

Organization CITY of MADISON			Type STANDARD OPERATING PROCEDURE		
Applicable Dept(s). FIRE DEPARTMENT			Subject/Title INCIDENT COMMAND		
Effective Date 01/01/2007	Expiration Date *None	Number mfd-301-v02-r01			
Approved by: Stephen H. Horton, Chief	Name Title	Signature <i>Stephen H. Horton</i>	Date 11/15/06	Revision Number Rev. 01	Revision Date 11/15/2006
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301.0.0.0 INCIDENT COMMAND.

301.1.0.0 POLICY.

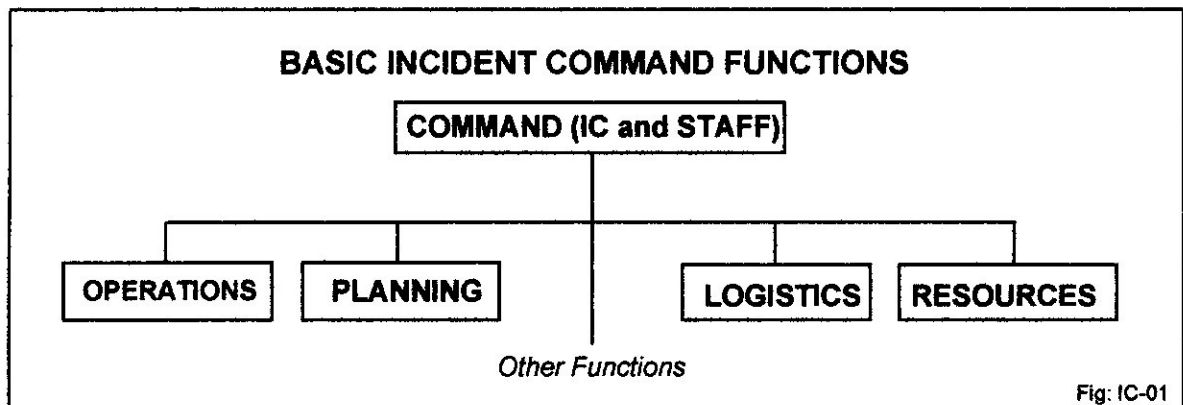
301.1.1.0 - The Madison Fire Department will utilize an Incident Command System that is compliant with the requirements of the National Incident Management System for all incidents except those where only City fire officers respond for investigation. Unless command is transferred to another agency, all responding fire companies, other fire departments, and other agencies, including emergency and non-emergency, will operate within and adhere to the requirements of the City of Madison Fire Department Incident Command System.

301.2.0.0 PURPOSE.

301.2.1.0 - The purpose of this policy is to establish a uniform command structure to provide maximum safety for fire department personnel, other emergency responders and the public; and to provide for coordinated management of incident operations. It is also intended to minimize actions and operations by individual firefighters acting without a specific assignment and, further, to comply with the requirements of Title 29 CFR 1910.120 and Title 40 CFR 311.


301.3.0.0 SCOPE.

301.3.1.0 - The incident command system is flexible and the scope and makeup of system elements should be in proportion to the complexity of the incident. The Incident Commander shall decide how the system is to be structured for each individual incident and which functions will be utilized. The five common functions are shown in Figure 01, below:..



301.3.2.0 - For most incidents only *command*, *operations* and *safety/accountability* will be necessary. A safety officer should monitor every incident. In the absence of the City safety officer, the Incident Commander will designate a knowledgeable officer or firefighter to serve in that capacity to monitor hazardous conditions and prevent unsafe acts.

301.3.3.0 - The Incident Commander (IC) shall implement other functions as required to manage the incident and retain responsibility for those functions not delegated.

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<div style="border-top: 1px solid black; margin-top: 0;"> <u>301.4.0.0 INCIDENT COMMAND FUNCTIONS.</u> </div> <div style="margin-top: 10px;"> <u>301.4.1.0 - COMMAND & STAFF</u> - Manage the incident, develop strategic decisions, and are responsible for the outcomes. Command staff includes the Incident Commander and may include the Safety Officer, Public Information Officer, and a Liaison Officer to interface with other agencies. </div> <div style="margin-top: 10px;"> <u>301.4.2.0 - OPERATIONS</u> - Manages all activities directly applicable to the primary mission (fire suppression, rescue, hazardous materials mitigation, etc.). The Operations Officer is responsible for allocating and assigning resources to accomplish control of the incident. </div> <div style="margin-top: 10px;"> <u>301.4.3.0 - PLANNING</u> - In larger scale incidents, the Planning Officer collects and evaluates status information in order to help predict the course of the incident and prepare alternative strategies. </div> <div style="margin-top: 10px;"> <u>301.4.4.0 - LOGISTICS</u> - Also in larger scale incidents, the Logistics Officer is in charge of communications, transportation, mutual-aid requests, medical support, for and other supplies. </div> <div style="margin-top: 10px;"> <u>301.4.5.0 - RESOURCES</u> - Also in larger scale incidents, the Resource Officer is responsible for tracking and recovering expenses associated with an incident. </div> <div style="margin-top: 10px;"> <u>301.5.0.0 ORGANIZATIONAL ELEMENTS.</u> </div> <div style="margin-top: 10px;"> <u>301.5.1.0</u> - The most effective means to delegate command is to divide the incident into smaller segments based upon location or function of the operations to be performed. The Operations Officer may assign responsibilities to groups or teams based upon location (such as "Interior or "Roof") or by location (such as "Search or "Ventilation). Responsibilities may be further divided (such as "2nd. floor interior" or "2nd. floor search"). Each group or team shall be under the command of a division, sector, or group officer or team leader who reports directly to the Operations Officer. </div> <div style="margin-top: 10px;"> <u>301.5.2.0</u> - "SPAN of CONTROL" is the number of personnel one officer or team leader can effectively manage (The optimum number is three to five.). Although not always necessary at minor incidents involving very limited manpower, it is generally desirable that each officer or firefighter on the fireground report directly to only one supervisor. That supervisor may or may not be an officer of the individual's own company (See 301.5.1.0). </div> <div style="margin-top: 10px;"> <u>301.6.0.0 ESTABLISHING COMMAND.</u> </div> <div style="margin-top: 10px;"> <u>301.6.1.0</u> - In the absence of the presence of a City fire officer, the company officer or firefighter in charge of the first-arriving apparatus shall assume command of the incident. This officer or firefighter shall: <div style="margin-top: 10px;"> <u>301.6.1.1</u> - 1. Notify the dispatcher that the apparatus is on the scene and that he or she is assuming command (i.e: 22-01 assuming Elm Street command"). </div> <div style="margin-top: 10px;"> <u>301.6.1.2</u> - 2. Provide a brief size-up of conditions, including: <div style="margin-top: 5px;"> <u>301.6.1.2(a)</u> - a. Building type, size, construction and occupancy <u>301.6.1.2(b)</u> - b. Whether or not smoke (light, medium, heavy) or flame is visible. <u>301.6.1.2(c)</u> - c. Threatened exposures or any hazardous conditions. </div> </div> </div>								

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301.6.0.0 ESTABLISHING COMMAND (CONTINUED).

301.6.1.3 - 3. Advise of actions being taken by that company or others such as:

- 301.6.1.3 (a)** - a. Investigating situation.
- 301.6.1.3 (b)** - b. Performing search.
- 301.6.1.3 (c)** - c. Making entry, stretching pre-connected hoselines, etc.
- 301.6.1.3 (d)** - d. Supporting sprinkler system, connecting to standpipe, etc.

301.6.1.4 - 4. Advise incoming companies of what is needed of them, such as:

- 301.6.1.4 (a)** - a. Provide manpower for assistance with search and rescue.
- 301.6.1.4 (b)** - b. Support supply line laid going in from the hydrant at
- 301.6.1.4 (c)** - c. Lay supply line from the hydrant at
- 301.6.1.4 (d)** - d. Stage at

301.7.0.0 TRANSFER of COMMAND.

301.7.1.0 - Prior to the arrival of a City fire officer, the officer or firefighter in charge of the first arriving company may transfer command to an officer or firefighter from his or her own or another company if the second officer or firefighter agrees to accept command. Dispatch should be advised of any command transfer (such as "33-01 assuming Elm Street command from 22-01.").

301.7.2.0 - The first arriving City fire officer shall assume command, advising dispatch and all companies. He or she shall designate other functions as needed (301.3.1.0). At the City fire officer's discretion, command may remain at the company level depending on the size and nature of the incident.


301.7.3.0 - City fire officers may transfer command between themselves at their discretion. A higher ranking officer shall always have the option of assuming command. Any and all changes in roles, including command and operations should be announced to Dispatch and other on-scene or responding companies.


301.8.0.0 RESPONSE MODIFICATION.

301.8.1.0 - The Incident Commander, at his or her discretion, may instruct responding companies to modify their response mode from emergency to non-emergency in the interest of safety. This command may also be issued by a City fire officer, not on-scene, based upon information received from on-scene firefighters, Dispatch, or law enforcement officers. Only City fire officers or firefighters acting as Incident Commander may modify the response mode level.

301.9.0.0 APPARATUS CANCELLATION.

301.9.1.0 - The Incident Commander, if not a City fire officer, shall receive authorization from a City fire officer before canceling any responding apparatus. In the event the Incident Commander is unable to contact a City fire officer, either in-person or by radio, the Incident Commander shall have the authority to cancel responding companies and/or apparatus at his or her discretion.

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<p><u>301.10.0.0 INCIDENT TERMINATION.</u></p> <p>301.10.1.0 - An incident may be declared terminated only by a City fire officer. Should no City fire officer respond, the Incident Commander shall declare the incident terminated only after assuring that:</p> <p>301.10.1.0 (a) - 1. No emergency conditions exist (Overhaul completed, fire watch established, etc.).</p> <p>301.10.1.0 (b) - 2. The scene is safe to return control to the property owner(s) and/or occupants.</p> <p>301.10.1.0 (c) - 3. All required report information has been obtained.</p> <p>301.10.1.0 (d) - 4. The law enforcement agency having jurisdiction has been notified if further investigation is required and provide assistance to that agency.</p> <p>301.11.0.0 - 301.19.0.0 - RESERVED.</p> <p><u>301.20.0.0 DEFINITIONS.</u></p> <p>301.20.1.0 - COMMAND - (INCIDENT COMMANDER or I.C.), The fireground radio designation for the Fireground Commander. Refers to the person, functions, and location of command.</p> <p>301.20.2.0 - COMPANY OFFICER - Performs actions under the direction of a SECTOR OFFICER. Issues commands at the task level.</p> <p>301.20.3.0 - DEFENSIVE STRATEGY - An exterior fire attack, with related support, designed to stop the forward progress of the fire, and then provide fire control.</p> <p>301.20.4.0 - ENGINE COMPANY - The basic unit of fire attack consisting of apparatus and personnel trained and equipped to provide water supply, hose lines, location and removal of endangered occupants.</p> <p>301.20.5.0 - ENGINE and LADDER COMPANY OFFICER - The firefighter in charge of a company and its personnel and responsible for their safety under the direction of COMMAND and OPERATIONS.</p> <p>301.20.6.0 - FIRE CONTROL SECTOR - Responsible for an effective fire attack, stopping extension, and extinguishing the fire.</p> <p>301.20.7.0 - FIRE EXTENT and LOCATION - How much and what part of a structure or other object is involved with fire.</p> <p>301.20.8.0 - FIREGROUND - Defined by an imaginary line (fireground perimeter) which encloses the space where the fire situation creates potential hazards to fire personnel and others.</p> <p>301.20.9.0 - FIREGROUND COMMANDER (FGC or IC) - The person who is in overall command and control of personnel and apparatus at an emergency incident. He or she assumes the role of commander and manager, operating at the strategic level.</p> <p>301.20.10.0 - FIRE LINE - Marks the area reserved for the fire department to operate without the interference of spectators, traffic, and other problems.</p> <p>301.20.11.0 - FLASHOVER - The ignition of gases trapped against a ceiling, resulting in instantaneous involvement of the entire interior space.</p> <p>301.20.12.0 - FULLY INVOLVED - A fire condition where immediate entry and search activities are impossible and victim survival is improbable. The effect of the fire is such that an "all clear" will not follow.</p> <p>301.20.13.0 - FUNCTIONAL SECTORS - Are assigned to perform specialized tasks or activities which do not necessarily coincide with geographic sectors.</p> <p>301.20.14.0 - GEOGRAPHIC SECTORS - Are responsible for all general firefighting activities in an assigned area.</p> <p>301.20.15.0 - INITIAL REPORT - A short radio transmission given to provide a description of conditions and the confirmation and designation of command.</p> <p>301.20.16.0 - INTERIOR SECTOR - That sector responsible for operations within the fire building.</p>					

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301.20.0.0 DEFINITIONS (Continued).

301.20.17.0-LADDER COMPANY - A basic unit of fire attack consisting of apparatus and personnel trained and equipped to provide location, protection and removal of fire victims, provision of forcible entry/gaining access, ventilation, checking for fire extension, control of utilities, operation of elevated master streams, salvage, salvage and overhaul.

301.20.18.0-LEVEL I STAGING - Initial arriving attack teams (i.e: an engine and ladder) go directly to the scene, taking standard positions, assume command and begin operations. The remaining companies stage approximately one block from the scene, until ordered into action by the FGC.

301.20.19.0-LEVEL II STAGING - Used for large, complex, or lengthy operations. Additional companies are staged together in a specific location under the command of a *Staging Officer*.

301.20.20.0-"NOTHING SHOWING" - A very minor fire incident that allows for an interior search until "all clear" can be reported. Normally, occupants can evacuate themselves.

301.20.21.0-OFFENSIVE STRATEGY - An interior fire attack, with related support, designed to quickly bring the fire under control.

301.20.22.0-POLICE LIAISON SECTOR - Established by the FGC to coordinate crowd and occupant control and investigative requirements.

301.20.23.0-PREFIRE PLAN - A written analysis of the fire problems of a particular building in terms of size, hazards, and built-in fire protection systems.

301.20.24.0-PRIMARY FIRE DAMAGE - The damage produced by the basic products of combustion.

301.20.25.0-PRIMARY SEARCH - a rapid search of all involved and exposed areas affected by the fire which can be safely entered. It's purpose is to verify the removal and/or safety of all occupants. Occupant status can be verified on every offensive operation, whether or not an actual fire is involved.

301.20.26.0-PROPERTY CONSERVATION - The third tactical priority, designed to reduce primary and secondary fire damage and to allow for scene preservation.

301.20.27.0-RAPID INTERVENTION TEAM -

301.20.28.0-RECONNAISSANCE - Used to obtain information not visually available to the FGC at the command post. The information is usually acquired by assigning personnel to specific problem areas and receiving their reports.

301.20.29.0-REHABILITATION SECTOR - An area outside of the fireground perimeter, where crews can go for rest, nourishment, comfort, and medical evaluation. This sector is under the command of the *REHAB OFFICER*.

301.20.30.0-RESCUE ORDER - An order establishing the initiation of search and rescue activities and the evaluation of resources needed, based upon the actual and potential rescue needs, for fire victim removal.

301.20.31.0-RESCUE SECTOR - Responsible for location, protection, and removal of fire victims.

301.20.32.0-RIGHT WAY DIRECTION OF ATTACK - A proper attack through the unburned portions of a structure, pushing the fire upward and out through ventilation openings.

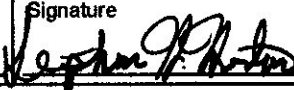
301.20.33.0-SAFETY FACTORS - The critical elements of a fireground safety program that include command attitude, firefighter attitude, SOP's, Sector Officers, safety training, health and fitness, SCBA and protective clothing, equipment and apparatus, and risk management.

301.20.34.0-SAFETY OFFICER - A specialist who provides expertise and individual attention to supplement the role and responsibility of the FGC for fireground safety. The *SAFETY OFFICER* is a sector within the fireground organization.

301.20.35.0-SECONDARY FIRE DAMAGE - The damage caused by rescue, support, and fire control operations.

301.20.36.0-SECONDARY SEARCH - A complete, thorough search of the interior of the fire area following the completion of fire control, ventilation, and other support activities.

301.20.37.0-SECTORS - A smaller, more manageable unit of fireground command delegated by the IC in order to provide management and command for specific functions or geographical areas of the fireground.

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301.20.0.0 DEFINITIONS (Continued).

301.20.38.0 - SECTOR OFFICER - An officer or firefighter assigned by the *IC* to manage specific geographical areas of the incident scene or specific fireground functions. This person operates at the tactical level.

301.20.39.0 - SIZE-UP - The initial phase of the situation evaluation.

301.20.40.0 - SMOKE SHOWING - The conditions exist where it is possible to extend both rescue and fire control simultaneously to gain entry and control interior access. The rescue mode is in effect until the primary search is completed and an "all-clear" is transmitted.

301.20.41.0 - STANDBY STAGE - When assignments are basically stable and the *IC* has more companies than assignments, a tactical reserve can be created.

301.20.42.0 - STAGING - The management of committed and uncommitted apparatus to provide orderly deployment. (See Level I and Level II Staging.)

301.20.43.0 - STAGING OFFICER - Advises the *IC* of available equipment and resources, assigns specific companies to the *IC*'s requests, and assists these companies in responding to their assignments.

301.20.44.0 - STANDARD OPERATING GUIDELINES - Similar to SOP's but establish a recommended course of action, permitting some flexibility.

301.20.45.0 - STANDARD OPERATING PROCEDURES (SOP'S) - A set of organizational directives that establish a standard course of action on the incident scene to increase the effectiveness of the firefighting team. They are to be written, official, applied to all situations and enforced.

301.20.46.0 - STRATEGY - The management of the offensive/defensive decision by the *IC*. This critical decision regulates operational control, establishes objectives, sets priorities, and allocates resources.

301.20.47.0 - SUPPORT ACTIVITIES - The quick development of resources needed to support the fire attack or other incident type. Examples include forcible entry, ventilation, etc.

301.20.48.0 - TACTICAL LEVEL - Operated by *Sector Officers* who have been assigned to specific areas and tasks by the *IC* in order to meet operational objectives.

301.20.49.0 - TACTICAL PRIORITIES - The required sequence of: **1. RESCUE, 2. FIRE CONTROL, and 3. PROPERTY CONSERVATION.**

301.20.50.0 - TASK LEVELS - Operated by *fire companies*, involving the evolution oriented functions needed to produce task-level outcomes. The *company officers* report directly to the *Sector Officers* in their assigned areas.

301.20.50.0 - VICTIMS - Those persons, members of the public or emergency personnel, who are either trapped by and need to be rescued, or are trying to escape the fire environment. Also included are persons outside of the fire environment who are directly affected by the fire or the losses resulting from the fire.

301.21.0.0 REFERENCES.

301.21.1.0 - FIRE COMMAND