	West Fargo Fire & Rescue Standard Operating Guideline			
	Subject: INCIDENT MANAGEMENT SYSTEM			Authorized by:
	Section: OPERATIONS	Date Authorized:	Date Reviewed:	D. Fuller Fire Chief
	Number: 205	8/5/2015	11/1/2017	

Intent

The intent of this SOG is to establish procedures for the use of the National Incident Management System

Definitions

Incident Commander – Heads the command function for all incidents normally carries out the command staff functions of Safety, Liaison, and Information and the General Staff functions of Operations, Planning, Logistics, and Finance until these functions are assigned to other personnel.

Safety Officer – Monitors and assesses safety hazards or unsafe conditions, works with the Incident Commander to complete WFFD Safety Officer Checklist.

Liaison Officer – Functions as point of contact for assisting agencies

Information Officer - Interfaces with the media and other appropriate agencies.

Operations Officer – Direct and coordinate all tactical operations, assist the IC in developing strategic goals and tactical objectives, request or release resources through the IC, keep the IC informed of the situation and resource status, consult with the IC about the overall Incident action plan.

Planning Section – collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources

Logistics Section - Provide facilities, services and materials for the incident

Finance Section – Tracks cost and reimbursement of the incident.

Single Resource – Individual Company or crew, or an apparatus and operator.


Strike Team – Up to five of the same type of resource with common communications and a leader

Task Force - A group of any type or kind of resource with common communications and a leader, assembled for a specific task

Group – The organizational level having responsibility for a specific functional assignment such as ventilation, salvage, etc

Division – The organizational level having responsibility for operations within a defined geographical area. A typical structure will have exterior A (address), B, C, D divisions, an interior division, and roof and basement divisions. A high rise will have numbered floor divisions.

Unified Command – A standard method to coordinate command of an incident when multiple agencies have jurisdiction

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Radio Call Signs – In order to avoid confusion the IC will use the designated incident call sign for all communications. All other units will use designated truck numbers as call signs.

Radio Communications – When operating at Incidents we will use Clear Text for all communications. Clear text is defined as the use of plain English in radio communications with no ten codes or agency specific codes.

Guideline

The West Fargo Fire Department will use the National Incident Management System (NIMS). It is the intent of NIMS to clarify some of the common terminology used. All firefighters will be trained in NIMS 700, ICS 100 and ICS 200, all Captains will complete ICS 300, and staff officers will complete ICS 400.

The West Fargo Fire Department will operate under the Incident Command System at all times, with the Incident Commander determining the size and scope of the system that will be put in place.

The first arriving officer or senior member acting in capacity will have command until he or she passes command to another officer. This may occur face to face or over the radio if the first arriving company needs to enter the structure for rescue or firefighting purposes.

Arrival Report / Size Up

First arriving officers shall conduct a 360 degree assessment of the incident to the extent possible. If a total 360 cannot be completed, the officer should attempt to see three sides of the incident. When referencing the building, side A refers to the street or address side, with B, C, and D sides rotating clockwise from the front. When establishing command, an on scene report shall be given as follows:


- Unit on scene
- Location
- Establishing (street location or name of location) Command
- Size of building and conditions

- “Small” a building 2 stories or less, and a fire where 2 lines can handle
- “Medium” a building 4 stories or less, and a fire where 4 lines can handle
- “Large” a building 6 stories or greater, and a fire where 6 lines can handle

Initial Command Actions

The West Fargo Fire Department shall adopt the RECEO-VS methodology for establishing fire command decision making on scene, which is different than SLICE-RS methodology, which is used for fire attack actions.

- Rescue*
- Exposures*
- Confine the fire*

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Extinguish the fire

Overhaul

Ventilation

Salvage

Working Fire

A working fire should be declared by the incident commander upon arrival to a scene where an active fire is occurring, if indicated by either flame or smoke showing from the structure. This declaration alerts dispatch, as well as other units that are in route that a fire has been found. When a working fire is declared, the incident commander or his/her designee shall contact dispatch and request that the electric and gas company respond to the scene to secure the utilities and make the scene safer for those working in it. A working fire also brings the balance of the 1st alarm units, if the initial alarm was not for an actual fire; two engines, the ladder, the rescue and 13-16 personnel.

2nd Alarm

A second alarm should be declared by the incident commander if the situation exceeds the resources on the 1st alarm. Large buildings where a defensive fire attack operation is in place, or a large life safety hazard exists are examples where a second alarm should be declared. The second alarm brings three extra engines for residential fires, or two engines and a ladder for commercial fires or special requests.