

NFPA®

1561

Standard on
Emergency Services
Incident Management System
and Command Safety

2020



IMPORTANT NOTICES AND DISCLAIMERS CONCERNING NFPA® STANDARDS

NFPA® codes, standards, recommended practices, and guides (“NFPA Standards”), of which the document contained herein is one, are developed through a consensus standards development process approved by the American National Standards Institute. This process brings together volunteers representing varied viewpoints and interests to achieve consensus on fire and other safety issues. While the NFPA administers the process and establishes rules to promote fairness in the development of consensus, it does not independently test, evaluate, or verify the accuracy of any information or the soundness of any judgments contained in NFPA Standards.

The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the publication, use of, or reliance on NFPA Standards. The NFPA also makes no guaranty or warranty as to the accuracy or completeness of any information published herein.

In issuing and making NFPA Standards available, the NFPA is not undertaking to render professional or other services for or on behalf of any person or entity. Nor is the NFPA undertaking to perform any duty owed by any person or entity to someone else. Anyone using this document should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstances.

The NFPA has no power, nor does it undertake, to police or enforce compliance with the contents of NFPA Standards. Nor does the NFPA list, certify, test, or inspect products, designs, or installations for compliance with this document. Any certification or other statement of compliance with the requirements of this document shall not be attributable to the NFPA and is solely the responsibility of the certifier or maker of the statement.

REVISION SYMBOLS IDENTIFYING CHANGES FROM THE PREVIOUS EDITION

Text revisions are shaded. A **Δ** before a section number indicates that words within that section were deleted and a **Δ** to the left of a table or figure number indicates a revision to an existing table or figure. When a chapter was heavily revised, the entire chapter is marked throughout with the **Δ** symbol. Where one or more sections were deleted, a **•** is placed between the remaining sections. Chapters, annexes, sections, figures, and tables that are new are indicated with an **N**.

Note that these indicators are a guide. Rearrangement of sections may not be captured in the markup, but users can view complete revision details in the First and Second Draft Reports located in the archived revision information section of each code at www.nfpa.org/docinfo. Any subsequent changes from the NFPA Technical Meeting, Tentative Interim Amendments, and Errata are also located there.

REMINDER: UPDATING OF NFPA STANDARDS

Users of NFPA codes, standards, recommended practices, and guides (“NFPA Standards”) should be aware that these documents may be superseded at any time by the issuance of a new edition, may be amended with the issuance of Tentative Interim Amendments (TIAs), or be corrected by Errata. It is intended that through regular revisions and amendments, participants in the NFPA standards development process consider the then-current and available information on incidents, materials, technologies, innovations, and methods as these develop over time and that NFPA Standards reflect this consideration. Therefore, any previous edition of this document no longer represents the current NFPA Standard on the subject matter addressed. NFPA encourages the use of the most current edition of any NFPA Standard [as it may be amended by TIA(s) or Errata] to take advantage of current experience and understanding. An official NFPA Standard at any point in time consists of the current edition of the document, including any issued TIAs and Errata then in effect.

To determine whether an NFPA Standard has been amended through the issuance of TIAs or corrected by Errata, visit the “Codes & Standards” section at www.nfpa.org.

ADDITIONAL IMPORTANT NOTICES AND DISCLAIMERS CONCERNING NFPA® STANDARDS

Updating of NFPA Standards

Users of NFPA codes, standards, recommended practices, and guides (“NFPA Standards”) should be aware that these documents may be superseded at any time by the issuance of a new edition, may be amended with the issuance of Tentative Interim Amendments (TIAs), or be corrected by Errata. It is intended that through regular revisions and amendments, participants in the NFPA standards development process consider the then-current and available information on incidents, materials, technologies, innovations, and methods as these develop over time and that NFPA Standards reflect this consideration. Therefore, any previous edition of this document no longer represents the current NFPA Standard on the subject matter addressed. NFPA encourages the use of the most current edition of any NFPA Standard [as it may be amended by TIA(s) or Errata] to take advantage of current experience and understanding. An official NFPA Standard at any point in time consists of the current edition of the document, including any issued TIAs and Errata then in effect.

To determine whether an NFPA Standard has been amended through the issuance of TIAs or corrected by Errata, visit the “Codes & Standards” section at www.nfpa.org.

Interpretations of NFPA Standards

A statement, written or oral, that is not processed in accordance with Section 6 of the Regulations Governing the Development of NFPA Standards shall not be considered the official position of NFPA or any of its Committees and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

Patents

The NFPA does not take any position with respect to the validity of any patent rights referenced in, related to, or asserted in connection with an NFPA Standard. The users of NFPA Standards bear the sole responsibility for determining the validity of any such patent rights, as well as the risk of infringement of such rights, and the NFPA disclaims liability for the infringement of any patent resulting from the use of or reliance on NFPA Standards.

NFPA adheres to the policy of the American National Standards Institute (ANSI) regarding the inclusion of patents in American National Standards (“the ANSI Patent Policy”), and hereby gives the following notice pursuant to that policy:

NOTICE: The user’s attention is called to the possibility that compliance with an NFPA Standard may require use of an invention covered by patent rights. NFPA takes no position as to the validity of any such patent rights or as to whether such patent rights constitute or include essential patent claims under the ANSI Patent Policy. If, in connection with the ANSI Patent Policy, a patent holder has filed a statement of willingness to grant licenses under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, copies of such filed statements can be obtained, on request, from NFPA. For further information, contact the NFPA at the address listed below.

Law and Regulations

Users of NFPA Standards should consult applicable federal, state, and local laws and regulations. NFPA does not, by the publication of its codes, standards, recommended practices, and guides, intend to urge action that is not in compliance with applicable laws, and these documents may not be construed as doing so.

Copyrights

NFPA Standards are copyrighted. They are made available for a wide variety of both public and private uses. These include both use, by reference, in laws and regulations, and use in private self-regulation, standardization, and the promotion of safe practices and methods. By making these documents available for use and adoption by public authorities and private users, the NFPA does not waive any rights in copyright to these documents.

Use of NFPA Standards for regulatory purposes should be accomplished through adoption by reference. The term “adoption by reference” means the citing of title, edition, and publishing information only. Any deletions, additions, and changes desired by the adopting authority should be noted separately in the adopting instrument. In order to assist NFPA in following the uses made of its documents, adopting authorities are requested to notify the NFPA (Attention: Secretary, Standards Council) in writing of such use. For technical assistance and questions concerning adoption of NFPA Standards, contact NFPA at the address below.

For Further Information

All questions or other communications relating to NFPA Standards and all requests for information on NFPA procedures governing its codes and standards development process, including information on the procedures for requesting Formal Interpretations, for proposing Tentative Interim Amendments, and for proposing revisions to NFPA standards during regular revision cycles, should be sent to NFPA headquarters, addressed to the attention of the Secretary, Standards Council, NFPA, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101; email: stds_admin@nfpa.org.

For more information about NFPA, visit the NFPA website at www.nfpa.org. All NFPA codes and standards can be viewed at no cost at www.nfpa.org/docinfo.

Copyright © 2019 National Fire Protection Association®. All Rights Reserved.

NFPA® 1561

Standard on

Emergency Services Incident Management System and Command Safety

2020 Edition

This edition of NFPA 1561, *Standard on Emergency Services Incident Management System and Command Safety*, was prepared by the Technical Committee on Fire Service Occupational Safety and Health. It was issued by the Standards Council on November 4, 2019, with an effective date of November 24, 2019, and supersedes all previous editions.

This edition of NFPA 1561 was approved as an American National Standard on November 24, 2019.

Origin and Development of NFPA 1561

The first edition of NFPA 1561 was issued in 1990 to support requirements in NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, that fire departments 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 the document, the committee examined several incident management systems that were in use and 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.

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), and rapid intervention crews and defined command structures. In addition, new annex material was added to assist the users of the standard.

The 2005 edition addressed specifics of incident management teams, unified command, and the roles and responsibilities of the incident commander (IC) and the command and general staff. That edition coincided with the development of the National Incident Management System (NIMS), a new National Response Plan (NRP), and Homeland Security Presidential Directive/HSPD-5 on management of domestic incidents.

The 2008 edition was a complete revision that provided additional emphasis in areas of incident management to improve the safety, health, and survival of responders. Language and terminology in the document was revised to ensure that users of the document are in compliance with NIMS. Definitions were also revised for standardization between the health and safety standards the committee is responsible for.

Material throughout the document was reorganized to present the material in a manner that makes the standard easier to use and to recognize an incident management system as an organizational tool that should be compliant with national standards and directives.

New requirements for a system qualification process and a requirement for communication capability with responders when they are working in an immediately dangerous to life and health area were added. Substantial annex material was also added, including two new annexes. One provided information on emergency operations centers, and the other provided information on area

command, including organization charts to illustrate both a unified command organizational structure and an area command organizational structure.

For the 2014 edition, there were some significant changes to the document, many of which centered on simple reorganization and for consistency with the Fire Service Occupational Safety and Health (FSOSH) project. Some chapters and annexes were moved, and many new requirements were included in this edition. The primary focus of this revision was to develop requirements directly aimed at reducing and eliminating fire ground injuries and deaths of fire department members.

The most obvious addition to the 2014 edition was the change of the document title to include “Command Safety” and the creation of a new chapter, Command Safety. This chapter was intended to provide the foundation for the IC on how to use, follow, and incorporate the incident management system at all emergency scenes. The purpose of this chapter was to ensure the highest level of safety for fire department members at emergency incident scenes. This included the establishment of clearly defined requirements that the IC must meet, determining how and when a command post must be established, ensuring that an incident safety officer is appointed at the command post to respond to all incidents that the IC deems necessary, and ensuring that the expectations and authorities of the incident safety officer are clearly defined. The new chapter also clearly outlined the roles, responsibilities, and expectations of a safety officer and the appointment of an assistant safety officer, if deemed necessary.

In addition to developing this new chapter, the committee also included requirements for the use of *Mayday* and *emergency traffic* at emergency incidents, to bring the document in line with the 2013 edition of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*. The committee also clarified the use of plain text when transmitting emergency traffic over the radio.

In recognizing that fire department members can and do get injured at emergency incidents, the committee included additional requirements pertaining to the use of emergency medical services (EMS) at all emergency incidents, including requirements addressing when EMS shall be used and what minimum level of EMS shall be provided.

The committee would also like to thank all members of the public who participated in the revision of this document in working to increase fire department member safety at emergency incidents.

For the 2020 edition, the standard has mostly been refined to reflect the latest information and best practices in incident management. New requirements for positional best colors have been added to the mandatory section of the standard. This will make incident management team members universally identifiable based on the color of vest they don for their assigned role. Language was added to prevent the “incident within an incident” practice of managing emergencies or Maydays at large-scale incidents. It is imperative that the incident commander stay in control of the entire incident and not become overly committed to the emergency. This can be accomplished by assigning a supervisor or rapid intervention group to the emergency. Annex C has been completely revised to reflect the latest “Planning P” diagram and the best practices for creating an incident action plan.

The technical committee would like to dedicate this edition of the standard to the late Chief Alan Brunacini. Chief “Bruno” was the original chair of the technical committee when NFPA 1561 was first released, and he was a leader and innovator in the creation and propagation of the incident command system.

Technical Committee on Fire Service Occupational Safety and Health

Randy J. Krause, *Chair*

Port of Seattle Fire Department, WA [E]

Christina M. Baxter, Emergency Response Tips, LLC, VA [SE]

David T. Bernzweig, Columbus (OH) Division of Fire, OH [L]
Rep. Columbus Firefighters Union

Sandy Bogucki, Yale University Emergency Medicine, CT [SE]

James E. Brinkley, International Association of Fire Fighters, DC [L]

Rep. International Association of Fire Fighters

Dennis R. Childress, Orange County Fire Authority, CA [U]

Rep. California State Firefighters Association

David W. Dodson, Response Solutions LLC, CO [SE]

Rep. Fire Department Safety Officers Association

Christopher A. Garrett, City of Owasso, OK [M]

Rep. International Fire Service Training Association

Stanley Haimes, UCF College of Medicine, FL [SE]

Scott D. Kerwood, Hutto Fire Rescue, TX [E]

Rep. International Association of Fire Chiefs

J. Roger Lackore, REV Fire Group, WI [M]

Rep. Fire Apparatus Manufacturers Association

Murrey E. Loflin, National Institute for Occupational Safety & Health, WV [RT]

Joseph McHugh, Fire Department City of New York, NY [U]

Rep. Fire Department City of New York

Steven M. Moffatt, Public Safety Medical, IN [SE]

Paul J. Napoli, Association of Fire Districts of the State of New York, NY [U]

Rep. Association of Fire Districts/State of New York

Robert D. Neamy, Gardnerville, NV [M]

Rep. National Incident Management System Consortium

Christopher W. Norris, Westhampton Fire Department, MA [E]

Charles J. Popp, III, Boston Fire Department, MA [U]

David J. Prezant, Fire Department City of New York, NY [E]

Rep. Fire Department City of New York

Daniel G. Samo, Northwestern Medical Group, IL [SE]

Andrew G. Schwartz, LION Group, Inc., OH [M]

Denise L. Smith, Skidmore College, NY [SE]

Donald F. Stewart, Medocracy Inc./Fairfax County Fire & Rescue, VA [E]

Philip C. Stittleburg, La Farge Fire Department, WI [U]

Rep. National Volunteer Fire Council

Susan Tamme, Tampa Fire Rescue Department, FL [L]

Rep. International Association of Women in Fire & Emergency Services

Fred C. Terry, US Department of the Air Force, FL [U]

John Tippet, National Fallen Firefighters Foundation, MD [C]

Ronnie Villanueva, Los Angeles Fire Department, CA [U]

Teresa Wann, Santa Ana College, CA [SE]

Alternates

Gregg Avery, Los Angeles Fire Department, CA [U]
(Alt. to Ronnie Villanueva)

Kurt Becker, Clayton, Missouri Fire Department, MO [L]
(Alt. to James E. Brinkley)

Brian Carlson, University Of Cincinnati, OH [SE]
(Voting Alt.)

Wesley D. Chestnut, Spartan Motors, Inc., MI [M]
(Alt. to J. Roger Lackore)

Bradd K. Clark, Ocala Fire Rescue, FL [M]
(Alt. to Christopher A. Garrett)

Kenneth Desmond, Bath, ME [U]
(Alt. to Philip C. Stittleburg)

Hayley Fudge, LION Group, Inc., OH [M]
(Alt. to Andrew G. Schwartz)

Shawn Oke, Albemarle Fire Department, NC [E]
(Alt. to Scott D. Kerwood)

Jerome E. Ozog, Volunteer Firemen's Insurance Services, Inc., PA [I]

(Voting Alt.)

Paul Parrish, Austin Fire Wellness, TX [SE]
(Alt. to Sandy Bogucki)

Jack E. Reall, Columbus (OH) Division of Fire, OH [L]
(Alt. to David T. Bernzweig)

Mario D. Rueda, San Marino Fire Department, CA [E]
(Voting Alt.)

Jay L. Tarley, National Institute for Occupational Safety & Health, WV [RT]
(Alt. to Murrey E. Loflin)

Eric Valliere, Scottsdale Fire Department, AZ [SE]
(Alt. to David W. Dodson)

Nonvoting

William R. Hamilton, US Department of Labor, DC [E]

Andrew Levinson, US Department of Labor, DC [E]
Rep. Occupational Safety & Health Administration

John Montes, NFPA Staff Liaison

This list represents the membership at the time the Committee was balloted on the final text of this edition. Since that time, changes in the membership may have occurred. A key to classifications is found at the back of the document.

NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

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, and the professional qualifications for Fire Department Safety Officer.

Contents

Chapter 1 Administration	1561– 6	7.3 Staffing.	1561– 18
1.1 Scope.	1561– 6	Chapter 8 Command Safety	1561– 18
1.2 Purpose.	1561– 6	8.1 Supervisory Levels.	1561– 18
1.3 Application.	1561– 6	8.2 Span of Control.	1561– 18
Chapter 2 Referenced Publications	1561– 6	8.3 Overall Command.	1561– 18
2.1 General.	1561– 6	8.4 Command Post Establishment.	1561– 18
2.2 NFPA Publications.	1561– 6	8.5 Accountability Systems.	1561– 18
2.3 Other Publications.	1561– 6	8.6 Assignment of Staff Aides.	1561– 18
2.4 References for Extracts in Mandatory Sections.	1561– 6	8.7 Additional Resources.	1561– 18
Chapter 3 Definitions	1561– 7	8.8 Rapid Intervention Crew/Company Assignment.	1561– 18
3.1 General.	1561– 7	8.9 Responsibilities of the Incident Commander.	1561– 18
3.2 NFPA Official Definitions.	1561– 7	8.10 Community Risk and Emergency Operation Plans.	1561– 18
3.3 General Definitions.	1561– 7	8.11 Command Post Requirements.	1561– 18
Chapter 4 System Implementation	1561– 9	8.12 Command Post.	1561– 19
4.1 General.	1561– 9	8.13 Safety Officer and Assistant Safety Officer.	1561– 19
4.2 Planned Events.	1561– 9	Annex A Explanatory Material	1561– 19
4.3 Risk Management.	1561– 9	Annex B Emergency Operations Centers	1561– 37
4.4 System Flexibility.	1561– 9	Annex C Use the Planning “P” When Developing an Initial Incident Action Plan	1561– 38
4.5 Implementation.	1561– 9	Annex D Area Command	1561– 40
4.6 Resource Accountability.	1561– 10	Annex E Expanded Area Command Using Zones	1561– 46
4.7 Incident Scene Rehabilitation.	1561– 10	Annex F Division Designation: Tactical Assignments for a Multistory Incident	1561– 52
4.8 System Qualification Process.	1561– 10	Annex G Fire Service Information	1561– 55
4.9 Training and Qualifications.	1561– 10	Annex H Functional Assignments for High-Rise Building Incidents	1561– 59
Chapter 5 Functions and Structure of Command ..	1561– 11	Annex I Development of Subordinate Officers or Implementing a More Efficient Management System	1561– 60
5.1 Command Structure.	1561– 11	Annex J Incident Management for the Fire Service on Type 5 or Type 4 Incidents	1561– 61
5.2 Coordination.	1561– 11	Annex K Structural Fire Fighting — Risk Assessment and Operational Expectations	1561– 65
5.3 Incident Commander.	1561– 11	Annex L Informational References	1561– 67
5.4 Intelligence.	1561– 12	Index	1561– 68
5.5 Unified Command.	1561– 13		
5.6 Area Command.	1561– 13		
5.7 Multi-Agency Coordination System.	1561– 13		
5.8 Supervisory Personnel.	1561– 13		
5.9 Command Staff.	1561– 13		
5.10 General Staff.	1561– 15		
Chapter 6 Communications and Information Management	1561– 17		
6.1 Communications Systems.	1561– 17		
6.2 Protocols and Terminology.	1561– 17		
6.3 Emergency Traffic.	1561– 17		
6.4 Telecommunicator Support.	1561– 18		
Chapter 7 Incident Management Team(s)	1561– 18		
7.1 Positions.	1561– 18		
7.2 Training.	1561– 18		

NFPA 1561

Standard on

Emergency Services Incident Management
System and Command Safety

2020 Edition

IMPORTANT NOTE: This NFPA document is made available for use subject to important notices and legal disclaimers. These notices and disclaimers appear in all publications containing this document and may be found under the heading “Important Notices and Disclaimers Concerning NFPA Standards.” They can also be viewed at www.nfpa.org/disclaimers or obtained on request from NFPA.

UPDATES, ALERTS, AND FUTURE EDITIONS: New editions of NFPA codes, standards, recommended practices, and guides (i.e., NFPA Standards) are released on scheduled revision cycles. This edition may be superseded by a later one, or it may be amended outside of its scheduled revision cycle through the issuance of Tentative Interim Amendments (TIAs). An official NFPA Standard at any point in time consists of the current edition of the document, together with all TIAs and Errata in effect. To verify that this document is the current edition or to determine if it has been amended by TIAs or Errata, please consult the National Fire Codes® Subscription Service or the “List of NFPA Codes & Standards” at www.nfpa.org/docinfo. In addition to TIAs and Errata, the document information pages also include the option to sign up for alerts for individual documents and to be involved in the development of the next edition.

NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

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

Chapter 1 Administration

1.1* Scope. This standard contains 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; 29 CFR 1910.120(q)(3), “Procedures for handling emergency response;” and HSPD-5, “Management of Domestic Incidents.”

1.3 Application.

1.3.1* This standard applies to organizations providing rescue, fire suppression, emergency medical services, hazardous materials mitigation, special operations, and other emergency services.

1.3.2 This standard does not apply to facility fire brigades that might also be known as emergency brigades, emergency response teams, fire teams, plant emergency organizations, or mine emergency response teams.

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 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, 2018 edition.

NFPA 473, *Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents*, 2018 edition.

NFPA 1006, *Standard for Technical Rescue Personnel Professional Qualifications*, 2017 edition.

NFPA 1026, *Standard for Incident Management Personnel Professional Qualifications*, 2018 edition.

NFPA 1061, *Standard for Public Safety Telecommunications Personnel Professional Qualifications*, 2018 edition.

NFPA 1500™, *Standard on Fire Department Occupational Safety, Health, and Wellness Program*, 2020 edition.

NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*, 2020 edition.

NFPA 1581, *Standard on Fire Department Infection Control Program*, 2015 edition.

NFPA 1584, *Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises*, 2015 edition.

2.3 Other Publications.

2.3.1 U.S. Government Publications. U.S. Government Publishing Office, 732 North Capitol Street, NW, Washington, DC 20401-0001.

Homeland Security Presidential Directive 5 (HSPD 5), “Management of Domestic Incidents,” February 2003.

Title 29, Code of Federal Regulations, Part 1910, Section 120(q)(3), “Procedures for handling emergency response.”

2.3.2 Other Publications.

Merriam-Webster’s Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Mandatory Sections.

NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, 2018 edition.

NFPA 600, *Standard on Facility Fire Brigades*, 2015 edition.

NFPA 1051, *Standard for Wildland Firefighting Personnel Professional Qualifications*, 2016 edition.

NFPA 1221, *Standard for the Installation, Maintenance, and Use of Emergency Service Communications Systems*, 2016 edition.

NFPA 1250, *Recommended Practice in Fire and Emergency Service Organization Risk Management*, 2015 edition.

NFPA 1451, *Standard for a Fire and Emergency Service Vehicle Operations Training Program*, 2018 edition.

NFPA 1500™, *Standard on Fire Department Occupational Safety, Health, and Wellness Program*, 2018 edition.

NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*, 2015 edition.

NFPA 5000®, *Building Construction and Safety Code*®, 2018 edition.

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. An NFPA Standard, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and that is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the NFPA Manuals of Style. When used in a generic sense, such as in the phrase “standards development process” or “standards development activities,” the term “standards” includes all NFPA Standards, including Codes, Standards, Recommended Practices, and Guides.

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 liaison officer and who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

3.3.3* Area Command. An organization established to oversee the management of multiple incidents that are each being handled by an incident command system (ICS) organization, or to oversee the management of large or multiple incidents to which several incident management teams have been assigned.

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

N 3.3.5* Base. The location where the primary logistics functions are coordinated and administered.

3.3.6 Branch. See 3.3.61.1.

3.3.7 Branch Director. See 3.3.62.1.

3.3.8* Clear Text/Plain Language. The use of plain language in radio communications transmissions.

3.3.9 Command Radio Channel. See 3.3.46.1.

3.3.10* Command Staff. The command staff consists of the public information officer, safety officer, and liaison officer who report directly to the incident commander and are responsible for functions in the incident management system that are not a part of the function of the line organization.

3.3.11 Communications Center. A building or a portion of a building that is specifically configured for the primary purpose of providing emergency communications services or public safety answering point (PSAP) services to one or more public safety agencies under the authority or authorities having jurisdiction. [1221, 2016]

3.3.12* Department Operations Center (DOC). An operations center established by an individual agency to manage that agency's resources and coverage within the jurisdiction.

3.3.13* 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.

3.3.14 Dispatch Radio Channel. See 3.3.46.2.

3.3.15 Division. See 3.3.61.2.

3.3.16 Division Supervisor. See 3.3.62.2.

3.3.17 Electronic Data Protocol. A process for managing and transmitting electronic data that may include computer based systems; alarm systems; security systems; video; regional, local, site, or building management; and information systems.

3.3.18 Emergency Incident. Any situation to which an 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.

3.3.19* Emergency Operations Center (EOC). The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

3.3.20* Emergency Services Organization (ESO). Any public, private, governmental, or military organization that provides emergency response and other related activities, whether for profit, not for profit, or government owned and operated.

3.3.21 Facility Fire Brigade. An organized group of employees at a facility who are knowledgeable, trained, and skilled in at least basic fire-fighting operations, and whose full-time occupation might or might not be the provision of fire suppression and related activities for their employer. [600, 2015]

3.3.22* Fire Department. An organization providing rescue, fire suppression, emergency medical care, special operations, and related services.

3.3.23 General Staff. Responders that serve as section chiefs of the operations, planning, logistics, and finance/administration sections.

3.3.24 Group. See 3.3.61.3.

3.3.25 Group Supervisor. See 3.3.62.3.

3.3.26* High-Rise Building. A building where the floor of an occupiable story is greater than 75 ft (23 m) above the lowest level of fire department vehicle access. [5000, 2018]

3.3.27* HSPD-5. The abbreviation for Homeland Security Presidential Directive/HSPD-5, "Management of Domestic Incidents."

3.3.28 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. [1521, 2015]

3.3.29* Incident Action Plan. The objectives reflecting the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander. Incident action plans are updated throughout the incident. [1500, 2018]

3.3.30 Incident Command System. See 3.3.32, Incident Management System (IMS).

3.3.31* Incident Commander (IC). The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. [472, 2018]

3.3.32* 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.

3.3.33* Incident Management Team (IMT). The incident commander and appropriate command and general staff personnel assigned to an incident.

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

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

3.3.36 Intelligence Function. The analysis and sharing of national security and other types of classified information as well as other operational information such as risk assessments, medical surveillance, weather information geospatial data, structural designs, toxic contaminants levels, and utilities and public works data.

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

N 3.3.38 Mobilization Center. An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

3.3.39* Multi-Agency Coordination Systems (MACS). A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.

3.3.40* National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private sector; and nongovernmental organizations (NGOs) to work effectively and efficiently together to prepare

for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

3.3.41* National Response Framework. A framework that represents the guiding principles that enable all responders to prepare for and provide a unified national response to disasters and emergencies — from the smallest incident to the largest catastrophe.

3.3.42 Personnel Accountability System. A system that readily identifies both the location and function of all members operating at an incident scene. [1500, 2018]

3.3.43* Planned Event. An occurrence that allows for the development of an incident action plan prior to the occurrence.

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

3.3.45* Public Information Officer. A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

3.3.46* Radio Channels.

3.3.46.1 Command Radio Channel. A radio channel designated by the emergency services organization that is provided for communications between the incident commander and the division/group supervisors or branch directors during an emergency incident.

3.3.46.2 Dispatch Radio 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.

3.3.46.3* Tactical Radio 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.

3.3.47* Rapid Intervention Crew/Company (RIC). A minimum of two fully equipped responders who are on site and assigned specifically to initiate the immediate rescue of injured, lost or trapped responders.

3.3.48 Resources. All personnel and major items of equipment that are available, or potentially available, for assignments to incidents for which status is maintained.

3.3.49 Responder. A person who has responsibility to respond to emergencies and deliver services such as fire fighting, law enforcement, water rescue, emergency medical, emergency management, public health, public works, and other public services.

3.3.50 Risk. A measure of the probability and severity of adverse effects that result from exposure to a hazard. [1451, 2018]

3.3.51 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, 2015]

3.3.52* Safety Officer (SO). A generic title given to a member within a fire department or emergency service organization who performs the functions of a health and safety offi-

cer, performs the functions of an incident safety officer, or who serves as an assistant to a person in either of those positions.

3.3.53* Section. The organizational level having responsibility for a major functional area of incident management, such as operations, planning, logistics, finance/administration, and intelligence (if established).

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

3.3.55* Staff Aide. A responder assigned to a supervisor to assist with the logistical, tactical, and accountability functions at an incident.

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

3.3.57* Standard Operating Procedure [SOP]. A written organizational directive that establishes or prescribes specific operational or administrative methods to be followed routinely for the performance of designated operations or actions. [1521, 2015]

3.3.58 Strategy. The general plan or direction selected to accomplish incident objectives. [1051, 2016]

N 3.3.59 Strike Team. A specified combination of the same kind and type of resources with common communications and a leader.

3.3.60 Supervisor. An emergency services responder who has responsibility for overseeing the performance of other responders assigned to a specific division or group.

3.3.61 Supervisory Level.

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

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

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

3.3.62 Supervisory Positions.

3.3.62.1 Branch Director. A person in a supervisory level position in either the operations or logistics function to provide a span of control.

3.3.62.2 Division Supervisor. A person in a supervisory level position responsible for a specific geographic area of operations at an incident.

3.3.62.3 Group Supervisor. A person in a supervisory level position responsible for a functional area of operation.

3.3.63 Tactical Radio Channel.

See 3.3.46.3.

N 3.3.64 Task Force. A combination of different kinds or types of resources with common communications and a leader that could be pre-established and sent to an incident or formed at an incident.

3.3.65* Technical Specialist. A person with specialized skills, training, and/or certification who can be used anywhere within

the incident management system organization where his or her skills might be required.

3.3.66* Unified Command. An application of the incident command system (ICS) that allows all agencies with jurisdictional responsibility for an incident or planned event, either geographical or functional, to manage an incident or planned event by establishing a common set of incident objectives and strategies.

N 3.3.67 Unit. An organizational element having responsibility for a specific function within the operations, planning, logistics, or finance/administration sections of an incident command system.

N 3.3.68* Zone. A defined geographic area or function utilized to support the management of an incident.

Chapter 4 System Implementation

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 (ESO) responders and other persons involved in those activities.

N 4.2 Planned Events. The ESO shall utilize the incident management system (IMS) during planned events to allow smooth transition to an emergency incident, if necessary.

4.3* Risk Management.

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

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

4.4 System Flexibility.

4.4.1* The incident command system is flexible and shall be implemented based upon the needs of the incident.

4.4.2 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.

4.5 Implementation.

4.5.1* The ESO shall adopt the National Incident Management System (NIMS) to manage all emergency incidents.

4.5.2 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.

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

4.5.4 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.

4.5.5* 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.

4.5.6* The plans described in 4.5.5 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.

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

4.5.8 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.

4.5.9* 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.

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

4.6 Resource Accountability.

4.6.1* The ESO shall develop and routinely use a system to maintain accountability for all resources assigned to the incident with special emphasis on the accountability of personnel.

4.6.2 The system shall maintain accountability for the location and status condition of each organizational element at the scene of the incident.

4.6.3 The system shall include a specific means to identify and keep track of responders entering and leaving hazardous areas, especially where special protective equipment is required.

4.6.4* The system shall provide for the use of additional accountability personnel based on the size, complexity, or needs of the incident.

4.6.5* Responder accountability shall be maintained and communicated within the incident management system when responders in any configuration are relocated at an incident.

4.6.6* Supervisors shall maintain accountability of resources assigned within the supervisor's geographical or functional area of responsibility.

4.6.7 Supervisors assigned to specific geographic areas shall be located in areas that allow each supervisor to maintain accountability of his or her assigned resources.

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

4.6.9 Responders shall be personally responsible for following the personnel accountability system procedures.

4.6.10* Responders who arrive at an incident in or on marked apparatus shall be identified by a system that provides an accurate accounting of the responders on each apparatus.

4.6.11* 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.

4.6.12* The accountability system shall include an SOP for the evacuation of responders from an area where an imminent hazard condition is found to exist.

4.6.13 The SOP described in 4.6.12 shall indicate the method to be used to immediately notify all responders.

4.6.14* The system shall also provide a process for the rapid accounting of all responders at the incident scene.

4.7 Incident Scene Rehabilitation.

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

4.7.2 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.

Δ 4.7.3 The incident scene rehabilitation shall meet the requirements of NFPA 1584.

4.8 System Qualification Process.

4.8.1 ESOs shall develop and implement a qualification process specific to their organization to ensure that members who function in the incident management system (IMS) are qualified to function in incident management positions in the types of incidents that the ESO would be expected to respond to.

4.8.2 The qualification system shall be developed to support a typing scheme as follows:

- (1) *Type 5 — Local, discipline specific.* An organization formed at an incident capable of operating an incident management system from its initial establishment up to and including a full operational period as defined by the agency or jurisdiction.
- (2)* *Type 4 — Local, agency, or jurisdiction specific.* An organized team capable of operating an incident management system that could involve resources from multiple agencies from the discovery of, and arrival at, an incident up to and including a full operational period as defined by the agency or jurisdiction.
- (3)* *Type 3 — Regional or state, multi-agency/multi-jurisdiction.* An organized team capable of operating an incident management system that involves resources from multiple agencies and jurisdictions from the local through federal level for multiple operational periods.
- (4)* *Type 2 — State or national.* An organized team, qualified and certified at the federal level, capable of operating an incident management system that involves utilization of significant numbers of state- and federal-level resources.
- (5) *Type 1 — National.* An organized team, qualified and certified at the federal level, capable of operating an incident management system that involves utilization of significant numbers of federal-level resources.

4.8.3 ESOs can elect to qualify members of the organization at or above Type 5, which shall be the minimum level of qualification to function in the incident management system.

4.8.4 ESO specific incident management system qualification processes shall be compatible with the National Incident Management System.

4.9 Training and Qualifications.

4.9.1* All responders who are involved in emergency operations shall be trained in the incident management and personnel accountability systems to the anticipated level of their involvement.

4.9.2 The ESO shall provide refresher training at least annually.

4.9.3 Responders who are expected to perform as incident commanders or to be assigned to supervisory levels within the command structure shall be trained in and familiar with the incident management system and the particular levels at which they are expected to perform.

4.9.4 The ESO shall define training and experience requirements.

4.9.5* The incident commander shall make assignments based on the availability, qualifications, and expertise of individuals.

Chapter 5 Functions and Structure of Command

5.1 Command Structure.

Δ 5.1.1* All positions identified within this standard shall meet the requirements of NFPA 1026.

5.1.2 The particular levels to be utilized in each situation shall depend on the nature of the incident and the scale and complexity of emergency services organization (ESO) activities at the scene.

5.1.3 The incident management system shall be modular to allow the application of only those elements that are necessary at a particular incident and to allow elements to be activated or deactivated as the needs of the incident change with time.

5.1.4 The system shall provide for a routine process of escalation as additional resources are utilized.

5.1.5 The incident commander shall determine which levels and elements of the incident management system are to be implemented in each case and shall develop the command structure for each incident by assigning supervisory responsibilities according to SOPs.

5.1.6 An effective span of control shall be determined by the ability of each supervisory position to monitor the activities of assigned subordinates and to communicate effectively with them.

5.1.7 The incident management system shall define standardized supervisory assignments.

5.1.8 The assignments described in 5.1.7 shall be activated upon assignment by the incident commander.

5.1.9* Standardized supervisory assignments shall define the role, authority, and responsibilities of assigned responders.

5.1.10 Assignments shall be defined by function or by location at the scene of the incident.

5.1.11 The scope of authority to be delegated at each supervisory level shall be outlined in SOPs.

5.1.12 An assignment that is defined by function shall be based on performing or supervising a particular function or set of functions.

5.1.13 An assignment that is defined by location shall be based on supervising all activities that are conducted within a designated area.

5.1.14 The area shall be defined by standard terminology or specified by the incident commander at the time of assignment.

5.1.15 The incident commander shall have the authority to modify standard assignments or to apply them in a manner that suits the particular needs of an incident.

5.1.16 The incident commander shall be responsible to clearly identify the parameters of an assignment when deviating from the standard assignments in 5.1.9.

5.2 Coordination.

5.2.1* Where the incident is under the command authority of a single ESO, the incident commander shall provide for liaison and coordination with all assisting and cooperating agencies.

5.2.2 Where the incident is under the overall jurisdiction of another agency that has not implemented an incident management system, the ESO shall utilize the incident management system to manage its own operations and coordinate its activities with the agency having overall jurisdiction.

5.3 Incident Commander.

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

5.3.1.1 The incident commander shall have the responsibilities and duties of all unassigned ICS positions.

5.3.2 The incident commander shall ensure that **command** safety measures complying with Chapter 8 are in place.

Δ 5.3.2.1 At emergency operations, the incident commander shall evaluate the risk to members operating at the scene and, if necessary, request that at least BLS personnel and patient transportation be available as required in Chapter 8 of NFPA 1500.

5.3.2.2 When members are performing special operations, the highest available level of emergency medical care shall be standing by at the scene with medical equipment and transportation capabilities.

5.3.2.2.1 BLS shall be the minimum level of emergency medical care.

Δ 5.3.2.3 Emergency medical care and medical monitoring at hazardous materials incidents shall be provided by or supervised by personnel who meet the minimum requirements of NFPA 473.

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

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

5.3.5 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.

5.3.6* 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.

N 5.3.7 The incident commander shall ensure that a post-incident analysis complying with NFPA 1500 is conducted.

5.3.8* Command Post.

5.3.8.1 In establishing a command post, the incident commander shall ensure the following:

- (1) The command post is located in or tied to a vehicle or physical location 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.
- (5)* The command post is located in the cold zone of an incident.

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

5.3.10* The incident commander shall interface with any department operation center (DOC), area command, or, in the absence of a DOC or area command, an established emergency operation center.

5.3.11 The incident commander shall establish a unified command at a multi-agency or multi-jurisdictional incident when agencies have jurisdictional responsibility for an incident, either geographic or functional.

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

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

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

5.3.15* The incident commander and members who are assigned a supervisory responsibility that involves multiple companies or crews under their command shall have an additional person (staff aide) assigned to facilitate the tracking and accountability of the assigned companies or crews.

N 5.3.15.1 When vests are used at a command post or in positions of an incident management team, the following colors shall be used:

- (1) IC and command staff positions: white vests
- (2) Operations chief and subordinate positions: red vests
- (3) Planning section chief and subordinate positions: dark blue vests with the following exceptions:
 - (a) Intelligence/investigation position: tan vests
 - (b) If intelligence/investigation becomes a section: tan vests
- (4) Logistics section chief and subordinate positions: orange vests
- (5) Finance/administration section chief and subordinate positions: green vests
- (6) Technical specialists: yellow vests

N 5.3.15.2* The on scene safety officer shall wear additional garments that shall be unique and identifiable to the position.

5.3.16 Incident Action Plan.

5.3.16.1 The incident commander shall be responsible for developing and/or approving an incident action plan (IAP).

5.3.16.2* This IAP shall be communicated to all staged and assigned members at an incident.

N 5.3.16.3 For Type IV and Type V incidents, the incident commander shall communicate the IAP verbally to all on-scene resources.

5.3.17 The incident commander shall keep the operations section chief, those in supervisory level positions, and the safety officer informed of the strategy, tactical objectives and any changing conditions.

5.3.18* The incident commander shall evaluate the risk to responders with respect to the purpose and potential results of their actions in each situation.

5.3.19 In situations where the risk to emergency service responders is excessive, as defined in 5.3.20, activities shall be limited to defensive operations.

5.3.20* 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 that have the 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.

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

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

5.3.23 The incident commander shall conduct planning meetings as required.

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

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

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

5.3.27 The incident commander shall provide for control of access to the incident scene.

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

5.4* Intelligence. The intelligence function shall be established when required.

5.5* Unified Command.

5.5.1* The ESO shall develop a system for a unified command in coordination with more than one agency or jurisdiction having responsibilities at an emergency incident.

5.5.2 The incident management system shall include a provision to designate one incident commander or to establish unified command.

5.6* Area Command.

5.6.1* When area command is implemented, it shall have the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are managed in accordance with the incident management system, and ensure that objectives are met and strategies are followed.

5.6.2 Area command shall establish a tactical area within which to allocate resources.

5.6.3 The relationships between an area commander, a zone commander, and incident commanders, and between an area commander(s) and agency communication centers, shall be established prior to an incident.

5.6.4 Area command shall determine if the dispatch center will continue to allocate resources directly to the incident(s), or to locations from which area command can dispatch the resources into the identified tactical area.

5.6.5* If the resources are to be allocated to a location from which area command will dispatch the resources, the local dispatch center shall give all incidents within the tactical area to the area command post and the resources to the area command staging area for allocation.

5.7* Multi-Agency Coordination System. When it is deemed necessary to coordinate resources at the regional level, a multi-agency coordination system (MACS) shall be established based upon direction by the authority having jurisdiction to facilitate the coordination and support between agencies or jurisdictions.

5.8 Supervisory Personnel.

5.8.1* Risk management principles shall be employed routinely by supervisory personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all responders at the incident scene.

5.8.2* Supervisory personnel shall assume responsibility for activities within their span of control, including responsibility for the safety and health of responders and other authorized persons within their designated areas.

5.8.3 Objectives.

5.8.3.1 Supervisory personnel shall work toward assigned objectives, within the overall strategy defined by the incident commander.

5.8.3.2* Supervisory personnel shall, on a regular basis, report progress, or lack of progress, in meeting those objectives as well as any deviation from established plans.

5.8.4 Supervisory personnel at each level of the command structure shall receive direction from, and shall provide progress reports to, supervisory personnel at a higher level.

5.8.5 Supervisory personnel shall be alert to recognize conditions and actions that create a hazard within their spans of control.

5.8.6 All supervisory personnel shall have the authority and responsibility to take immediate action to correct imminent hazards and to advise their supervisory personnel regarding such action.

5.8.7 Supervisory personnel shall coordinate their activities with other supervisory personnel at the same level and shall provide direction to supervisory personnel at a lower level or to responders within their spans of control.

5.8.8 Conflicting Orders.

5.8.8.1* Where conflicting orders are received at any level of the incident management system, the individual receiving the conflicting order shall inform the individual giving the order that a conflict exists.

5.8.8.2 If the conflicting order is required to be carried out, the individual giving the conflicting order shall so inform the individual who provided the initial order.

5.8.9 Supervisory Awareness.

5.8.9.1 All supervisory personnel shall maintain a constant awareness of the position and function of all responders assigned to operate under their supervision.

5.8.9.2 This awareness shall serve as the basic means of accountability that shall be required for operational safety.

5.9 Command Staff.

5.9.1 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.

5.9.2* SOPs shall define the roles and responsibilities of responders assigned to command staff functions.

5.9.3 Command Staff Positions.

5.9.3.1 Three specific staff positions shall be identified as follows:

- (1) Public information officer
- (2) Liaison officer
- (3) Safety officer

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

5.9.4 Public Information Officer.

5.9.4.1 The public information officer (PIO) shall be integrated within the incident management system as a command staff member.

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

5.9.4.3 Only one public information officer shall be assigned for each incident, including incidents operating under unified command and multi-jurisdiction incidents.

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

5.9.4.5 The public information officer shall have the following major responsibilities at 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

5.9.5* Liaison Officer.

5.9.5.1 The liaison officer shall be integrated within the incident management system as a command staff member.

5.9.5.2 The incident commander shall be permitted to establish the position of liaison officer on the command staff when incidents are multi-jurisdictional or have several agencies involved.

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

5.9.5.4 The liaison officer shall have the following major responsibilities at 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

5.9.6 Safety Officer.

5.9.6.1* The safety officer (SO) shall be integrated within the incident management system as a command staff member. (See Annex D.)

5.9.6.2* SOPs shall define criteria for the response or appointment of a safety officer.

5.9.6.3 If the safety officer is designated by the incident commander, the ESO shall establish criteria for appointment based upon 4.9.5.

5.9.6.4* Assistant safety officers shall be assigned when activities, incident size, incident complexity, or other needs warrant extra personnel to ensure the achievement of safety functions.

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

5.9.6.6* The ESO shall have a policy for the assignment of the safety officer to ensure that a separate safety officer (SO) responds automatically.

5.9.6.7* If a predesignated safety officer is not available, the incident commander shall appoint a safety officer that meets the requirements of 4.9.5.

5.9.6.8 An additional assistant safety officer(s) shall be appointed when the activities, size, or need of the incident warrants extra safety personnel.

5.9.6.9* The safety officer shall make recommendations to the incident commander for the need of technical specialists based on the incident type, technical requirements, or specific agency needs of the incident.

5.9.6.9.1* In cases where a designated safety officer does not meet the technician-level requirements of NFPA 1006, the incident commander shall appoint an assistant safety officer or a technical specialist who meets the technician-level requirements of NFPA 1006 to assist with safety officer functions.

5.9.6.9.2* In cases where a designated safety officer does not meet the technician-level requirements of NFPA 472, the incident commander shall appoint an assistant safety officer or a technical specialist who meets the technician-level requirements of NFPA 472 to assist with safety officer functions.

5.9.6.10 At an emergency incident, the incident commander shall be responsible for the overall management of the incident and the safety of all members involved at the scene. [1500:8.1.5]

5.9.6.11 At an emergency incident where activities are judged by the safety officer as posing an imminent threat to responder safety, the safety officer shall have the authority to stop, alter, or suspend those activities.

5.9.6.11.1 The safety officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at the emergency scene.

5.9.6.11.2 At an emergency incident where a safety officer identifies unsafe conditions, operations, or hazards that do not present an imminent threat to responder, the safety officer shall take appropriate action through the incident commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.

5.9.6.12 An assigned assistant safety officer(s) shall be granted the authority authorized in 5.9.6.11.

5.9.6.13* The safety officer and assistant safety officer(s) shall be readily identifiable at the incident scene.

5.9.6.14* Upon arrival or assignment as the safety officer at an incident, he or she shall obtain a situation-status briefing from the incident commander or designee that includes the verbal incident action plan.

5.9.7 Scene Safety.

5.9.7.1 The 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.

5.9.7.2 When the perceived risk(s) is not within the criteria of 5.9.7.1, the safety officer shall take action as outlined in 5.3.19.

5.9.7.3 The major responsibilities of the safety officer, which shall apply to any incident, are as follows:

- (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

5.9.7.4 The major responsibilities of a safety officer shall apply to any incident and include the following:

- (1) Communicate to the IC changing incident conditions, activities, operations, hazards, and unacceptable risk-taking circumstances that warrant a change in the IAP
- (2) Exercise emergency authority to stop, alter, or suspend activities that are determined to present an imminent threat to responder safety
- (3) Establish emergency incident hazard control zones, including collapse zones, based on current and changing fire conditions, building construction/structural factors, hazardous energy integrity, and incident operational effectiveness
- (4) Communicate emergency incident hazard control zones to the IC and responders in accordance with Section 8.7 of NFPA 1500
- (5) Ensure that members operating in IDLH environments have adequate means of rapid egress
- (6) Ensure that personnel safety systems have been established, including required PPE levels, a “Mayday” rapid intervention crew(s), and a personal accountability system that is in accordance with Section 8.5
- (7) Monitor radio traffic to ensure effective communication
- (8) Ensure that effective responder rehabilitation efforts have been established in accordance with NFPA 1584
- (9) Communicate to the IC the need for assistant safety officers
- (10) Develop preventive measures for IC consideration to further reduce responder exposure to hazards
- (11) Ensure that contaminated personnel, tools, hose, equipment, and PPE are processed in accordance with contamination-reduction SOPs prior to being returned to service
- (12) Begin investigation procedures for accidents that have occurred within the incident area
- (13) Document safety officer actions, interventions, and post-incident follow-up needs

5.9.7.5* The safety officer shall ensure that the incident scene rehabilitation area has been established.

5.9.7.6 The safety officer shall ensure compliance with the department's infection control plan and NFPA 1581 during emergency medical service operations.

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

5.10.1 Operations Section.

5.10.1.1 Operations section functions shall include those tactical operations of the incident management system that are within the primary mission of the ESO.

5.10.1.2* The incident commander shall assign intermediate levels of supervision and organize resources following SOPs based on the scale and complexity of operations.

5.10.1.3* All supervisory personnel assigned to operations functions shall support an overall strategic plan, as directed by the incident commander, and shall work toward the accomplishment of tactical objectives.

5.10.1.4 Supervisory personnel assigned to operations functions shall be accountable for all resources assigned under their span of control and for coordination with higher levels of the command structure and with other supervisory personnel at the same level.

5.10.1.5 Supervisory personnel shall ensure that the safety and health of all responders is the primary consideration.

5.10.1.6 The following major responsibilities of the operations section chief shall apply to any incident:

- (1) Manage tactical operations as follows:
 - (a) Interact with next lower level of section (branch or division/group) to develop the operations portion of the IAP
 - (b) Request resources needed to implement the operation's tactics as a part of the IAP
- (2) Assist in development of the operations portion of the IAP
- (3) Supervise the execution of the IAP for operations as follows:
 - (a) Maintain close contact with subordinate positions
 - (b) Ensure safe tactical operations
- (4) Request additional resources to support tactical operations
- (5) Approve release of resources from assigned status (not release from the incident)
- (6) Make or approve expedient changes to the IAP during the operational period as necessary
- (7) Maintain close communication with the incident commander
- (8) Maintain unit log

5.10.1.7 The incident commander shall be permitted to assign single resources, task forces, or strike teams in tactical assignments without activation of either the section or branches.

5.10.1.8 Staging.

5.10.1.8.1* The incident management system shall provide a standard system to manage reserves of responders and other resources at or near the scene of the incident.

5.10.1.8.2* When emergency activities are being conducted in a location where there would be a delay in activating staged resources, the incident commander shall establish staging areas close to the area where the need for those resources is anticipated.

5.10.1.9 Staging Area Manager.

5.10.1.9.1 The staging area manager shall report to the operations section chief or to the incident commander if the operations section chief position has not been filled.

5.10.1.9.2 The following major responsibilities of the staging area manager shall apply to any incident:

- (1) Establish layout of staging area
- (2) Post areas for identification and traffic control
- (3) Provide check-in for incoming resources
- (4) Determine required resource reserve levels from the operations section chief or incident commander
- (5) Advise the operations section chief or incident commander when reserve levels reach minimums
- (6) Maintain and provide status to resource unit of all resources in staging area
- (7) Respond to operations section chief or incident commander requests for resources
- (8) Request logistical support for personnel and/or equipment as needed
- (9) Maintain staging area in an orderly condition
- (10) Demobilize or move staging area as required
- (11) Maintain unit log

5.10.2 Planning Section.

5.10.2.1 Planning section staff functions shall include those components of the incident management system involved with information management that support the incident commander and other levels of the incident command structure.

5.10.2.2* The incident management system shall include a standard approach for the collection, evaluation, dissemination, and use of information.

5.10.2.3 The planning staff shall account for the organizational structure, availability of resources, deployment of resources, and situation status reports.

5.10.2.4 The incident management system shall include standard methods and terminology to record and track the assignment of resources for the duration of an incident.

5.10.2.5 The incident management system shall include a standard approach to utilize technical specialists to support the development of strategic plans and to assist the incident commander.

5.10.2.6 The four units that shall be permitted to be established within the planning section are as follows:

- (1) Resources unit
- (2) Situation unit
- (3) Documentation unit
- (4) Demobilization unit

5.10.2.7* The incident commander shall be permitted to activate specific units within the planning section without activation of the entire section.

5.10.2.8 The following major responsibilities of the planning section shall apply to any incident:

- (1) Collect and process situation information about the incident
- (2) Supervise preparation of the IAP
- (3) Provide input to the incident commander and operations section chief in preparing the IAP

- (4) Reassign out-of-service personnel already on site to incident management system organizational positions as appropriate
- (5) Establish information requirements and reporting schedules for planning section units (e.g., resources, situation units)
- (6) Determine need for any specialized resources in support of the incident
- (7) Establish special information collection activities as necessary (weather, environmental, toxins, etc.)
- (8) Assemble information on alternative strategies
- (9) Provide periodic predictions on incident potential
- (10) Report any significant changes in incident status
- (11) Compile and display incident status information
- (12) Oversee preparation of incident demobilization plan
- (13) Incorporate the incident traffic plan (from ground support) and other supporting plans into the IAP
- (14) Maintain unit log

N 5.10.2.9 The all-hazard planning “P” diagram shall be used in developing an all-hazard incident action plan (IAP). (See Annex C for further information on the all-hazard planning “P.”)

N 5.10.2.9.1* The incident management team shall use the Planning “P” when developing an incident action plan.

N 5.10.2.9.2 The incident management team shall use an AHJ approved common system to document all planning activities.

5.10.3 Logistics Section.

5.10.3.1 The logistics section shall provide services and support systems to all the organizational components involved in the incident including facilities, transportation, supplies, equipment maintenance, fueling, feeding, communications, and medical services/responder rehabilitation.

5.10.3.2* The six units that shall be permitted to be established within the logistics section are as follows:

- (1) Supply unit
- (2) Facilities unit
- (3) Ground support unit
- (4) Communications unit
- (5) Food unit
- (6) Medical services/responder rehabilitation unit

5.10.3.3* The incident commander shall be permitted to activate specific units within the logistics section without activation of the entire section.

5.10.3.4 The following major responsibilities of the logistics section shall apply to any incident:

- (1) Manage all incident logistics
- (2) Provide logistical input to the incident commander in preparing the IAP
- (3) Brief branch directors and unit leaders as needed
- (4) Identify anticipated and known incident service and support requirements
- (5) Request additional resources as needed
- (6) Review and provide input to the communications plan, medical plan, and traffic plan
- (7) Supervise requests for additional resources
- (8) Oversee demobilization of logistics section

5.10.3.5* When implementing logistics at an incident in a high-rise building, the following additional functional assignments shall be included:

- (1) Base
- (2) Lobby control
- (3) Systems control
- (4) Expanded ground (stairwell) support

5.10.4 Finance/Administration Section.

5.10.4.1* The incident management system shall provide finance/administrative services where necessary.

5.10.4.2 The incident commander shall assign finance/administrative functions on the basis of the needs or complexity of the incident.

5.10.4.3* The four units that shall be permitted to be established within the finance/administration section are as follows:

- (1) Time unit
- (2) Procurement unit
- (3) Compensation/claims unit
- (4) Cost unit

5.10.4.4 The incident commander shall be permitted to activate specific units within the finance/administration section without activation of the entire section.

5.10.4.5 The following major responsibilities of the finance/administration section shall apply to any incident:

- (1) Manage all financial aspects of an incident
- (2) Provide financial and cost analysis information as requested
- (3) Gather pertinent information from briefings with responsible agencies
- (4) Develop an operating plan for the finance/administration section.
- (5) Fill supply and support needs
- (6) Determine need to set up and operate an incident commissary
- (7) Meet with representatives of assisting and cooperating agencies as needed
- (8) Maintain daily contact with agency's administrative headquarters on finance/administration matters
- (9) Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy
- (10) Provide financial input to demobilization planning
- (11) Ensure that all obligation documents initiated at the incident are properly prepared and completed
- (12) Brief the agency's administrative personnel on all incident-related financial issues needing attention or follow-up

Chapter 6 Communications and Information Management

6.1* Communications Systems.

6.1.1 The communications system shall meet the requirements of the emergency services organization (ESO) for both routine and large-scale emergencies.

6.1.2 The communications system shall have the capacity to provide one dispatch radio channel and a separate tactical radio channel for initial use at the incident.

6.1.3 When a division or group has been implemented, the communications system shall have the capacity to provide a dispatch radio channel, a command radio channel, and a tactical radio channel.

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

6.1.5 The ESO shall provide for communications interoperability with mutual aid resources or other agencies that could be expected to respond to a major incident.

6.1.6 The ESO shall develop an information management system.

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/plain language 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* To enable responders to be notified of an emergency condition or situation when they are assigned to an area designated as immediately dangerous to life or health (IDLH), at least one responder on each crew or company shall be equipped with a portable radio and each responder on the crew or company shall be equipped with either a portable radio or another means of electronic communication.

6.3.2* 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.

6.3.2.1* The term "Mayday, Mayday, Mayday" shall be used to alert responders that a member(s) need immediate help.

6.3.2.2 When a "Mayday" condition is announced on the radio for an immediate condition for a responder, the IC shall make sure the "Mayday" is broadcast utilizing the distinctive emergency traffic alert tones and a plan is implemented to facilitate the immediate action to address the situation.

6.3.3* To ensure that clear text/plain language 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.

6.3.4* "Emergency Traffic" or "Mayday" shall be declared by an incident commander, branch director, division/group supervisor, or any member that needs to address an emergency condition, or is aware of an emergency situation that hasn't been broadcast on the radio channel.

6.3.5* When a responder has declared an "Emergency Traffic" message or a "Mayday" situation, that person shall use clear text/plain language to identify the type of emergency, change in conditions, or change in tactical operations.

6.3.6 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.

Δ 6.4.2 Telecommunicators shall be trained to function effectively within the incident management system and shall meet the qualifications required by NFPA 1061.

6.4.3* The incident commander shall be provided with reports of elapsed time-on-scene at emergency incidents in 15-minute intervals from the ESO communications center, until reports are terminated by the incident commander.

Chapter 7 Incident Management Team(s)

7.1 Positions.

7.1.1* An incident management team shall be capable of filling the command and general staff positions.

7.1.2 The authority having jurisdiction (AHJ) shall develop qualifications of each position based on the roles and responsibilities identified in this document.

7.2 Training.

7.2.1* The local agency shall provide training for the responders who fill the incident management team positions.

N 7.2.2 Training curricula and programs shall comply with NIMS ICS position-specific training curricula.

7.2.3 Team members shall be trained together with full-scale exercises and simulations of sufficient number to develop their proficiency and allow them to maintain the necessary skills.

7.2.4 The AHJ shall require training and planning with adjacent jurisdictions and agencies to jointly develop incident management teams to manage the overall incident.

7.3 Staffing.

7.3.1* Staffing of an incident management team shall provide sufficient responders to provide relief for continuous operation covering multi-operational periods.

7.3.2* The local agency shall develop SOPs for on-call roster (to fill each position on the incident management team), notification and response capability of each member, and a cache of incident command post supplies.

Chapter 8 Command Safety

8.1 Supervisory Levels. The incident management system shall provide a series of supervisory levels to be implemented to create a command structure.

8.2* Span of Control. The command structure for each incident shall maintain an effective supervisory span of control at each level of the organization.

8.3 Overall Command. The incident management system shall clearly identify who is in overall command at the scene for the duration of the incident.

8.3.1* There shall be one clearly identifiable incident commander for the duration of the incident, from the arrival of the first ESO unit until the incident is terminated.

8.4 Command Post Establishment. Following the initial stages of an incident, the incident commander shall establish a stationary command post.

8.5* Accountability Systems. The incident commander shall initiate an accountability system that includes functional and geographical assignments at the beginning of operations and that system shall be maintained throughout operations.

8.6 Assignment of Staff Aides. The incident commander and members who are assigned a supervisory responsibility that involves three or more companies or crews under their command shall have an additional person (staff aide) assigned to facilitate the tracking and accountability of the assigned companies or crews.

8.7 Additional Resources. The incident commander shall request additional resources as needed.

8.8 Rapid Intervention Crew/Company Assignment. The IC shall designate and assign a rapid intervention crew/company (RIC) to initiate the immediate rescue of injured, lost, or trapped responders.

8.9 Responsibilities of the Incident Commander.

8.9.1 The first arriving responder from an ESO that has responsibility for the incident shall assume the role of incident commander for the incident.

8.9.1.1 The incident commander shall conduct an initial and ongoing situational assessment of the incident.

8.9.1.2 The incident commander shall establish an effective communications plan.

8.9.1.3 The incident commander shall develop the incident objectives from the situational assessment and form applicable strategy and tactics.

8.9.1.4 The incident commander shall deploy available resources and request additional resources based upon the needs of the incident.

8.9.1.5 The incident commander shall develop an incident organization for the management of the incident.

8.9.1.6 The incident commander shall review, evaluate, and revise the strategy and tactics based upon the needs of the incident.

8.9.1.7 The incident commander shall provide for the continuity, transfer, or termination of command.

8.10* Community Risk and Emergency Operation Plans. The ESO shall identify community risks and develop specific emergency operation plans that 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.

8.11* Command Post Requirements. Following the initial stages of an incident, 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.
- (5) The command post is located in the cold zone of an incident.

8.12 Command Post.

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

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

8.12.3 The incident commander shall initiate an accountability system that includes functional and geographical assignments at the beginning of operations and that system shall be maintained throughout operations.

8.12.4 The incident commander and members who are assigned a supervisory responsibility that involves three or more companies or crews under their command shall have an additional member(s) (staff aide) assigned to facilitate the tracking and accountability of the assigned companies or crews.

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

8.12.6* The incident commander shall evaluate the risk to responders with respect to the purpose and potential results of the responders' actions.

8.12.7 In situations where the risk to emergency service responders is excessive, as defined in 8.12.8, activities shall be limited to defensive operations.

8.12.8* 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 that have the 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.

8.13 Safety Officer and Assistant Safety Officer.

8.13.1* The incident commander (IC) shall appoint a safety officer (SO) at all applicable emergency incidents.

8.13.2 The following items shall be considered regarding the appointment of a safety officer:

- (1) The safety officer must be assigned as early in the incident as possible.
- (2) The safety officer reports directly to the IC.
- (3) The safety officer reconns the incident to identify existing or potential hazards and informs the incident commander.
- (4) The safety officer recommends to the IC any changes to the incident action plan as a result of the ongoing surveys.
- (5) At an emergency incident where the safety officer judges activities unsafe or an imminent hazard, the safety officer

shall have the authority to alter, suspend, or terminate those activities. The safety officer needs to immediately inform the incident commander of any actions taken to correct imminent hazards at the emergency scene.

- (6) At an emergency incident where a safety officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the safety officer should take appropriate action through the incident commander to mitigate or eliminate the unsafe condition, operations, or hazard at the incident scene.
- (7) When operating in forward or otherwise hazardous positions, the safety officer must be attired in appropriate personal protective equipment (PPE), including self-contained breathing apparatus (SCBA), have radio communication equipment, and be accompanied by another responder.

N 8.13.3 Appointed safety officers shall meet the requirements set forth in Chapter 5 of NFPA 1521.

Annex A Explanatory Material

Annex A is not a part of the requirements of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

A.1.1 This document establishes minimum requirements for the development and implementation of an incident management system. The system is intended to apply to operations conducted at the scene of emergency incidents by an emergency services organization (ESO). Although this document is written largely in terms relating to a single-agency system, it is intended to integrate with emergency management systems that apply to multiple agencies and large-scale situations.

A.1.3.1 For effective use of an incident management system, it should be acknowledged that emergency incidents are rarely true single-discipline events. The emergency services organization's (ESO's) incident management system should be known to participants and integrated with similar systems of other ESOs (such as law enforcement), private emergency medical service providers, and public works agencies. In fact, it is in the best interest of the ESO to promote the use of a standard system on an interagency and interdisciplinary basis.

A.3.2.1 Approved. The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials; nor does it approve or evaluate testing laboratories. In determining the acceptability of installations, procedures, equipment, or materials, the authority having jurisdiction may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

A.3.2.2 Authority Having Jurisdiction (AHJ). The phrase "authority having jurisdiction," or its acronym AHJ, is used in NFPA documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire preven-

tion bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

A.3.3.3 Area Command. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area command becomes unified area command when incidents are multi-jurisdictional.

A.3.3.4 Assistant. The command staff positions of safety officer, public information officer, and liaison officer can be assigned an assistant or as many assistants as necessary to complete the assigned tasks.

A.3.3.5 Base. The incident command post might share the same location as the base. There is only one base per incident, and the incident name or other designator should be added to the term "Base" as its title.

A.3.3.8 Clear Text/Plain Language. Ten codes or agency-specific codes should not be used when using clear text/plain language.

A.3.3.10 Command Staff. Command staff positions can have an assistant or assistants.

A.3.3.12 Department Operations Center (DOC). A department operations center could facilitate mutual aid requests, assistance for hire requests, and other agency issues such as recall of personnel and staffing of resources.

A.3.3.13 Deputy. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified for the position. Deputies can be assigned to the incident commander, general staff, and branch directors.

A.3.3.19 Emergency Operations Center (EOC). An EOC can be a temporary facility or be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs can be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

A.3.3.20 Emergency Services Organization (ESO). These organizations can include law enforcement; emergency medical services; fire departments; American Red Cross; Salvation Army; public works; federal, state, or local government agencies; private contractors; environmental agencies; fire brigades; and other organizations.

A.3.3.22 Fire Department. The term *fire department* includes any public, governmental, private, industrial, or military organization providing these services.

A.3.3.26 High-Rise Building. It is the intent of this definition that, in determining the level from which the highest occupiable floor is to be measured, the enforcing agency should exercise reasonable judgment, including consideration of overall accessibility to the building by fire department personnel and vehicular equipment. Where a building is situated on a sloping

terrain and there is building access on more than one level, the enforcing agency might select the level that provides the most logical and adequate fire department access. [5000, 2018]

A.3.3.27 HSPD-5. HSPD-5 requires all federal departments and agencies to adopt the NIMS and to use it in their individual incident management and emergency programs and activities, as well as in support of all actions taken to assist state, tribal, or local entities. The directive requires the federal departments and agencies to make adoption of the NIMS by state and local organizations a condition for federal preparedness assistance (through grants, contracts, and other activities).

A.3.3.29 Incident Action Plan. An incident action plan can be a verbal plan, tactical worksheet, written plan, or combinations thereof, that reflects the overall incident strategy, tactics, risk management, and member safety that are developed by the incident commander.

A.3.3.31 Incident Commander (IC). The IC has overall authority and responsibility for conducting incident operations and for managing all incident operations at the incident site.

A.3.3.32 Incident Management System (IMS). The system is also referred to as an incident command system (ICS).

The implementation of HSPD-5 led to the development of the National Incident Management System (NIMS). The NIMS is a system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

In addition to the NIMS, the process also incorporates the National Response Plan. The National Response Plan is defined as a plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

A.3.3.33 Incident Management Team (IMT). Incident management teams are generally classified as one of five types — Type I are national teams; Type II are state or national teams; Type III are regional or state, multi-agency or multi-jurisdictional teams; Type IV are local agency- or jurisdiction-specific teams; and Type V are local discipline-specific teams.

An IMT is made up of the command and general staff members in an ICS organization. Persons to fill these positions for various types of incidents or events are often predesignated to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the ICS position. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the Type of the IMT.

A deployable IMT can be requested by the AHJ for events that exceed local capabilities or for other reasons. Such a team is structured to provide incident management assistance to

complement and support the existing incident management system (IMS) organization. The emergency services organization can request the IMT to either perform incident support or incident management of the overall emergency.

A.3.3.34 Incident Scene. This location should include the entire area subject to incident-related hazards and all areas used by the emergency services organization responders and equipment in proximity to the incident scene.

A.3.3.39 Multi-Agency Coordination Systems (MACS). These systems assist agencies and organizations to fully integrate the subsystems of the NIMS. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications.

A.3.3.40 National Incident Management System (NIMS). To provide for interoperability and compatibility among federal, state, local, and tribal governments, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

A.3.3.41 National Response Framework. The National Response Framework (NRF) defines the key principles, roles, and structures that organize the way the nation responds. It describes how communities, tribes, states, the federal government, and private-sector and nongovernmental partners apply the principles for a coordinated, effective national response. It identifies special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved and catastrophic incidents where a state would require significant support. The NRF enables first responders, decision makers, and supporting entities to provide a unified national response. This FEMA document establishes a comprehensive, national, all hazards approach to domestic incident response.

A.3.3.43 Planned Event. Examples of a planned event are parades, sporting events, air shows, conventions, and controversial court decisions.

A.3.3.45 Public Information Officer. The public information officer can be assigned assistant(s).

A.3.3.46 Radio Channels. For many emergency services organizations (ESOs), the dispatch, command, and tactical channels may only be one or two channels. In some localities, several communities might share several frequencies for public safety operations while in other locations, a small city or town might share radio channels within its governmental agencies (e.g., police, fire, EMS, and public works).

Radio frequency usually refers to the radio frequency of the assigned channel. A radio channel is defined as the width of the channel depending on the type of transmissions and the tolerance for the frequency of emission. A radio channel is normally allocated for radio transmission in a specified type of service or by a specified transmitter.

The ESO needs to ensure that necessary radio channels are available when necessary at complex incidents such as a commercial structure fire, mass-casualty incident, hazardous materials incident, or special operations incident. This might

require that the radio system allow the use of available channels to ensure proper communications during large-scale or complex incidents.

The ESO must preplan for not only large-scale or complex incidents, but also for the ability to handle daily operations. Standard operating procedures, radio equipment and other hardware, and dispatch and communications protocols must be in place to ensure that these additional channels are available when needed.

A.3.3.46.3 Tactical Radio Channel. It is also used at the tactical level management unit when implemented.

Δ A.3.3.47 Rapid Intervention Crew/Company (RIC). In some organizations they can also be known as a rapid intervention team. At wildland incidents, this crew designation would be addressed through the planning process and contingency planning. Emergency services organizations respond to many incidents that present a high risk to the safety of their responders. Organizations operating in compliance with 29 CFR 1910.134, “Respiratory Protection,” need to have a minimum of two persons on scene, fully equipped outside any potentially immediately dangerous to life and health (IDLH) atmosphere when other responders are operating in an IDLH or potentially IDLH atmosphere. Initially, these responders outside the potentially IDLH atmosphere could have other assignments as long as those assignments do not detract from their being immediately available to perform their assignment as a member of the RIC. As the incident escalates, the rapid intervention crew/company should become a rapid intervention group. The primary purpose of the RIC is the rescue of injured, lost, or trapped emergency responders. Organizations utilizing an incident management system in accordance with this standard or 29 CFR 1910.120, “Hazardous Waste Operations and Emergency Response,” along with a personnel accountability system, have incorporated the RIC into their management system. Many organizations have redefined their response plans to include the dispatch of an additional resource (e.g., a fire department engine company, rescue company, or truck company) to respond to incidents and stand by as the rapid intervention crew/company. Incident commanders can assign additional RICs based on the size and complexity of the incident scene. This requirement is also included as part of the emergency operations chapter of NFPA 1500.

Δ A.3.3.52 Safety Officer (SO). The safety officer (SO) can be an assigned assistant(s). There are agencies that identify the SO as an incident safety officer (ISO) according to NFPA 1521.

For the purposes of this document, an SO is a member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

A.3.3.53 Section. The section is organizationally situated between the branch and the incident command.

A.3.3.54 Special Operations. Special operations include incidents requiring specialized training such as response to structural collapse, confined space, trench, vehicle/machinery, high-angle, water, or wilderness rescue; hazardous materials situations involving chemicals, biological, radiological, nuclear, or explosive materials; and acts of terrorism.