



# Kemah Fire Department

"Dedicated To Serve And Protect"

## Kemah Fire Department Standard Operating Guideline

**Subject: Command Guidelines**

**Effective Date: TBD**

**Authorized By: Chief Brent Hahn**

### **I. Purpose:**

The effective functioning of Kemah Fire Department units and personnel operating at incidents requires clear decisive action on the part of an Incident Commander. This standard operating guidelines is employed in establishing Command and operating a Command Post. It also fixes responsibility for the command function and the associated duties on one individual at any time during the operation. Unless otherwise specified all command structures will be assumed with consideration of the National Incident Management Systems Incident Command Structure.

### **II. Policy:**

SOPs for Alarm Response will include the following items:

- Establishing Command
- Responsibilities
- Transfer of Command

### **III. Procedure:**

#### *Establishing Command*

Command is responsible for the following tasks as, required by the circumstances of the situation within his judgment:

- Unit identification on the scene and confirming assumption of Command. (*E-2 on scene 408 in command*)
- Building description (occupancy, size, arrangement, construction and address).
- Obvious fire conditions
- Action taken (brief description).
- Announce location of command post (command is established at Kipp and 6th or command is across the street from the incident).

#### *Responsibilities*

- Assume an effective command position.
- Transmit a brief initial radio report.
- Rapidly evaluate situation (size-up).
- Develop a plan of attack.
- Assign units as required, consistent with Level I Staging.
- Provide continuing overall command and progress reports within the framework of K. F.D. fire ground procedures until relieved by a ranking officer.
- Review and evaluate attack efforts and revise plan of attack as needed.
- Requests and assign additional unit as necessary.
- Return companies to service and terminate "COMMAND"

#### *Transfer of Command*

Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedures:

- Arriving ranking officers assuming Command will communicate with the officer being relieved by radio or preferably face-to-face on arrival.
- The officer being relieved will brief the officer assuming command indicating the following:
  - A. General situation status
    - i. Fire location, extent, condition, and extension
    - ii. Effectiveness of control efforts
  - B. Deployment and assignments of operating companies
  - C. Appraisal of needs for additional resources at that time.
- The IC will then announce the command change over the radio. (401 will be assuming command) or (401 will be assuming command 402 will be safety officer) 402 transferred command to 401.
- The officer being relieved should review the tactical control sheet with the ranking officer in complex situations; this sheet provides the most effective framework for Command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.

*Note - The arrival (in itself) of a ranking officer on the fire ground does not mean Command has been transferred to that ranking officer. Command is transferred only when the outlined communication functions have been completed.*