

Fulton County Fire Department	
Standard Operating Procedure	
Subject:	Incident Management System
Effective Date:	December 1, 2001
Number:	4900
Revised:	April 1, 2003

1.0 Statement of Policy

- 1.1. The Incident Management System shall be utilized in the following situations:
 - 1.1.1. Any emergency incident with more than three response units at the incident location.
 - 1.1.2. Any training exercise involving more than three response units.
 - 1.1.3. Pre-planned events when the use of IMS could either serve as additional training for the participants or involving large numbers of either Fire Department personnel or the public.
 - 1.1.4. Any time the Fire Department member in charge believes that the incident or event would benefit from the use of the IMS.

2.0 Objectives

- 2.1. The purpose of the Fulton County Fire Department Incident Management System is to:
 - 2.1.1. Increase the level of safety for responders.
 - 2.1.2. Ensure the efficiency and effectiveness of both emergency incidents and preplanned events.
- 2.2. Comply with known incident management laws and standards including:
 - 2.2.1. CFR 1910.120 - OSHA requirement for IMS at all hazardous material incidents.
 - 2.2.2. NFPA 1500 – Standard for Fire Department Occupational Safety and Health program.
 - 2.2.3. NFPA 1561 – Standard Emergency Services Incident Management System.

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- 2.3. To establish a system to ensure that Fulton County Fire Department members are trained and qualified to operate within the organization's IMS structure.

3.0 Responsibility

- 3.1. All members of the Fulton County Fire Department who manage either incidents or events are responsible for ensuring that the IMS is utilized in a manner consistent with this policy.
- 3.2. The Deputy Chief of Fire and EMS Operations shall be responsible for overseeing the field application of the IMS.
- 3.3. The Deputy Chief of Safety and Member Services shall be responsible for overseeing the training and qualification aspects of the IMS.
- 3.4. The Deputy Chief of Support Services shall be responsible for overseeing the reference and supporting technology aspects of the IMS.
- 3.5. Battalion/Division Chiefs shall be responsible for the consistent utilization of IMS in their battalions and divisions.
- 3.6. Company Officers are responsible for the consistent utilization of IMS in their companies.

4.0 Procedures

- 4.1. Incident Management System Field Application:
 - 4.1.1. Field application of the IMS is synonymous with the term Incident Command System or ICS.
 - 4.1.2. The Fulton County Fire Department IMS shall be utilized in compliance with the following:
 - 4.1.2.1. The Model Procedures Guide for Structural Fire Fighting shall serve as the guide for application of the IMS for initial or first alarm responses, as well as incidents involving twenty-five (25) or less response units. Other [Model Procedures Guides](#) shall be utilized as references where they do not conflict with the Structural Guide.
 - 4.1.2.2. The National Incident Command System Curriculum shall be the primary guides for multiple alarm operations or incidents with more than [twenty-five \(25\)](#) response units.

- 4.1.3. No IMS reference that is in conflict with the above shall be utilized in the Fulton County Fire Department.
- 4.1.4. All members functioning in IMS capacities at the scene of an incident or event are to be identified by an appropriate identification vest.
- 4.1.5. Units at the scene of an emergency shall not engage in emergency activities in the immediate hazard area without the knowledge of the Incident Commander.
- 4.1.6. The Incident Commander at the scene of an emergency incident shall:

4.1.6.1. (Establish or) Assume, confirm, position command:

4.1.6.1.1. Command Post

- SHALL be established at every incident where command is established.
- Notify the Dispatcher of the location of the Command Post.
- Maintain a presence at the Command Post until command is formally demobilized.

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4.1.6.2. Perform a situation evaluation (size-up) and risk assessment.

4.1.6.3. Control all incident communications between the scene and Emergency Services.

4.1.6.3.1. Provide a progress report to Emergency Services via radio whenever a time check is acknowledged consisting of the following as a minimum:

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- Incident conditions, including progress toward completion of tactical objectives.
- Current tactical mode.

4.1.6.4. Manage the deployment of ALL units:

4.1.6.4.1. Uncommitted units shall **stage** at a location approximately one block or intersection away from the incident.

- The first unit to arrive at the scene of the incident uncommitted shall announce the location where they are staging.
- All other arriving units shall attempt to go to the same location if this will not delay response.
- If three or more engines or trucks arrive on the scene prior to tactical assignments being given by the Incident Commander, a formal **Incident Base** shall be established and managed by the third unit to arrive without a tactical assignment.
- NO unit arriving at the scene of an incident shall take action without coordination with the Incident Commander or the IMS position to which they are assigned.

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4.1.6.5. Develop a strategy and incident action plan based on size-up and risk assessment.

4.1.6.5.1. Whenever a Battalion Chief or higher assumes command of an incident an ICS Form 201 shall be completed.

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4.1.6.6. Develop an incident organization that matches the size and complexity of the incident.

4.1.6.7. Review and revise the incident action plan as necessary.

4.1.6.8. Continue, transfer and terminate command as appropriate.

4.1.6.8.1. Command, once established, shall continue throughout the incident and will be terminated when the last unit has left the scene.

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4.1.6.8.2. Command may be assumed by ranking officers at their discretion.

4.1.6.8.3. Command will be transferred when it improves the overall management of the incident.

4.2. Incident Management System Training Program

4.2.1. Each calendar year, the Fulton County Fire Department Training Division will facilitate on-going Incident Management training for Department members.

4.2.2. All training facilitated by the Department shall be consistent with this policy.

4.2.3. The Training Division shall provide the courses necessary to complete the Incident Management Qualification process every three years.

4.3. Incident Management Qualification Process

4.3.1. The Fulton County Fire Department's Incident Management Qualification System is based on the most current national standards on incident management that are applicable.

4.3.2. Currency is defined as being compliant with nationally recognized standards published no longer than two years prior to the effective date of the IQS.

4.3.3. System revisions will be compliant with nationally recognized standards published no longer than two years prior to the effective date of the revision.

4.3.4. Applicable standards in order of priority are:

4.3.4.1. National Fire Protection Association Standards for Fire Department Incident Management Systems (1561).
Note: This standard is available on the Department intranet.

4.3.4.2. Model Procedures Guides from the National Fire Service Incident Management System Consortium.

4.3.4.3. National Interagency Incident Management System as developed by the National Wildfire Coordinating Group.

4.3.5. Endorsement levels are applicable in the field application of IMS as follows:

4.3.5.1. Initial Response Level

4.3.5.1.1. The Initial Response begins with the arrival of the first Fire Department member and ends when the fourth response unit arrives at the scene.

4.3.5.1.2. Initial Response endorsement is the minimum level of IMS qualification necessary for a person to serve in the role of Company Officer.

4.3.5.1.3. Positions at the Initial Response Level include:

- Incident Commander – Initial (Type 5)
- Base Manager

4.3.5.1.4. Training necessary to be endorsed at the Initial Response Level includes:

- Managing Company Tactical Operations
- NIIMS I-200
- Building Construction
- Hazardous Materials Operations
- Technical Rescue Awareness
- S.T.A.R.T. (Simple Triage and Rapid Transportation)
- Wildland/Urban Interface
- Leadership or Supervision
- Terrorism Awareness
- NFIRS Reporting
- Customer Service
- Base Manager

4.3.5.2. First Alarm Response Level:

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- 4.3.5.2.1. Responses involving units in excess of the initial response, up to eight total response units including all Chief Officers.
- 4.3.5.2.2. Members at the IQS First Alarm Level must be endorsed at the Initial Response Level and should be capable of managing an incident from initial stages to the point the incident requires a second or greater alarm.
- 4.3.5.2.3. Positions included at the First Alarm Response Level are:
- Safety Officer
 - Tactical Level Supervisor
 - Task Force/Strike Team Leader
 - Incident Commander – First Alarm (Type 4)
- 4.3.5.2.4. Training required for First Alarm Endorsement includes:
- NIIMS I-300
 - NIIMS or equivalent course(s) covering the specific function(s) included in the First Alarm Response endorsement. (See training requirement matrix)
- 4.3.5.3. Multiple Alarm Operations:
- 4.3.5.3.1. Multiple alarm incidents are those responses involving more than eight units (engines, trucks and/or Chief Officers). This level of expertise will be necessary to operate at the Department's most complex incidents.
- 4.3.5.3.2. Members endorsed at this level will be expected to be able to manage a major incident for at least one operational period.
- 4.3.5.3.3. Positions in Multiple Alarm Response Level include:
- Operations Section Chief

- Planning Section Chief/Unit Leaders
- Logistics Section Chief/Unit Leaders
- Liaison Officer
- Agency Representative
- Incident Commander - Multiple Alarm (Type 3)

4.3.5.3.4. Training required for Multiple Alarm Response Level endorsement includes:

- NIIMS I-400
- NIIMS or equivalent course(s) covering the specific function(s) included in the First Alarm Response endorsement. (see training requirements matrix)

4.3.5.4. Assessment:

4.3.5.4.1. Members will be assessed, both in writing and practical, prior to being endorsed at each level. Members may be endorsed for individual portions of an endorsement level at their request.

4.3.5.4.2. A candidate for endorsement must be evaluated, in writing, by successful completion of a written test for the position administered by a proctor approved by the Training Division.

4.3.5.4.3. While completing the Task Book:

- A candidate, who has successfully completed the written test for an individual portion of an endorsement level, shall be allowed to serve in the capacity of the position for no longer than six months.
- If the Task Book is not completed within the six-month period, the member will be removed from acting privileges.

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- 4.3.5.4.4. If the candidate does not complete the Task Book in one year, the Deputy Chief of Safety and Member Services will recommend a course of action to the Fire Chief that may include retaking all or portions of the training for which the person is attempting to be qualified.
- 4.3.5.4.5. Candidates will be issued a Task Book for the position at their request. A member who has achieved the level of endorsement sought by the candidate will conduct assessments of endorsement candidates in the field.
- 4.3.5.4.6. Completed Task Books will be forwarded to the Training Division for inclusion in the member's training records.
- 4.3.5.4.7. Members who are able to achieve recognition in the NIIMS Qualification System process will be given automatic endorsement for the position they are recognized in NIIMS.
- 4.3.5.4.8. Members already in a given rank in a permanent capacity will be considered qualified by virtue of the competition for the permanent position they hold.
- 4.3.5.5. Continuing Education:
- 4.3.5.5.1. Once a member has received an endorsement for any of the three levels of response, they will be expected to attend a minimum number of hours of continuing education per year as follows:
- Initial Response- 8 hours
 - First Alarm Response – 24 hours
 - Multiple Alarm Response – 32 hours
- 4.3.5.5.2. Up to 25% of a member's continuing education may be actual incidents when a member functions in an IMS capacity for which they are qualified.

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- 4.4. IMS Reference Manuals:
- 4.4.1. Each fire station and administrative office shall have available to all members copies of the following:
- 4.4.1.1. Model Procedures Guide for Structural Firefighting
 - 4.4.1.2. Model Procedures Guide for Emergency Medical Incidents
 - 4.4.1.3. Model Procedures Guide for Hazardous Materials Incidents
 - 4.4.1.4. Model Procedures Guide for Structural Collapse/US&R Incidents
 - 4.4.1.5. Model Procedures Guide for High Rise Firefighting
 - 4.4.1.6. Model Procedures Guide for Wildland/Urban Interface
 - 4.4.1.7. National ICS Curriculum
 - 4.4.1.7.1. I-100 Introduction to Incident Command
 - 4.4.1.7.2. I-200 Basic Incident Command
 - 4.4.1.7.3. I-300 Intermediate Incident Command
 - 4.4.1.7.4. I-400 Advanced Incident Command (Chief Officers only)
- 4.4.2. Any references related to the Fulton County Fire Department Incident Management System that are utilized for promotional processes shall be taken from this list of references.
- 4.5. Supporting Technology
- 4.5.1. The Fire Department will actively seek to utilize incident management technology that supports the IMS.
- 4.5.2. Only technologies that can demonstrate consistence or compliance with the Fulton County Fire Department IMS will be utilized.
- 4.6. Implementation:
- 4.6.1. Sections 1.1 through 4.1 and 4.5 of this procedure shall begin December 1, 2001.
- 4.6.2. Section 4.2 of this procedure shall begin January 1, 2002.

- 4.6.3. Section 4.3 of this procedure shall be implemented as follows:
- 4.6.3.1. Any member who serves in the capacity of an Acting Company Officer, or higher, will be required to have completed all training and written assessment necessary to be qualified at the Initial Response level by January 1, 2003.
 - 4.6.3.2. Assessment portion of this procedure shall be implemented January 1, 2003.
 - 4.6.3.3. Any member who serves in the capacity of an Acting Chief Officer shall be required to be qualified at the First Alarm Response Level by December 31, 2003.
 - 4.6.3.4. The continuing education portion of this procedure will begin January 1, 2003 and shall be recorded on a calendar year basis.
 - 4.6.3.5. Members shall be required to maintain their continuing education to maintain qualification effective January 1, 2004.
 - 4.6.3.6. Qualification at the following levels will be a prerequisite for promotion effective January 1, 2005:
 - 4.6.3.6.1. A member must be qualified at the First Alarm Response Level to participate in the promotional process for Fire Captain.
 - 4.6.3.6.2. A Fire Captain must be qualified at the Multiple Alarm Level to participate in the promotional process for Fire Battalion Chief.
- 4.6.4. Section 4.4 of this policy shall be effective June 30, 2002.

5.0 Reference

- 5.1.1. CFR 1910.120 - OSHA requirement for IMS at all hazardous material incidents.
- 5.1.2. NFPA 1500 – Standard for Fire Department Occupational Safety and Health Program.
- 5.1.3. NFPA 1561 – Standard Emergency Services Incident Management System.

6.0 Appendix – N/A

Command

Incident Commander Type 5 (Initial Alarm)

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Base/Camp Manager	Basic Incident Command System	12
	Building Construction	8
	Customer Service	4
	Fire Operations in the Urban Interface	32
	Hazardous Materials Operations	8
	Managing Company Level Tactics	16
	NFIRS Reporting	4
	Supervision/Leadership	24
	Simple Triage and Rapid Transportation	4
	Technical Rescue Awareness	4
	Terrorism Awareness	4
		120

Incident Commander Type 4 (First Alarm)

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Incident Commander (Initial Alarm)	Intermediate Incident Command System	27
Division/Group Supervisor	Incident Commander Type 4	16
Strike Team/Task Force Leader		
Safety Officer Type 2		
		43

Incident Commander Type 3 (Multiple Alarm)

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Operations Section Chief	Advanced Incident Command System	22
Planning Section Chief	Incident Commander Type 3	16
Logistics Section Chief		
		38

Liaison Officer

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Incident Commander (Multiple Alarm)	Accumulation of Qualifications	0

Agency Representative

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Incident Commander (Multiple Alarm)	Accumulation of Qualifications	0

Safety Officer Type 3

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Incident Commander (First Alarm)	Safety Officer 3 - Structural	16

Operations

Division/Group Supervisor

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Strike Team/Task Force Leader	Division/Group Supervisor	20

Strike Team/Task Force Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Incident Commander (First Alarm)	Task Force/Strike Team Leader	24

Operations Section Chief Type 2

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Incident Commander (First Alarm)	Operations Section Chief	16

Planning

Documentation Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None Required	No Specific Training Required	0

Resource Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Status/Check In Recorder	Resources Unit Leader	20

Situation Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Strike Team Leader	Situation Unit Leader	24

Status/Check-In Recorder

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None Required	Status/Check In Recorder	16

Planning Section Chief – Type 2

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Situation Unit Leader	Advanced Incident Command System	22
Resource Unit Leader	Planning Section Chief	20
Documentation Unit Leader		42

Logistics

Base/Camp Manager

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None Required	Base/Camp Manager	4

Ordering Manager

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None required	Self Study	2

Receiving/Distribution Manager

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None required	Self Study	2

Facilities Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Base/Camp Manager	Facilities Unit Leader	28

Medical Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Emergency Medical Technician	Medical Unit Leader	20

Supply Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Ordering Manager Receiving/Distribution Manager	Supply Unit Leader	16

Logistics Section Chief – Type 2

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Facilities Unit Leader	Advanced Incident Command System	22
Ground Support Unit Leader	Logistics Section Chief	16
Supply Unit Leader		
Medical Unit Leader		<u>38</u>

Finance/Administration

Claims Specialist

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None Required	Finance/Administration (All) Unit Leader	32

Compensation for Injury Specialist

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None Required	Finance/Administration (All) Unit Leader	32

Compensation/Claims Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Claims Specialist Compensation for Injury Specialist	Accumulation of Qualifications	0

Cost Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None Required	Finance/Administration (All) Unit Leader	32

Personnel Time Recorder

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
None Required	Finance/Administration (All) Unit Leader	32

Time Unit Leader

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Personnel Time Recorder	Accumulation of Qualifications	0

Finance / Administration Section Chief - Type 2

<u>Must Be Qualified As:</u>	<u>Training Required:</u>	<u>Hours</u>
Time Unit Leader	Finance/Administration Section Chief	24
Cost Unit Leader		