



PRINCE GEORGE FIRE AND EMS

Section: Operations

Section No: 2.5

Title: Incident Management System

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Date: October 1, 2013

Authorized By:

Purpose: The purpose of this policy is to outline the Incident Management System to be utilized at all incidents handled by Prince George County Fire & EMS. The Incident Management System will provide for the development of a complete and functional command structure at each incident that will increase response effectiveness and personnel safety.

I. General

1. This policy applies to all Fire and EMS first responders and is the responsibility of all Fire and EMS first responders to strictly adhere to
2. The IMS shall be used to manage all incidents that Prince George County responds to including pre-planned events and standbys.
3. All Fire and EMS first responders will be trained to the appropriate IMS level in accordance with the National Incident Management System Guidelines.

II. Establishing Command

1. Command will be established immediately upon arrival on scene of the first responding unit. Command should be assumed by the senior ranking member responsible for the incident's response district if possible.
2. Command shall be established by announcing arrival on scene via radio of the first unit. The IC should provide an initial report of conditions observed, immediate actions to be taken, any immediate safety concerns for personnel and the unit number or name and rank of the person taking command.
3. The command will be named using the street name the incident is on or a business/landmark name. This should be announced on the radio and following such designation the unit number or name and rank of the person in command should no longer be used, only the name of the command.



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EX: Engine 210 is on scene, with a 2 story, wood frame, single family dwelling, with light smoke showing. Engine 210 is laying a 5 inch supply line. Unit 297 is Main Street Command or

EX: Medic 6 is on scene with a two vehicle collision; one of the vehicles is overturned. Fire-Medic Jones will be establishing Crater Road Command.

4. Once command is established by the IC, they must decide on the appropriate commitment of the IC to the incident. The IC should operate in one of three command modes.
 - a. **Investigation Mode** – These situations generally require investigation by the first arriving unit, usually an officer and crew that will directly involve the IC in the investigation. (EXAMPLE – Automatic alarm or smell of smoke in a building.)
 - b. **Offensive Mode**-Aggressive actions that can result in mitigating a threat to or protect lives and bring the situation under control in a timely manner. To include but not limited to:
 - Offensive fire attacks (especially in marginal situations).
 - Critical life safety situations (i.e., rescue) that must be achieved in a compressed time.
 - Any incident where the safety and welfare of first responders or the public is a major concern.
 - Obvious working incidents that require further investigation by the Company Officer or AIC.
 - c. **Command Mode** – Situations that require a strong command by virtue of the size of the fire or emergency, complexity of the incident, potential of the occupancy or possibility of extension, require strong direct overall Command from the outset. In such cases, the IC will immediately establish overall command, set up a Command Post, and implement the IMS without being involved in incident actions.



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5. Once command is established by the IC, they must decide on the appropriate commitment of personnel and resources to the incident. This decision will be based upon many factors including numbers of personnel, resources available and progression of the incident. This is a critical command decision (both initially and ongoing).
6. Upon establishing command and regardless of the command mode selected the IC shall be responsible for the following:
 - a. Complete size up of the situation
 - b. Develop the overall strategy and objectives for the incident and communicate them as an Incident Action Plan.
 - c. Request necessary resources to implement the Incident Action Plan.
 - d. Establish, maintain and control the communications process.
 - e. Activate necessary functions of the ICS system as needed to maintain appropriate span of control and support the incident needs
 - f. Establish personnel accountability
 - g. Continually review and revise the Incident Action Plan
 - h. Provide for continuity of Command.

III. Transfer of Command

1. Transfer of command should be done face to face. If that is not possible then command can be transferred via radio but is not preferred.
2. Before command is transferred the new IC is briefed on incident conditions, the incident action plan, safety considerations, deployment of resources, additional resources needed or requested and any other pertinent information.
3. The new IC should acknowledge receipt of the above information and then announce via radio the unit number and that is assuming command.
4. If the previous incident commander will continue to oversee a portion of the operation then the new IC should give them the appropriate IMS designation (i.e. Operations Chief, Division 1)



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IV. Communications

1. The designated Command should be the only unit on the scene that communicates with the ECC.
2. Each functioning unit on scene should be assigned a designation by command. If the group is assigned to a geographic area they should be a Division (Division A) and if the unit is assigned to a specific function they should be a Group (Ventilation Group).
3. A designated officer should be assigned to oversee each Division and Group. The IC and officer should use the assigned designation for communications NOT an officer number. (i.e "Division 1 to Command")
4. If the IC or other officer is calling an unassigned crew, they should be called by the unit number (i.e. Engine 110)
5. If the IC or officer needs to communicate to the operator of a unit then they should call the unit number followed by "operator" (i.e. Engine 110 Operator)
6. All orders given and/or information given it should be repeated by the recipient and confirmed to ensure appropriate understanding of the order or information.

V. Staging

1. **Level 1 Staging**– A non-designated area where units will park and await orders by the Incident Commander.
 - a. All apparatus other than the first-in unit shall go to Level 1 Staging unless given an assignment by command prior to arrival.
 - b. Units in Level 1 Staging shall stage a minimum of 500 feet from the incident.



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- c. Units in Level 1 Staging shall consider alternate means to access the incident and the location of available resources including water supplies.
- d. Units arriving in Level 1 staging shall announce on the radio that they are staged and state the location where they are staged.
- e. All units shall position their vehicle so that they are not creating an unsafe situation. Units should avoid staging on main roads, and should consider staging on a side street or parking lot to prevent congestion and the potential for an accident.

2. Level 2 Staging – Used for large, complex or lengthy operations. Additional units will go to a predesignated specific location under the authority of a Staging Manager and await deployment.

- a. The appropriate command officer shall designate the staging area location. The location shall be in an area remote from, but easily accessible to the incident scene. It may include areas for food, fuel, and rest on major incidents.
- b. Staged units should be able to reach the incident within two minutes of receiving an assignment.
- c. The Operations Chief has the option to assign the Staging Manager. In the absence of such an assignment, the first company officer to arrive at the staging area shall assume the role of the Staging Manager.
- d. The Staging Manager shall compile a log of available apparatus and personnel.
- e. The Staging Manager shall report to the Incident Commander (IC) if the Operations Section has not been established.
- f. The IC or Operations Section Chief shall directly advise the Staging Manager if it is determined that a minimum number of functional units shall remain available in staging.
- g. When the IC or Operations Chief has identified a minimum level of resources to remain available in staging, the staging manager shall make a request to the Emergency Communication Center (ECC) to replace any units deployed from the staging area.



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- h. As the IC or the Operations Chief determines the need for resources, the Operations Chief shall contact staging and request the specific resources needed, giving the location where companies are required. The staging manager shall then assign the resources to respond.
- i. The formal radio designation for the staging function shall be: "Staging."
- j. All communications involving staging shall be between "Staging" and "Operations" (when the Operations Chief is established) or "Command" (when the operations chief's position is not established).

VI. Command Structure

1. If an incident grows beyond the manageable span of control of the IC, then the IC should appropriately expand the IMS and activate the needed positions to effectively manage the incidents.