

# TOWN OF WATERTOWN FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**SECTION: Command Operations**  
**SUBJECT: Incident Command System**  
**REVISED: 7/2013**

## **PURPOSE:**

Command procedures are designed to offer a practical framework for emergency operations, and to effectively integrate the efforts of all members, officers, and firefighters. This will facilitate an organized and orderly tactical operation and a more effective effort.

## **POLICY:**

It shall be the policy of this fire department that all members shall operate under the incident command system at all times.

## **PROCEDURES:**

- A. The first department officer or member arriving on the scene shall be in command until relieved by a higher ranking officer, and shall transmit a brief initial radio report including:
  - 1. Unit identification.
  - 2. A brief description of the situation found, and any obvious fire conditions, or lack of fire.
  - 3. The member in command.
- B. As higher ranking officers arrive on the scene, they assume command at their discretion.
- C. Command. The officer or member in command are responsible for the following tasks:
  - 1. Assume an effective, visible command position.
  - 2. Rapidly evaluate the situation (size-up).
  - 3. Develop a plan for dealing with the incident.
  - 4. Assign units required.
  - 5. Provide ongoing reports to dispatch.
  - 6. Review and evaluate efforts, and revise the incident plan as needed.
  - 7. Request and assign additional units as necessary. Alarm assignment sheet attached to this guideline as Annex-B.
  - 8. Return units to service necessary.
  - 9. The incident commander will monitor and/or operate on all channels as necessary, and their radio designation will be command.
- D. Radio channels. Upon arriving at working incidents involving multiple units, command will direct that all units operate on channel two, command will stay on channel one.
- E. In order to facilitate the management of an incident, the incident commander may assign personnel to the following positions:
  - 1. Operations – The operations officer is responsible for directing the incident, and reports directly to the incident commander. The operations officer will operate on channel two, and their radio designation will be “operations”.
  - 2. Safety – The safety officer is responsible for monitoring incident operations from a safety standpoint. They will report directly to the incident commander, however in the event of an emergency the safety officer has the authority to stop the activity deemed hazardous to personnel without consulting the incident

commander. In the event this occurs, the safety officer will immediately notify the incident commander of the situation so that they can take appropriate actions. The safety officer will operate on channel two, their radio designation will be "safety".

- F. Sectoring. Based on the nature or scope of an emergency, it may be desirable to divide an incident into more manageable parts, or sectors. Sectors will be A,B,C,D. Sector A being the front of the building (address side), sector B being the left side of the building, sector C being the rear of the building, and sector D being the right side of the building. Specific sectors may also be established such as roof, vent, medical, triage, etc. Sector officers are responsible for the following:
  - 1. Monitoring work progress.
  - 2. Directing activities as required.
  - 3. Coordinating with related activities and/or sectors.
  - 4. Monitoring the welfare of sector personnel.
  - 5. Account for all personnel assigned to their sector. Sector officers will report directly to the operations officer. Sector officers will operate on channel two.
- G. Companies. Companies are responsible for performing specific tasks as assigned. Companies assigned to sectors will report directly to their sector officer. They will operate on channel two.
- H. All personnel shall endeavor to make all communications face-to-face whenever possible in order to keep radio channels as clear as possible.

**OTHER:**

- A. Alarm assignments thru the Jefferson County CAD system will be attached to this guideline manual as Annex-B.