Scarborough Fire Department
Scarborough, Maine

Standard Operating Guidelines

Book:	**Organization**
Chapter:	**Fire Department Organization**
Subject:	**1125 - National Incident Management System (NIMS)**
Revision Date:	**8/31/2006**
Approved by:	*B. Michael Thurlow*

PURPOSE

To adopt the National Incident Management System as the organizational framework within which our department functions at all incidents. To meet Federal requirements for adopting NIMS to assure a framework for emergency operations, both locally and with a variety of other agencies, that provides a standard process utilizing incident action plans and the Incident Command System to integrate the efforts of all responding agencies.

POLICY

The Scarborough Fire Department will use the Incident Command System function of NIMS at all emergency incidents, drills and exercises that involve hazards similar to those encountered at actual emergencies to effectively manage personnel and resources, and to provide safety for all personnel. Other functions of NIMS may be used by the IC if it becomes necessary.

SCOPE

Incident Command generally retains the flexibility to modify procedures or organizational structure to accomplish the mission in the context of a particular hazard scenario. Most incidents are local, but when faced with a worst case scenario all responding agencies must be able to interface and work together. The NIMS is designed to facilitate the interagency cooperation needed to successfully control a multi-jurisdictional or large scale incident.

DEFINITIONS

A. **Command Staff:** Potential staff needed to assist the IC in managing an incident when using the Incident Command System.
B. **General Staff:** Staff needed in addition to command staff when an incident requires Unified Command.
C. **NIMS:** National Incident Management System: Using the incident command system, multi agency control and public information, singularly, or in any combination, to manage by objective and attain a preplanned conclusion to an incident.
D. **IC,** Incident Commander**:** *radio call sign*: Command: This is the officer in overall command of the incident.
E. **ICS** – Incident Command System
F. **Operations Officer***: radio call sign*: Operations: This officer shall coordinate all tactical operations. When Operations is initiated, all on scene Sector Officers except Safety shall report to Command thru Operations. Safety may report to Operations or Command.
G. **Staging Officer:** *Radio Call Sign:* Staging: This officer will coordinate staging of local and mutual aid apparatus and other resources at the designated staging area unless otherwise directed by Command. The staging officer shall be responsible for the safety of all operations and personnel at the staging area.
H. **Water Supply Officer:** *Radio Call sign:* Water Supply: This officer shall assess the available water supply to each operating apparatus to determine if additional supply lines are needed. He will communicate to Command for any changes or additional water supply needs. The water supply officer shall also assess the total amount of available water from hydrants or other static water supply sources and advise Command of such.
I. **Safety Officers**: *Radio Call Sign:* Scene Safety and Operations Safety: These officers are responsible for scene and operations safety at the incident. The safety officers shall observe, as much as physically possible, all aspects of the operation and correct any unsafe practices. Safety Officers report directly to Command.
J. **Liaison Officer:** *Radio call sign*: Liaison: This officer will act as the contact person for Scarborough Fire Department and all cooperating agencies, and reports to Command.
K. **Public Information Officer:** *Radio Call Sign:* PIO: This officer will act as the official source for all information to be released to the media and other agencies.
L. **Aides:** *Radio Call Sign:* none: Aides will act as assistants to the Incident Commander. When using the radio to communicate for the Commanding Officer they will use the call sign Command. When communicating face to face on behalf of the Incident Commander they will inform the person to whom they are speaking that they are acting on orders from Command.
M. **EMS Officer:** *Radio Call Sign:* EMS Division: This officer will be in complete charge of all functions relating to patient care. This position shall be filled according to the following positions, in descending rank and or licensing, EMS Deputy Chief, Paramedic Lieutenant, or EMS Senior Rescue member present. The on duty paramedic may operate at any of the above positions if free from actual hands on patient care. EMS Sector reports to Command.

PREREQUISITES

    A. Components of NIMS includes:
        i.   Incident Command and management
        ii.   Preparedness and planning
        iii.   Resource management
        iv.   Communication and information management
        v.   Supporting technology
        vi.   Ongoing management and maintenance

    B. The Incident Commander is the officer in charge of all operations and is responsible to complete the tactical objectives in a safe manner at an incident. The IC shall assume all General staff and Command Staff duties until the incident is under control or until the staff positions are delegated based on the location or severity of the incident.

    C. Incident command should be filled by the highest ranking officer at the scene. However an Incident Commander could be a firefighter of any or no rank.

    D. Use of the Incident Command System is automatic and applies to all assignments unless otherwise directed.

    E. Transfer of Command shall be face to face as much as practical.

    F. When more than one incident is occurring at the same time, Command for each incident shall be referred to as the geographic location by Command.

    G. Sector/Division officers shall also refer to their sector with the same location terminology.

PROCEDURE

    A. The first arriving unit on scene shall assume Command. The IC shall give a brief report of conditions and identify who has command.

    B. Assume an effective Command position.

    C. Do a complete and on going size-up and risk assessment.

    D. Develop an incident action plan.

    E. Request additional resources as needed.

    F. Assign units as required by the tactical priorities.

    G. Establish other sector officers as needed.

    H. Initiate Unified Command if the incident type requires the response of other agencies. If a Unified Command is required consider filling the General Staff and Command Staff positions as needed.

    I. Establish an Area Command if there are multiple, or large geographic events that may require the same limited local resources.

    J. Achieve incident control.

    K. Initiate incident investigation, if needed.

    L. Return units to service.

INCIDENT COMMAND OBJECTIVES

A. Common terminology, plain English
B. Modular organization, only some elements of the ICS system may be needed.
C. Management by objectives.
D. Reliance on an incident action plan
E. Manageable span of control
F. Establishment of Command with transfer abilities.
G. Chain of command and unity of command
H. Unified Command for multi-jurisdictional incidents
I. Accountability
J. Resource management
K. Readily expandable to meet large scale incidents

BRANCH / DIVISION / GROUP LEADERS

A. During an incident Branch, Division, and Group leaders shall be assigned as needed to maintain an effective span of control. During large scale incidents Command Staff shall be appointed as needed. The Divisions shall operate by task, physical location and or function.
B   Possible types of Division Officers by function
       i.   Operations Officer
      ii.   Staging Officer
     iii.   Water Supply Officer
     iv.   Safety Officer, on scene and Command Staff
      v.   Information Officer Command Staff
     vi.   Liaison Officer Command Staff
C. Possible types of Division Officers by physical location
       i.   Side A, B, C, or D
      ii.   Division 1 (first floor), Division 3 (third floor) etc.
     iii.   Interior, Exterior etc...
 D. Possible types of Division Officers by task
       i.   Fire Attack
      ii.   Search & Rescue
     iii.   Ventilation
     iv.   Haz Mat

Organizational Level	Title
Incident Command	Incident Commander (IC)
Command Staff	Officer
General Staff (Section)	Chief
Branch	Director
Division / Group	Supervisor
Unit	Leader
Strike Team / Task Force	Leader

DIVISION OFFICER DUTIES

    A. Direct all operations in his / her assigned division area.
    B. Provide frequent progress reports to Command, or Operations if initiated.
    C. Request needed equipment or support from Command, or Operations if initiated.
    D. Successfully complete tasks assigned by Command, or Operations if initiated.
    E. Remain in his / her division at all times.
    F. Monitor welfare, safety, accountability and location of personnel assigned to that sector at all times.

COMMAND STAFF

    A. Safety Officer
    B. Liaison Officer
    C. Public information Officer

GENERAL STAFF

    A. Operations
    B. Planning
    C. Logistics
    D. Finance and Administration
    E. Information and Intelligence

GENERAL STAFF DUTIES

    A. Operations: focus on the reduction of the immediate hazard, save lives and property, and establish situational control using tactical objectives.
    B. Planning: prepare status reports, display situation information and maintain the status of resources assigned to the incident. Develop and document the incident action plan.
    C. Logistics: provide facilities, transportation, supplies, fuel, food, communications and technology support.
    D. Finance and administration: is established when the agency involved in the incident management activities require finance or administrative support.
    E. Information and intelligence: provide analysis and sharing of information and intelligence during an incident.

RESPONSIBILITIES

It is the responsibility of all Scarborough Fire Department members to adhere to this policy and to implement the Incident Command System and work within NIMS at all incidents.

REFERENCES

    A. National Incident Management Plan, IS700
    B. ICS 110, 200, 300, 400
    C. National Response Plan