
	<b>Standard Operating Procedures</b>	
	<b>SOP 42</b>	
	<b>Subject: Incident Management System</b>	
	<b>Approval Date: 05/2019</b>	
	<b>Date Created: 12/2014</b>	
	<b>Next Review: 05/2020</b>	
<b>Approved By: Fire Chief/Fire Marshal Brent Hahn</b>		

#### 42.01 Purpose

Kemah Fire Department (KFD) commits to the development, maintenance and use of the Incident Management System. This system functions to increase on-scene operational effectiveness/efficiency, increase safety and maximize productive interaction with other related agencies, departments and organizations.

#### 42.02 Policy

1. An Incident Management System will be in place at all emergency scenes, the complexity and scope to be determined by the Incident Commander.
2. Operations will be conducted in a manner that recognizes hazards and assists in the prevention of accidents and injuries.
3. All fire protection personnel will be trained in the use of the Incident Command System (ICS).
4. The Incident Management System will be used at all drills, exercises and all other situations that involve hazards that are like those encountered on an emergency scene.

#### 42.03 Procedure



- **Implementation-** An Incident Management System will be utilized at all emergency scenes; and all drills/exercises that involve hazards like those encountered on emergency scenes.
- **Communications-** Although having the capability to communicate with multiple different and surrounding agencies, while at an emergency scene in our jurisdiction, all Kemah Fire Department Personnel will maintain their radios set on KFD (KEM FD1) channel or other as designated by the Incident Commander (IC). IC will remain monitor all to communicate with fire ground and dispatch. All on-scene personnel will use clear text in all communications. Updates in incident status will be reported to the Incident commander at least every 15 minutes or as needed. IC will update dispatch as needed.

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Revised by Joe Murray, Deputy Fire Marshal  
Approved by Brent Hahn, Fire Chief/Fire Marshal

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- A. Incidents requiring multi-agency response will be managed by the Unified Command System. KFD will strive to work in concert and support the overall goals and objectives as established by the Unified Command System.
- B. All incidents will be controlled through the usage of the ICS. In this system, the IC is the following:
  - a. person in charge of the entire operation,
  - b. establishing a single command post and command post operations,
  - c. establishing an overall incident management organization,
  - d. identifying overall incident objectives,
  - e. establishing and maintaining scene safety,
  - f. conducting and leading planning meetings with Command and General Staffs
  - g. and developing a single Incident Action Plan.
- C. Depending on the scope of the incident and the demands placed on command staff, the IC may choose to expand the number of personnel assisting with overall scene management.
  - a. This may include, but is not necessarily limited to an Operations Officer, Staging Officer, Public Information Officer, Safety Officer, Planning Officer, Logistics Officer and Finance Officer.
  - b. Each of these positions is described and operate according to generally accepted national standards for ICS positions.
  - c. Operation in such a system serves many purposes, not the least of which is limitations on each individual manager’s span of control.
- D. The ICS system that is implemented should be modular in structure to allow for ease of expansion or contraction, depending on the dynamic scene demands.
- E. All emergency personnel should be trained in the composition and workings of Incident Command (Management) System. KFD shall train KFD Personnel in their individual areas of responsibility as per function or assignment including the following:
  - a. Command Staff
  - b. Shift Lieutenants

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- c. and other Public Safety Specialists
- F. At a large incident, the Logistics Officer will be responsible for management and tracking of resources on scene, both equipment and personnel.
  - a. They may delegate these tasks to someone else, such as an Accountability or Staging Officer; however, they maintain ultimate responsibility.
  - b. With a protracted scene additional resources may be necessary, then the Logistics Officer can appoint a Planning Officer.
- G. Personnel accountability should be performed, formally or informally, at all incident scenes. At large incidents, an Accountability Officer will be appointed and, utilizing Kemah Fire Department approved accountability systems to track personnel during their various duty assignments on scene.
- H. A rehabilitation area may be set up at large, protracted incidents at the direction of the Incident Commander.
  - a. Medically trained personnel, who will monitor the physical status of fire personnel while in rehab, will optimally staff it and advise if an individual shows signs of Hypertension.
  - b. Outside assistance which includes but is not limited to; Medic unit from contracted EMS Agency may be utilized to augment medical monitoring at the direction of the Incident Commander.
  - c. If personnel needs are greater than those resources typically on hand (water, Gatorade, shade, chairs), a Logistics Officer may be appointed to develop additional needed resources (food, bathrooms, shelter, etc.).
  - d. The Accountability Officer will track personnel sent to rehab.
- I. Rehab will monitor fire personnel who are identified as having vital signs out of the acceptable range. Rehab will determine, in conjunction with the Incident Commander, which personnel should be transported to a hospital for further evaluation/treatment.

**END OF SECTION**