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National Incident Management System and Incident Command System (LEGACY)



This policy is intended to consolidate all legacy articles and policy memorandums into a single, unified framework for internal use within the department. This policy does not enlarge an employee's civil liability in any way and should not be interpreted as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. Any proven violation of this policy shall serve solely as a basis for non-judicial administrative action by the department, in accordance with applicable laws governing employee discipline.

Related Policies: Article III Fire and Emergency Duty, sections 312.01 through 312.09 and 313.01 through 313.04, Article IX Rules and Regulations, sections 900.01 through 900.07 and 901.01 through 901.12, and Chief's Memo 2008-001.

Applicable HI Statutes:

ARTICLE III FIRE AND EMERGENCY DUTY

- 312.01** Upon arrival on scene, the first in or in district company officer shall establish command and communicate that directive immediately via fire radio to the Fire Communications Center (FCC, dispatch) and for all responding units to hear. For example, upon arrival at a structure fire in District 4, the company officer shall communicate, "Control, Engine 4 on scene, Captain 4 has command".
- 312.02** The officer establishing command shall retain that authority until such time that he/she is relieved of command or he/she transfers it to the appropriate officer in charge.
- 312.03** In the event there is to be a transfer of command, it shall be communicated to the FCC via radio for all incident resources or units to hear. For example, if the Battalion Chief arrives at the aforementioned incident and after conferring with the IC determines he/she will assume or take over command, the new IC or in this case the BC, shall communicate, "Control, Battalion 1 is on scene and assuming or taking over command."
- 312.04** It shall not be assumed that upon arrival of the Battalion Chief or any other chief officer that command has been transferred. Command shall remain intact until that transfer occurs formally and is communicated.
- 312.05** The Incident Commander shall communicate with and control the placement, assignment, and release or demobilization of all units or resources once they have arrived on the incident scene. This does not preclude the IC from making assignments prior to resource or unit arrival but was intended to minimize the radio traffic that requires the FCC to be directly involved with. As the respective units are released or demobilized, they shall communicate their release and disposition accordingly. For example, upon being released by the IC from the aforementioned incident, the company officer of Company 3 shall communicate, "Control, Company 3, Engine 3, Medic 3, clear from structure fire and returning to quarters."

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- 312.06** In the event that the IC has determined responding resources that have not yet arrived may be cancelled or released, he/she shall communicate that directive to the FCC for relay and communication to those resources. For example, upon arrival at the aforementioned incident it was determined that this was a “pot on the stove” type call and other units are enroute, the IC shall communicate, “Control, Battalion 1, cancel all responding units not on scene at structure fire.” This policy is necessary and practical given the varied response of multiple companies and volunteer units which the FCC tracks and coordinates.
- 312.07** The FCC shall communicate all information and inquiries related to the respective incident to the IC inclusive of any requests for unit or resource assignment or availability. For example, during the aforementioned structure fire incident a 911 call is received requesting medical services in District 1, the FCC shall communicate to the IC any requests for a response or the availability of Medic or Engine 1 if those units are on scene and have not been released or demobilized.
- 312.08** When practical and possible, the IC shall establish a command post and communicate its location and follow those recognized practices and protocols accordingly such as maintaining a static or fixed location. For example, upon arrival on scene at a progressing wildfire off Highway 190, the IC shall communicate via radio to the FCC, “Control, Battalion 2 on scene and has command, the command post shall be the BC vehicle located at the junction of Highway 190 and Saddle Road.” This information is extremely valuable to our mutual aid partners as they respond to assist us, as well as for our own personnel.
- 312.09** The IC may elect to assign and identify other command and general staff positions such as Safety and Operations, at which time, he/she shall communicate those assignments to the FCC via radio and for all incident personnel or units to hear.
- 313.01** **Purpose:** The establishment of fundamental operating policies for the County of Hawaii Fire Department personnel during interior structural fires that have progressed beyond the incipient stage or any Immediately Dangerous to Life and Health (IDLH) atmosphere incident. These policies are intended to assure compliance with the current mandates and regulations set forth in Title 29, Code of Federal Regulations, Section 1910.134 (29CFR 1910.134): Respiratory Protection.
- Rev. FEB
2008
- 313.02** **Policy:** All members of the County of Hawaii Fire Department shall comply with applicable State and Federal regulations and operate safely at all IDLH incidents or fires. Personnel determined to have violated this safety regulation are subject to disciplinary action.



313.03 **Responsibility:** It is the responsibility of the Incident Commander (IC) to assure compliance with this policy and all applicable State and Federal regulations during fire incident or IDLH incident operations. Furthermore, it is the responsibility of all personnel operating at fire or IDLH incidents to comply with this policy and utilize all personal protective equipment, and when applicable, to include self-contained breathing apparatus (SCBA). All members shall be adequately prepared to perform interior structural fire fighting operations or rescue.

313.04 **Actions of the First Arriving Fire Company:** The following guidelines shall be used by the first arriving company at the scenes of all structure fires that have progressed beyond the incipient stage.

Command: The first arriving officer shall establish Incident Command and assume the role of the Incident Commander (IC) and remain so until relieved by a superior or more qualified Fire Officer and command has been formally transferred and communicated. Command may be passed on to a second arriving officer in the event that the first-in officer identifies the need to participate as a member of the entry or back-up team. Upon arrival of the Assistant Fire Chief, he/she shall assume the role as IC and communicate the transition of command to the Fire Communications Center (FCC) and all units on incident scene. The location of the command post shall also be communicated.

The transition of command shall be formally communicated to the FCC and all units on the incident scene.

Size-Up: The IC shall perform an immediate size-up of the incident and communicate a report to the Fire Communications Center (FCC), the responding Assistant Fire Chief, and other responding companies. The IC shall determine if an immediate rescue is necessary. The IC shall also be responsible for the coordination of the placement of all responding resources unless otherwise delegated.

Preparation for Interior Structural Operations: The first arriving company shall establish two operational fire attack hose lines, one for the entry team and one for the back-up team. The first arriving company shall also establish a sustainable water supply.

SCBA Use: All personnel operating on the incident scene shall be required to utilize all PPE to include, when applicable, an SCBA.



Fire Equipment Operator (FEO): The FEO shall have an SCBA unit readily accessible should he/she be required to become a member of the back-up team or conditions on the scene change and require the use of respiratory protection.

ARTICLE IX INCIDENT COMMAND SYSTEM

900.01 The Incident Command System (ICS). ICS is an emergency management system for the command and systematic management of resources at fires and emergencies. It is used to provide continuity of command from the time an incident occurs until the time the incident is terminated.

The ICS shall be utilized for all fires and emergencies from minor incidents involving a single company to major natural or human-caused incidents involving multiple agencies such as fires, floods, earthquakes, hurricanes, tornadoes, tsunamis, volcanic eruptions, and riots.

The objective of the ICS is to provide a guide for making sound decisions in strategy and tactics. With the proper use of the system the following should be achieved:

- a. Safe and effective incident operations.
- b. The identity and location of an incident commander.
- c. A simple and flexible command framework that can evolve into an expanded command system.
- d. Efficient communications among all elements.
- e. Control of resources.

Emergency incidents are dynamic events that may demand alternative or innovative procedures. The ICS is not intended to limit operational flexibility at any incident.

The Incident Command System used by the Hawaii County Fire Department is defined in:

- a. NFA ICS Student Manual.
- b. NFA ICS Instructors Manual.

900.02 Incident Commander. The position of Incident Commander (IC) is filled at every incident, regardless of size. The IC is the officer in charge of the incident and shall be responsible for its overall management.

The IC title can apply equally to a company officer or the chief of the department, depending on the incident.

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The Incident Commander shall be known as "Command."

The IC must determine if the initial command activity will be conducted from a fixed position or if it will follow the tactical operations of the first arriving company. Command from a fixed position is preferred, especially when an incident is complex or escalating rapidly.

900.03 Command Post (CP). When the IC selects a fixed position, it becomes a Command Post (CP). The CP is a field office that provides a central location to assist the IC in establishing incident command and control. It serves as a stationary site where management functions can be performed.

A view of the incident is preferred, but not essential. The CP must be large enough to provide a working area for large numbers of individuals. Its location shall be announced as soon as possible so individuals with specific assignments know where to report. The CP shall be identified with a flag, lights, or other easily identifiable markings.

The CP shall be equipped with a status board and effective communication capabilities. Assistant Chiefs' Aides shall maintain and update the status board as the incident escalates. They shall also assist in relaying information.

The IC at each incident shall be identified by the geographic area. The geographic name can be a street or landmark such as "Moana Command" or "Ohua Command."

900.04 RESPONSIBILITIES OF THE INCIDENT COMMANDER (IC)

Assess Incident Priorities. Incident priorities provide the framework for command decision making. The IC shall consider the following incident priorities at all incidents.

- a. Life safety - first priority.
- b. Incident stabilization - second priority.
- c. Property conservation - third priority.

Tactical activity may require addressing more than one incident priority simultaneously.

900.041 Perform Size Up. The IC shall perform the initial assessment of the situation, the incident potential, and the resource status. This assessment includes the following questions:

- a. What have I got? (Situation)
- b. Where is it going? (Potential)
- c. What do I need to control it? (Resources)



None of these size up assessments are static and must be continually re-evaluated throughout the incident.

900.042

Define Strategic Goals. Strategic goals define the overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives. Strategic goals are generally focused in the following areas:

- a. Protection or removal of exposed persons.
- b. Confinement and extinguishment of the fire or control of the hazard.
- c. Minimization of loss to involved or exposed property.

900.043

Establish Tactical Objectives. Tactical objectives are the operations that include the following:

- a. Assignment of resources.
- b. Nature of the tactical activity.
- c. Location in which the tactical activity must be performed.
- d. If the tactical action must be performed in sequence or coordinated with any other tactical action.

900.044

Tactical Resources. When an incident escalates in size or complexity, the IC evaluates the available tactical resources. If additional units are required, these units can be deployed as Single Resources, Task Forces, or Strike Teams.

- a. A Single Resource is a specialized company with an apparatus. Examples are rescue and hazardous materials companies. A Single Resource may also be an engine or ladder company depending on the demands of the incident. Single Resources are dispatched as Special Calls.
- b. A Task Force is two engine companies and one ladder company. In dispatching, one task force equals one alarm.
- c. A Strike team is three resources of the same kind such as three engine companies or three ladder companies.
- d. When resources are assigned to the same tasks such as ventilation, search or rescue, a Group shall be established to provide coordination and control of tactical operations. In radio communications, groups shall be designated by their task such as Rescue Group or Ventilation Group.

900.045

Initial Attack. An initial attack usually consists of a task force, two engines and a ladder. These units should respond directly to the scene and be placed in an advantageous position. These positions should maximize their effectiveness to investigate or operate tactically to their best advantage.

All other units responding on the initial dispatch shall establish a position in their direction of travel approximately one block from the scene. They shall not commit personnel or equipment until assigned by the IC.

**900.06**

Transfer of Command. Transfer of command shall be at the discretion of the Chief Officer. The Chief Officer may choose to leave the Company Commander in charge of the incident. Transfer of command to higher ranking Chief Officers on scene is also at the discretion of those officers. If command is left to a lower ranking officer, responsibility for the incident remains with the highest ranking Chief Officer while at the scene.

Transfer of command shall take place face-to-face whenever possible to facilitate effective communication and feedback. If face-to-face communication is not possible, transfer of command may be conducted over the radio.

The IC shall notify Control Center of all transfers of command.

Transfer of command shall include the following information:

- a. Status of the current situation.
- b. Resources operating at the incident, resources committed to a staging area, and resources responding.
- c. assessment of the effect of current tactical operations.

Following a transfer of command, the IC may return the previous IC to his/her company or may reassign him/her to a subordinate management position with the ICS organizational structure.

Whenever the IC is required to leave the CP for an extended period of time or whenever the IC relinquishes command, the IC shall notify the officer who is to assume command and identify that officer to Control over the radio before leaving the scene.

Upon arrival at an incident if there is a need for immediate tactical activity, and company staffing necessitates that the Company Commander be an integral part of company tactical operations, incident command in the offensive mode should be initiated. However, incident command in the offensive mode shall be performed only until command can be transferred.

900.07

Radio Communications. All radio communications shall be in clear text. "10" Codes shall not be used.

Radio communications shall be initiated as follows:

- a. Senders initiate communications by identifying themselves.
- b. Receivers acknowledge by identifying themselves and say, "Standing by."
- c. Senders transmit message or order in clear text.



- d. Receivers acknowledge that the message or order was received and understood by repeating the message.

Example #1
 Waiakea Command: Engine 1, Command
 Engine 1: Engine 1 standing by
 Waiakea Command: Protect Exposure Charlie
 Engine 1: Engine 1 proceeding to protect Exposure Charlie
 Waiakea Command: Affirmative

Example #2
 Kailua Command: Ladder 7, Kailua Command
 Ladder 7: Ladder 7 standing by
 Kailua Command: Establish a vertical vent, access from Side Bravo
 Ladder 7: Establish a vertical vent, access from Side Delta
 Kailua Command: Negative. Establish a vertical vent, access from Side Bravo
 Ladder 7: Vertical vent, access from Side Bravo
 Kailua Command: Affirmative

901.01 COMMAND STAFF DUTIES.

Safety Officer (SO). The SO shall be the person responsible to monitor the hazards at the incident and to anticipate potential hazards to ensure the safety of all personnel. The SO keeps the IC informed of existing and potential hazards and suggests solutions to mitigate problems and minimize risks. The IC will use the information provided by the SO in the incident action plan.

The SO has the authority to bypass the chain of command when it is necessary to correct unsafe acts immediately, such as evacuating all personnel from an area of imminent danger. The IC must always be informed of these corrective actions.

901.02 Liaison Officer (LO). The LO shall be the contact person for assisting agencies. This position is assigned when the IC begins devoting too much time to answering questions from the assisting agencies' representatives.

One of the LO's most important duties is to coordinate the efforts of the assisting agencies. This is essential to avoid the duplication of efforts and allows each agency to perform the activities it does best. Liaison management provides lines of authority, responsibility, and communication, and increases the control necessary to provide for the safety of personnel from all the agencies.

LO's need to have a specifically identified site where agency representatives can report in and work and communicate together.

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901.03 Information Officer (IO). The IO shall be the contact person for the news media. This position is assigned when the IC begins devoting too much time to answering questions from the news media representatives. The IO shall establish a press area away from the CP and the incident activities. Media representatives shall be made aware of its location and the importance for them to report there.

The media will want tours of the incident and photo opportunities. They need to be told which areas are safe and which areas are off-limits. It is essential that the press not go into restricted areas or interfere with the incident activities.

901.03 The IO coordinates the dissemination of information and issues media releases of significant information, reducing the potential for the dissemination of conflicting reports from multiple sources. The IO will decide whether or not to release sensitive information such as the cause of the incident or the names of the victims. The IO must coordinate all media releases, tours of the incident and photo opportunities with the IC.

901.04 General Staff Sections. At large scale or complex incidents, the IC may have to appoint personnel to serve as Staffs for Operations, Planning, Logistics, and Finance. These positions shall be considered for staffing when their demands on the IC detract from the IC's ability to command. The officers appointed to these positions become part of the General Staff.

901.05 Operations. Operations shall be responsible for management of all tactical operations, including staging, at the incident. Operations shall be implemented when the IC is faced with a complex incident that is making multiple demands upon his/her ability to command. In a rapidly escalating incident the IC may decide to staff Operations to evaluate strategy and to develop alternative tactical options or when other staff sections such as Planning, Logistics, and Finance have been activated.

901.06 Planning. Planning shall be responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.

When faced with a complex or rapidly escalating incident, the IC may require assistance of a Planning section. Planning must include an assessment of present and projected situations in the incident. Successful incident management is highly dependent on an accurate assessment of the likely outcomes of the incident. Planning must also assess the resources committed to the incident and the projected resource requirements.

901.07 Logistics. Logistics shall be responsible for determining the necessary facilities, services and materials for the incident and providing them.

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As incidents grow in size, complexity, and duration, the logistical needs of the operating forces increase. Even in relatively routine structure fires, there are requirements for SCBA cylinder refills, drinking water and emergency medical care. When a major incident occurs, the logistical requirements are significant. Long duration incidents of any type require provisions for feeding personnel, toilet facilities, refueling of apparatus, and many other services and support resources.

901.08 Finance. Finance shall be responsible for keeping track of all incident costs and evaluating the financial considerations of the incident. Most of the activities of Finance do not require direct contact with Operations, so Finance may be located away from the incident site. Financial considerations are not a major factor during most incident operations.

901.09 Standard System for Dividing the Scene of the Incident. To ensure uniform terminology and common understanding at an incident, the following standard system shall be used to geographically divide the scene of the incident.

- a. A military phonic letter designation shall be given to each side of the building or incident area. The front (usually also the street address side) is designated as “Alpha” and the subsequent phonic letter designations, Bravo, Charlie, and Delta, are assigned moving clockwise around the structure.
- b. The general areas on each side of the incident are called divisions such as Division Alpha for the area at the front of the incident. If the incident involves a building, the sides of the building shall be identified as sides such as Side Alpha for the front of the building. If the entire structure is designated as a division, it shall be called the Interior Division. In non-structural incidents specific boundaries must be established to define the divisions.
- c. Division Command Officer shall be subordinate to the IC or Operations Officer and is responsible for the fire suppression activities within the geographical area or assigned floor within a highrise fire operation.
- d. Exposures are identified with the same system, using a military phonic letter designation to identify each exposure depending on its location in reference to the front (“Alpha”) of the building. For example, the exposure side of Bravo shall be called Exposure Bravo.
- e. In a multistory structure each floor shall be designated as a Division. Number designations for the floors shall be the existing numbers in the structure. Basements, attics and roofs are designated by their names.

901.10 Staging Area. As an incident escalates and the IC requests additional units, the additional responding companies need to be given assignments. The IC, however, may not have an immediate assignment for these companies and should at that point establish a Staging Area where they will report and wait for their assignments.

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After designating a Staging Area, the IC shall give its location to the Control Center. Control Center shall direct all unassigned companies to the Staging Area unless otherwise directed by the IC.

If a Staging Area Manager is not designated by the IC, the company officer of the first company to arrive in the Staging Area shall become the Staging Area Manager.

Personnel in the Staging Area shall remain with their respective companies and be available for immediate deployment to the incident. The Staging Area Manager and his/her company shall remain in the Staging Area but may be deployed by the IC.

The Operations or IC shall request resources from the Staging Area through the Staging Area Manager and shall specify where and to whom those resources shall report. The Staging Area Manager shall keep the IC or Operations advised of resource availability whenever the resource status changes.

The IC may request any or all chief officers to respond to an incident at any time their assistance is needed.

- 901.12** Rotation of Personnel. Rotation of personnel shall be at the discretion of the IC. The IC shall consider:
- a. Environmental factors.
 - b. Physical condition of the personnel.
 - c. Health and safety of the personnel.
 - d. Keeping the tactical operations in progress while the rotation occurs.
 - e. Rotation by company.

**PROCEDURES MANUAL
NO. 2008-001**

TO : ALL PERSONNEL

FROM : DARRYL OLIVEIRA, FIRE CHIEF

SUBJECT : ESTABLISHMENT OF COMMAND AT MULTI-COMPANY INCIDENTS

As we continue to move forward and make improvements with our management of incidents, we will continue to modify our policies and procedures accordingly. Having transitioned to clear text, we will now implement another protocol that will further improve our coordination and management of emergencies and our resources.

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Effective February 16, 2008 at 0800 hours, the following procedures shall be implemented and carried out on all multi-company incidents:

1. Upon arrival on scene, the first in or in district company officer shall establish command and communicate that directive immediately via fire radio to the Fire Communications Center (FCC, dispatch) and for all responding units to hear. For example, upon arrival at a structure fire in District 4, the company officer shall communicate, “Control, Engine 4 on scene, Captain 4 has command”.
2. The officer establishing command shall retain that authority until such time that he/she is relieved of command or he/she transfers it to the appropriate officer in charge.
3. In the event there is to be a transfer of command, it shall be communicated to the FCC via radio for all incident resources or units to hear. For example, if the Battalion Chief arrives at the aforementioned incident and after conferring with the IC determines he/she will assume or take over command, the new IC or in this case the BC, shall communicate, “Control, Battalion 1 is on scene and assuming or taking over command.”
4. It shall not be assumed that upon arrival of the Battalion Chief or any other chief officer that command has been transferred. Command shall remain intact until that transfer occurs formally and is communicated.
5. The Incident Commander shall communicate with and control the placement, assignment, and release or demobilization of all units or resources once they have arrived on the incident scene. This does not preclude the IC from making assignments prior to resource or unit arrival but was intended to minimize the radio traffic that requires the FCC to be directly involved with. As the respective units are released or demobilized, they shall communicate their release and disposition accordingly. For example, upon being released by the IC from the aforementioned incident, the company officer of Company 3 shall communicate, “Control, Company 3, Engine 3, Medic 3, clear from structure fire and returning to quarters.”
6. In the event that the IC has determined responding resources that have not yet arrived may be cancelled or released, he/she shall communicate that directive to the FCC for relay and communication to those resources. For example, upon arrival at the aforementioned incident it was determined that this was a “pot on the stove” type call and other units are enroute, the IC shall communicate, “Control, Battalion 1, cancel all responding units not on scene at structure fire.” This policy is necessary and practical given the varied response of multiple companies and volunteer units which the FCC tracks and coordinates.

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7. The FCC shall communicate all information and inquiries related to the respective incident to the IC inclusive of any requests for unit or resource assignment or availability. For example, during the aforementioned structure fire incident a 911 call is received requesting medical services in District 1, the FCC shall communicate to the IC any requests for a response or the availability of Medic or Engine 1 if those units are on scene and have not been released or demobilized.

8. When practical and possible, the IC shall establish a command post and communicate its location and follow those recognized practices and protocols accordingly such as maintaining a static or fixed location. For example, upon arrival on scene at a progressing wildfire off Highway 190, the IC shall communicate via radio to the FCC, “Control, Battalion 2 on scene and has command, the command post shall be the BC vehicle located at the junction of Highway 190 and Saddle Road.” This information is extremely valuable to our mutual aid partners as they respond to assist us, as well as for our own personnel.

9. The IC may elect to assign and identify other command and general staff positions such as Safety and Operations, at which time, he/she shall communicate those assignments to the FCC via radio and for all incident personnel or units to hear.

The aforementioned policies and procedures are intended to improve the flow of information and to clearly identify incident command as we should be doing.

Division Heads, Battalion Commanders, Bureau Commanders, Company Officers, and Unit Supervisors shall review this policy with all subordinates and assure compliance. Company Officers and Unit Supervisors shall submit in writing to my office via your Battalion and Bureau Commanders a letter of acknowledgment on this policy by Friday, February 15, 2008.

The Procedures Manual insert will be updated and disseminated to all personnel in the near future.

DARRYL OLIVEIRA
Fire Chief

CHIEF’S MEMORANDUM
NO. 2019-004
February 7, 2019

TO ALL PERSONNEL

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**National Incident Management System and
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FROM DARREN J. ROSARIO, FIRE CHIEF

SUBJECT : **INITIAL RADIO REPORT FOR STRUCTURE FIRE INCIDENTS POLICY**

This policy applies to all Hawai'i Fire Department (HFD) uniformed personnel.

This Policy will be assigned individually and available for reference via Target Solutions.

Employees with questions or requests for clarification regarding the contents of this policy may submit a request in writing to the Fire Chief via Chain of Command.

Thank you,

DARREN J. ROSARIO
Fire Chief

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Initial Radio Report for Structure Fire Incidents Policy	Related Policies: HFD Procedure Manual Section 900.01 to 900.07
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to thirdparty civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable HI Statutes: <i>NIA</i>	
Applicable HI Administrative Regulations: <i>NIA</i>	
OSHA: <i>NIA</i>	
NFPA Standard: <i>NIA</i>	
Date Implemented: February 2019 Date Revised: Next Review Date: February 2020	Approved By: Darren J. Rosario, Fire Chief <i>Qe- :-</i>

I. PURPOSE AND SCOPE

The purpose of this policy is to assure that first arriving Company Officers communicate mission-specific information at structure fire incidents to assist in safe and efficient fire-ground operations.

II. APPLICABILITY

- A. This Policy will apply to all members of the Hawai'i Fire Department.
- B. All Company Officers shall be familiar with their assigned districts and be able to apply this policy accordingly.

III. DEFINITIONS

- A. Clear Radio - to clear specific channel (talk group) for communication.
 - 1. To ensure radio report is given on the correct channel.
 - 2. To alert Fire Communications Control Center (FCCC) and all the other responders you are on-scene and are ready to transmit your Initial Radio Report.



- A. Building Description - the use of common text when describing a building or structure.
1. Size - small, medium, large or mega.
 2. Height - number of stories above ground. Ground floor is one.
 3. Occupancy Types:
 - a. Residential - single family residence
 - b. Multi-unit Residential-apartments, town houses, multi-family dwellings.
 - c. Public assembly (describe the use) - school, church, bar, restaurant, movie, theatre, etc.
 - d. Strip Mall - rows of stores, general retail in nature.
 - e. Commercial - stand-alone facility usually for storage, manufacturing, or distribution.
- B. Situation Report - the description of four fire conditions.
1. No smoke visible.
 2. Light smoke visible - no fire.
 3. Heavy smoke visible - no fire.
 4. Working Fire - describe fire location:
 - a. Determine and identify four side(s) - Alpha, Bravo, Charlie, Delta.
 - b. For structure fires, identify what floor - 1st, 2nd, 3rd, 4th, etc.
 - c. For apartments or strip malls - identify middle or which end.

II. PROCEDURES

- A. Clear radio, identify self, confirm two-way communication, state your unit(s) status.
1. *"Fire control, Engine 1. (Standing by for Engine 1). Engine 1 is on scene... "*
- B. Describe building and situation.
1. Size, Type, Height - *"medium, three story multi-unit apartment building... "*
 2. Situation and location of fire - *"we have a working fire, flames showing from the Alpha side, second floor, middle of building... "*
- C. Describe actions - be brief and concise.
1. *"Engine 1 has secured a hydrant, will deploy two lines, one line for initial attack and primary search, second line will be used for backup... "*
- D. Assign resources - assignments shall be in accordance with Procedures Manual 900.045.
- *Ladder 2, I need you to ladder the alpha side for potential rescue;*

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- *Company 3, back up your interior attack team and set up RIC;*
- *Captain 3, you will be the Safety and Accountability Officer;*
- *Company 4, I need you to ladder the Charlie side of building;*
- *Fire Control, please dispatch a second medic, inspectors, HELCO, Gas co., and Red Cross.*

A. Determine strategy- Offensive or Defensive.

- I. *"We will be taking a defensive stand. Company 2 to protect Bravo side exposures. Company 3 to protect Charlie side exposures. No interior attack at this time ... "*

B. Establish Command, Command Post location, name of Incident.

- I. *"Engine 1 will be the commandpost. Location is on the Alpha/Delta corner. Captain 1 will be the Incident Commander. This will be the Lincoln Structure Fire ... "*

C. Establish a Communication Channel.

- I. *"Fire Control, have all units switch to Hilo 2 after arriving on scene. IC will maintain communication with Fire Dispatch on Hilo 1 ... "*

CHIEF'S MEMORANDUM

NO. 2008-001

February 8, 2008

TO: ALL PERSONNEL
FROM: DARRYL OLIVEIRA, FIRE CHIEF
SUBJECT: ESTABLISHMENT OF COMMAND AT MULTI-COMPANY INCIDENTS

As we continue to move forward and make improvements with our management of incidents, we will continue to modify our policies and procedures accordingly. Having transitioned to clear text, we will now implement another protocol that will further improve our coordination and management of emergencies and our resources.

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1. Upon arrival on scene, the first in or in district company officer shall establish command and communicate that directive immediately via fire radio to the Fire Communications Center (FCC, dispatch) and for all responding units to hear. For example, upon arrival at a structure fire in District 4, the company officer shall communicate, “Control, Engine 4 on scene, Captain 4 has command”.
2. The officer establishing command shall retain that authority until such time that he/she is relieved of command or he/she transfers it to the appropriate officer in charge.
3. In the event there is to be a transfer of command, it shall be communicated to the FCC via radio for all incident resources or units to hear. For example, if the Battalion Chief arrives at the aforementioned incident and after conferring with the IC determines he/she will assume or take over command, the new IC or in this case the BC, shall communicate, “Control, Battalion 1 is on scene and assuming or taking over command.”
4. It shall not be assumed that upon arrival of the Battalion Chief or any other chief officer that command has been transferred. Command shall remain intact until that transfer occurs formally and is communicated.
5. The Incident Commander shall communicate with and control the placement, assignment, and release or demobilization of all units or resources once they have arrived on the incident scene. This does not preclude the IC from making assignments prior to resource or unit arrival but was intended to minimize the radio traffic that requires the FCC to be directly involved with. As the respective units are released or demobilized, they shall communicate their release and disposition accordingly. For example, upon being released by the IC from the aforementioned incident, the company officer of Company 3 shall communicate, “Control, Company 3, Engine 3, Medic 3, clear from structure fire and returning to quarters.”
6. In the event that the IC has determined responding resources that have not yet arrived may be cancelled or released, he/she shall communicate that directive to the FCC for relay and communication to those resources. For example, upon arrival at the aforementioned incident it was determined that this was a “pot on the stove” type call and other units are enroute, the IC shall communicate, “Control, Battalion 1, cancel all responding units not on scene at structure fire.” This policy is necessary and practical given the varied response of multiple companies and volunteer units which the FCC tracks and coordinates.
7. The FCC shall communicate all information and inquiries related to the respective incident to the IC inclusive of any requests for unit or resource assignment or availability. For example, during the aforementioned structure fire incident a 911 call is received requesting medical services in District 1, the FCC shall communicate to the IC any requests for a response or the availability of Medic or Engine 1 if those units are on scene and have not been released or demobilized.

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8. When practical and possible, the IC shall establish a command post and communicate its location and follow those recognized practices and protocols accordingly such as maintaining a static or fixed location. For example, upon arrival on scene at a progressing wildfire off Highway 190, the IC shall communicate via radio to the FCC, "Control, Battalion 2 on scene and has command, the command post shall be the BC vehicle located at the junction of Highway 190 and Saddle Road." This information is extremely valuable to our mutual aid partners as they respond to assist us, as well as for our own personnel.
9. The IC may elect to assign and identify other command and general staff positions such as Safety and Operations, at which time, he/she shall communicate those assignments to the FCC via radio and for all incident personnel or units to hear.

The aforementioned policies and procedures are intended to improve the flow of information and to clearly identify incident command as we should be doing.

Division Heads, Battalion Commanders, Bureau Commanders, Company Officers, and Unit Supervisors shall review this policy with all subordinates and assure compliance. Company Officers and Unit Supervisors shall submit in writing to my office via your Battalion and Bureau Commanders a letter of acknowledgment on this policy by Friday, February 15, 2008.

The Procedures Manual insert will be updated and disseminated to all personnel in the near future.

DARRYL OLIVEIRA
Fire Chief

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