TOLEDO FIRE & RESCUE DEPARTMENT

C-57 Incident Command

Emergency Manual

Date Revised: 01/29/2024

Last Modified: 09/27/2024 09:51

Export C57 to PDF
Export -Entire C Manual- to PDF

Policy/Procedure

1. Scope:

1. This procedure contains the minimum requirements of an incident command system to be used by first responders to manage all emergency situations or large-scale non-emergency events. This procedure shall define and describe the essential elements of an incident command system.

2. Purpose:

1. The purpose of an incident command system is to provide structure and coordination to the management of emergency incident operations.

3. Implementation:

1. The Toledo Fire and Rescue Department shall adopt the National Incident Management System (NIMS) to manage all emergency incidents.

2. The incident command system shall be used at all emergency incidents. This shall include, but not be limited to, all fire, emergency medical, mass causality, hazardous materials, and weapons of mass destruction incidents.

3. All department members operating within the department shall be familiar with the provision of this procedure.

4. System Components:

1. **Incident Commander** - The Incident Commander shall be responsible for the overall coordination and direction of all activities at an incident. The Incident Commander’s radio designation shall be

"Command". Command shall be responsible for setting the strategy of the incident and shall work in consultation with the Emergency Operations Center if established.

2. **Command's General Staff** - The following components compromise Command's General Staff. These members shall work at the Command Post unless directed otherwise by Command.

3. **Operations Section** - Operations shall be responsible for directing the tactical components of the incident. Most on-scene emergency responders shall report to Operations. Operations reports directly to Command and shall work at the Command Post. An Operations Section shall be established at all multiple alarm fires or anytime the Incident Commander (IC) begins to get "bogged-down" by the incident. Operations shall direct such Divisions, Groups, Task Forces, Strike Teams, and Branches as necessary to mitigate the incident.

4. **Groups** – Companies assigned to accomplish a specific task. Examples would include Search Group, Vent Group, Triage Group, or Extrication Group. Groups are under the direction of Group Supervisors who report to Operations, or Command if no Operations section is established.

5. **Division** - Companies assigned to work in a specific area. Examples would include "Division 4", Division D, or Exposure C. Divisions are under the direction of Division Supervisors who report to Operations, or Command if no Operations section is established. Division Supervisors are responsible for ensuring all necessary tasks in their area of responsibility are completed. This may include Extinguishment, Search, Ventilation, Overhaul, or any number of tasks combined. The Division Supervisor must determine whether there is a need for additional resources in their working area and request those resources from Operations or Command if no Operations section is established. Arriving resources are to be directed to the Division Supervisor for utilization.

6. **Task Force** - A Task Force is up to five unlike companies operating as one unit. These companies will be designated as the incident necessitates and will be referred to by either the task they are accomplishing or area in which they are working. For example, two Engine companies, two Truck companies, and a Rescue Unit assigned to ventilate a building may be referred to as "Vent Task Force" or, if operating on the sixth floor to accomplish a task, "Division 6 Task Force". Task Forces are under the direction of a Task Force Supervisor and report to Operations, or Command if no Operations section is established.

7. **Strike Teams** - Strike Teams are comprised of five like companies operating as a single unit. These companies will be designated as the incident necessitates and will be called either the task or area that they are working in. For example, five Truck companies assigned to ventilation may be referred to as the "Vent Strike Team" or, if operating on the sixth floor of a structure to perform a task, "Division 6 Strike team". Strike teams are under the direction of a Strike Team Supervisor and report to Operations, or Command if no Operations section is established.

8. **Branches** - Branches are used when the span of control for a specific task or area exceeds five units. In these instances, to maintain the span of control, Command or operations will be needed to "branch" off the companies so that the span of control is not exceeded. Branches are under the direction of Branch Managers who report to Operations or Command.

9. **Planning Section** - Planning is responsible for information management, both past, current, and future of the incident. Planning shall collect, evaluate, disseminate, and use information concerning

the incident. Planning shall be responsible for Resource Status, Situation Status, Technical Specialists, Demobilization, and Accountability. Planning reports directly to Command and shall work at the Command Post.

10. **Logistics Section** - Logistics shall provide services and support to the incident including Facilities, Transportation, Supplies, Equipment Maintenance, Fueling, Food, Communications, and Medical Services to responders and support personnel only, including responder rehabilitation. (All civilian injuries are the responsibility of Operations.) Logistics reports directly to Command and shall work at the Command Post to the best of his or her ability.

11. **Finance/Administration** - The Finance/Administration Section shall be responsible for the Administrative aspects of the incident including, Costs, Procurement, Compensation, Time, and Legal units. Finance/Administration reports directly to Command and shall work at the Command Post.

12. **Command Staff** - Command staff positions are three positions that Command must fill at every incident. As with Command's General Staff, if Command elects not to fill the position, he or she is responsible for that function.

    1. **Safety** - The Safety Officer is responsible for assuring Scene Safety. Safety reports directly to Command and shall work wherever safety concerns are most problematic.

    2. **Liaison** - The Liaison Officer shall serve as the point of contact at the Command Post for assisting and cooperating with agencies and other persons who have a vested interest in the incident. The Liaison Officer reports directly to Command and shall work at the Command Post.

    3. **Information Officer** - The Information Officer shall provide information to both the media and the Incident Commander. The Information Officer can also provide information and briefings to victims, their relatives, and on-coming and off-going rescue workers. The Information Officer reports directly to Command and shall work at the Command Post and as the incident demands.

        - It must be stressed here that filling all of these positions at every incident is not necessary. As stated above, an Operations Section shall be established at all multiple alarms and other large incidents. Lastly, any function that Command does not delegate, he or she is responsible for.

13. **Types of Command**: There are four types of Command used in the TFRD. The type of Command used is dependent upon the number of units responding, the number of entities represented at the Command Post, and if the incident spans a large geographical area or is very large in scope.

    1. **Informal Command** - Informal Command is used when only one company is dispatched to an incident. Under Informal Command, command need not be established upon arrival of the unit dispatched.

    2. **Formal Command** - Formal Command is used when more than one company is dispatched to an incident. When using formal command, the first on-scene unit shall establish Command.

Command shall be maintained until the incident is terminated.

3. **Unified Command** - When more than one entity is represented as the Incident Commander, Unified Command shall be established. The individuals taking the role as unified command and the department or organization they are affiliated with shall be documented throughout the incident.

4. **Area Command** - Area Command is used at events that create a large number of incidents or where the incident spans a very large area such as a Tornado strike, Flood or weapons of Mass Destruction attack. When using Area Command, each specific incident or geographical area is under the control of an individual, unique Incident Commander. Those Incident Commanders report to and receive direction and support from the Emergency Operations Center.

5. Staging: The TFRD shall use one of two levels of Staging depending upon the incident.

1. **Level I** staging will be used at a regular alarm response or less. During Level I staging, the officer shall determine the location to stage. Engines should stage at or near a water supply. Truck Companies should stage so as to have the best access to the front of the structure. Heavy Squads should stage in a location to allow other apparatus access to the front of the structure. Chiefs can stage wherever they deem appropriate.

2. **Level II** staging shall be used at all multiple alarm fires or when the Incident Commander begins to ask for additional units. In Level II staging, the location of the Staging Area shall be determined by Command. All responding units other than chief officers shall respond to the Staging area unless directed otherwise by Command or Operations. The Level II staging area shall be under the direction of a Staging Officer who shall report directly to Operations or Command if no Operations section is established.

6. Procedure:

1. The first arriving officer shall establish command at all incidents. The Battalion Chief assigned to an incident shall take Command at all working incidents unless the officer who has initial Command is on a promotional list for Battalion Chief or Captain. Under this circumstance, the responding Battalion Chief may announce that he will supervise the current Incident Commander and assume a supportive role. This “supervision” shall be maintained until the incident is under control.

7. Command Modes: Command Modes are used in conjunction with size-up in order to set some procedures in motion on the fire ground. The two Command modes Toledo Fire and Rescue Department personnel will utilize are:

1. **“Nothing Showing Mode”** - This mode indicates that no products of combustion are visible at the time of arrival. In the nothing showing mode, it is understood that the first unit on the scene is Command. Additionally, Command is mobile and that all other responding units shall stage until directed by Command.

2. **“Command Mode”** - This mode shall be utilized at almost all working fires. Once the first unit on scene establishes Command, all other units shall stage until directed by Command.

- When an officer establishes formal command, the action shall be announced over the radio including the officer's unit designation. For example, "Dispatch, Engine 16 is Command". When a Battalion Chief takes Command, he or she shall announce this fact along with the location of the Command Post.

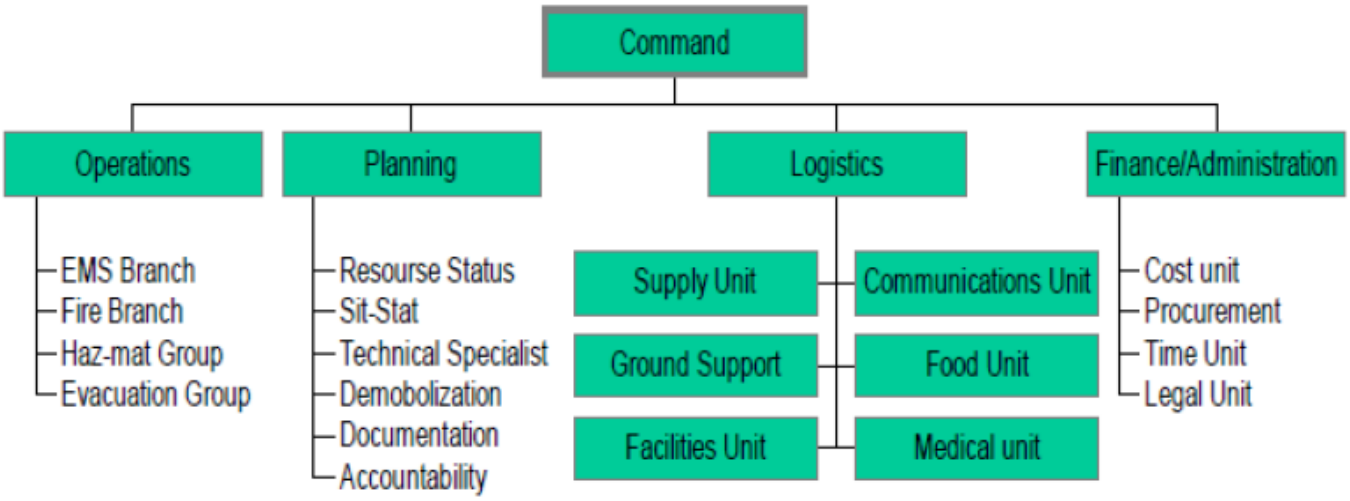
- **NOTE:** Passing Command - It may be acceptable, under circumstances in which lives may be lost if immediate intervention by all members of the first unit on scene is delayed, for an Incident Commander to "pass" Command to the next unit arriving at the incident.

- If circumstances require Command to be passed to the next arriving unit, this fact shall be announced over the radio to all in-coming units. A brief size-up and rationale for passing Command shall be included in the announcement, as well as the unit's intended course of action.

- The next arriving unit on the scene shall assume Command until relieved by higher authority or until the incident has been mitigated. Members "Passing Command" are responsible for commanding the initial incident until the next unit arrives. A member who passes Command shall submit a Communication through channels to the Chief of the Department explaining the rationale for passing Command.

- See C-77 Passing Command for more information.

8. Examples of an ICS Organizational Chart and Geographical Sector Designations:



9. Sectors:

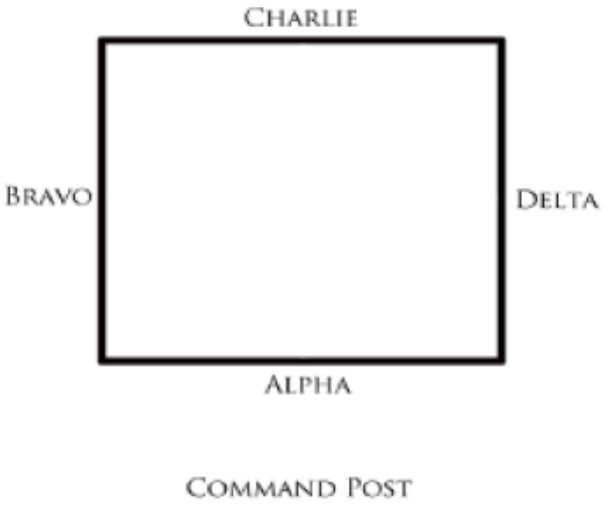
1. Floor levels shall be referred to as "Divisions". For example, the 18th Floor of a high-rise structure would be referred to as "Division 18". In the case of a Garden style apartment or split-level residential home, the partially below grade bottom floor would be called "Division 1."

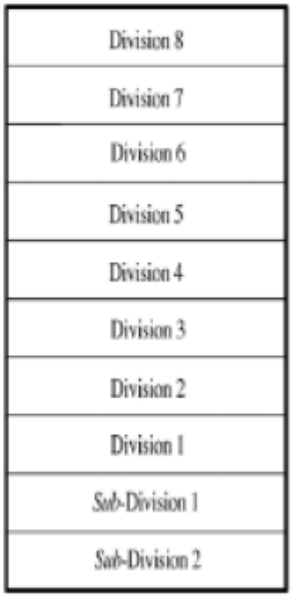
2. At the ordinary house fire, the attic and the basement can be referred to by their common names (i.e. attic and basement). In commercial structures that have multiple fully below grade levels, they would be referred to as "Sub-divisions," as illustrated on the next page.

3. Exterior sector names will be referred to as Side Alpha, Bravo, Charlie, or Delta, working clockwise around the structure and in relation to the location of the Command Post. The Command Post most generally is in the front of the structure. Normally, the front of a house will be referred to as “Side Alpha. The rear of the structure would be referred to generally as “Side “Charlie”.

4. Exposures will also carry letter designations relating to the side of the source building they are closest to. Generally at a house fire, the exposure on the left will be referred to as “Exposure Bravo”. The exposure in the rear would be “Exposure Charlie” and the exposure on the right would be “Exposure Delta”.

5. If the situation dictates that the interior of the structure must be geographically divided in order to clarify tasks or objectives, the word “Quadrant” and a number will be utilized. In relation to the Command Post, “Quadrant 1” will be the nearest quadrant to the left of the Command Post, “Quadrant 2” will be the farthest quadrant to the left of the Command Post. “Quadrant 3” will be the farthest quadrant to the right of the Command Post, and “Quadrant 4” will be the nearest quadrant to the right of the Command Post, as illustrated below.







10. Command Posts: The TFRD will use three types of Command posts depending upon the scope and nature of the incident.

1. **Mobile Command Posts** - At some incidents where the Incident Commander will be forced to establish a Command Post in an abnormal or unusual location, “Mobile” Command Posts shall be used. For example, Mobile Command Posts may be used at vehicular accidents on the Expressway where apparatus can’t get close to the incident itself, or at any incident where victims are remote from the apparatus’ location. When using “Mobile Command Posts”, the location of the Command Post shall be announced over the radio so in-coming units and officers can locate the Incident Commander.

2. **Stationary Command Posts** – At a typical house fire or other similar incident, the department shall use “Stationary” Command Posts. The Incident Commander will position himself or herself at or near the first in Engine at the incident. If the Incident Commander needs to leave the area, they will announce that they are “going mobile” along with their intended destination. (Example – “Command is going mobile to 916 South Street to talk to the occupants of Exposure B-1”.) When Command returns to the Stationary Command Post, they shall again announce their location over the radio. The location of the Stationary Command Post can be changed at an incident as long as this fact is announced over the radio to Dispatch and all on-scene members.

3. **Formal Command Posts** – Formal Command Posts are created at larger incidents. Under most conditions, the rear of the Battalion Chiefs’ car is the location of the Formal Command Post. The location of the Formal Command Post should be announced to Dispatch and other responding units.

11. Mission Statements:

1. The Mission of Command is to coordinate the operations of emergency crews. Command shall be responsible for the outcome of the incident.

2. The Mission of Attack is to direct the attack company(s) and to coordinate operations within your area (sector) of responsibility.

    - **Note:** If Command simply designates you as “Attack”, then you are responsible for the fire attack in the entire structure.

3. The Mission of Back-Up is to protect interior crews.

    - **Note:** Back-up companies are not sent into a structure to extinguish fire unless it is absolutely necessary to protect crews.

4. The Mission of Ventilation is to remove the products of combustion from the structure (or area assigned).

5. The Mission of Search is to coordinate the search in the assigned area.

    - **Note:** If Command simply designates you as “Search”, then you are responsible for a “Primary” search of the entire structure.

6. The Mission of Exposure is to stop the spread of fire in the exposed building (area) that you have been assigned.

    - **Note:** If Command simply designates you as Exposure, then you are responsible for checking the spread of all possible exposed buildings (areas).

7. The Mission of Extension is to check the areas above, below and surrounding the main body of fire for spread.

    - **Note:** If Command does not assign an Extension company, then Attack is responsible for checking for extensions.

8. The Mission of Triage is to coordinate EMT's or Medics in the triage of injured civilians or firefighters.

9. The Mission of Treatment in to provide emergency medical treatment to injured civilians and firefighters on a priority basis as determined by triage while they await transport or other disposition.

10. The Mission of Transport is to arrange for the transportation of injured civilians or firefighters on a priority basis as determined by Triage, to predetermined facilities.

11. The Mission of Extrication is to coordinate the removal of victims who are trapped.

12. The Mission of Operations is to coordinate the efforts of the on scene crews to mitigate the emergency. At a fire, Operations will coordinate firefighting efforts. At a major EMS incident, Operations will coordinate all efforts to save lives and care for the injured. Operations will report directly to Command. Sector officers will report directly to Operations.

13. The Mission of Planning is to plan for and coordinate with Command the future needs of the incident. The Planning Officer will report directly to Command.

14. The Mission of Logistics is to secure all materials required to handle the incident. The Logistics Officer will report directly to Command.

15. The Mission of Administration is to insure fiscal responsibility and keep records of expenditures for the incident. The Finance Officer will report directly to Command.

16. The Mission of Lobby is to ensure an exact count of the number of firefighters inside the building, the operation of elevators and to act as a liaison between HVAC experts and Command or Operations.

17. The Mission of Base is to keep track of members who leave Base and their assignment, coordinate with the Liaison officer specific equipment needs and to direct activities at Base.

18. The Mission of Stairwell Support is to ascertain the needs of Base (through Liaison) and to gather and direct sufficient manpower to carry the required equipment up to Base.
    - These mission statements have been written to reinforce the meaning and duties of the sectors assigned at incidents. There may be times when additional (or fewer) responsibilities will be required. The final decision will rest with Command.

12. Benchmarks:

1. The following Benchmarks are designed to give Command a better understanding of the progress being made on the Incident. Benchmarks are defined as “Announcements that a particular activity or assignment is complete”.

    - We shall use the following benchmarks at all fire incidents:

        1. **“Under Control“** - This will indicate that the fire is under control and that this incident

will, in all likelihood, not require additional resources or equipment. This benchmark shall be given by Command to Dispatch when conditions warrant.

2. **“All Clear”** - This will indicate that a primary Search has been conducted and that all viable victims have been removed from the structure. This benchmark shall be given by Search to Command immediately upon completion of the primary search, and then Command shall repeat this benchmark to Dispatch.

3. **“Backup Line in Place”** - This will indicate that the backup line has been pulled and stretched, charged to the appropriate area in the structure (or vehicle in the case of Extrication). This benchmark will be given to Command by Backup immediately upon placement of the backup line.

4. **“Ventilation Started”** - This will indicate that either mechanical ventilation has commenced or that an adequate ventilation hole has been opened on the roof or other appropriate area. This benchmark will be given to Command by Ventilation.

5. **“The Fire is Knocked Down”** - This will indicate that Attack has found the main body of fire and knocked down that fire. This benchmark will be given to Command by Attack as soon as practical.

6. **“Exposures Covered”** - This benchmark will be given by Exposure to Command as soon as protective lines have been placed and are in operation. Exposure will, if necessary, enter the exposed building to determine if fire has entered the structure. This fact should be relayed to Command as soon as entry has been made.

7. **“Extensions Areas Checked”** - This benchmark shall be relayed to Command as soon as Extension has checked the areas(s) surrounding the fire.

8. **“Command is mobile doing a 360”** – This is done by the IC to help formulate the strategy and tactics for the incident, as well as to help ascertain the safety of the structure before committing crews. 134 and RIT also do one to identify safety issues and changing conditions. When this is accomplished, the benchmark “This is ……, 360 is complete”.

9. **“Fire Reset”** – This benchmark is given when a Transitional Attack momentarily reduces a thermal threat from an exterior position.

2. There are benchmarks for incidents other than fires. Below are the benchmarks for other incident types:

    1. **Hazardous Materials Incidents:**

        1. **“Hazardous Materials Team On-Scene”** – this benchmark shall be established via CAD and over the radio by the Hazardous Materials Unit when the Hazardous Materials Team has arrived at the incident.

        2. **“Zones Established”** - the Incident Commander will give this benchmark when Hot,

Warm, and Cold Zones have been established. According to the Ohio Department of Transportation guidebook, for an unidentified material, a minimum of 250 feet in all directions should initially be established as the Hot, Warm and Cold zones.

3. **“Decon Established”** - This benchmark will be given when the Incident Commander or the Officer assigned to decontamination has set up a decontamination operation.

4. **“Back-Up Team Ready”** - this benchmark shall be given by Command through the Hazardous Materials Officer when the members comprising the back-up entry team are suited to a stand-by state of readiness while breathing natural air, and available for response, if necessary.

5. **“Entry Team On Air”** - This benchmark will be given by the Incident Commander or the Hazardous-Materials Officer when the Initial Entry Team is suited and ready to begin entry into the Hot Zone.

6. **“Material Identified”** - This benchmark will be given by the Incident Commander or Hazardous-Materials Officer when a material has been identified.

7. **“Entry Team Off Air”** - this benchmark shall be given by Command through the Hazardous Materials Officer when entry team members have completed decontamination procedures and are breathing natural air.

2. **Trench Rescue Incidents:**

    1. **“Intervention Identified”** - This benchmark will be given by the Incident Commander when it has been determined that the Trench Rescue Team will or will not make an entry.

    2. **“Metering in Place”** - This benchmark will be given by the Incident Commander or the Trench Rescue Officer when appropriate metering trench has been completed.

    3. **“Shoring in Place”** - This benchmark will be given by the Incident Commander or the Trench Rescue Officer when appropriate shoring has been set in place.

    4. **“Excavation Started”** - This benchmark will be given by the Incident Commander or the Trench Rescue Officer when dirt and or similar material has begun to be removed from the trench or area.

    5. **“Entry and Backup Ready”** - This benchmark will be given by the Incident Commander or the Trench Rescue Officer when the Entry and Back-Up team are ready to enter the trench.

    6. **“Victim Extricated”** - This benchmark will be given by the Incident Commander or the Trench Rescue Officer when the victim(s) has been removed.

3. **Confined Space Incidents:**

1. **“Intervention Identified”** - This benchmark will be given by the Incident Commander when it has been determined that the Confined Space Rescue Team will or will not make an entry.

2. **“Lock Out / Tag Out”** - This benchmark will be given by the Incident Commander or the firefighter assigned to Lock Out/ Tag Out, when all power to the area of rescue operations has been shut off, power supply equipment has been locked in the “off” position, and tagged with warning placards to prevent re-energization, and posted with a firefighter to guard the area.

3. **“Metering in Place”** - This benchmark will be given by the Incident Commander or the Confined Space Officer when appropriate metering of the confined space has been completed.

4. d. “Entry Team in Place - This benchmark will be given by the Incident Commander or the Confined Space Officer when the Entry Team is suited and ready to make entry into the confined space.

5. **“Back-Up Team in Place”** - This benchmark will be given by the Incident Commander or the Confined Space Officer when the Back up Team is suited and ready to enter the confined space, if necessary.

6. **“Entry Team on Air”** - This benchmark will be given by the Incident Commander or the Confined Space Officer when mechanical air apparatus is supplying the Entry Team.

7. **“Back-Up Team on Air”** - This benchmark will be given by the Incident Commander or the Confined Space Officer when mechanical air apparatus is supplying the Back up Team.

8. **“Victim Extricated”** - This benchmark will be given by the Incident Commander or the Confined Space Officer when the victim(s) has been removed from the confined space.

4. **Water Rescue Incidents:**

1. **“Safety Zone Established”** – This benchmark is given by the Incident Commander when a Safety Zone has been established, into which no personnel or civilians are allowed without proper personal flotation devices.

2. **“Water Rescue on Scene”** - This benchmark is given by the Incident Commander when the Water Rescue Team arrives on scene.

3. **“Diver Dressed”** - This benchmark is given by the Incident Commander or the Dive Master when the initial diver is dressed and ready to enter the water.

4. **“Water Rescue Intervention Determined”** - This benchmark is given by the Incident Commander when it has been determined a diver will or will not enter the

water.

5. **“Diver in the Water”** - This benchmark is given by the Incident Commander or the Dive Master when a diver submerges

6. **“Victim Located”** - This benchmark is given by the Incident Commander or the Dive Master when a victim has been located.

5. **Emergency Medical Service Incidents**

    1. Incident Command is designed to be used at all emergency incidents. At Emergency Medical Service incidents, Incident Command formalizes who is in Command and identifies the tasks that are being accomplished. Command shall be established at all incidents that exceed first responder - medic dispatch. At these incidents, Command is responsible for scene management. The highest medically trained personnel, most often those trained at the EMT-Paramedic level, will be responsible for victim care. If the Incident Commander is also the highest medically trained individual on the scene, it may be advantageous to pass Command to another crewmember, in order to focus on patient care.

    2. At mass trauma incidents such as multiple victim shootings, the first unit on the scene shall establish Command. Command should direct arriving units to triage victims and begin treatment based on need and viability. A Triage Officer may be assigned. Command shall direct the acquisition of all resources including medical transport units, air ambulances, and law enforcement unless he or she delegates those responsibilities to another unit on scene.

    3. At vehicular accidents, the first unit on the scene shall establish Command. Command should direct arriving units to triage victims and begin treatment based on need and viability. A Triage Officer may be assigned. Command shall direct the acquisition of all resources including medical transport units, air ambulances, law enforcement, and utilities unless he or she delegates those responsibilities to another unit on scene.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=c_manual:c57

Last update: **09/27/2024 09:51**