



Standard Operating Guideline

Incident Command



Scope: Sacramento Regional Fire Departments

Policy Contact

Sacramento Regional Operations Group

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01. References

- FIRESCOPE: ICS 500 Structure Fire Operations 2015
- FIRESCOPE: 420-I Field Operation Guideline 2012
- Standardized Emergency Management System (SEMS) 2015
- National Incident Management System (NIMS)

01. Guideline:

To provide for the effective management of personnel and resources operating at emergency incidents through improved command and control, while providing for safety and welfare of personnel.

02. Definitions:

- 2.1 Conditions, Actions & Needs (CAN) Report:** Incident commander should request a progress report in the form of a CAN report.
- 2.2 Communications Plan:** One (1) command channel and two (2) tactical channels.
- 2.3 Division:** Represents a defined geographic area. (e.g., Div Alpha, Div 6, Roof Div)
- 2.4 Group:** Represents defined functional operations. (e.g., Vent Group, RIC Group, Medical Group)
- 2.5 Incident Action Plan (IAP):** A document that outlines the objectives, strategies, resources and communications for managing an emergency situation.
- 2.6 Incident Commander:** The officer on the incident responsible for establishing command and incident strategy, ensuring tactics are in alignment with Incident Action Plan, and the incident is brought to a successful conclusion.

03. Procedures:

A simple to complex command and control philosophy shall be used for building an Incident Command System (ICS), based on the complexity of the incident.

3.1 Command Philosophy

To provide a standardized and consistent process for the command of emergency incidents. After establishing command, the incident commander utilizes the Command Philosophy to develop the IAP by completing the following functions:

- 3.1.1 Gain situational awareness – size-up
- 3.1.2 Determine incident complexity
- 3.1.3 Perform risk assessment
- 3.1.4 Define decision points
- 3.1.5 Establish management and control objectives
- 3.1.6 Ensure appropriate resources are requested to meet objectives
- 3.1.7 Ensure appropriate resources are assigned appropriate tactics
- 3.1.8 THIS IS AN ONGOING PROCESS – re-evaluation

3.2 Responsibilities of Command

The incident commander is responsible for the overall management of the incident. The safety, welfare and accountability of personnel are taken into consideration when achieving the following incident priorities:

- 3.2.1 Life safety
- 3.2.2 Incident stabilization
- 3.2.3 Property conservation
- 3.2.4 Environment protection

3.3 Risk Management

Involves the identification and evaluation of risk, and the prioritization of actions followed by coordinated application of resources to either minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities. Risk management is based on the following priorities:

- 3.3.1 Activities that present a significant risk to the safety of responders shall be limited to situations where there is a potential to save lives.
- 3.3.2 Activities that are routinely employed to protect property shall be recognized as inherent risk to the safety of responders, and actions shall be taken to reduce or avoid these risks.
- 3.3.3 No risk to the safety of responders shall be acceptable when there is no possibility to saves lives or property.
- 3.3.4 In situations where the risk to responders is excessive, activities shall be limited to defensive operations.

3.4 Incident Alignment

Is achieved when the Command Philosophy process is implemented to ensure that tactical action effectively supports the current priority and strategy. For an incident to be in alignment, the right resources must be assigned to the right location, employing the right tactics, at the right time.

Priority

(Life, Incident Stabilization, Environment/Property)

Strategy

(Offensive, Defensive, Combination)

Tactics

(Fire attack, Ventilation, Rescue)

Tasks

(Pull Hose, VEIS, Throw Ladder)

***** All levels must be aligned *****

3.5 Establishing Command

The formal establishment of a single incident commander with a fixed incident command post in order to implement an IAP that organizes resources and provides unity of effort to most effectively save lives at risk.

- 3.5.1 The first officer to arrive at the scene of an emergency is in command until there is a formal establishment of command.
- 3.5.2 The first arriving officer will either establish command or pass command to the next arriving officer.
- 3.5.3 The second arriving officer should establish command when appropriate and/or directed.
- 3.5.4 Company officer that establishes command can utilize Tablet Command.
- 3.5.5 The battalion chief is expected to request command from the officer who established command (captain may be reassigned with company).
- 3.5.6 Once chief officer assumes command, they shall ensure that Tablet Command is utilized.
- 3.5.7 The incident commander shall ensure that the tactics being performed on the fire ground are in line with the tactical priorities and support the strategic objectives.
- 3.5.8 The incident commander shall remain in command until command is passed, transferred, or the incident is stabilized and terminated.

3.6 Command Expectations

It will be the responsibility of the incident commander to develop a command structure utilizing the standard operating guidelines as soon as possible after arrival and implantation of initial control measures. The size and complexity of the organizational structure will be determined by the scope of the emergency.

- 3.6.1 The incident commander should consider utilizing divisions and/or groups based on incident complexity.
- 3.6.2 If a company officer is assigned as a branch director or division or group supervisor, every effort should be made to replace that company officer with a chief officer/single resource officer as soon as possible.
- 3.6.3 Branches will be numeric/functional.
- 3.6.4 Divisions will be alpha/numeric.
- 3.6.5 Groups will be functional.
- 3.6.6 Battalion chief shall use Tablet Command when assigned to command, branch, division, or group.
- 3.6.7 Communications or Comms Plan is one command channel and two tactical channels.
- 3.6.8 Incident commander needs to request a Communications or Comms Plan from dispatch; it will not be automatically assigned.
- 3.6.9 Incident commander can request only what they need (i.e., one additional TAC channel, etc.)
- 3.6.10 When a Mayday event is declared, the following will be automatically assigned by fire dispatch: One (1) command channel and three (3) additional TAC channels (this is separate from Communications or Comms Plan).

3.7 Transfer of Command

Command is transferred to provide a more robust command support system and to improve the quality of the ICS organization. The transfer of command process should include:

- 3.7.1 Situation status and actions taken
- 3.7.2 Incident objectives and priorities (IAP)
- 3.7.3 Current organizational structure
- 3.7.4 Resource assignment
- 3.7.5 Resources enroute and/or ordered and/or needed
- 3.7.6 Communications plan
- 3.7.7 Prognosis, concerns, hazards and related issues
- 3.7.8 Complexity
- 3.7.9 Whenever a transfer of command takes place, it shall be communicated to all personnel assigned to the incident, including the communications center.

SIGNATURES

The undersigned approve the contents of this document.



Troy Bair (Oct 1, 2024 10:09 PDT)

Troy Bair, Deputy Chief of Operations
Cosumnes CSD Fire Department



Chad Wilson, Assistant Chief of Operations
Folsom Fire Department



Mike Taylor (Sep 30, 2024 20:19 PDT)

Mike Taylor, Deputy Chief of Operations
Sacramento Fire Department



Adam Mitchell (Oct 1, 2024 15:03 PDT)

Adam Mitchell, Deputy Chief of Operations
Sacramento Metropolitan Fire District












SROG - Incident Command

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