

Galveston Fire Department Standard Operating Procedure 1300.01 Incident Management

Fire Chief _____

Implementation Date: September 2008

Revision Date: May 2012

Review Date: November 2013

Purpose

The purpose of this standard operating procedure is to create a uniformed approach to managing all incidents.

Size Up Model

Upon arrival of the first arriving fire unit at **any Multi-Unit incident**, a radio size up report will be performed and **Command will be established**. The size up should include the following;

Number of levels (1, 2, 3 story)

Type occupancy (Residential/Commercial)

Any signs of smoke or fire

Division from which the smoke/fire is visible (A, B, C, D/1st floor, 2nd floor)

Actions to be taken immediately (Fast attack/Investigation)

Designation/Location of Command (Engine 1 is Church st. command)

(Ex. Engine 1 on location, 2 story residential, smoke showing from the 1st floor Division C "Charlie", Engine 1 will be deploying a pre-connect for primary search and fire control. Engine 1 will be Church street command.)

For incidents other than fires, the size up should include pertinent information that will best describe the incident scene.

(Ex. Engine 4 on location, 3-vehicle accident with apparent entrapment, multiple patients, and a significant fluid spill. Engine 4 will be Stewart Road Command.)

Incident Management Model

When the initial Incident commander (IC) is an Engine or Ladder Company officer, he/she will have the option of establishing command and taking a stationary position inside a vehicle or establishing command and being involved in the initial operation until the next arriving unit is on scene and the officer can establish a stationary command post. In the event that Safety becomes Command, a Safety Officer needs to be designated by Command.

When the Battalion Chief arrives after Command has been established, he/she shall have the option of taking Command in the BC vehicle or allowing the existing (stationary) Incident Commander to continue, in which case the Battalion Chief will report to the established Command Post and function as an advisor to the Incident Commander. (*This is only recommended for incidents that are under control upon the arrival of the Battalion Chief.*)

For structure fires, it will be a standard practice to divide the structure into 4 divisions. The primary street side of the structure will be designated as Division “Alpha”. Working clockwise from Division Alpha, each of the remaining sides will be designated Division Bravo, Charlie and Delta. **For structures behind structures or accessible via alleys, the A Side will be the address side of the structure.**

Units arriving after the initial unit shall stage until given an assignment by Command. Chief officers and the Safety Officer will be allowed to report directly to the scene in order to reinforce the command structure. The arrival of an officer, who is of a higher rank than the initial incident commander, does not automatically assume command. A transfer of command needs to take place between the IC and the ranking officer. The new IC shall announce the command transfer and identify them selves as command.

As an incident escalates so should the command structure. A standard incident will have an incident commander, Safety Officer and all the necessary Division officers. It will be up to the IC to establish additional command staff based on the incident. Positions that should be filled as an incident escalates include but not limited to;

Senior Advisor – Usually a member of the Administration may assist (in an advisor role), IC and Safety with overall incident management. May also serve as PIO for the incident.

Operations – Could be another Battalion Chief or Capt. Will become the person in charge of the tactical part of the operation while the IC manages the overall incident.

Logistics – Should be a Captain if possible. Will be responsible for staging of resources, determination of additional resources needed, and will coordinate the rotation of companies through rehab and staging before they return to operations or are released from the scene.

Additional positions may be needed based on the magnitude of the incident; these positions will be at the discretion of the incident commander.