

SANTA CLARA COUNTY LOCAL FIRE SERVICE AND RESCUE MUTUAL AID PLAN

APPENDIX 11 - INCIDENT COMMAND SYSTEM (BASIC PLAN) Revised Date: January 2017 Next Revision Date: January 2019

Information

The September 1994 Incident Command System (Basic Plan) is adopted by all Santa Clara County fire agencies. This document serves as the operational plan for all incidents that involve fire mutual aid.

This document serves as a reference to the Santa Clara County Local Fire Service and Rescue Mutual Aid Plan identifying key concepts of the Incident Command System (ICS). Additional emergency plans as noted in the ICS 420-1 Field Operations Guide may supplement this document. While procedures and assignments may vary slightly by need, this "Basic Plan" is designed to serve as the basis for ICS organization resource management.

I. Intent

The effective functioning of resources and personnel at a mutual aid incident requires clear, decisive action on the part of the Incident Commander and all personnel assigned to the incident. The most effective way to manage mutual aid resources and provide for the safety and welfare of fire fighting personnel is to operate within the Incident Command System as adopted in Santa Clara County. This procedure identifies the standard operating procedures to be employed in establishing command functions for mutual aid incidents.

II. Objectives and Scope

A. Objectives

1. To ensure adequate and coordinated efforts to minimize loss of life, property, and environment through efficient utilization of fire and other resources in the event of a mutual aid incident.
2. To provide the organizational framework necessary to effectively manage mutual aid resources under a single Incident Action Plan.

B. Scope of Plan

This plan has been prepared to provide a County-wide approach to a mutual aid incident. The premise of this plan is that:

1. Few if any fire departments have the resources to properly respond to a significant incident.
2. Command of large incidents should emphasize the basic tenants of the Incident Command System.

- C. When does the "BASIC PLAN" go into effect?

When the IC requests mutual aid resources with intent of utilizing the units on the incident, the IC must be prepared to meet the minimum expectations and components of the all risk plan.

1. Formal Command Post established.
2. Formal Staging/Base established.
3. Adherence to County Mutual Aid procedures.

III. Minimum ICS functions carried out (not necessarily filled). See Organizational Chart and checklists:

- A. IC
- B. Safety Officer
- C. Operations Chief
- D. Staging Area Manager
- E. Logistics Chief
- F. Rehab Unit
- G. Planning Chief

IV. Safety

A. A Safety Officer shall be established and their function is to develop and recommend measures for assuring personnel safety. They assess and/or anticipate hazardous and unsafe situations. Having full authority of the Incident Commander, the Safety Officer can exercise emergency authority to stop or prevent unsafe acts.

- B. Emergency Traffic

1. In the event an emergency occurs which requires immediate broadcasting, the term "Emergency Traffic" shall be used.
2. The term "Emergency Traffic" shall mean that all personnel, except for the emergency being broadcast, shall cease radio transmissions and listen for the emergency traffic.
3. "Mayday" shall be the designator to indicate when Firefighters or

incident personnel are faced with life threatening situations. They should call for help early before a last minute rescue is required using the term "Mayday" (reference Appendix 14b).

The term "Emergency Traffic" will be utilized by any unit encountering an immediately perilous situation and will receive the highest priority from all personnel and units on the scene.

4. The "Emergency Traffic" shall be broadcast on all frequencies (channels) being used by the incident.

C. Imminent Danger Warning - Signal Word "Vacate"

1. This signal word is intended for use in situations where immediate withdrawal of personnel is necessary. Examples could be building collapse or explosion in a structure. It is not intended for a situation that would allow a further description of actions to be taken to alleviate the emergency. When the word "vacate" is broadcast, it is a signal that any personnel in the defined area are in imminent danger. Those personnel should react by vacating the area immediately. This may include disregarding equipment, hose lines, operations underway, etc. It is intended to mean that failure to respond to this message may result in serious injury or death.
2. EXAMPLE: "VACATE, VACATE, VACATE — THE REAR AREA OF THE SAFEWAY STORE."
3. The EVACUATION SIGNAL will consist of repeated short blasts of the air horn for approximately 10 seconds, followed by 10 seconds of silence. This sequence will be done three times, lasting a total of 50 seconds. The incident commander shall designate specific apparatus to sound the evacuation signal.
4. All personnel, in the vacated area, will evacuate to a place of safety. A Personnel Accountability Report (PAR) will be initiated by the incident commander.
5. Each company officer will report the results to his immediate supervisor (i.e. Division, Group, etc.) once the PAR is completed. The IC will be informed of the status of all involved personnel. Appropriate actions will be taken as indicated.

D. Personnel Accountability

1. Personnel accountability is a required element of the Incident Command System. The T-card System (ICS Form 219, Resource Status Card) is the adopted method for accountability.

2. One T-card (ICS 219) shall be completed at the beginning of each shift for personnel assigned to an engine, truck, etc. company. Company officers will fill out the T-card, in pencil, with the required information described below. The T-card shall be attached and carried in the plastic holder on the officer's side interior door. Any personnel changes require that the T-card be updated (i.e., shift trades, sick leave changes, lay over, etc.).

Ten different color resource cards (T-cards) are used to denote kind of resources. The card colors and resources they represent are:

RESOURCE	COLOR	FORM #
Engines	Rose	219-3
Handcrews	Green	219-2
Dozers	Yellow	219-7
Aircraft	Orange	219-6
Helicopter	Blue	219-4
Misc. Equip/Task Forces	Tan	219-8
Personnel	White	219-5
Location Labels	Gray	219-1
Property Record	White/red	219-9
Transfer Tag	White Tag	219-9A

3. The T-cards shall be collected at incident check-in, staging, base, or any other check-in point on an incident. The T-cards collected at the check-in point shall be taken to the Plans Section. Units arriving before establishment of check-in shall have their T-cards picked up by the Plans Section.

E. Members Operating in Hazardous Areas

1. Members operating in an area or condition that poses immediate or delayed threat to life, or that would cause irreversible adverse health effects, or that would interfere with a person's ability to escape, shall operate in teams of two or more. Team members are to be in close proximity to each other to provide assistance in case of emergency.
2. A Rapid Intervention Crew (RIC) shall be designated and immediately available to react and rescue downed or distressed firefighters or civilians. For more information about the RIC, please refer to Appendix 14b of the Mutual Aid Plan.

V. Rehabilitation

- A. The Incident Commander shall consider the circumstance of each incident and make suitable provisions for the rest and rehabilitation for members operating at the scene. These considerations shall include medical evaluation and treatment, food and fluid replenishment, and relief from extreme climatic conditions, according to incident circumstances.

- B. All supervisors shall maintain an awareness of the conditions of members operating within their span of control and ensure that adequate steps are taken to provide for their safety and health. The command structure shall be utilized to request relief and reassignment of crews that are fatigued. (reference Appendix 14e)

VI. Apparatus and Personnel Identification

- A. Helmet color-coding (Helmet shell or color of reflective striping):

- 1. Chief Officer – White
- 2. Captain – Red
- 3. Firefighter – Yellow

- B. Turnout Identification:

- 1. Agency name across top of coat.
- 2. Individual's name across bottom of coat.

- C. Apparatus Identification:

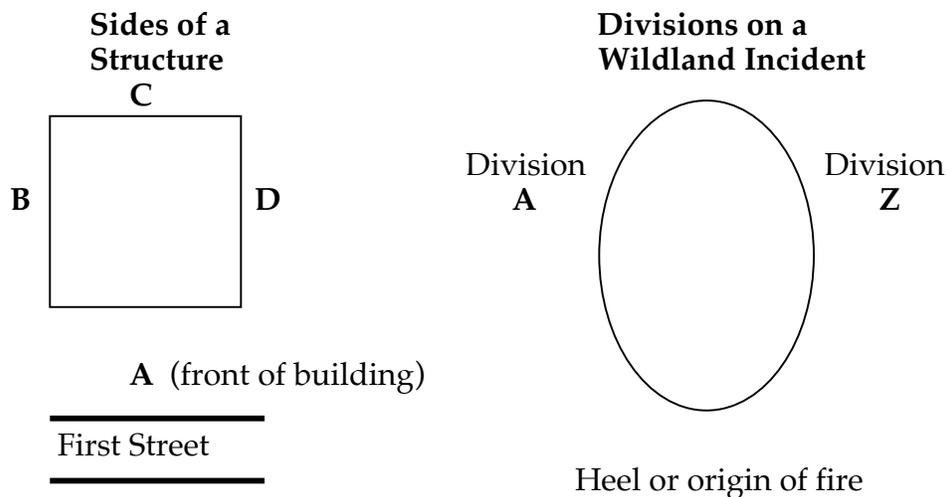
- 1. Minimum of 6" reflective letters and numbers on vehicles; front, back, and both sides.
- 2. Minimum of 10" reflective letters and numbers on roof of vehicle.
- 3. Appropriate size State three-letter designator on back (6") and roof (10").

VII. Documentation

Incident commanders are responsible to communicate the Incident Action Plan and document resource and situation status for mutual aid incidents. An Incident Objectives Form (ICS 202) will be used as the base document for the Incident Action Plan. The Incident Briefing Form (ICS 201) will be used for resource and situation status (Page 4 of ICS 201 is also recommended for Staging, Base, and Lobby Resource Status keeping). All individual resources will document their activities using the ICS 214.

VIII. Geographic Designations

- A. A system of letter designation (A-D) shall be used to identify the sides of a building. The address side of the incident shall be designated as Side A unless specified otherwise. The other sides of the incident shall be designated Sides B, C, and D proceeding in a clockwise direction from Side A. If the I.C. designates the sides of a structure as divisions, the sides will then be designated as Division A, Division B, etc. When faced with a wildland fire, the left flank will typically be "Division A," and the right flank will typically be "Division B." However, if there is the potential for the fire to significantly grow, a consideration is to call the right flank "Division Z" to allow the incident to expand alphabetically, and allow for expansion.



- B. Floors in a multi-story incident shall be designated numerically based on the floor involved.

<i>Sample Highrise Divisions</i>	<i>Division 7</i>	<i>Roof Division</i>
	<i>Division 1 (ground level)</i>	
	<i>Subdivision 1</i>	

IX. Communications Designations

- A. Incident Commander — "IC"
Incident name (Example - "Del Monte IC")
- B. General and Command Staff
Position designation (Example - "Operations", "Logistics", "Safety", etc.)
- C. Staging Areas
Geographical name (Example - "Wave Street Staging")
- D. Branches
Numerical (Example - "Branch 1")
Functional (Example - "Medical Branch")
- E. Divisions
Alphabetical (Example - "Division A")
Geographical (Example - "Roof Division")
Numerical; Multi-story only, by floor (Example - "Division 5")
- F. Groups
Functional only, may operate on entire emergency scene
(Example – "Rescue Group" or "Ventilation Group")

X. Organizational Chart and Responsibilities

Operations in Santa Clara County will conform with FIRESCOPE guidelines as described in the current version of ICS 420-1 (F.O.G manual)