

		<b>MUKWONAGO FIRE DEPARTMENT</b>  <b>OPERATING PROCEDURES</b>	
Incident Command System		Approved by: Chief Jeffrey A. Rolfe	
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**PURPOSE:** To establish procedures for the efficient establishment of incident command.

**SCOPE:** This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the officer in charge of the incident who will be responsible for the results of any deviations.

**A. COMMAND SYSTEM**

1. The fireground commander (command) shall be responsible for overseeing all incident activities. All personnel involved at an incident shall follow and support the commander's plan.
2. Assumption, confirmation and positioning of command is done to quickly establish and confirm a single fireground commander. Also, to place that person in the most effective command position.

**B. ASSUMPTION OF COMMAND**

1. The first arriving officer, or in cases where an officer is not present, the most senior firefighter in the passenger seat on the first arriving unit shall initially assume command.
2. It shall be the duty of command to place itself in a satisfactory exterior command position and remain there until relieved of command or until command is terminated.
3. While assumption of command by the first arriving officer or predesignated firefighter of the first-in unit is mandatory, situations may develop where command may decide to quickly pass command to another officer.
  - (a) Examples:
    - urgent rescue

- critical tactical situation
- danger or risk to personnel on the scene

### **C. CONFIRMATION OF COMMAND**

1. The first arriving unit or officer who will assume command shall advise the dispatcher and responding units by broadcasting unit designation, arrival, assumption of command, and the name and location of the command post.
  - (a) Example:
    - "Mukwonago Engine 3461 on location, north side of High School, as High School command."
2. Command may use the location of the incident (e.g. "HWY NN command") or the name of the occupancy (e.g. "High School command").

### **D. TRANSFER OF COMMAND**

1. To provide continuous command, the first unit or officer arriving at the scene shall assume command until relieved by a ranking officer, or until command is terminated. The arriving unit may choose to pass command to another officer who will arrive in a short period of time.
2. When transferring command the current commander must brief the arriving ranking officer using the following guidelines:
  - (a) Situation status
  - (b) Deployment and assignments
  - (c) Tactical needs
3. After the briefing, the new commander will broadcast the change of command. (e.g., 3401 to Control 5, 3401 is High School command.").

### **E. COMMAND POST POSITIONING**

1. The standard position for command will be stationary inside of a command vehicle or a Fire Department unit which will then be called the "Command Post." When possible, it should be in front of the incident and not to interfere with apparatus movement. It should give command a view of two sides of the incident.

2. Once at the scene and after assuming command, the commander shall broadcast a brief initial report. This initial report should provide information about conditions that have been encountered at the scene.
  - (a) Building size - small, medium, large
  - (b) Building height - number of stories
  - (c) Occupancy of building
  - (d) Fire/smoke conditions - nothing showing, smoke showing, working fire, fully involved fire
  - (e) Action being taken - offensive/defensive attack

**F. SECTORING OF THE INCIDENT**

1. As the situation warrants command may at its discretion divide fireground activities and geographic areas into sectors.
  2. Sector officers will be responsible for the following functions:
    - (a) Directly supervise work in the area
    - (b) Monitor personnel safety and welfare
    - (c) Request additional resources from command
    - (d) Coordinate with other sectors
    - (e) Advise command of incident status
  3. Sectors may be classified in the following manner:
    - (a) Use of north, south, east, west when the incident area coincides with these directions.
    - (b) Use of standard landmark nomenclature, front, rear, roof and interior.
    - (c) In multistory buildings use floor number.
  4. Sectors may also be assigned to perform specific functions. Vests available are, but not limited to, incident commander, operations officer, safety officer, water supply officer, staging officer and EMS officer.
- G. At any fire the first arriving EMS officer will assume the position of safety officer. If there are none available, then one will be appointed by the incident commander.