



Monroe Fire Department

Standard Operating Guidelines Command Procedures

Purpose: For departments to work effectively together a common command structure must exist. The ICS and NIMS system has been adopted by The United States Fire Administration, and is recommended by The National Fire Protection Association as the standard to be used in all multi-agency emergency responses.

Level of Performance: The Incident Command System in general, and The National Incident Management System in particular will be implemented for all incidents. The following guideline lists specific command functions and responsibilities. These are recommended guidelines, and they may be modified by the incident commander if needed.

FIREGROUND OFFICER DUTIES

The Fire Chief or the Officer in Charge shall take a position to an area where the overall or best view of the operation can be seen and coordinated. This person shall assume command until relieved by a more Senior Officer.

The Officer in Charge shall size up the incident i.e.: nature of incident, involvement, exposures and other pertinent information to the incident. This information shall be briefly relayed to all responding units. If the need arises, the first Officer on the scene should transfer command to the next arriving Officer so further size up of the incident can be made.

The Officer or member riding the officer's position, if the first arriving, shall take a portable and go with the attack line, performing search and rescue and/or extinguishment.

The Officer in Charge shall attempt to initiate the Incident Command System as soon as possible so that additional tasks can be assigned while the initial size-up is being made.

Additional Officers arriving on the scene shall assist with coordinating the following operations according to priority (listed here in random order)

- | | |
|-------------------------------|--------------------------------------|
| 1) Rescue | 7) Water supply, dump and fill sites |
| 2) Second line of suppression | 8) Utility control |
| 3) Ventilation | 9) Forcible entry |
| 4) Salvage | 10) Exposure protection |
| 5) Overhaul | 11) Master stream deployment |
| 6) Laddering | 12) Triage |

The Officer in Charge shall direct the overall operation.

It is an important responsibility of all Officers and personnel who have received orders from an Officer to execute them and to report the progress or lack of progress and/or completion to the OIC.

The Officer-in-Charge has the authority to alter or suspend response or modify SOG procedures at his or her discretion.

ACTING INCIDENT COMMANDER

In the absence of the Fire Chief it is essential that a well organized Fire Department be supplemented by subordinate Officers on the scene of an incident to which this department responds. Someone must take charge of the situation and run the operation the best they can to insure good results. The following shall be established and used in the absence of the Fire Chief or On-call officer.

The member riding the front seat of the first unit to arrive on the scene shall assume control of the department's operations and be the Acting Incident Commander.

Those senior members who have a good knowledge of the department's operations, mutual aid plans, box alarm system, pre-plans, department rules and guidelines, who have completed a minimum of Advanced Firefighting training, as well as met the leadership requirements as deemed necessary by the Chief shall be permitted to serve as an Acting Company Officer or Incident Commander.

The apparatus driver/operator shall not act as the incident commander, unless no other qualified person is available.

Junior members will not act as the Officer in Charge at anytime.

The Apparatus Officer shall

- Assist the driver with road conditions and watch for hazards on the roadway.
- Be an assistant to the Chiefs in their absence.
- Assume the firefighting and rescue activities at any incident to which they respond, pending the arrival of a more senior officer.
- Be responsible for the assignment and efficient operation of personnel and units on alarms and stand by calls, and when on a mutual aid calls comply with orders and directives from their Officers.
- Insure that Company rules and guidelines are followed by all personnel and report to the Incident Commander any problems, infractions, etc. that may occur.
- Keep themselves fully and accurately informed while acting in the position and report immediately to the Chiefs or On-Call officer upon arrival, the conditions and actions taken and being taken.
- Complete the appropriate Incident Reports upon returning to quarters, if no Officers are present.

Implementation: This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

Effective Date: December 2, 2014