

<p style="text-align: center;"><b>TOWNSHIP FIRE DEPARTMENT</b> <b>CHAPTER 2: STANDARD OPERATING GUIDELINES</b></p>
<p>Part 1: Response Guidelines Subject: Command Post Page 1 of 5 Effective Date: 02-26-90</p> <p style="text-align: right;">Section: 2-1-9 Reviewed/Revised Date: 01-25-10</p>

9.01 Purpose. These policies will be implemented to assure the continuity of command and information resources at all major responses. This will be used in conjunction with Incident Command procedures.

9.02 Goal. These procedures will be used by the Incident Commander of the emergency as found in the following explanation of emergency levels.

9.03 Definition:

Incident Types – Incidents may be typed on the following five levels of complexity in order to make decisions about resource requirements.

Type 5:

- The incident can be handled with one or two single resources with up to six personnel
- Command and General Staff positions (other than Incident Commander) are not activated.
- No Incident Action Plan (IAP) is required
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. Examples include a vehicle fire or an injured person.

Type 4:

- Command Staff and General Staff functions are activated only if needed.
- Several resources are required to mitigate the incident.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings and ensure the complexity analysis and delegation of authority is update.
- No IAP is required but a documented operation briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans with objectives and priorities.

Type 3:

- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader Level Positions.
- A Type 3 incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved or an expanding incident until transition to a Type 1 or Type 2 team.
- The incident may extend into multiple operation periods.
- A written IAP may be required for each operational period.

Team 2:

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the Command and General Staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefing and the written delegation of authority.

Type 1:

- This type of incident is the most complex, requiring national resources to safety and effectively manage and operate.
- All Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1000.
- Branches need to be established.
- The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

9.04 Application.

A) Command Post.

1. Rescue 15 or Rescue 55 shall be used as the Command Post for all incidents. .
2. In its absence or until the arrival of Rescue 15 or Rescue 55, the Primary Engine or an officer's vehicle may be used as the Command Post.

B) Command Post Location.

1. At a Type 5 and 4 incidents, the Command Post will be established in the immediate area, if possible.
2. At Type 3, 2, or 1 incidents, the Command Post can be established in the immediate area or at a remote location if the hazards of the incident warrant.

C) Command Post Communications.

1. All radio traffic directed to a Command Post Officer/Officers from Division/Group Supervisor will be routed through the Operations Officer.
2. Routine fire ground communications (ex. crew instructions for ladder placement, hose line attack, etc.) between Division/Group Supervisors should be direct without going through Command Post.
3. Extra portable radios will be given to the Command Post or Engine at the scene.
4. Communication between the Command Post and TFD dispatch shall be by low band radio if possible.

9.05 Job Descriptions of the Command Post.

A) Incident Commander

The Incident Commander will be the Fire Chief or the ranking officer of Township Fire Department.

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B) Operations Officer

The Operations Officer is the second most important person at the scene. The Operations Officer will be in charge of all fire operations. He/She will answer directly to the Incident Commander. This position shall be filled by the Battalion Chief or other officer from the township the incident is in.

C) Safety Officer

The Safety Officer shall oversee the safety of firefighters at emergency calls and shall correct any action he/she feels unsafe. The safety officer has overall authority to carry out this function.

D) Water Supply Officer

The Water Supply Officer will be in charge of locating a suitable water source and all truck routing at the fire scene. He/She will report directly to the Incident Commander.

E) Staging and Equipment Officer.

The Staging and Equipment Officer will be responsible for the staging of all incoming vehicles. He/She must find a place to stage all equipment, keep logs of equipment in the staging area and keep logs of where equipment has been sent. He/She will report directly to the Incident Commander.

F) Medical Officer.

The Medical Officer makes sure there is enough medical help and supplies available. He/She keeps a list of all injured people, time found, time sent to the hospital, who transported by, and what hospital transported to. He/She keeps a list of all deaths, locations and time bodies were found, if possible. In Level I, this person will work in the Command Post, but may have to leave briefly. In Level II and III this person will go into the field and take charge of the field operations. If possible, this position will be filled by an Associate Emergicare Member. It can be a firefighter/Emergicare member or medical personnel from another department.

G) Public Information Officer.

The Public Information Officer will handle all News Media (T.V., Newspaper, and Radio). He/She will make sure that there is a place for the News Media to be briefed. He/She must keep all News Media out of the Command Post. He/She makes sure that the Incident Commander keeps the News Media briefed.

H) Logistics Officer.

The Logistics Officer will be in charge of procuring any equipment or supplies that are necessary during the emergency. He/She must keep log of where equipment came from and where it is positioned.

I) Law Enforcement Representative.

This person is responsible for all Law Enforcement operations (setting up of roadblocks and traffic control). He/She is also responsible for incoming law enforcement agencies. This person is a member of the primary agency and will report directly to the Incident Commander.

J) Civilian Operations.

This person is in charge of all civilian operations. He/She must keep a list of civilians that are used and where they are used. He/She will also act as a liaison with all civilian agencies and the Incident Commander.

K) Local Government Representative.

This person must be able to make decisions that involve the Local Government, authorize the spending of emergency funds and keep records of all spending. He/she will generally assist the Incident Commander.