

CAL FIRE Butte Unit
Policies and Procedures



Approved By:

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Subject: **8100 Command & Control**
Specific Subject: **8130.010 Incident Command**

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POLICY:

All Department personnel working on emergency incidents will utilize the Incident Command System (ICS) to establish and maintain continuity of command and provide for clear, concise and consistent communication. This policy includes incidents with cooperating agencies involving unified command.

PROCEDURE:

INCIDENT COMMANDER RESPONSIBILITIES (refer to 7000 for complete responsibilities)

Establishing Command

ECC Officer shall be the IC of an incident until arrival of the first company officer.

Air Attack Officer- The air attack officer may be designated as IC until a company officer arrives at scene.

Ground Attack Officer - Command of an incident will normally be assumed by the first arriving chief officer or company officer.

It is important that the identity of the IC be clearly known at all times. Each time the IC changes the ECC will be notified and announce the change to all units assigned to the incident.

Note: If an IMT has assumed command of an incident, and a MCC has assumed responsibility for incident communications, IC transitions will no longer require ECC notification.

Incident Name

When there is a need to verbally identify the incident, the ECC will assign an incident name. The name should be one word which generally describes the incident location (street name or geographic location). The name should be easy to pronounce and spell. Avoid using general words like "Highway", "Smoke Check", highway numbers, abbreviations, etc. Avoid reusing names of large, damaging or fatal fires.

Command Post Designation

The IC will establish a Command Post (CP) on every working emergency incident. The Command Post location will be announced during the secondary report on conditions.

Staging

The purpose of this policy is to prevent a traffic jam of units at the scene and to notify the IC that the units are ready for assignment. It is the IC's responsibility to release units in staging.

Typically the IC will designate a staging area near the incident for resources to respond to and "stage," and announce the location to the ECC over Butte Local; the ECC will not normally repeat the staging location unless asked to clarify. Resources will subsequently respond to the designated staging location and notify the ECC when they arrive. For example, "Oroville, E-63 arrived staging." After their arrival resources will contact the IC on the assigned tactical frequency, advise that they are staged and request or be directed to an assignment.

For multi-engine responses where a staging location has yet to be determined resources will automatically stage. Those resources beyond the first due resource will stop and "stage" approximately one block (or ¼ mile) or at a position of advantage (such as at a nearby hydrant) from the incident and announce their staged location to the IC, e.g. "Skyway IC, Engine 44 staged at Skyway & Media Way". This will only occur if the units have not been directed to a staging location or previously been given a specific assignment.

RADIO COMMUNICATION

The purpose of this policy is to control communication at incidents so priority messages are appropriately transmitted and received.

Standard reporting formats using clear text and common terminology will be used; see policy on "ICS Clear Text & Common Terminology". All companies will follow established procedures to reduce unnecessary radio traffic; radio traffic should be clear and concise.

All units will acknowledge their incident assignment on the tactical frequency by repeating the order in a brief fashion.

All units will honor any request for "emergency traffic" or "priority traffic" and cease radio transmissions until the IC or ECC reports emergency traffic is clear. The ECC will establish command, support and tactical frequencies. All companies will abide by the designated frequencies assigned for communication. Radio traffic should be held to a minimum consistent with having adequate information for completing assignments and status reports. The IC and the ECC will control excessive radio traffic.

COMMAND SYSTEM

The command systems used by the Department are defined within:

- a. CAL FIRE Operations policy, and
- b. ICS Publications ICS 420-1-Field Operations Guide. This document is the equivalent to the ICS Statutes.

SIZE UP & REPORT ON CONDITIONS (Reference Policy 8130 .012 Report on Conditions for detailed format). Below is only a bullet point summary of expectations.

- a. Confirmation of incident location, only if different from that dispatched.
- b. Confirmation of type of emergency, only if different from that dispatched.
- c. The extent of the emergency and its potential
- d. The amount of personnel and equipment necessary to control the emergency.
- e. If ordering additional resources state "resource request", and then wait for the ECC to acknowledge and be prepared to enter the request.
- f. The estimated time units will be committed and which units are available.

An updated report on conditions will be given when the situation changes significantly or as requested by ECC. The report on conditions to the ECC should not include:

- a. Fire control tactics. (A brief statement of overall strategy is encouraged).
- b. An extensive description of medical aid problems or patient vitals.
- c. Status of cooperating agencies (e.g., PG&E, CHP, ambulance). The ECC will contact cooperating agencies and request their response as appropriate; the ECC will then advise the IC of the ETA if they have been provided one by the cooperator. Generally however cooperators will not provide an ETA even upon request. Resources should not be requested an ETA unless the arrival of cooperators is critical to operational strategy and tactics or conditions require resources to remain committed for an extended period of time.

UPDATED REPORT ON CONDITIONS

The Incident Commander will:

- a. Identify the incident by name established by ECC, Palermo IC, Butte Creek IC, etc.
- b. Designate Command Post location.
- c. Designate Staging and/or Base location.
- d. Establish "all clear" or status of primary search.
- e. Update the conditions of the fire, spread, acres, structure threatened, extension, etc. every 20 minutes during an expanding incident or any time the incident conditions change significantly.
- f. Other pertinent information, e.g., additional resources required, i.e.,

second or third alarm assignment, specialized equipment, etc.

MANAGING INFORMATION

The IC will determine the need for an Information Officer. In consultation with the information Officer determine establishment and location of the information center.