STANDARD OPERATIONAL PROCEDURE

S.O.P. #:	TACTICAL OPERATIONS MANUAL #07
SUBJECT:	INCIDENT COMMAND SYSTEM
DIVISION:	EMERGENCY OPERATIONS

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Objective: The purpose of this SOP is to define the basic incident command system. For complex incidents, the Field Operations Guide, ICS 420-1, should be used as a reference.

SECTION 1: COMMAND

1.1 Purpose

Fire Departments respond to a wide range of emergency incidents. This procedure guide identifies standard operating procedures that can be employed in establishing command. A strong command presence will prevent freelancing. The system provides for the effective management of personnel and resources providing for the safety and welfare of the personnel. It also establishes procedures for the implementation of all components of the Incident Command System (ICS).

Command Procedures are designed to:
1.   Fix the responsibility for Command on a specific individual through a standard identification system, depending on the arrival sequence of members, companies and chief officers.
2.   Ensure that a strong, direct, and visible Command will be established from the onset of the incident.
3.   Establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander (IC) and to other individuals operating within the ICS.
4.   Provide a system to process information to support incident management, planning and decision-making.
5.   Provide a system for the orderly transfer of command to subsequent arriving officers.

1.2 Functions of Command

The Functions of Command include:
1.   Assume and announce Command and establishing an effective operating position (Command Post).
2.   Rapidly evaluate the situation (size up).
3.   Initiate, maintain, and control the communication process.
4.   Identify the overall strategy, develop an incident action plan, assign companies and personnel consistent with plans and standard operating procedures.
5.   Develop an effective Incident Management Organization.
6.   Provide tactical objectives.
7.   Review, evaluate and revise the Incident Action Plan (IAP).
8.   Provide for the continuity, transfer and termination of Command.

The IC is responsible for all of these functions. As Command is transferred, so is the responsibility for these functions. The first five (5) functions MUST be addressed immediately from the initial assumption of Command.

1.3 Size-up

A size-up system is a vital and necessary tool for Incident Commanders as their need to make decisions varies with the dynamics of the incident.

A size up includes a 360-degree view of the building. For large buildings, you can have side Charlie give the report.
        For homes, row houses, and townhouses, identification of a basement is crucial.
        For apartments, a person hanging on balconies is important information.

The following 5-point Size-Up system shall be utilized when operating at an incident:

1.   FACTS (Facts that the situation presents)
        a.   Time of the incident
        b.   Location of the incident
        c.   Nature of the incident
        d.   Life hazards
        e.   Exposures

      f.   Buildings, areas involved
      g.   Weather

2.   Probabilities (Predictions based upon the existing situation)
     a.   Life hazards
     b.   Extent of the incident
     c.   Explosion potential
     d.   Collapse potential
     e.   Weather changes

3.   Own Situations (Your resources and capabilities)
     a.   Personnel and equipment on scene
     b.   Availability of additional resources
     c.   Available water supply
     d.   Appropriate strategic mode
     e.   Actions already taken

4.   Develop incident action plan (Result of your analysis of items 1,2, & 3)
     a.   Determine strategy
     b.   Evaluate tactical options.
     c.   Select tactics.

5.   Implement Incident Action Plan
     a.   Issue tactical assignments
     b.   Coordinate activities.
     c.   Evaluate results.
     d.   Alter activities as necessary.

1.4 Brief Initial Report

The primary role of the 1st arriving Incident Commander is to establish strategy and tactics. The primary role of the additional responding units is to support the Incident Commander's strategy and tactics by accomplishing specifically assigned tactical objectives. In order for this cooperation to work effectively it is important for the support units to have as close an idea as to what is occurring, as does the Incident Commander. Therefore, the Incident Commander must act as the "TV camera" for the other units. His or her initial report of the situation must be concise, complete, and accurate. A Brief Initial Report (BIR) shall be required on any and all incidents involving a response of multiple units regardless of the type of unit.

The following elements, in the specific order listed, shall be included in the initial report of any and all incidents when such reports are required:
1.   Unit ID "arrived."
2.   Location of unit in relation to the overall incident (i.e. Side Alpha, Bravo, Charlie, Delta)
3.   Description of the Fire situation.
4.   Describe the action you are taking.
5.   Address the Command function. (Rank, name will be command)

      Nothing evident example: Engine 451 arrived; side Alpha of a 1½ story dwelling; nothing evident. Firefighter Jones on Engine 451 has York Road Command.

      Fire showing example: Engine 5 arrived; side Alpha of a 2 ½ story wood frame dwelling. We have fire showing from 2 rooms on the second floor. Engine 5 has laid a supply line from Wilkens Ave, and we will be making an interior attack with a hand line. Lt. Smith of Engine 5 has Wilkens Avenue Command.

Limited command example: E301 arrived; side Charlie of a 3 story garden apartment. We have fire showing from the 2nd floor and people hanging off the balcony. Give me a second alarm. Captain Curtis has Limited Command.

Working fire – offensive mode example: Engine 11 arrived, side Alpha, we have a large two story school with a working fire on the 2nd floor. Engine 11 is laying a supply line and taking a hand line to the second floor for search and rescue. Captain Smith of Engine 11 will be 7th Street Command.

Working fire – defensive mode example: Engine 1 arrived; side Alpha with a working fire. We have a 50 by 75 warehouse fully involved with serious exposure on side Delta. Engine 1 is laying a supply line and attacking the fire with a master stream. We will be advancing a hand line into exposure Delta for search, rescue and fire attack. Lieutenant Jones of Engine 1 will be Buckeye Command.

EMS incident example: Truck 1 arrived with a multi-vehicle accident. Give me a Medical Strike Team, Lieutenant Morris of Truck 1 will be Parkway Command.

Single company incident example: Engine 6 arrived; we have a dumpster fire with no exposures. Engine 6 can handle.

The radio designation "Command" will be used along with the geographical location of the incident (i.e., "7th Street Command", Metro Center Command).

1.5 Establishing Command

1. The first unit or member on the scene must initiate whatever parts of the Incident Command System are needed to effectively manage the incident scene. The initial Incident Commander shall remain in command until command is transferred or the incident is stabilized and terminated.
2. The first arriving fire department unit activates the command process by giving a Brief Initial Report (BIR).
3. A single company incident (trash fires, single patient E.M.S. incidents, etc.) may only require that the company or unit acknowledge their arrival on the scene.
4. Upon arrival of a higher-ranking officer, they will be briefed by the on-scene Incident Commander. The higher-ranking officer will then assume Command. This transfer of command is to be announced and a Progress Report given. The new Incident Commander will reassign the officer being relieved of command responsibilities.
    a. The Command Post should be in a position where you can see the building.
    b. The Command Post does not have to be the back of the Chief's car. The mobile radio is the preferred radio for Command.
5. For incidents that require the commitment of multiple companies or units, the first unit or member on the scene must announce "Command" and develop an Incident Command Structure appropriate for the incident.
6. Command Staff: Safety Officer, Public Information Officer, Liaison Officer
    a. A Safety Officer shall be established as soon as practical. The IC retains the responsibility for Safety until the position is staffed. **Reminder: Safety at the incident is everyone's responsibility.**
7. The staffing of the General Staff positions is Planning (1st BC after being relieved by DC), Logistics (2nd BC), and Operations (3rd BC). Finance/Admin will be staffed as necessary.
    a. Appointing an Operations Section Chief does not improve the Span-of Control within Operations.
8. Unified Command will be established when multiple agencies have significant statutory responsibility for management of aspects of the incident or an incident spans multiple jurisdictions.
    a. A multiple alarm fire within Baltimore County would be a Single Command, even though mutual aid companies were assisting. The incident does not span multiple jurisdictions.
    b. A house fire where police are assisting with traffic control is also not a situation requiring a Unified Command; a Single Command (fire department) could direct police units as needed
    c. Unified Command **shall** be used on Active Threat incidents - these may include Federal, State and Local law enforcement agencies.

1.6 Transfer of Command

1. Purpose - Transfer of Command refers to the act of one individual relieving another individual of authority, responsibility, and accountability as it pertains to the execution of the function of Command. The progressive change-of-command principle shall be utilized.
    An incident commander that is a non-officer shall be relieved as soon as practical by the 1st arriving officer.
    a. The 1st officer to assume Command shall retain Command until formally relieved by a higher-ranking officer.

2. Transfer of Command Procedure
    a. In order of preference, command should be transferred
        1. Face to face
        2. Radio
        3. Assumed by an officer where the original commander cannot be found.
    b. "Passing Command" to a unit that is not on the scene creates a gap in the command process and compromises incident management. To prevent this "gap", COMMAND SHALL NOT BE PASSED TO AN OFFICER WHO IS NOT ON THE SCENE. It is preferable to have the initial arriving Company Officer continue to operate in the "Limited Command" mode until command can be passed to an on-scene Officer.
    c. Should a situation occur where a later arriving Company or Chief Officer cannot locate or communicate with Command (after several radio attempts), they will assume and announce their assumption of Command and initiate whatever actions are necessary to confirm the safety of the missing crew.
    d. The individual preparing to assume Command shall, at an appropriate moment, request a status report from the Incident Commander. The status report should include
        1. The current situation.
        2. Any injuries, loss of life, etc.
        3. All current control efforts and the status of those efforts.
        4. The anticipated course of the incident.
        5. The location of on scene resources.
        6. Any other information pertinent to the incident.
    e. Assumption of command is discretionary for the Fire Chief.

    1.7 Command Engine

    1. Purpose - Command Engines assist the Incident Commander with the overall function of Command which allows the IC to focus on overall operations
    2. Task -
        ● Safety Officer
        ● Maintain Incident Command Charts
        ● Compile pertinent information
        ● Complete necessary forms
        ● Assist with radio communications
        ● Monitor A2 accountability
        ● Entry control

SECTION 2: MODES OF OPERATION

The responsibility of the first arriving unit or member to assume Command of the Incident presents several options, depending on the situation. If a Chief Officer, unit, or member without tactical capabilities (i.e., staff vehicle, no equipment, etc.) initiates Command, the establishment of a Command post should be a top priority. At most incidents the initial IC will be a Company Officer. A Company Officer assuming command has a choice of modes and degrees of personal involvement in the tactical activities, but continues to be fully responsible for the command functions. The initiative and judgment of the Officer are of great importance. The following command options describe the Company Officer's direct involvement in tactical activities and the modes of command that may be utilized while also complying with the Two In - Two Out Policy (Appendix C).

2.1 Nothing Evident Mode

These situations generally require investigation by the initial Engine and first Truck Companies, while other units remain in a staged mode or take up predetermined positions. The officer should go with the company to investigate while utilizing a portable radio to command the incident.

2.2 Limited Command Mode

Limited command mode is for situations that require immediate action to stabilize and require the Company Officer's assistance and direct involvement in the attack. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

1. Offensive fire attacks in marginal situations.
2. Critical life safety situation (e.g., rescue) that must be achieved in a compressed time.
3. Any incident where the safety and welfare of firefighters are a major concern.
4. Obvious working incidents that require further investigation by the Company Officer.
5. Where fast intervention is critical.
6. The Limited Command mode should not last more than a few minutes and will end with one of the following:
    a. Situation is stabilized.
    b. Situation is not stabilized and the Company Officer <u>must withdraw to the exterior</u> and establish a command post. At some time the Company Officer must decide whether or not to withdraw the remainder of the crew, based on the crew's capabilities and experience, safety issues, and the ability to communicate with the crew. **No crew member shall ENTER a hazardous area without radio communications capabilities.**
    c. Command is transferred to another Company Officer. With the exception of high-rise operations, the next arriving engine must assume command. That Company Officer shall establish a formal command post and retain Command until transfer of command to a superior officer.
    d. Command is transferred to an arriving superior officer. When a Chief Officer is assuming command, the Chief Officer may opt to return to the Company Officer to his/her crew, or assign him/her to a subordinate position.

2.3 Command Mode

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require immediate, strong, and direct overall command. In such cases, the Company Officer will initially assume an exterior, safe and effective command position and maintain that position until relieved by a higher ranking officer.

If the Company Officer selects the Command Mode, the following options are available regarding the assignment of the remaining crewmembers:

1. One of the crew members will serve as the acting Company Officer. The collective and individual capabilities and experience of the crew will decide this action. In order to operate in this mode, the company officer must ensure that he/she has a minimum of four entry personnel (white tags) to maintain compliance with 2-in/2-out. (See Tact #18)
2. The Incident Commander may assign the crew members to work under the supervision of another Company Officer. In such cases, the Incident Commander must communicate with the receiving officer and indicate the assignment of those personnel. Positive acknowledgement **MUST** be relayed to the Incident Commander that the assigned personnel have linked up with the new supervisor for accountability reasons. ("Command from Division Two, I have Fire Specialist Brown and EMT/FF Johnson from Engine 61 with me as assigned.")
3. The officer may elect to assign the crew members to perform Command Engine functions until the arrival of the assigned Command Engine.

SECTION 3: ORGANIZATIONAL STRUCTURE

It will be the responsibility of the IC to develop an organizational structure as soon as possible after arrival and implementation of initial tactical control measures. The size and complexity of the organizational structure will be determined by the scope of the emergency.

As an incident escalates the IC should group companies to work in divisions or groups. The use of the term "interior" is inappropriate.

3.1 Divisions

A division is the organizational level having responsibility for operations within a defined geographic area.

Division Naming Conventions:

Structures
1. The exterior walls of any structure shall be designated as **<u>Sides</u>** and shall be identified in order by going clockwise beginning with **"Alpha,"** followed by **"Bravo**, **Charlie**, and **Delta."**
2. Side "Alpha" shall be defined as that side containing the <u>Street Address</u> or the <u>Front</u> of the building.
3. When a supervisor is assigned to manage tactics on a particular side of a structure, he shall be assigned the Division title associated with the corresponding side of the structure, for example <u>Division Alpha.</u>
4. Exposures are named after the side of the involved structure to which it is exposed. Ex: The exposure facing Side Charlie of an involved structure would be identified as Exposure Charlie.
    a. For structures with multiple exposures on the same side, use B1, B2, B3, etc. for exposures on the Bravo side and D1, D2, D3, etc. for exposures on the Delta side. You can also use the building address.

EXPOSURE B2	EXPOSURE B1	FIRE	EXPOSURE D1	EXPOSURE D2

    b. For large exposures, the Incident Commander may establish Exposure branches.
    c. The interior floor area of a structure shall be identified by its Division number.
5. When a supervisor is assigned to manage tactics on a particular floor, he/she shall be assigned the Division title associated with the corresponding floor number, for example, <u>Division 5</u>.
6. Common names may be used to identify other areas of a structure, for example, mezzanine, roof, garage, and subdivisions. When a supervisor is assigned to manage tactics in that particular area, he/she shall be assigned the Division title associated with that particular area, for example, Mezzanine or Garage.

Open Areas

1. Geographic areas necessary to maintain command and control should be established using natural dividing lines such as roads, creeks, railroad beds, etc. whenever possible.
2   These established areas shall be designated by alphabetical "Divisions" based on geography.
   ex. "Northbound I-83 is Division Alpha."

3.2 Groups

Groups are assigned Functional Responsibilities at an incident. Examples are Rescue Group, Salvage Group, Search Group, and Vent Group. Group Supervisors manage their assigned tactics across other established Divisions, and must coordinate the activities of assigned personnel operating within the areas of established Divisions. Accountability for those resources assigned to a Group Supervisor is not transferred to a Division Supervisor.

3.3 Branches

Branches are used when the span of control for groups and/or divisions is exceeded.
Example: Span of control is 6 before a branch is established. After establishing a branch, the span of control is now 2.
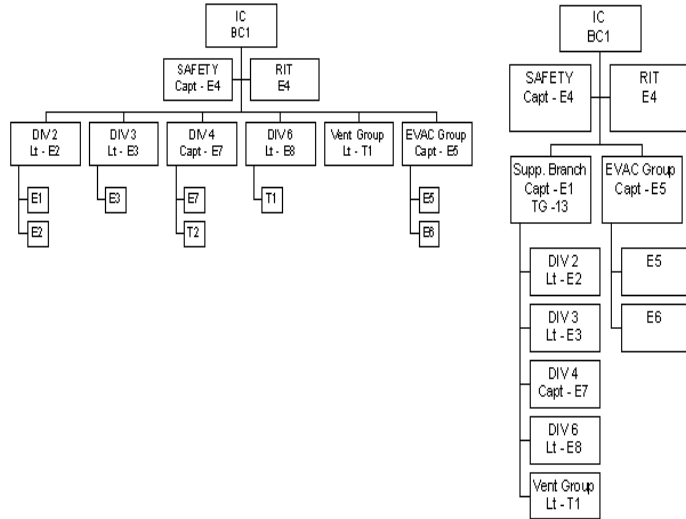
The radio designation of branches should reflect the objective of the Branch when designating functional branches (i.e., Haz-Mat Branch, Medical Branch, etc.) Branches can also be named geographically.

When the IC implements a branch, the division or group supervisors should be notified of their new branch director and what talk group the branch is assigned.

3.4 Basic operational approach to Divisions, Groups, and Branches

1.   The major reason for establishing Divisions or Groups is the safety of firefighting personnel..
    a.   The separation of crews should be kept to a minimum.
2. Each division and/or group supervisor must maintain communication with assigned companies to control both their position and function. They must constantly monitor all hazardous situations and risks to personnel. They must also take appropriate action to ensure that companies are operating in a safe and effective manner.
3. The use of Division or Groups in the command organization provides a standard system to divide the incident scene into smaller subordinate management units or areas. The normal span of control is three (3) to seven (7). In fast moving, complex operations, the span-of-control should not exceed five (5).
4. Division or Group responsibilities should be assigned early in the incident, typically to the first company assigned to a geographic area or function.
5. When effective Divisions or Groups have been established, the Incident Commander can concentrate on overall strategy and resource assignment, allowing the Divisions or Groups to manage their assigned units.
6. The Incident Commander will assign each Division or Group:
    a.   A supervisor
    b.   Tactical objectives
    c.   A radio designation (Roof, Division Alpha, Vent Group, etc.)
    d.   The identity of assigned resources to the Division or Group.
7. When the number of Divisions and/or Groups exceeds five, a branch is established that contains the divisions and/or groups.
    a.   Each Branch Director will have his/her own organizational chart, and they will be responsible for the accountability of assigned Divisions and Groups.

8. Divisions and groups reduce the overall amount of radio communications. Most routine communications within a Division or Group should be conducted in a face-to-face manner between Company Officers and their Division or

Group Supervisor. When a PAR is conducted, the Division or Group Supervisor will answer for all the units within his/her division.

9. Divisions and groups are also responsible for communicating needs and progress to Command.
    a. Conditions, Actions, and Needs (CAN) is used for status reports.
    b. Command must be advised immediately of significant changes, particularly those involving the ability or inability to complete an objective, any hazardous conditions, accidents, structural collapse, etc.
10. The Division or Group Officer must be in a position to directly supervise and monitor operations. This will require the Division or Group Officer to be equipped with the appropriate protective clothing and equipment for their area of responsibility.
11. Division or Group Officers will be responsible for, and in control of, all assigned functions within their division or group. This requires each Division or Group Officer to:

    a. Complete objectives assigned by Command.
    b. Account for all assigned personnel.
    c. Ensure that operations are conducted safely.
    d. Monitor work process. If you are not making any progress, this needs to be reported.
    e. Request additional resources as needed.
    f. Redirect activities, as necessary.
    g. Coordinate actions with related activities, and adjacent Division or Groups.
    h. Monitor safety practices and welfare of assigned personnel.
    i. Provide Command with essential and frequent progress reports.
    j. Re-allocate resources within the Division or Group.

SECTION 4: COMMAND LEVELS

The basic configuration of command includes three levels:
Strategic level - Overall direction of the incident
Tactical level - Assigns operational objectives
Task level - Specific tasks assigned to Companies
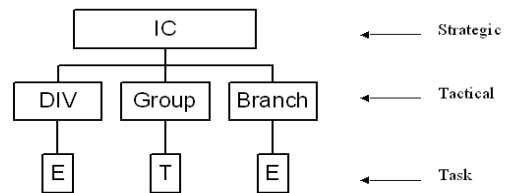
4.1 Strategic

The Strategic level involves the overall command of the incident. The IC is responsible for the strategic level of the command structure.

The strategic level responsibilities include:
1. Determining the appropriate incident strategy:
    Rescue, Exposures, Confinement, Extinguishment, Overhaul, Ventilation, and Salvage (RECE-OVS)
2. Establish overall incident objectives
3. Incident objectives and strategies must always adhere to the **Incident Priorities**
    a. Life Safety
    b. Incident Stabilization
    c. Property Conservation
4. Develop an Incident Action Plan
    a. The incident action plan (IAP) should cover all strategic responsibilities, all tactical objectives, and all support activities needed during the entire operational period
    b. The IAP defines where and when resources will be assigned to the incident to control the situation.
    c. The IAP is the basis for developing a command organization, assigning all resources and establishing tactical objectives
    d. A Form 365, or Command Chart, is required for working fires and complex operations
    e. An IAP is required for multiple operational periods and SHALL utilize the appropriate FEMA forms
5. Obtaining and assigning resources
6. Predicting outcomes and planning

        a.   Think ahead of the fire
        b.   Develop a Plan 'B' and a Plan 'C'
7.   Assigning specific objectives to tactical level units

As a small incident escalates into a major incident, additional organizational support will be required. The Incident Commander can become quickly overwhelmed and overloaded with information management, assigning companies, filling out and updating the tactical worksheets, planning, forecasting, requesting additional resources, talking on the radio, and fulfilling all the other functions of Command. The immediate need of the Incident Commander is support. The Command Engine concept directly addresses these support needs. As additional ranking officers arrive on the scene, the Command organization may be expanded through the involvement of Officers, staff personnel, and specifically designated companies to fill Command and General Staff Positions.

If a higher-ranking officer wants to affect a change in the management of an incident, they must first be on the scene of the incident, and then utilize the transfer of command procedure. Anyone can affect a change in incident management in extreme situations relating to safety by notifying the Incident Commander and initiating corrective action.

4.2 Tactical
The Tactical level includes directing operational activities towards specific objectives.

Tactical level officers include branch directors, division supervisors, and group supervisors who are in charge of grouped resources. Tactical level officers are responsible for specific geographic areas or functions, and supervising assigned personnel. A tactical level assignment comes with the authority to make decisions and assignments, within the boundaries of the overall plan and safety conditions. The accumulated achievements of tactical objectives should accomplish the strategy as outlined in the IAP.

      1.   When operating at structure fires, the following tactical goals apply:
          Structural Fire Tactical Goals
          S.L.I.C.E.R.S

          Sequential Actions: To take place in order
          Size up
          Locate the Fire
          Identify and Control Flow Path
          Cool the Space from the Safest Location
          Extinguish the Fire

          Actions of Opportunity: May occur at any time
             Rescue
             Salvage

          Although these strategies are prioritized, they do not dictate which tactics should be used to accomplish those strategies. For example, while Rescue is always the primary strategy, extinguishment tactics may be the means by which rescue is accomplished and the most appropriate tactic often satisfies or facilitates multiple strategies.

          An Incident Commander must assign resources only to the highest, uncompleted objectives until sufficient resources arrive to meet those strategies and move down to lower priority strategies. If there are too few resources to confine a well-involved vacant building that threatens exposures, the initial companies cannot be assigned confinement tactics until sufficient resources are directed toward exposure protection. Directing insufficient numbers of resources to accomplish multiple strategies assures that none of the strategies will be met.

4.3 Task

The task level refers to those activities normally accomplished by individual companies or specific personnel. The task level is where the work is actually done. Task level activities should accomplish tactical objectives and are routinely supervised by Company Officers.

SECTION 5: COMMUNICATIONS

5.1 Communication Procedure

Effective incident scene communications is the responsibility of command. Dispatch should be considered an integral part of the Incident Commander's resource pool.

1. The terminology for incident identification shall be left to the discretion of the Incident Commander, but usually corresponds with the incident's location, for example, *Craigmont Road Command*. Caution should be exercised, however, so as not to use identifiers that might not clearly separate one incident from another, *for example, Towson Command)*.
2. Face to face communications is always preferable. However, radio communications directed towards and from established functional assignments shall use the **appropriate functional title.**
   > Example: Communications directed to and from the individual assigned responsibility for all activities on the 1st floor of a structure shall be addressed as **"Division 1."**
3. In order to keep incident scene communications to a minimum, the "**Command by Exception"** principle should be utilized. This means that radio traffic directed to immediate supervisors should be limited as much as possible to:

   a. Announcing the completion of an assigned objective.
   b. Announcing when an assigned objective cannot be met.
   c. Announcing identified safety problems.
   d. Announcing the need for additional resources to accomplish an assigned objective.
   e. Announcing other emergency or absolutely necessary information.
   f. Announcing when crews have entered and safely exited an operational area
   (i.e. an IDLH atmosphere, warm zone or other area that may pose a threat to crew member safety and wellbeing.)

4. The Incident Commander shall be responsible for canceling assignments or placing units available.

5.2 Command Restricted Talk Group

Acknowledging that effective communication is paramount to the safety and effectiveness of emergency scene operations, it is the intent of this policy to provide a mechanism for incident commanders to quickly and efficiently limit and control radio transmissions. When initiated, ALL RADIO TRANSMISSIONS on a Command Restricted Talk Group will be limited to the Incident Commander, the crew(s) actively participating in incident operational activities, and Fire Dispatch. All other radio transmissions will be prohibited.

Rules: Command Restricted Talk Group:
1. At any time during an incident, the Incident Commander may request Fire Dispatch to institute a "Command Restricted Talk Group."
2. Upon the Incident Commander establishing a Command Restricted Talk Group, Fire Dispatch will activate the Alert 3 Tone and announce that Talk Group XX is now "Command Restricted."
3. All radio transmissions on a Command Restricted Talk Group will remain restricted to transmissions by the Incident Commander and or crews involved in critical operations.
4. Fire Dispatch will maintain and monitor the radio restriction and notify any unit making an unauthorized radio transmission on the talk group that the group is Command Restricted, and to move to another talk group.
5. Fire Dispatch will announce the restriction over the Divisional TG associated with the Battalion TG as well as Main
6. Upon dispatching additional equipment to the incident, dispatch will announce the restriction over TG1 at the time of dispatch.
7. The Command Restricted Talk Group will remain restricted until the Incident Commander terminates the restriction, at which time normal radio transmissions may resume on the talk group.

8. If the affected TG is a Divisional TG, the Civilian Shift Supervisor (CSS) and ADO will assign an alternate Divisional TG and announce the restriction and alternative Talk Group over Main 1. Hospitals in the affected talk group area will be notified by dispatch landline, so those medic units at the hospitals will be notified of the talk group restriction.

5.3 Progress report

1. A Progress Report (PR) is essential to any ongoing incident in that it keeps all concerned parties abreast of a dynamic situation. It is designed to provide information which:
    a. Allows Dispatch latitude in filling vacant stations.
    b. Updates Chief Officers.
    c. Updates the Public Information Officer.
    d. Permits continuous documentation of an ongoing incident.

2. The first PR shall be transmitted at approximately ten (10) minutes after the BIR. The Dispatcher will "prompt" the Incident Commander if no PR is received after fifteen (15) minutes. Thereafter, PR's shall be transmitted at intervals deemed appropriate by the Incident Commander. A PR shall be transmitted after each transfer of Command. However, in no case should an interval exceed thirty (30) minutes. The PR shall consist of the following information:
    a. Description of the current situation.
    b. Description of current tactical objectives.
    c. Status of resource needs.
    d. Length of time holding units from 1st unit to the last unit.

    Example:
    "Dispatch from Division Chief 1, Chief Smith is assuming command. At present, all units are being held. Companies are making progress on a "Working Fire" in a 2 ½ story wood frame dwelling. We are conducting a primary search and making an interior attack with hand lines. Units will be out .for over an hour. Go ahead and make transfers and fill-ins"

3. When units are responding to a medical emergency in a structure under normal conditions, no PR is necessary. However, should the incident escalate to bigger proportions, PR's would become appropriate.

4. Command must give a Progress Report and conduct a PAR before changing strategies, from offensive to Defensive operations. This ensures all personnel are accounted for, and are a safe distance from fire building.

SECTION 6: STAGING

1. Staging Areas are locations designated within the incident area, which are used to temporarily locate resources that are available for assignment. If the Operations Section is established, Staging reports to the Operations Section Chief. Staging will request logistical support (for example, food, fuel, sanitation) from the Logistics Section.

2. The purpose of staging is to provide a standard system of resource placement prior to tactical assignments. Failure to utilize staging adds to the confusion on the incident scene. Lack of staging also results in units determining their own tactical assignments (freelancing). ICs will lose track of their resources, priorities can be overlooked, inability to oversee personnel safety, and a general lack of accountability.

6.1 Level I Staging

1. Level I staging is to be utilized by responding units that have not been given an assignment. First alarm units shall deploy in accordance with the appropriate tactical SOP unless orders to the contrary from the on-scene incident commander are received.
    a. Units should take up positions to support earlier arriving companies. Units shall take an uncommitted position approximately one (1) block from the scene. Upon arrival at this location unit commanders shall transmit (Unit ID) is staged and their location. This message will inform the incident commander that the unit is ready for assignment. Staged units shall not commit to any operation without having received orders

or approval from COMMAND.

    b. Staged units shall not request assignments from Command. If a staged unit feels that the BIR or PR indicates a need for their unit and no orders have been received, they shall repeat the transmission. "Unit (ID) is staged at (location)." If the 2nd transmission is not acknowledged, the unit leader shall report directly to the Incident Commander.

    c. Engines that are staging on a hydrant, shall have a crew member exit the engine, and flow the hydrant to ensure that it is, in fact, working. Any issues with the hydrants operation shall prompt the engine officer to locate an alternative water source, and report same to Command.

6.2 Level II Staging

1.   Level II staging is to be utilized by all responding units beyond the 1st Alarm assignment.

2.   Level II staging shall utilize an area suitable to park, organize, and coordinate the anticipated response of additional resources.

    a.   Command, upon requesting additional resources, will inform Dispatch of the designated location of the Level II staging area.

    b.   The 1st unit leader arriving at the Level II staging area, and without orders to the contrary, shall assume "Staging Area Manager."

        i.   The first arriving engine on the 2nd alarm shall assume Staging.

        ii.   If a staging area has not designated, the Staging Area Manager shall locate an area and inform Command.

        iii.   Truck and Squad Officers should not be used as the Staging Area Manager.

3.   Communications to and from the incident scene and the Level II staging area shall be directly between Command (or if established, Operations) and the Staging Area Manager.

    a.   Requests for assignment of units from staging shall be directed from Command or Operations to the Staging Area Manager.

    b.   This communication should be over a separate talk group.

    c.   When making a request for personnel and equipment, be specific. For example: "I need one crew to the Division 2 with pike poles. They are to report to Captain Smith."

    d.   Units in Level II Staging shall not take any action except as directed by the Staging Area Manager.

4.   Duties of the Staging Area Manager.

    a.   Identify location by use of warning lights.

    b.   Log in all responding resources and notify Command or Operations of available resources.

        1.   Form 364 is the Fire Ground Staging Chart

    c.   Position apparatus in such as manner as to avoid congestion and facilitate movement.

    d.   Dispatch resources as directed by Command/Operations.

    e.   Command should state the minimum number of each type of equipment to be held in staging.

    f.   Maintain the level of resources in staging deemed necessary by Command.

    g.   Coordinate with police to insure access and security of the staging area.

APPENDIX A: GLOSSARY OF IMS TERMS

Agency Representative: Individual assigned to an incident from an assisting or cooperating agency that has been delegated full authority to make decisions on all matters affecting that agencies participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Allocated Resources: Resources dispatched to an incident that have not been assigned.

Assigned Resources: Resources checked-in and assigned work tasks on an incident.

Assisting Agency: An agency, other than the one primarily responsible for the incident, contributing suppression, rescue, support or service resources to another agency. (Mutual Aid)

Available Resources: Resources assigned to an incident and available for an assignment.

Base: That location at which the primary logistical functions are coordinated and administered. (Incident name or other designator will be added to the term "Base") There is only one base per incident. On a highrise incident this will be 2 floors below the IDLH

Branch: An organizational level having functional/geographic responsibility for major segments of incident operations. The Branch Level is organizationally between IC (OPS, if established) and Divisions/Groups.

Casualty Collection Point (CCP - Tactical 29): An area outside the hot zone where casualties can be gathered for life saving treatment and triage. Rapid trauma assessment and only life-saving treatments should be provided in the CCP. This area should ideally have cover and concealment from any threats and be secured by law enforcement (LE).

Chief: IMS title for individuals responsible for command of the functional Sections: Operations, Planning, Logistics and Finance/Administrative.

Clear Text: The use of plain English in radio communications transmissions. No agency specific codes are used when using Clear Text.

Command Post (CP): The location from which primary command functions are executed.

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

Command: The act of directing, ordering, and or controlling resources by virtue of explicit legal, agency, or delegated authority.

Command Engine: The Engine Company assigned to Command on working incidents. They are to assist the Incident Commander per section 1.7 "Command Engine".

Company Officer: The individual responsible for command of a Company. This designation is not specific to any particular fire department rank.

Company: A ground vehicle providing specified equipment capability and personnel (Engine Company, Truck Company, Rescue Company, etc.)

Contact Team (Tactical 29): Initial deployment of law enforcement personnel tasked with active threat contact and elimination. Contact team primarily operates in the Hot Zone/Direct Threat zone.

Cooperating Agency: An agency supplying assistance other than direct suppression, rescue, support or service functions to the incident control effort (Red Cross, law enforcement agency, telephone company, Highways, etc.)

Crew: A specific number of personnel assembled for an assignment such as search, ventilation, or hose line deployment and operations. The number of personnel in a crew should not exceed the recommended span-of-control guidelines of three (3) to seven (7). A crew operates under the supervision of a Crew Leader.

Director: IMS title for individuals responsible for command of a Branch.

Dispatch Center: A facility from which resources are directly assigned to an incident.

Division: That organization level having responsibility for operations within a defined geographic area. The Division level is organizational between Single Resources, Task Force, or the Strike Team and the Branch.

Evacuation Team: Fire Department team deployed to evacuate victims to a safe zone of operation. All team members should be familiar with the Tactical Emergency Casualty Care (TECC) principles and zones of operation.

General Staff: The group of incident management personnel comprised of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administrative Section Chief.

Group: The organizational level responsible for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

Incident Action Plan: The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Command System (ICS): A system with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives and goals at an incident.

Incident Commander (IC): The individual responsible for the management of all incident operations.

Information Officer: The person responsible for providing information to the media or other appropriate agencies requiring information directly from the incident scene. Member of the Command Staff.

Initial Attack: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Leader: The individual responsible for command of a Crew, Task Force, Strike Team, or Functional Unit.

Liaison Officer: The person serving as the point of contact for assisting or coordinating agencies. Member of the Command Staff.

Logistics Section: Responsible for providing facilities, service, and materials for the incident. Includes the Communications Unit, Medical Unit, and Food Units, within the Service Branch and the Supply Unit, Facilities Unit, and Ground Support Units, within the Support Branch.

Officer: The Command Staff positions of Safety, Liaison, Intelligence, and Information. Other positions within the IMS organization commonly using the term Officer include Water Supply (Water Officer).

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

Operations Section: Responsible for all tactical operations at the incident. Includes up to five (5) Branches, twenty five (25) Divisions/Groups and one hundred twenty five (125) Single Resources, Task Forces, or Strike Teams.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Planning Meeting: A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section: Responsible for collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes the Situation Status, Resource Status, Documentation, and Demobilization Units as well as Technical Specialists.

Reporting Locations: Any one of the six facilities/locations where incident-assigned resources may check in. The locations are: Incident Command Post - Resources Unit (RESTAT), Base, Camp, Staging Area, Helibase, or Division Supervisor for direct line assignments. (Check in at one location only).

Rescue Group Supervisor (Tactical 29): Fire Department personnel who assumes lead role during the incident to directly coordinate the operations of the Rescue Task Force assembly and deployment.

Rescue Task Force (RTF - Tactical 29): Fire Department rescue team made up of maximum of four fire department personnel with one individual identified as the team leader. All team members should be familiar with the Tactical Emergency Casualty Care (TECC) principles and zones of operation.

Resource Status Unit (RESTAT): Functional Unit within the Planning Section. Responsible for recording the status of resources committed to an incident. Additionally, the evaluation of resources currently committed, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Safety Officer: Responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety. Member of the Command Staff.

Section: That organization level having functional responsibility for primary segments of incident operations, such as: Operations, Planning, Logistics, Finance/Administrative. This Section level is organizationally between Branch and Incident Commander.

Single Resource: An individual Company or Crew.

Situation Status Unit (SIT-STAT): Functional Unit within the Planning Section. Responsible for analysis of situation as it progresses. Reports to Planning Section Chief.

Staging Area: That physical location where incident personnel and equipment are assigned on an immediately available status. The Staging Area is supervised by the Staging Officer.

Strategic Goals: The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

Strike Team: Up to five (5) of the same kind and/or type of resources, with common communications and a leader.

Sub Division: A Subdivision is the organizational level having responsibility for operations within a defined geographic area below grade. Subdivisions shall be referred as subdivision 1 and so on for each floor below grade.

Supervisor: Individuals responsible for command of a Division or Group.

Tactical Objectives: The specific operations that must be accomplished to achieve strategic goals; Tactical objectives must be both specific and measurable. Tactical level officers are Division or Group.

Task Force: A group of any type and kind of resources, with common communications and a leader, temporarily assembled for a specific mission generally, it should not exceed five resources.

Technical Specialists: Personnel with specific skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training. Technical Specialists report initially to the Planning Section but may be assigned anywhere within the ICS organizational structure as needed.

Unit: That organization element having functional responsibility for a specific incident's Planning, Logistics, or Finance/Administrative activity.

Tanker: Any ground vehicle capable of transporting specified quantities of water. In Baltimore County a "Tanker "has a capacity of one thousand (1000) gallons or greater.

APPENDIX B: GLOSSARY OF RADIO TERMS

Overview: All radio transmissions are to be clear text.

1.   **Standard message format:** Unit being called FROM Unit calling then the message.
     a.   For example, "Engine 451 from Engine 442 charge the supply line"

2.   **Radio identifications:**
     a.   Unit Name and Number represents the Officer In Charge of the unit.
          i.   "Truck 1" is the designation of the Officer in Charge of Truck 1.
          ii. "Medic 1" is the person in charge of Medic 1
          iii. "Boat 219" is the person in charge of Boat 219
     b.   Unit Name and Number Mobile represents the driver/operator of the unit.
          i.   "Engine 1 Driver" is the driver/operator of Engine 1.
     c.   Other portable radio designations should be by riding position.
          i.   "Engine 501 Back-Up" is the firefighter responsible for backing up the nozzle-person on E501's attack line.

3.   Definitions and Descriptions.

Abandon your position: When we are in the <u>defensive</u> mode and the abandon your position order is given/sounded, you are to abandon your apparatus and move away from the incident to a safe area. A PAR will be conducted, and your safe area will be reported to Command.

Acknowledge: A request for the receiver of a message to declare that the message has been received and understood. The receiver should repeat back the message to the sending unit.

Advis:. Give to the person identified the following message.

Arrived: Confirms that a unit has reached its destination. EMS units may follow the transmission with the *Regional Hospital Identification Number* when they reach a Hospital. For example, "Engine 17 arrived" and "Medic 12 arrived at 204."

Available: Indicates that a unit is capable of responding to an incident within its assigned district, and is monitoring the correct Talk group; the reason is not to be stated. For example, "Engine 101 is available" and "Medic 203 is available."

Be advised: A correction to the message you have just transmitted will follow.

Brief Initial Report (BIR): A radio report given by the first arriving Officer or Acting Officer to describe the scene and situation.

Clear: Unit has completed its assignment is leaving the scene, and is "Available." For example, "Medic 13 is clear" and "Truck 323 is clear."

Command: The radio identification of the Incident Commander. Each incident has only 1 Incident Commander. The Location of the Incident commander, such as a street name should follow shortly after command is established. When transmissions are made to dispatch the Location identification should precede the "command" terminology.

Correction: The message transmitted contains an error. The correct information will follow.

Dispatch: The Baltimore County Dispatch Center.

Engine Strike Team: Five (5) Engine Companies and a Division/Battalion Chief.

Enroute: Confirms that a unit is responding to a location. EMS units when transporting to a hospital must follow the transmission with the Regional Hospital Identification Number. For example, "Engine 16 enroute" and "Medic 11 enroute to 217."

Evacuate the building: When we are in the <u>offensive</u> mode and the evacuation order is given/sounded, you are to abandon your hose lines and exit the building. A PAR will be conducted.

Fire Showing: Describes visible fire from a building. Generally, this would be followed by the location from which the fire is originating.

In service at Location: Indicates that unit is "Available" but is remaining on the scene of the incident to which they were dispatched.

In station: Apparatus has returned to a station and is ready to respond.

Knockdown: A condition where the main body of fire has been contained or knocked down but not necessarily extinguished.

Limited Command: Is used when the first arriving officer is confronted with a tactical situation that requires immediate attention.

Medical Strike Team: Five (5) EMS transport units with ANY manning configuration, an EMS Lieutenant, one (1) Engine, Truck, or Squad company in any combination as well as a Division/Battalion Chief. The Division/Battalion Chief is dispatched only if one is not already on the scene.

MCI Response (Tactical 30): Any incident which involves circumstances that suggest it could place an extraordinary strain on EMS or healthcare resources

Motor Vehicle Incident: Identifies an incident that involves motor vehicles. The incident may be further described as: with personal injury, property damage only, pedestrian struck, or motorcycle.

Nothing Evident: Describes a condition where there are NO INDICATIONS OF A FIRE. Used in conjunction with the B.I.R.

OK: Indicates that a message has been received and will be completed.

Out of Service: Term used to indicate a unit cannot respond to an incident. An explanation should be provided with the message. For example, "Medic 11 out of service at the station for cleanup" and "Truck 5 out of service for repairs."

PAR: Personnel Accountability Report, a physical check of personnel working on an incident performed by their supervisor and reported to the incident Commander via the organizational framework in place at the time it is taken. For example, "Command from Division 2, Division 2 is PAR for E1 Crew, E2 and T1. A PAR is required when changing modes from offensive to defensive.

Primary Search: The immediate search for victims undertaken by the first arriving units at an incident.

Progress Report (PR): A report given to define actions ongoing, progress being made, a change in the Incident Commander and should include a general "picture" of the scene. A Progress Report should be given whenever a transfer of command takes place or at approximately ten (10) minutes after any B.I.R. Dispatchers should "prompt" the Incident Commander for a Progress Report if one is not provided within fifteen (15) minutes after the B.I.R.

RIT: Rapid Intervention Team is used to rapidly assist Fire Service Personnel who may become lost, trapped, or in need of immediate medical assistance while operating at emergency incidents. Tactical 18 covers RIT operations.

Relocating: Transferring to another Station

Repeat: Repeat your last message

Secondary Search: A more complete search, preferably conducted by personnel who did not perform the "Primary Search," for victims.

Smoke Showing: A term used to describe visible smoke. Used in conjunction with the "B.I.R."

Standby: Listen, and do not transmit unless "Urgent."

Tactical Withdrawal (Tactical 28): the organized and systematic removal of firefighting personnel from an interior/offensive IDLH environment.

Tanker Strike Team: One (1) Large Capacity Tanker (greater than 2000 gallons), three (3) Tankers, and one (1) Tanker Support Unit. This Strike Team will be under the supervision of the Water Supply Officer.

Test Count: Counting from 1 - 5 (short test count) or 1 - 10 (long test count) used to determine radio quality.

That is correct: What you have said is correct.

Under Control: The Fire has been suppressed to a stage where no additional property damage is anticipated.

Unified Command: Unified command should be established under ICS when an incident has more than one responding agencies with responsibility during an incident. Only one command post should be established and staffed with representatives from all agencies involved.

Urgent: A term used to preface a message of critical importance.

Verify: Check the entire message and correct if necessary.

Working Fire: A term used in conjunction to identify a fire in a structure that is of sufficient intensity so as to require the commitment of ALL UNITS assigned on the initial dispatch. This report will cause the dispatching of an Air Unit, a Medic Unit, and an Engine Company to serve as the Rapid Intervention Team.

APPENDIX C: PROCEDURE FOR TWO IN TWO OUT COMPLIANCE

The following procedure has been established to provide direction for operations in IMMEDIATELY DANGEROUS to LIFE HEALTH (IDLH) or potential IDLH atmospheres and to adhere to accepted standards of firefighter safety. In accordance with NFPA 1500, OSHA 29 CFR 1910.120 & 1910.134, the Baltimore County Fire Department will maintain a safe practice of "2 in and 2 out" when operating in and around hazardous environments. This policy will affect all Career and Volunteer members, as well as any other agency involved in any fire department operations.

1. **DEFINITIONS:**

IDLH: an atmospheric concentration of any toxic, corrosive, or asphyxiant substance that: 1) poses an immediate threat to life or, 2) would cause irreversible or delayed adverse health effects or, 3) would interfere with an individual's ability to escape from the dangerous atmosphere. Atmospheres with a concentration of oxygen by volume of less than 19.5% will be considered as IDLH. Where reasonable suspicion exists, an atmosphere will be considered IDLH until proven otherwise (i.e., CO detector sounding, etc.).

> NOTE: An interior structural fire that is outlined in the Baltimore County Fire Service Incident Management system either SMOKE SHOWING or FIRE SHOWING as well as a WORKING FIRE will <u>always</u> be classified as an IDLH situation. The only exception shall be an incipient stage fire as outlined by OSHA's following classification: 29 CFR 1910.155 (26), as a "fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, class II standpipe or small hose systems without the need for protective clothing or breathing apparatus."

"2 in 2 out" Term used to describe a required two person entry team (white tag) "in" the hazardous area and the required two person standby team (white tag) equally trained and qualified positioned just "outside" the hazardous area based on a risk based response.

The following are examples of a risk-based response in the Baltimore County Fire Service:

1. Incipient stage fire: no SCBA needed or nothing evident upon arrival. A small fire that can be handled with a portable extinguisher or small line. A crew can deploy and extinguish fire without having standby crew outside. This is allowed under the standard of 2 in 2 out.
2. Smoke or fire showing: where one or more companies are needed to control the incident but not committing the entire first alarm. 2 in 2 out is required. The backup team can be ready to go in a very short order.
3. Working fire: All first alarm companies will be required to extinguish the fire, such as large complex operations: apartments with multiple rooms involved or mercantile establishment. Back up and/or R.I.T. teams will be needed and ready to deploy directly outside the hazard area. In this operation, the 2 out must be in full PPE with SCBA donned in close proximity to the point of entry before the attack team can enter.

> NOTE: These are just a few examples of risk-based responses. The first in Officers will have to make the decision – always keeping crew safety the first priority.

2. Operations in an IDLH Area

Personnel will be in full personal protective equipment, with self-contained breathing apparatus donned and operating before entering an IDLH or potential IDLH area as outlined in standard operating procedure 400-26. Personnel required to enter an IDLH area or potential IDLH area, will at all times utilize the "buddy" system of teams of two or more. <u>Personnel will not enter alone.</u> Team members must remain in direct visual or voice contact with one another at all times. At no time will team members be separated from one another. Each team member will be responsible to provide fellow team members with assistance if needed, to warn of hazards encountered, and to routinely check on the welfare of fellow team members.

3. 'TWO IN - TWO OUT' DURING INITIAL STAGES OF MITIGATION

1. Prior to personnel entering the IDLH area, a standby team must be assembled that is equally trained and qualified outside the hazardous area. As outlined by the Baltimore County Fire Service Personnel Accountability System (TAC 06).
2. The mission of the standby team is to provide assistance to the interior personnel in the event of a mayday.
3. The standby team will consist of two or more personnel with full PPE with SCBA ready for immediate service according to the Baltimore County Fire Service risk based response. The officer will be in full PPE and SCBA. The FADO who possesses a white tag will have turnout pants, PBI hood, turnout coat, and SCBA readily available. The FADO must wear a helmet once exiting the cab. In order to maintain compliance with 2-in/2-out, the company officer must ensure that he/she has a minimum of four entry personnel (white tags) during the initial stages of mitigation.
4. The standby team will have a separate hose line in place (if required), along with any basic equipment needed to initiate a possible rescue of fire service personnel as directed by the Incident Commander.
5. The standby team will stay focused on the activities of the interior team and will maintain visual, voice, or radio contact with them, as available.
6. Standby team members may be assigned other duties provided that such duties do not interfere with their ability to perform the specific function of standby team or cause them to abandon their position. Examples may include but are not limited to: flaking out hose lines, ground level exterior ventilation, equipment retrieval if apparatus is within 50' of standby team position, lighting, utilizing hose streams for exposure protection or exterior attack if appropriate.
7. Additional duties will be restricted so as not to require the abandonment of the standby team position outside the hazardous area.
8. In the event, the standby team must perform functions that would interfere with their mission, such as performing CPR, they will inform the interior personnel to exit the IDLH area. The interior personnel will immediately withdraw from the IDLH area until another standby team can be assembled. If Command is not part of the standby crew, Command needs to be notified.
9. It is the intent of this policy to require a total of four personnel to be assembled at the incident scene prior to entry into the IDLH area.
10. **HIGHRISE (TAC 10):** Two in Two out will be positioned in the attack stairway, they are part of the initial entry crew of the first two arriving engines

    NOTE: The only exception to the above shall be life safety based on the basic principle of search and rescue. If <u>YOU</u> arrive and <u>YOU</u> see or hear a victim trapped in an IDLH situation and the rescue is specific and measurable, you may immediately enter the IDLH area. Those victims that are reported must be verified as to location and last time seen before you can make entry in an IDLH situation.

10. If the first arriving unit does not meet the minimum staffing of four white tags, they will perform EXTERIOR operations while waiting for the assembly of adequate personnel for entry. These may include but are not limited to:

Status reporting	Exposure protection
Establishing Command	EMS for victims
Requesting additional resources	Isolation
Exterior Rescue	Exterior horizontal ventilation
Exterior Fire Attack	Establish water supply

Once the incident progresses and higher numbers of personnel arrive on the scene, and operations expand, a Rapid Intervention Team (RIT) will be established to replace the initial standby team.

4. COMPLIANCE

Any deviation from this guideline should be reported to the I.C. and then referred to the Safety Office. The Safety Office will be responsible for the determination of a violation of the Two in Two out policy. The first Chief Officer assigned to the incident shall be the investigating officer unless otherwise designated by the Safety Office. The investigating Chief Officer shall submit the following information to the committee:

1. The incident number, date, time, location.
2. The Brief Initial Report (BIR) or statement indicating the conditions upon arrival. This will identify the presence of an IDLH atmosphere.
3. A summary of the initial activity at the scene including:
   a. Arrival times of equipment
   b. Staffing level of the equipment
   c. What PPE was donned by each person at the scene at the time of IDLH entry?
   d. What functions were being performed at the scene at the time of IDLH entry?
4. Was a proper standby team established, according to this policy, prior to IDLH entry?
5. If no to number four why was entry made to the IDLH prior to the standby team establishment?
6. What were the times of IDLH entry and the establishment of the proper standby team?