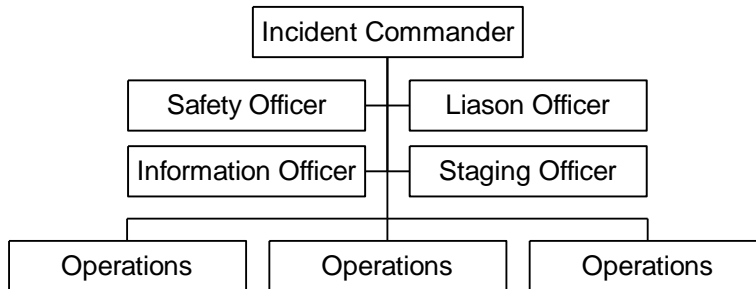


Release: 1.0
Effective: 12/01/2001

Derby Fire Department
Standard Operating Procedure Number 01
Incident Command System

1. Introduction

1.1. When the Derby Fire Department is operating at any fire or emergency, the incident command system will be used regardless of size or scope. The size of the incident will dictate the number of positions that may need to be filled in the command structure. Following is a flow chart showing a typical chain of command:



2. Establishing Command

2.1. Upon arrival at an incident, command will be assumed by the Fire Chief. In the event that the Fire Chief is not on scene, command will then be assumed by the highest ranking on-scene personnel in the following order:

1. 1st Asst. Fire Chief
2. 2nd Asst. Fire Chief
3. 3rd Asst. Fire Chief
4. Highest Ranking Company Officer
5. First Arriving Fire Department Apparatus
6. Senior Member of the Fire Department

- 2.1. The Incident Commander will announce his or her arrival on the radio, conduct an initial size-up, provide the initial radio report, and then formally announce that they are taking command. Command will be designated either by the name of the street on which the fire/emergency is located, or the name of a unique building or business, i.e., “Main Street Command”, or “Griffin Hospital Command”.
- 2.2. An accurate size-up and subsequent radio report is essential to advise incoming units on conditions found and to prepare dispatch for additional activity that may follow. The size-up will be given by the IC and will include the following:
 - a) Identification of unit calling (and in command)
 - b) Verification of location (or new address if original dispatch was in error)
 - c) Construction and approximate size of building
 - d) Occupancy and/or significant life safety hazards
 - e) Conditions found on arrival (ex. light smoke showing from second floor)
 - f) Exposures (if any)
 - g) Immediate actions being taken
 - h) Any imminent hazards or special directions for incoming units
- 2.3. Incident Commanders must take the time necessary to conduct a proper size-up of the situation so that the information relayed to dispatch is accurate, organized and meaningful.
- 2.4. Once command has been established all decisions and radio communications will be made through the IC. If a position in the command structure has not been filled, the IC automatically assumes that responsibility.
- 2.5. The IC will establish a command post in a location where the he/she can observe all operations, but be far enough away as to not impede the work being performed. The command post must also be easily accessible for liaisons from different organizations to reach, but far enough away from the public so as not to interrupt operations.

3. Transferring Command

- 3.1. Command can only be passed to a higher-ranking officer. Once command has been established and a Chief Officer of the Department is on the air responding to the scene, the IC will maintain command until the arrival of that Chief Officer.

- 3.2. In order to pass command from one member to another the following criteria must be met:
- a) Command will only be passed face to face (not over the radio)
 - b) A complete and detailed report will be given to the arriving Officer, including:
 - 1) apparatus on scene
 - 2) condition on arrival
 - 3) placement of apparatus
 - 4) any orders given prior to the officers arrival
 - 5) location and assignments of crews on scene
 - 6) results of initial efforts
- 3.3. The initial IC will announce over the air that command is being transferred to the new IC, i.e. "101 to all units, command is being transferred to FD-1". The new IC will then notify Derby Fire Comm over the air that he/she has assumed command, i.e. "FD-1 to Derby Fire Comm, FD-1 is assuming Main Street Command.
- 3.4. Every effort should be made to avoid frequent transfer of command. Generally, the initial IC will transfer command to a Chief Officer. If a Chief Officer is enroute with arrival imminent, and the first arriving officer/driver is still in the process of size-up, that individual will report directly to the Chief who will assume command.

4. Terminating Command

- 4.1. When a Chief Officer has signed on the air, all status reports will be relayed to that officer (highest ranking Chief), who will make ALL DECISIONS as to that particular response based on the information available and/or suggestion from on-scene personnel. This decision can include the downgrading or complete termination of the response.
- 4.2. Once the incident has been stabilized and units are returned to service, the IC will terminate command and retrieve incident number and times from C-Med. The IC will then fill out an incident report and forward it to one of the Chiefs or the Fire Marshal within five (5) days. An incident report must be filled out completely even if there is a Fire Marshall or Inspectors on-scene.