

# LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



<b>TITLE</b>	<b>NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>REVISION DATE</b>
ROLE OF THE INCIDENT COMMANDER	304	June 23 <sup>rd</sup> , 2003	

## PURPOSE

This SOP describes the responsibilities of the incident commander (IC) and their role as the leader within the incident command system (ICS).

## GENERAL

The IC is responsible for the overall management of an incident. The first arriving fire department representative or officer will assume the role of IC and carry out its functions until command has been formally passed to another fire department representative or officer.

## RESPONSIBILITIES

The IC will transmit an on scene report which gives a basic size up and description of the scene. The IC will follow this assessment with task assignment for incoming units. IC's should be thinking ahead in developing their action plan and have additional resources respond if they foresee the need.

### **A. ASSESSING INCIDENT PRIORITIES**

#### Life Safety

This relates to the safety of firefighting forces, occupants, bystanders, and other emergency workers.

#### Incident Stabilization

The IC must determine a course of action to minimize impact. The goal is to manage and control the incident.

#### Property Conservation

This is relative to salvage operations and may require additional resources.

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## **B. DETERMINING STRATEGIC GOALS AND TACTICAL OBJECTIVES**

This is the proper deployment and/or utilization of resources to mitigate the incident. The IC must determine strategic goals and transform these goals into tactical objectives. The completion of a strategic goal often requires several tactical objectives.

## **C. DEVELOPING AN APPROPRIATE ORGANIZATIONAL STRUCTURE**

The size of the organizational structure is based on the complexity rather than the incident size.

## **D. DEVELOP INCIDENT ACTION PLAN**

The IC's responsibilities are as the incident action plan developer and coordinator. The incident action plan requires flexibility and continual assessment.

## **E. MANAGING RESOURCES**

This requires continually evaluating the situation. The incident action plan will need to change along with situation. The strategic goals and tactical objectives will also change accordingly. Once resource needs are met the IC must assess the outcomes.

## **F. COORDINATE OVERALL EMERGENCY ACTIVITIES**

The IC must continually monitor the incident to ensure the coordination of activities and ensure crews and/or groups are functioning within the plan.

## **G. TRANSFER OF COMMAND**

The transfer of command should not be on an assumption basis (because of the presence of a higher ranking department member). The transfer should be formal with the announcement of this change to dispatch center and all units operating at the scene. When an individual transfers command they should relay the following information to the new IC:

- Basic information about the incident
- The initial action plan
- What actions have been taken
- Any special hazards
- Units on the scene or responding and their assignments

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- Designated tactical frequencies
- A worksheet listing functions performed and the function leaders
- An estimate of need for additional resources

The first IC should be included in the revision of the action plan (if needed). The transfer of command does not dismiss the first IC from the command area. The first IC should aid the new IC until such time as the new IC is comfortable with the transfer and assigns the first IC to a new task.

*Larry Behrens*

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Larry Behrens, Fire Chief

June 23<sup>rd</sup>, 2003

Date