush, and tanker company functions:

- Search, rescue, and treatment
- Stretch hose lines
- Pump hose lines (utilize water supply to best advantage)
- Operate nozzles
- Forcible entry
- Raise ladders
- Ventilate

- Provide access/check fire extension
- Utility control
- Provide light
- Perform salvage/overhaul
- Extrication

In level I staging situations, first arriving engine companies will automatically perform these functions as required unless otherwise ordered by command. Companies will advise command of action they are taking. Company officers will determine, based upon conditions, the priority of the functions listed for their company unless otherwise ordered by command.

This does not limit a company to only its listed functions. Every company will be expected to perform all basic functions within the limits of their capability and it will be the on-going responsibility of command to integrate the tasks and functions as required with the on scene unit.

### **Sector Assignment**

The fire ground commander should begin to assign sectors based on the following factors:

- A. When he/she forecasts a situation which will eventually involve a number of companies or resources beyond his/her capability to directly control. In such cases, early recognition and sector assignments are critical.
- B. When he/she can no longer effectively cope with the number of companies currently involved in the operation. Note: Experts are adamant that three to seven resources are the most that an *experienced* IC can properly manage in an emergency operation.
- C. Companies are involved in complex interior operations.
- D. Companies are operating from tactical positions over which the IC has little or no control.
- E. Situation is such that close company control is required; structural conditions, hazardous materials, heavy fire load, marginal offensive situation, etc.

### **Divisions and Groups**

Sectors will be regulated by the following guidelines.

It will be the on-going responsibility of the IC to assign sectors as required for effective fire ground operations; this assignment will relate to both area sectorization for fire fighting control, and sectorization for specialized functions.

There are two types of sectors that may be assigned. A geographic sector, groups of companies working in the same geographic area, will be referred to as a Division. A division is responsible for all needed functions within their assigned area. A functional sector is referred to as a Group, and is assigned a specific function, such as the Ventilation Group. That group is then responsible for that function wherever it may be needed.

For designating divisions, the geographic area may be used, such as “roof division” or “interior division”. In a multi-story structure, the division is designated by floor number, i.e. Division Two would be on the 2<sup>nd</sup> floor. , or by side of the building, so Division A would be on the A side of the building. For fire service purposes, the A side is always the side facing the command post, and sides are lettered clockwise from A, so side B would be on the left as you face the building, and side D on the right with a typical four sided building. Exposures can also be referred to by which side they are on, so Exposure D is on the D side of the building. This eliminates the need to keep track of which way is north, west, etc.

Divisions and groups will be overseen by a leader, who may be chief officers, company officers, or any other fire department member designated by the IC. Officers of other departments may also be placed in such positions if deemed appropriate. Their radio designator will be that of their division or group, i.e. “Vent Group” or “Division One”.

In some cases, a sector officer will be assigned to an area/function initially to evaluate and report conditions and will advise the IC of needed tasks and resources. A sector officer may also be designated during the course of on-going operations. He/she will receive his/her assignment and mission from the IC along with the assigned resources. He/she will then proceed to his/her sector, evaluate conditions, and assume command of that sector. In many cases, the initial sector assignment will be given to the company officer who receives the initial assignment to a basic tactical position (rear, interior, roof, etc.). The IC will, in such cases, assign a command officer to relieve the company officer as sector commander if needed. Regular command transfer procedures would be followed when transferring leadership of a sector.

This early establishment of sectors provides an effective framework on which the operation can be built.

Sector officers will be in command and control of all assigned functions within their sector. In accomplishing this, the officer will be responsible for the following:

- A. Monitor work progress
- B. Re-direct activities as necessary
- C. Coordinate with related activities
- D. Monitor the welfare of sector personnel

E. Request additional or relief resources as needed

F. Communicate with the IC as necessary

G. Re-allocate resources within the sector

Sector officers must be sufficiently mobile to be able to supervise the work of their assigned companies. This may mean actually going into interior operating positions to monitor progress while maintaining radio communications. The Division of Group Leader should be readily identifiable and maintain a visible position as much as possible, but this does not mean he/she must stay away from operating positions.

The primary function of the company officer working within a sector is to direct the operations of his/her crew in performing assigned tasks. Company officers will advise their sector officer of work progress and if company officers determine that he/she needs assistance, will request it from the sector officer.

Companies assigned to a sector will direct routine communications to their sector officer and should utilize non-radio modes whenever possible. This does not preclude the use of radios within sectors. Sector officers will conduct all radio communications with the IC and with other sector officers. This procedure will apply only to routine communications. Emergency Traffic may be initiated by anyone at any time.

The IC can assign sectors to perform the following and other standard functions, or assign multiple sectors to the same function in complex situations:

- Firefighting
- Staging (level II)
- Water supply (shuttle or relay)
- EMS liaison
- Salvage and overhaul
- Evacuation
- Support
- Hazardous materials
- Utilities
- Medical monitoring/rehab
- Public information
- Law enforcement liaison
- Lobby control
- Stairway support
- Operations pool
- Ventilation
- Search and rescue
- Fire attack

In addition to these standard sector functions, the IC can set up special sectors to perform any other special functions required by the situation.

Revised March 2003

## **Fire Ground Factors**

Fire ground factors offer a standard list of the major basic items the IC must consider in the evaluation of tactical situations. This list should provide the IC with a checklist of the items that are involved in size-up, decision making, initiating action, review and revision on the fire ground.

The effective IC soon learns that he/she can only deal with a limited number of factors of any kind on the fire ground. Within the framework of that limitation, the identification of critical factors is extremely important. All the factors are not critical in any one tactical operation. The IC must identify the critical fire ground factors that are present in each tactical situation—the list of factors offers a framework for that process.

Many times we begin operations before adequately considering the critical fire ground factors (size-up). Size-up is a conscious process involving the very rapid but deliberate consideration of the critical factors and the development of a rational plan of attack based on those conditions. Attack is many times an instinctive action-oriented process that involves taking the shortest and quickest route directly to the fire. Action feels good in fire ground situations—thinking delays action -- beware of non-thinking attack situations and non-thinking attackers.

Fire ground factors represent an array of items that are dynamic during the entire fire ground process and the relative importance of each factor necessarily changes throughout that time frame. The IC must continually deal with these changes and base decisions on factor information that is timely and current. Beware of developing an initial plan of attack and sticking to that same initial plan throughout the fire fight even though conditions continue to change. Effective fire operations require attack plan revision that continually reconsiders fire ground factors based on information feedback.

Many times, in critical fire situations, the IC must give fire ground factors and information management the best show he/she can; quickly develop a plan of attack and get the initial operation going. In such cases, he/she must continue through the operation to improve the information.

## **4.02 Radio Procedures**

### **Short and specific**

Before transmitting, know what you are going to say; do not make it up as you go along. Choose precise terms to communicate the desired message as clearly and briefly as possible without wasting air time. Do not use ten codes.

### **Giving and Receiving orders via radio**

When operational orders are delivered via radio, they should be directed to the specific company, division, or group that the order is for. They should be specific, and should include their objectives, tasks, and to whom they are to report. The receiving unit should acknowledge the order with a *brief* repeat of the order – summarized.

### **Clear Tone, self control, effective rate**

Speak clearly at a practice rate – not too fast or too slow. Control your emotions and excitement deliberately. If you do not consciously control your voice, it will become higher, louder, and garbled under stress. People yelling on the radio will overpower the microphone, making it even worse. In addition, it sounds extremely unprofessional and causes stress to all who hear.

### **Well timed, spaced**

“Prioritize” your messages. Do not use up valuable air time with unimportant messages and insignificant details. Let critical messages go first. Maintain an awareness of the overall situation and how you fit into it.

Do not interrupt conversations. Listen before transmitting and wait until a message transaction has been completed. Even emergency traffic must wait until the frequency is clear or the message will not get through.

Pause between consecutive messages. This will make it clear when one has been completed and another message started, and gives other units with urgent messages a chance to get them through.

### **Communications – general**

Be sure that the radio is on the right frequency, UHF Firecomm for normal dispatch operations in our district and Tactical 10 for most other functions.

When transmitting, hold the microphone close to your mouth, but speak across the microphone and not directly into it, since this can produce over modulation. Speak at a normal voice volume level.

Due to the fact that the radios in dispatch and many of the units scan multiple channels – several of which probably have people talking on them during emergencies – it is vital to key up the microphone for at least one full second before talking or the beginning of your transmission will be lost, and dispatch will have to ask you to repeat. It is also essential to monitor the channel prior to keying up, to be sure that no one else is already speaking. If you speak when someone else is already speaking, neither of you will get your message through.

When not talking on the radio, place the microphone in the holder to prevent an accidental “open mike”.

Listen attentively and copy all other transmissions pertaining to your call.

Make sure you copy clearly to enable you to respond to the call.

Note the identity of the request (who it is from).

Requests for repeats are aggravating to all involved, but with bad weather and equipment problems may be necessary. Most can be avoided by talking clearly, keying up before you speak, and paying careful attention to radio traffic.

Traffic that does not conform should be brought to the attention of the officer in charge. Be aware that even the tactical channels can be monitored by scanners and other departments, and all traffic must remain professional, and only that which you would not be embarrassed to have published in the newspaper.

Use plain English, not ten codes or other radio codes that are not familiar to all agencies and all personnel, and may be easily confused.

Progress reports should be utilized to evaluate, review, and revise fire ground decisions and require the effective interaction of the IC and the operating company. Operating companies should automatically give brief, periodic reports indicating their position, progress, and needs. The fire ground commander may, in some cases, ask for progress reports to help him/her determine if line and apparatus placement, ventilation, rescue, fire control, and other tactical functions are working effectively.

It is the on-going responsibility of the responding company officer and the IC to upgrade the response based on additional information gained at the scene including knowledge of the occupancy/area, viewed conditions, etc.

Command will be the point of contact for dispatch, and only command should communicate with dispatch. Operating companies will communicate with their Division or Group leader, if assigned, and those individuals in turn communicate with command.

### **Stationary and Returning Companies**

Only the companies required to handle the situation will be held at the scene, and all other units will be returned to service as soon as possible.

When a unit is finished at a location, it will advise dispatch. Example: “(Unit #) to Pottawatomie, we are in service, returning to station”.

When a unit has returned to the station it is not necessary to advise dispatch of that. It is also not necessary to advise dispatch when units are out of the station for training, maintenance, etc., unless it will have a direct impact on how they dispatch the units in case of an emergency.

Revised May 2002

### **10 codes most commonly used**

Note: We strongly discourage the use of any form of radio codes and prefer plain English. However, we will probably never get Dispatch or the other agencies we work with to adopt this policy, so it is helpful to be familiar with the following codes:

- 10-1 receiving poorly
- 10-2 receiving well
- 10-3 stand by
- 10-4 okay/affirmative acknowledgement
- 10-5 relay message to \_\_\_\_
- 10-6 busy
- 10-7 out of service
- 10-8 in service/on duty/on the air
- 10-9 repeat message
- 10-13 weather or road conditions
- 10-19 return(ing) to station, or at station
- 10-20 current location
- 10-21 call by phone
- 10-22 cancel or disregard
- 10-23 at scene
- 10-24 finished with assignment
- 10-37 no rush, non-emergency, no lights and siren
- 10-38 urgent, silent run, lights only (*WE DO NOT RESPOND 10-38 mode!*)
- 10-39 emergent, lights and siren
- 10-40 DOA/fatality
- 10-41 wrecker
- 10-47 non-injury accident
- 10-48 injury accident
- 10-49 Ambulance
- 10-85 fire or fire alarm
- 10-94 bomb threat

## **SOP 4.03 Personnel Accountability System**

### **Purpose**

At any major fire or emergency scene, accountability for personnel can be time consuming and difficult, yet safety requirements make it essential that officers and the Incident Commander (IC) know at all times that all personnel are accounted for. In the event of a structural collapse or other such catastrophic event, it is vital to be able to quickly determine if all personnel are accounted for, therefore the following Personnel Accountability System is adopted. It is designed to be compatible with those used by the Manhattan and Riley County Fire Departments, the only neighboring agencies to ours currently known to be using such a system. This system should meet requirements set forth in NFPA 1500.

### Procedure:

1. As part of their issued equipment, each member of the Department will be issued two plastic laminated tags with the Department's name, and their name and position on it. It will have hook side Velcro on the back, to stick to loop side Velcro on the underside of their helmet brim. Two go on their structural helmet, and one on their wildland helmet. There will also be a larger ID style card provided with a spring clip.
2. Each piece of apparatus on the Department will have a plastic tag with a key ring, clip and hook Velcro on the back. Each has the unit number and NIMS/ICS resource type listed on it. This is the collection point for the ID cards issued to each member.
3. On any multiple apparatus response, upon boarding the apparatus, each member will place his/her ID card on the unit's collector. Upon returning to the station, they will retrieve their tags and place them back on their helmets. The officer or senior firefighter on the apparatus is responsible to ensure this is done by each member.
4. At any major incident, each unit's tag will be given by the company officer to the IC or his/her designee, to track all personnel on scene. In the IC notebook there are tags to designate status, tasks, etc., of each unit, as well as mutual aid units and agencies that may not have such tags and cards. The notebook is also equipped with Velcro to hold the unit cards.
5. Each crew will remain together as a company with those they arrived with. The officer or senior firefighter or each company will be responsible for each member of his/her company, and will work as a group. Members arriving solo or via private vehicles will be assembled into companies as needed, or added to existing companies. Any member who must leave the scene must check out with his/her company officer, and his/her tag must be retrieved prior to leaving. No member should ever leave the scene without his/her tag unless requiring emergency medical treatment.
6. Upon entering a structure for interior operations, the second, smaller tag from the member's helmet will be given to the safety officer at the door. The tag will be retrieved

immediately upon exiting, to provide continuous accountability as to whom is inside the structure.

7. In the event of an impending or actual structural collapse, major change of fire conditions, missing firefighter, or other cause as deemed appropriate by command officers, a Personnel Accountability Report (PAR) will be called. This will be announced by radio. Upon calling for a PAR, all personnel will immediately report in person to their company officer. Once their company is accounted for, the company officer will report to IC that their company is accounted for. If anyone is found to be missing, the Rapid Intervention Team (RIT) will begin aggressive search and rescue efforts at their last known location. In the event of an emergency evacuation order, the order will be given by radio, relayed verbally to those within hearing, and will be signaled by sounding the hi-low siren mode and intermittent blasts of the air horns on trucks that have those options. All tasks will be forgone until all personnel are accounted for, unless abandoning those tasks presents a threat to life, such as defending a trapped victim. If personnel absolutely cannot leave their post, their commanding officer must personally account for their safety. Due to the emergent nature of an evacuation order, any personnel performing interior operations will immediately evacuate, dropping all tools, hoses, etc, anything except live victims, and leave the structure, leaving all equipment behind other than those items or tools needed for escape.

8. In the event of circumstances that present an appearance of imminent danger, such as impending collapse, *any member* may call for an emergency evacuation, by radio, and /or by sounding high-low sirens, without first securing further authorization, though the reasoning should be reported to IC as soon as possible. However, if the danger is imminent, alerting personnel in danger is the first priority.

9. Because the high-low siren is the designated evacuation signal throughout the Manhattan area, it is not to be used at any time for any other reason, such as responding to calls.

10. Manhattan and Riley County FD's have adopted a similar system. Other departments that may be asked to respond as mutual aid are encouraged to adopt a similar system, and are required by NFPA standards to have some system in place. If they do not have a system in place, they will be responsible for tracking their own personnel. If they can provide names and unit numbers of personnel at scene, BTFD's IC or his/her designee (at large incidents, staging and accountability officers) will record the names and unit numbers as they arrive in staging, and IC will simply record them as mutual aid units with their assignments.

11. The term "Mayday" is recognized throughout the fire service to indicate that firefighters are trapped or in imminent danger. If a crew finds themselves in this situation, they should call "Mayday" via radio, identify themselves, give their location in as much detail as possible, and describe the problem. Any Mayday call will automatically result in the activation of the Rapid Intervention Team (RIT), the suspension of all radio traffic not focused on firefighter rescue on the channel the

distressed firefighters are using, and the re-focusing of available resources on firefighter rescue. If EMS does not already have units on scene, IC should request sufficient units for transport of all firefighters affected by the Mayday call.

12. The mnemonic “LUNAR” is used to provide the needed information during a “mayday” situation. It stands for **Location, Unit, Name, Air supply, and Resources needed**. If a unit calls a mayday, they should provide this information as soon as acknowledged by IC or their supervisor. Example: “Rescue 1, Mayday, Mayday, Mayday!” “IC to rescue 1, go ahead with your LUNAR”. “We are in the back bedroom, second floor. This is Rescue 1, Lt. Smith, along with FF’s Jones and White. Air supply is about 50%. We have had a structure collapse and our exit is blocked. We need ladders at the window, and tools to get a board off one member”. This will allow the IC and the RIT team to respond in the most efficient, effective manner.

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