



Jackson Hole Fire/EMS Operations Manual

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PURPOSE

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and companies. This will facilitate an organized and orderly tactical operation and a more effective effort.

POLICY

It shall be the policy of this department that all members shall operate according to the National Incident Management System at all incidents.

SECTION I – UPON ARRIVAL

1. If Incident Command has been established, Jackson Hole Fire/EMS personnel shall function within the command system as assigned.
2. If Incident Command has not been established, the first Fire/EMS officer or member arriving on the scene shall be in command until relieved by a higher ranking officer, and shall transmit a brief initial radio report including:
 - a. Unit number and “on-scene”.
 - b. A brief description of the situation found per First Due Ops (Division 16, Article 2).
 - c. The department member in command and command frequency per On Scene Radio Traffic (Division 14, Article 1).
3. As higher ranking officers arrive on the scene, they may assume command at their discretion.
4. Jackson Dispatch will advise all companies operating at an incident of the officer in command. This information will be transmitted on designated incident frequencies.
5. All multi-unit incidents will be designed by the name of the street, building or other feature unique to that incident. This designation will be used by the Incident Commander and Jackson Dispatch to avoid confusion in the event of multiple incidents.

6. Building side and exposure designations - Unless indicated otherwise by Command, the front of the building will be Side A, followed in a clockwise fashion by Side B, Side C, Side D, etc. Exposures will be identified by the appropriate side letter followed by a number - Example: the second exposure on Side B is Exposure B-2.
7. Radio Channels. Upon arriving at working incidents involving multiple units, Command will direct that all companies operate on Tactical Channels as assigned. Single company operations and all traffic between Command and Jackson Dispatch will remain on the designated command frequency. (See "On-Scene Radio Communications, Division 14, Article 1).

SECTION II – STRUCTURE

1. **Command.** The Incident Commander (IC) is responsible for the following tasks:
 - a. Establishing command.
 - b. Protecting life and property.
 - c. Assessing incident priorities.
 - d. Determining operational objectives.
 - e. Developing and implementing the Incident Action Plan.
 - f. Developing an appropriate organizational structure.
 - g. Maintaining a manageable span of control.
 - h. Managing incident resources.
 - i. Coordinating overall emergency activities, including those of outside agencies.
 - j. Authorizing the release of information to the media.
 - k. Keeping track of costs.
 - l. The Incident Commander will monitor and/or operate on designated command and tactical channels as necessary, and his/her radio designation will be "Command".
 - m. In order to facilitate the management of an incident, the Incident Commander may assign personnel to the following positions:
 - 1) **Command Staff:**
 - a. **Information Officer** - The Information Officer handles all media requests and coordinates the release of information to the media.
 - b. **Safety Officer** - The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
 - c. **Liaison Officer** - The Liaison Officer is the on-scene contact for other agencies assigned to the incident.
 - 2) **General Staff:**
 - a. **Operations Section** - The Operations Section is responsible for directing and coordinating all operations, assisting the IC develop response goals and objectives, and implementing the incident action plan.
 - b. **Planning Section** - The Planning Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. It may also be responsible for the development of incident action plans defining activities and resource utilization for the operational periods.
 - c. **Logistics Section** - The Logistics Section is responsible for providing facilities, services and materials, including personnel to operate requested equipment.
 - d. **Finance Section** - The Finance Section is responsible for tracking incident costs and reimbursement accounting.

2. The Sections may further subdivide as necessary in the following:

- a. **Branches** - The organizational level having functional or geographic responsibility for major parts of the Operations and Logistics Sections.
- b. **Divisions** - Divisions are used to divide incidents into geographic areas of operation.
- c. **Groups** - Groups are used to divide the incident into functional areas of operation, not necessarily within a single geographic division.
- d. **Units** - Units are the organizational element having functional responsibility for specific activities in the Planning, Logistics, and Finance Sections.
- e. **Task Forces** - Task Forces are combinations of different single resources assembled for a particular tactical need.
- f. **Strike Teams** - Strike Teams are combinations of the same kind and type of resources.
- g. **Single resources** - Single resources are typically a piece of equipment and its crew, or a team of individuals.

SECTION III - INCIDENT COMMAND FLOW CHART

