

# NFPA 1561

## Standard on Emergency Services Incident Management System

2005 Edition



NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471  
An International Codes and Standards Organization

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## NFPA 1561

### Standard on

## Emergency Services Incident Management System

### 2005 Edition

This edition of NFPA 1561, *Standard on Emergency Services Incident Management System*, was prepared by the Technical Committee on Fire Service Occupational Safety and Health and acted on by NFPA at its November Association Technical Meeting held November 13–17, 2004, in Miami Beach, FL. It was issued by the Standards Council on January 14, 2005, with an effective date of February 7, 2005, and supersedes all previous editions.

This edition of NFPA 1561 was approved as an American National Standard on February 7, 2005.

### Origin and Development of NFPA 1561

The first edition of this document was issued in 1990 to support requirements in NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, requiring fire departments to conduct emergency operations within an effective incident management system. The committee realized that the safety aspects of a functional command structure were as important as the operational coordination and effectiveness of the system. In developing this document, the committee examined several incident management systems and variations thereon that were in use in different fire departments and related organizations. The committee determined that, in addition to requiring the use of an incident management system, there should be performance criteria for the components of a system that contribute directly toward safety and health objectives, and developed the standard to specifically address those concerns.

The 1995 edition expanded the areas of accountability, use of rapid intervention crews for rescue of members, and interagency cooperation, and recognized that incident management includes more than fireground operations.

The 2000 edition expanded the document to reflect the mainstream utilization of incident management systems. The title of the document was changed to *Standard on Emergency Services Incident Management System* to reflect the fact that all emergency service organizations should use an incident management system.

In the 2002 edition, the committee focused on areas of risk management, communications, roles and responsibilities of the Incident Safety Officer (ISO), rapid intervention crews, and defined command structures. In addition, new annex material was added to assist the users of the standard.

Following the issuance of the 2002 edition, a Tentative Interim Amendment (TIA) was issued to add annex material on position descriptions and roles, responsibilities of command, and general staff positions within an incident management system. This edition expands the TIA and incorporates it into the body of the standard.

The implementation and utilization of Incident Management at single- and multi-agency incidents is now being addressed through the U.S. Department of Homeland Security. The response and operational capabilities of the emergency response community are required to be managed through an incident management system. The revisions in this edition of the standard address specifics in Incident Management Teams, Unified Command, and the roles and responsibilities of the incident commander (IC) and the command and general staff.

This revision coincides with the development of a new National Incident Management System (NIMS), a new National Response Plan (NRP), and Presidential Directive HSPD-5 on management of domestic incidents. The work done in this edition will assist agencies in modifying and updating their IMS.

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**Committee Scope:** This Committee shall have primary responsibility for documents on occupational safety and health in the working environment of the fire service. The Committee shall also have responsibility for documents related to medical requirements for fire fighters.

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**NFPA 1561****Standard on****Emergency Services Incident  
Management System****2005 Edition**

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A reference in brackets [ ] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for mandatory extracts are given in Chapter 2 and those for nonmandatory extracts are given in Annex F. Editorial changes to extracted material consist of revising references to an appropriate division in this document or the inclusion of the document number with the division number when the reference is to the original document. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex F.

**Chapter 1 Administration**

**1.1\* Scope.** This standard shall contain the minimum requirements for an incident management system to be used by emergency services to manage all emergency incidents.

**1.2 Purpose.** The purpose of this standard is to define and describe the essential elements of an incident management system that meets the requirements of Chapter 8 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and 29 CFR 1910.120(q)(3).

**1.3 Application.**

**1.3.1\*** This standard shall apply to organizations and other agencies that provide rescue, fire suppression, emergency medical care, special operations, and law enforcement.

**1.3.2** This standard shall apply to other emergency services, such as public, military, or private fire departments; fire brigades; and other assisting and cooperating agencies.

**1.3.3\*** This standard shall not apply to industrial fire brigades or industrial fire departments meeting the requirements of NFPA 600, *Standard on Industrial Fire Brigades*.

**1.4 Equivalency.**

**1.4.1** Nothing in this standard is intended to prevent the use of systems, methods, or devices of equivalent or superior quality, strength, fire resistance, effectiveness, durability, and safety over those prescribed by this standard.

**1.4.2** Technical documentation shall be submitted to the authority having jurisdiction to demonstrate equivalency.

**1.4.3** The system, method, or device shall be approved for the intended purpose by the authority having jurisdiction.

**Chapter 2 Referenced Publications**

**2.1 General.** The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

**2.2 NFPA Publications.** National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 600, *Standard on Industrial Fire Brigades*, 2005 edition.

NFPA 1061, *Standard for Professional Qualifications for Public Safety Telecommunicator*, 2002 edition.

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 2002 edition.

**2.3 Other Publications.**

**2.3.1 U.S. Government Publication.** U.S. Government Printing Office, Washington, DC 20402.

Title 29, Code of Federal Regulations, Part 1910, Section 120 (q)(3), March 6, 1989.

**Chapter 3 Definitions**

**3.1 General.** The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

**3.2 NFPA Official Definitions.**

**3.2.1\* Approved.** Acceptable to the authority having jurisdiction.

**3.2.2\* Authority Having Jurisdiction (AHJ).** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**3.2.3 Shall.** Indicates a mandatory requirement.

**3.2.4 Should.** Indicates a recommendation or that which is advised but not required.

**3.2.5 Standard.** A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

**3.3 General Definitions.**

**3.3.1 Accountability.** A system or process to track resources at an incident scene.

**3.3.2 Agency Representative.** An individual assigned to an incident from an assisting or cooperating agency who reports to the incident liaison officer and who has been delegated authority to

make decisions on matters affecting that agency's participation at the incident.

**3.3.3 Assistant.** Title for subordinates of the command staff positions; this title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary functions.

**3.3.4 Branch.** See 3.3.40.1

**3.3.5\* Clear Text.** The use of plain language in radio communications transmissions.

**3.3.6 Command Staff.** Positions that are established to assume responsibility for key activities in the incident management system that are not a part of the line organization that include safety officer, information officer, and liaison officer.

**3.3.7\* Deputy.** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task.

**3.3.8 Division.** See 3.3.40.2.

**3.3.9 Emergency Incident.** Any situation to which the emergency services organization responds to deliver emergency services, including rescue, fire suppression, emergency medical care, special operations, law enforcement, and other forms of hazard control and mitigation.

**3.3.10\* Emergency Services Organization (ESO).** Any public, private, governmental, or military organization that provides emergency response and other related activities, whether for profit or government owned and operated.

**3.3.11 Fire Brigade.** A group of people organized to engage in rescue, fire suppression, and related activities.

**3.3.12\* Fire Department.** An organization providing rescue, fire suppression, emergency medical care, special operations, and related activities.

**3.3.13 General Staff.** Responders that serve as section chiefs of operations, planning, logistics, and finance/administration.

**3.3.14 Group.** See 3.3.40.3.

**3.3.15 High-Rise.** A building more than six stories or 23 m (75 ft) in height.

**3.3.16 Imminent Hazard.** An act or condition that is judged to present a danger to persons or property that is so urgent and severe that it requires immediate corrective or preventive action. [1500, 2002]

**3.3.17 Incident Action Plan.** A verbal plan, written plan, or combination of both, that is updated throughout the incident and reflects the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander.

**3.3.18 Incident Commander (IC).** The individual in overall command of an emergency incident.

**3.3.19\* Incident Management System (IMS).** A system that defines the roles and responsibilities to be assumed by responders and the standard operating procedures to be used in the management and direction of emergency incidents and other functions.

**3.3.20\* Incident Management Team.** The incident management team is comprised of an incident commander and appropriate command and general staff personnel assigned to the incident.

**3.3.21\* Incident Scene.** The location where activities related to a specific incident are conducted.

**3.3.22 Incident Termination.** The conclusion of emergency service operations at the scene of an incident, usually the departure of the last unit from the scene.

**3.3.23\* Information Officer.** The individual who provides timely information to the media and others as authorized by the incident commander, and functions as part of the command staff.

**3.3.24 Liaison Officer.** A member of the command staff, responsible for coordinating with representatives from cooperating and assisting agencies.

**3.3.25\* Officer.** The member who is assigned by the incident commander or by any other person of comparable responsibility in the emergency service organization's incident management system.

**3.3.26 Procedure.** An organizational directive issued by the authority having jurisdiction or by the department that establishes a specific policy that must be followed.

**3.3.27 Radio Communications.**

**3.3.27.1 Radio Communications, Command Channel.** A radio channel designated by the emergency services organization that is provided for communications between the incident commander and the tactical level management units during an emergency incident.

**3.3.27.2 Radio Communications, Dispatch Channel.** A radio channel designated by the emergency services organization that is provided for communications between the communication center and the incident commander or single resource.

**3.3.27.3\* Radio Communications, Tactical Channel.** A radio channel designated by the emergency services organization that is provided for communications between resources assigned to an incident, and the incident commander.

**3.3.28\* Rapid Intervention Crew/Company (RIC).** A minimum of two fully equipped responders on-site, in a ready state, for immediate rescue of injured or trapped responders.

**3.3.29 Resources.** All responders and major items of equipment which are available, or potentially available, for assignments to incident tasks on which status is maintained.

**3.3.30 Responders.** Personnel who have responsibility to respond to emergencies such as fire fighters, law enforcement, lifeguards, emergency medical, emergency management, forestry, public health, public works personnel, and other public service personnel.

**3.3.31 Risk.** A measure of the probability and severity of adverse effects that result from an exposure to a hazard. [1451, 2002]

**3.3.32 Risk Management.** The process of planning, organizing, directing, and controlling the resources and activities of an organization in order to minimize detrimental effects on that organization. [1250, 2000]

**3.3.33 Safety Officer.**

**3.3.33.1 Assistant Safety Officer.** See 3.3.3, Assistant.

**3.3.33.2 Health and Safety Officer.** The member of the emergency services organization assigned and authorized

by the authority having jurisdiction as the manager of the emergency services organization's occupational safety and health program.

**3.3.33.3\* Incident Safety Officer (ISO).** An individual appointed to respond or assigned at the incident by the incident commander to perform the duties and responsibilities outlined in this standard.

**3.3.34 Sector.** See 3.3.40.4.

**3.3.35\* Special Operations.** Those emergency incidents to which the emergency services organization responds that require specific and advanced training and specialized tools and equipment.

**3.3.36 Staging.** A specific function where resources are assembled in an area at or near the incident scene to await instructions or assignments.

**3.3.37 Standard Operating Procedure (SOP).** An organizational directive that establishes a course of action or policy.

**3.3.38 Strategy.** The general plan or direction selected to accomplish incident objectives. [1051, 2002]

**3.3.39 Supervisor.** An emergency services responder who has supervisory authority and responsibility over other responders.

**3.3.40 Supervisory Level.**

**3.3.40.1 Branch.** A supervisory level established in either the operations or logistics function to provide a span of control.

**3.3.40.2 Division.** A supervisory level established to divide an incident into geographic areas of operations.

**3.3.40.3 Group.** A supervisory level established to divide the incident into functional areas of operation.

**3.3.40.4\* Sector.** Either a geographic or functional assignment.

**3.3.41 Intermediate Level of Supervision.** A level of supervision within the incident management system that groups fire companies and other resources working toward common objectives or in a particular area under a supervisor responsible for the objective(s) or area.

**3.3.42 Tactical Level Management Component (TLMC).** A management unit identified in the incident management system commonly known as "division," "group," or "sector."

**3.3.43\* Technical Specialist.** Personnel with special skills that can be used anywhere within the IMS organization.

**3.3.44 Unified Command.** A standard method to coordinate command of an incident where multiple agencies have jurisdiction.

## Chapter 4 Incident Management System

**4.1\* General.** The incident management system shall provide structure and coordination to the management of emergency incident operations to provide for the safety and health of emergency services organization responders and other persons involved in those activities.

**4.2\* Risk Management.**

**4.2.1** The incident management system shall integrate risk management into the regular functions of incident command.

**4.2.2** The risk management plan shall meet the requirements of Chapter 4 of NFPA 1500.

**4.3 System Flexibility.**

**4.3.1\*** Many of the performance objectives of this standard shall be permitted to be achieved in a variety of ways.

**4.3.2** This standard shall not restrict any jurisdiction from exceeding these minimum requirements or from adopting a system tailored to meet local needs while satisfying the minimum requirements of this standard.

## Chapter 5 System Implementation

**5.1 Implementation.**

**5.1.1\*** The emergency services organization (ESO) shall adopt an incident management system to manage all emergency incidents.

**5.1.2** The incident management system shall be designed to meet the particular characteristics of the incident based on its size and complexity, as well as the operating environment.

**5.1.3** The incident management system shall be defined and documented in writing.

**5.1.4** Standard operating procedures (SOPs) shall include the requirements for implementation of the incident management system and shall describe the options that are available for application according to the needs of each particular situation.

**5.1.5\*** The ESO shall prepare and adopt written plans based on the incident management system that address the requirements of the different types of incidents that can be anticipated.

**5.1.6\*** The plans described in 5.1.5 shall address both routine and unusual incidents and shall provide standardized procedures and supervisory assignments that can be applied to the needs of situations of differing types, sizes, and complexities.

**5.1.7** The incident management system shall be utilized at all emergency incidents.

**5.1.8** The incident management system shall be applied to drills, exercises, and other situations that involve hazards similar to those encountered at actual emergency incidents and to simulated incidents that are conducted for training and familiarization purposes.

**5.1.9\*** The incident management system prescribed by this standard shall be used by trained individuals and applied in a manner that meets the needs of each particular situation.

**5.1.10** The incident commander shall apply the incident management system in a manner that is appropriate for the circumstances of each specific situation.

**5.2 Resource Accountability.**

**5.2.1** The incident management system shall provide for resource accountability at the incident scene.

**5.2.2\*** The ESO shall adopt and routinely use a system to maintain accountability for all resources assigned to the incident.

**5.2.3** The system adopted in accordance with 5.2.2 shall also provide a process for the rapid accounting of all responders at the incident scene.

**5.2.4** All supervisors shall maintain a constant awareness of the position and function of all responders assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

**5.2.5** The incident management system shall maintain accountability for the location and function of each company or unit at the scene of the incident.

**5.2.6** Fire department responders who respond to the incident on fire apparatus shall be identified by a system that provides an accurate accounting of those responders actually responding to the scene with each company or on apparatus.

**5.2.7** The system adopted in accordance with 5.2.6 shall include a specific means to identify and keep track of responders entering and leaving hazardous areas, such as confined spaces or areas where special protective equipment is required.

**5.2.8\*** The tactical level management component supervisor shall maintain accountability of resources assigned within his or her geographical or functional area of responsibility. The tactical level management component supervisors assigned to specific geographic areas shall be located in areas that allow each supervisor to maintain accountability of his or her assigned resources.

**5.2.9\*** Responder accountability shall be maintained and communicated within the incident management system when responders or companies are relocated at an incident.

**5.2.10\*** The incident management system shall include an SOP to evacuate responders from an area where an imminent hazard condition is found to exist and to account for the safety of responders.

**5.2.11** The SOP described in 5.2.10 shall include a method to notify immediately all responders.

### **5.3 Personnel Accountability.**

**5.3.1** The personnel accountability system shall be used at all incidents.

**5.3.2\*** The ESO shall develop the system components required to make the personnel accountability system effective.

**5.3.3\*** The SOPs shall provide the use of additional accountability officers based on the size, complexity, or needs of the incident.

**5.3.4** Where assigned as a company/crew/unit, members shall be responsible to remain under the supervision of their assigned supervisor.

**5.3.5** Responders shall be responsible for following the personnel accountability system procedures.

**5.3.6** Responders who arrive at the scene of the incident by means other than emergency response vehicles shall be identified by a system that accounts for their presence and their assignment at the incident scene.

### **5.4 Incident Scene Rehabilitation.**

**5.4.1\*** The incident commander shall consider the circumstances of each incident and make provisions for the rest and rehabilitation of responders operating at the scene.

**5.4.2** After rehabilitation, responders shall receive a new incident assignment, return to the staging area to await an incident assignment, or be released from the incident.

## **Chapter 6 Communications**

### **6.1 Communication Systems.**

**6.1.1** The communications system shall meet the requirements of the emergency response agency for routine and large-scale emergencies.

**6.1.2** An ESO shall provide one radio channel for dispatch and a separate tactical channel to be used initially at the incident.

**6.1.3** When a Tactical Level Management Component (TLMC) has been implemented, an ESO shall provide a dispatch channel, a command channel, and a tactical channel.

**6.1.4\*** An ESO shall provide additional radio channels for the volume of communications relating to incidents with multiple tactical channels and for the complexity of multiple emergency incidents.

**6.1.5** The communications system shall provide reserve capacity for complex or multiple incidents.

**6.1.6** The radio capabilities shall provide for communications with mutual aid resources or other agencies that could be expected to respond to a major incident.

### **6.2 Protocols and Terminology.**

**6.2.1** The incident management system shall include SOPs for radio communications that provide for the use of standard protocols and terminology at all types of incidents.

**6.2.2\*** Clear text shall be used for radio communications.

**6.2.3\*** Standard terminology shall be established to transmit information, including strategic modes of operation, situation reports, and emergency notifications of imminent hazards.

### **6.3 Emergency Traffic.**

**6.3.1\*** The communications system shall provide a standard method to give priority to the transmission of emergency messages and notification of imminent hazards over that of routine communications to all levels of the incident command structure.

**6.3.2\*** To ensure that clear text is used for an emergency condition at an incident, the ESO shall have an SOP that uses the radio term *emergency traffic* as a designation to clear radio traffic.

**6.3.3** Emergency traffic shall be declared by an incident commander (IC), TLMC member, or any member who is in trouble, subjected to an emergency condition, or is aware of such condition.

**6.3.4** When a member has declared an emergency traffic message, that person shall use clear text to identify the type of emergency, change in conditions, or tactical operations.

**6.3.5** When the emergency has been abated or all affected members have been made aware of the hazardous condition or emergency, the incident commander shall permit radio traffic to resume.

### **6.4 Telecommunicator Support.**

**6.4.1** The incident management system shall provide SOPs for a telecommunicator to provide support to emergency incident operations.

**6.4.2** Telecommunicators shall be trained to function effectively within the incident management system and shall meet the qualifications required by NFPA 1061, *Standard for Professional Qualifications for Public Safety Telecommunicator*.

**6.4.3\*** The incident commander shall be provided with reports of elapsed time-on-scene at emergency incidents in 10-minute intervals from the ESO Communications Center, until reports are terminated by the incident commander.

## Chapter 7 Position Descriptions and Roles

### 7.1 Incident Commander.

**7.1.1** The incident commander shall have overall authority for management of the incident.

**7.1.2** The incident commander shall ensure that adequate safety measures are in place.

**7.1.3\*** The incident management system shall clearly identify who is in overall command at the scene for the duration of the incident.

**7.1.4\*** SOPs shall provide for one individual to assume the role of incident commander from the beginning of operations at the scene of each incident.

**7.1.5** The incident management system shall provide for the transfer of the assignment of incident commander to take place one or more times during the course of an incident.

**7.1.6\*** SOPs shall define the circumstances and procedures for transferring command to another on-scene officer/member and shall specify to whom command shall be transferred.

**7.1.7\*** Following the initial stages of an incident, the incident commander shall establish a stationary command post. In establishing a command post, the incident commander shall ensure the following:

- (1) The command post is located in or tied to a vehicle to establish presence and visibility.
- (2) The command post includes radio capability to monitor and communicate with assigned tactical, command, and designated emergency traffic channels for that incident.
- (3) The location of the command post is communicated to the communications center.
- (4) The incident commander, or his or her designee, is present at the command post.

**7.1.8** The incident commander shall continually conduct a thorough situation evaluation.

**7.1.9** The incident commander shall be responsible for controlling communications on the tactical, command, and designated emergency traffic channels for that incident.

**7.1.10** The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of the incident.

**7.1.11** The incident commander shall be responsible for overall responder accountability for the incident.

**7.1.12** The incident commander shall initiate an accountability and inventory worksheet at the beginning of operations and shall maintain that system throughout operations.

**7.1.13** The incident commander and members who are assigned a supervisory responsibility for a tactical level management unit that involves multiple companies or crews under their command shall have assigned a member(s) to facilitate the ongoing tracking and accountability of all assigned companies.

**7.1.14** The incident commander shall request additional resources as needed.

**7.1.15\*** The incident commander shall be responsible for developing and/or approving an incident action plan (IAP). This plan shall be communicated to all staged and assigned members at an incident.

**7.1.16** The incident commander shall keep the incident safety officer informed of strategic and tactical plans and any changing conditions.

**7.1.17\*** The incident commander shall evaluate the risk to responders with respect to the purpose and potential results of their actions in each situation. In situations where the risk to emergency service responders is excessive, as defined in 7.1.18, activities shall be limited to defensive operations.

**7.1.18\*** The following risk management principles shall be utilized by the incident commander:

- (1) Activities that present a significant risk to the safety of responders shall be limited to situations where there is a potential to save endangered lives.
- (2) Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of responders, and actions shall be taken to reduce or avoid these risks.
- (3) No risk to the safety of responders shall be acceptable where there is no possibility to save lives or property.

**7.1.19** The incident commander shall be responsible for developing the command organization for the incident.

**7.1.20** The incident commander shall coordinate activity for all command and general staff positions.

**7.1.21** The incident commander shall conduct planning meetings as required.

**7.1.22** The incident commander shall be responsible for reviewing, evaluating, and revising the IAP and overall strategy of the incident.

**7.1.23** The incident commander shall be responsible for the continuation, transfer, and termination of command at an incident.

**7.1.24** The incident commander shall order the demobilization of resources when appropriate.

**7.1.25\*** The incident commander shall provide for control of access to the incident scene.

**7.1.26** The incident commander shall make appropriate incident status notifications to key people, officials, and the agency administrator.

**7.1.27** The incident commander shall authorize release of information to the news media.

### 7.2 Command Staff.

**7.2.1\*** Command staff functions shall include those elements of the incident management system that operate in direct support of the incident commander and contribute to the overall management of the incident.

**7.2.2\*** SOPs shall define the roles and responsibilities of responders assigned to command staff functions. Three specific staff positions shall be identified: information officer, liaison officer, and incident safety officer.

**7.2.3\*** Additional staff functions shall be assigned, depending on the nature and location of the incident or on requirements established by the incident commander.

### **7.3 Information Officer.**

**7.3.1** The information officer shall develop and release information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

**7.3.2** Only one information officer shall be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents.

**7.3.3** The information officer shall be permitted to have assistants as necessary, and the assistants shall be permitted to also represent assisting agencies or jurisdictions.

**7.4 Responsibilities of the Information Officer.** The following are the major responsibilities of the information officer, which shall apply to any incident:

- (1) Determine from the incident commander if there are any limits on information release
- (2) Develop material for use in media briefings
- (3) Obtain incident commander's approval of media releases
- (4) Inform media and conduct media briefings
- (5) Arrange for tours and other interviews or briefings as requested
- (6) Obtain media information that can be useful to incident planning
- (7) Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel
- (8) Maintain unit log

### **7.5 Liaison Officer.**

**7.5.1** Incidents that are multi-jurisdictional, or have several agencies involved, shall be permitted to establish the position of Liaison Officer on the command staff.

**7.5.2\*** The liaison officer shall be the contact for the personnel assigned to the incident by assisting or cooperating agencies.

**7.5.3** The following are the major responsibilities of the liaison officer, which shall apply to any incident:

- (1) Be a contact point for agency representatives
- (2) Maintain a list of assisting and cooperating agencies and agency representatives
- (3) Assist in establishing and coordinating interagency contacts
- (4) Keep agencies supporting the incident aware of incident status
- (5) Monitor incident operations to identify current or potential interorganizational problems
- (6) Participate in planning meetings and provide current resource status, including limitations and capability of assisting agency resources
- (7) Maintain unit log

### **7.6 Agency Representatives.**

**7.6.1\*** An agency representative is an individual(s) that shall be permitted to be assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

**7.6.2** The agency representatives shall report to the liaison officer, or to the incident commander in the absence of a liaison officer.

**7.6.3** The following are the major responsibilities of the agency representative(s), which shall apply to any incident:

- (1) Ensure that all agency resources are properly checked in at the incident
- (2) Obtain briefing from the liaison officer or incident commander
- (3) Inform assisting or cooperating agency personnel on the incident that the agency representative position for that agency has been filled
- (4) Attend briefings and planning meetings as required
- (5) Provide input on the use of agency resources unless resource technical specialists are assigned from the agency
- (6) Cooperate fully with the incident commander and the general staff on agency involvement at the incident
- (7) Ensure the well being of agency personnel assigned to the incident
- (8) Advise the liaison officer of any special agency needs or requirements
- (9) Report to home agency dispatch or headquarters on a pre-arranged schedule
- (10) Ensure that all agency personnel and equipment are properly accounted for and released prior to departure
- (11) Ensure that all required agency forms, reports, and documents are complete prior to departure
- (12) Have a debriefing session with the liaison officer or incident commander prior to departure

### **7.7 Incident Safety Officer.**

**7.7.1\*** The incident safety officer (ISO) shall be integrated within the incident management system as a command staff member. (See Annex C.)

**7.7.2\*** SOPs shall define criteria for the response or appointment of an incident safety officer.

**7.7.3** If the incident safety officer is designated by the incident commander, the fire department shall establish criteria for appointment based upon 7.18.5.

**7.7.4\*** The incident safety officer and assistant incident safety officer(s) shall be specifically identifiable on the incident scene.

### **7.8 Incident Scene Safety.**

**7.8.1** The incident safety officer shall monitor conditions, activities, and operations to determine whether they fall within the criteria as defined in the fire department's risk management plan. When the perceived risk(s) is not within these criteria, the incident safety officer shall take action as outlined in 7.1.18.

**7.8.2** The following are the major responsibilities of the ISO, which shall apply to any incident:

- (1) Participate in planning meetings
- (2) Identify hazardous situations associated with the incident
- (3) Review the IAP for safety implications
- (4) Exercise emergency authority to stop and prevent unsafe acts
- (5) Investigate accidents that have occurred within the incident area
- (6) Assign assistants as needed
- (7) Review and approve the medical plan
- (8) Maintain unit log

**7.9\* General Staff.** An incident management system shall include the general staff sections of operations, planning, logistics, and finance/administration.