

Incident Command System

Lehi Fire Department responds to a wide range of emergency incidents. In order to effectively manage personnel and resources and to provide for the safety and welfare of personnel, we will always operate within the Incident Command System at the incident scene. This procedure identifies the Standard Operating Procedure (SOP) to be employed in establishing command components of the Incident Command System and applicable components of the National Incident Management System (NIMS).

Command Procedures are designed to:

- Establish and identify the responsibility for command on a certain individual through a standard identification system, depending on the arrival sequence of members, companies, and command officers.
- Ensure that a strong, direct and visible command will be established from the onset of the incident.
- Establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander (IC) and the individuals operating within the Incident Command System
- Provide a system to process information to support incident management, planning, and decision making.
- Provide a system for the orderly transfer of command to subsequent arriving officers
- Ensure a seamless transition from type 5/4 Incident Management Teams to type 3/2/1 Incident Management Teams (NIMS).

Responsibilities of Command:

The Incident Commander is responsible for the completion of the tactical objectives. The tactical objectives (listed in order of priority) are:

1. Remove endangered occupants and treat the injured.
2. Stabilize the incident and provide for life safety
3. Provide for the safety, accountability, and welfare of personnel.

*This priority is ongoing throughout the incident.

4. Conserve Property

Functions of Command

The functions of command define standard activities performed by the incident commander. They are:

1. Assumption/Position-To quickly establish and confirm a single IC and place that individual in the most effective initial-command position
2. Situation Evaluation-Create safe operations based on accurate initial and ongoing incident evaluation and information management
3. Communications-To initiate, maintain, and control efficient communications
4. Deployment-To provide and manage a steady, adequate, timely stream of appropriate resources
5. Strategy/IAP-To use a systematic method to make basic strategic decisions, and develop and initiate a tactical IAP

6. Organization To-Develop an effective incident organization by delegating geographic and functional responsibility
7. Review/Revise-To Confirm that current IAP is meeting the tactical requirements of the incident and adequately provides safety of the workers, and to identify and address any areas that are not covered
8. Transfer/Revise-To provide the required duration of command necessary to complete tactical priorities, to standardize how command is transferred and up upgraded, and to insure that operations are safely concluded

Establishing Command

The first fire officer or acting officer of the department to arrive at the scene of an incident shall assume command of the incident. The initial Incident Commander (IC) shall remain in command until command is transferred or the incident is stabilized and command is terminated.

The fire officer that initiates command will give an initial arrival report providing the following information:

- Unit designation of first arriving
- Location (repeat address)
- Building/Area description
 - Size (see below for determination)
 - Height
 - Occupancy type
- Problem description (i.e. nothing showing)
- Initial Incident Action plan
- Tasks
- Location
- Tactical objective(s) to be addressed

(Example—“Engine 83 will be taking a water supply, stretching a handline to the Alpha side first floor for primary search and fire control.”

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- Declare Strategy
- Announce Command Mode
- Establish Command - command name, command location, your name and rank
- Resource determination
- Identify “A” side

Size

The size of the structure should be defined by the areas we can cover with a 200' handline and the maximum depths we can safely achieve inside the structure. This applies to all occupancy types—from houses to warehouses.

- Small: A 200' line can access 100 percent of the fire area/occupancy.
- Medium: A 200" line can access plus or minus 75 percent of the fire area/occupancy.
- Large: A 200" line can access plus or minus 50 percent of the fire area/occupancy.
- Mega: A 200' line can access less than 25 percent (or less) of the fire area/occupancy, leaving large areas of the structure past the 200 ft entry depth rule.

Radio Designation

To ensure uniformity, each response district has been assigned a standard command designation. The following "standard command designations" will be used for each response district:

- District 81= Old Town Command
- District 82= Eagle Crest Command
- District 83= Traverse Command
- Lehi, street name, or business name may be used if all other designations have been taken

360° Size-Up

A 360 shall be completed after providing the initial radio report. A 360 size-up is mandatory at all incidents and shall be completed as early into the incident as possible.

- If an officer encounters an emergent situation requiring immediate action, that officer may assign members of their crew, in a pair, to address the emergent situation so the officer can continue with the 360° size-up.
- If unable to complete the 360° size-up, due to building size or obstructions, the IC should delegate an individual or company to continue the process so that all sides of the incident are visualized.
- The IC must announce on the Follow-Up Report when a 360° assessment of the structure cannot be performed (i.e.; “360 not performed due to the buildings size/arrangement”).

Follow-Up Report

The follow-up report should be transmitted with the following pertinent information:

- 360 complete/incomplete
- Stories from Charlie Side
- Basement and/or Type
- Home/Business Owner Report
- Business Name (if not stated in the initial arrival report)
- Changes to the incident action plan
- Accountability location

Communications

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes. Central Dispatch currently runs on a radio system that has both repeated and non-repeated channels.

Order Model

The order model standardizes the communication process between incident participants and outlines how the exchange will take place over the two-way radio. The following is the Order Model and an example of how it should work on the fire ground:

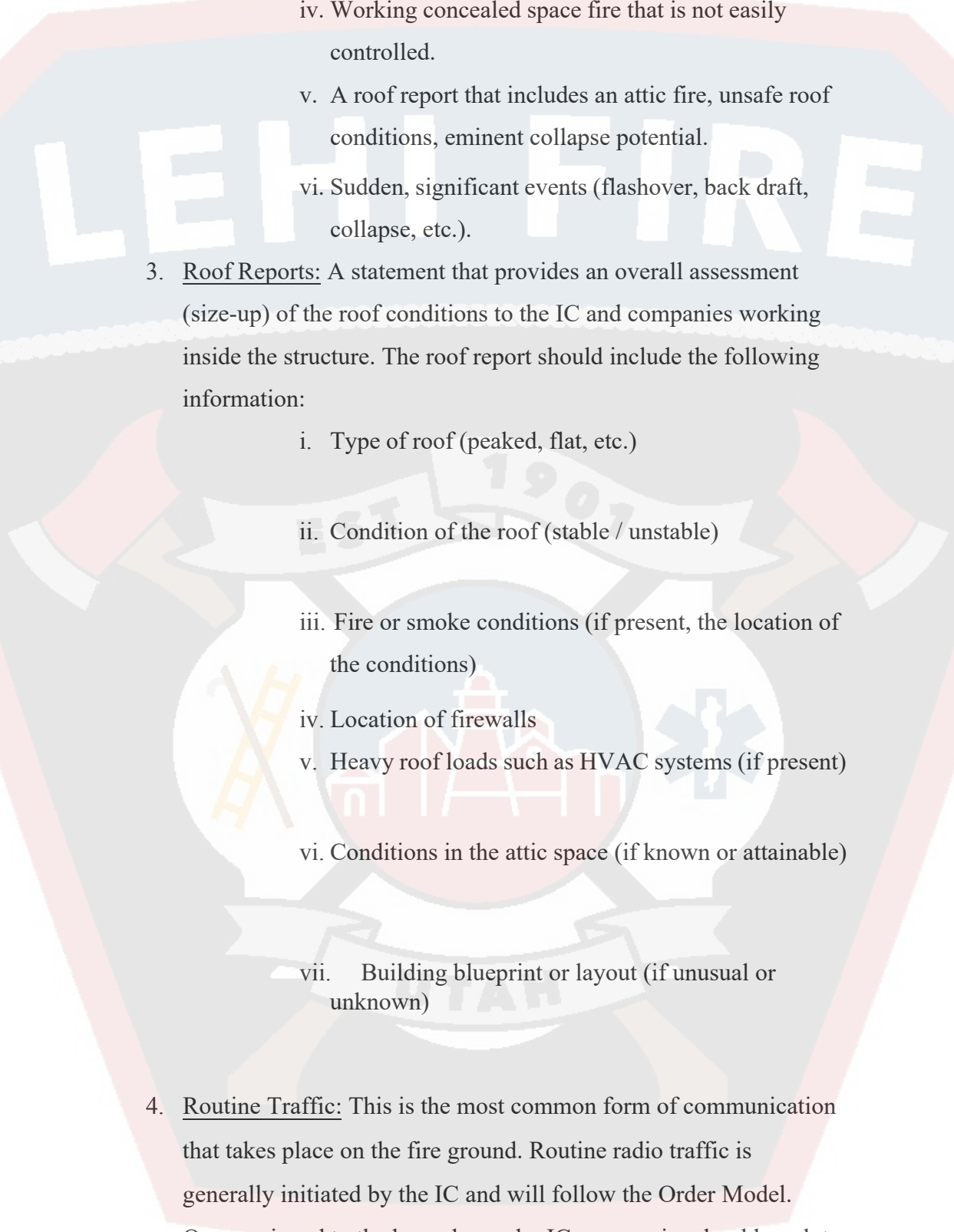
Order Model:	Example:
Sender contacts the receiver	"Engine 81 from Eagle Crest Command"
Receiver indicates readiness to receive the message	"Engine 81, go ahead Command"
Sender transmits the message / order over the radio	"Engine 81, I need you to stretch a handline to the Charlie side to reset the fire in the Charlie/Delta Corner"

Receiver restates the message (paraphrasing) to confirm understanding of the message	“Engine 81 copies. Stretching a handline to the Charlie/Delta corner to reset the fire”
Sender corrects any misunderstandings	

CAN Reports

A concise communications process that provides the recipient with the most pertinent information. The sender reports the Conditions they have, the Actions they are taking, and the Needs from their position. This communications format should be used at all levels of the incident organizational structure. The CAN Report is most commonly used as a progress report and should be integrated in to the following reports: Mayday Traffic, Priority Traffic, Roof Report, and Status Change.

1. Mayday Traffic: The report of a Mayday signifies that a firefighter(s) is in severe danger, in a critical situation, or in need of immediate help. A Mayday transmission will be delivered in accordance with LFD SOG (see Mayday). The term MAYDAY can be initiated by anyone on the fireground, and begins with the phrase “MAYDAY, MAYDAY, MAYDAY”.
2. Priority Traffic: A CAN report used to notify the IC of issues needing immediate attention. Priority traffic should follow the Order Model but can interrupt communication loops. Reasons to use priority radio traffic include the following:
 - i. Unable to complete a critical assignment/task or tactical objective.
 - ii. Urgent need to be reinforced to complete an assigned task/tactical objective.
 - iii. Victims encountered.

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- The background of the page features a large, semi-transparent watermark of the Lehigh Fire Department logo. The logo is a shield-shaped emblem with a red border. At the top, the words "LEHIGH FIRE" are written in large, white, sans-serif capital letters. Below this, there is a banner with the year "1907". The central part of the logo contains a circular emblem with a fire hydrant, a ladder, and a medical symbol (a caduceus). At the bottom, another banner contains the word "STAR".
- iv. Working concealed space fire that is not easily controlled.
 - v. A roof report that includes an attic fire, unsafe roof conditions, eminent collapse potential.
 - vi. Sudden, significant events (flashover, back draft, collapse, etc.).

3. Roof Reports: A statement that provides an overall assessment (size-up) of the roof conditions to the IC and companies working inside the structure. The roof report should include the following information:

- i. Type of roof (peaked, flat, etc.)
- ii. Condition of the roof (stable / unstable)
- iii. Fire or smoke conditions (if present, the location of the conditions)
- iv. Location of firewalls
- v. Heavy roof loads such as HVAC systems (if present)
- vi. Conditions in the attic space (if known or attainable)
- vii. Building blueprint or layout (if unusual or unknown)

4. Routine Traffic: This is the most common form of communication that takes place on the fire ground. Routine radio traffic is generally initiated by the IC and will follow the Order Model. Once assigned to the hazard zone by IC, companies should work to maintain radio silence unless contacted by command for an updated CAN Report.

5. Status Change: A status change can occur on the fire ground for many reasons and must be provided as soon as possible using the Order Model. A status change might be necessary for the following reasons:

- i. Completed the assignment and ready to be re-assigned
- ii. Changing locations within the hazard zone
- iii. Need to exit the structure to rehab

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- Review preplan of building (if applicable)
- Support egress – note exits, place ladders at appropriate locations, and monitor entrance points and maintain clear pathways.
- Notify command RIT is ready
- Monitor progress of teams and situation

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