



Manhattan Fire Protection District

SOP #: 700-1	Effective Date: 08/01/16	Revised Date:
Section: Fire Operations		
Subject: Structure Fire ICS		

PURPOSE:

The purpose of this Standing Operating Procedure is to develop consistency in operations on an emergency scene and implement a standardized guideline for fire-ground operations.

SCOPE:

The Manhattan Fire Protection District shall utilize the – Hazard Zone Management / Incident Command System, as defined in the following, for Type IV and Type V incidents within our jurisdiction. Using this system will facilitate a transition into an expanded Incident Management System in the event of escalation to a higher level, Type III or greater, incident.

DEFINITIONS:

Definitions are defined under specific headings within this procedure.

GUIDELINE:

Size-up

Structure fires shall be sized up using the S.H.O.P.S. acronym. See SOP # 501-3

- S – Size (Small, Medium, Large, Mega)
- H – Height (1, 2, 3, 4, 5, or multi-story/basement)
- O – Occupancy (residential, multi-unit residential, commercial, multi-unit commercial, strip mall, high-rise, hotel, church, hospital, nursing home, etc.)
- P – Problem (Nothing showing, light smoke, smoke showing, working fire, or defensive fire conditions) Location of the problem (floor and/or side, or corner)
- S – Strategy (Investigating, Offensive Strategy, Defensive Strategy)

Upon completion of the size-up the first arriving unit SHALL establish command.

Initial Incident Action Plan (IAP)

Task, Location, and Objective for your company (stretching a line to the fire unit for search, rescue, and fire attack; setting up a deck gun on the Alpha/Bravo corner for exposure protection; going to the interior to investigate; doing a 360; etc.)

Level 1 Staging

Level 1 Staging applies to all multi-company responses on a still alarm and above. Level 1 staging procedure automatically goes into effect when the first arriving unit clears the dispatch channel and announces they are on the scene of the dispatched incident. The first fire company and ambulance report directly to the scene for size up. All other companies Level one stage:

1. First Engine, Truck, Chief & Ambulance – Directly to the scene
2. Engines – Later arriving engine companies are to stage a minimum of a block away in direction of travel, not passing last alternate water source.
3. Trucks – Later arriving aerial, not passing alternative access.



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Establishing Naming and Transferring Command

The first arriving unit SHALL establish command, using the size-up model above. This may be a mobile position initially, however, it is important that IC #1 (first arriving mobile command officer) be able to give orders to later arriving units that support his/her initial Incident Action Plan (IAP) based on observations of the fire conditions present upon arrival. Those orders need to be prioritized to support the three Strategic Priorities that we address at every incident:

1. Life Safety
2. Incident Stabilization
3. Property Conservation

If the first arriving unit is not a Chief/ command officer, then a formal transfer of command will need to be performed upon the arrival of the Chief or other staff officer. This officer must be in a position to establish a fixed command post location (IC #2) in order to manage the incident. The transfer of command may be performed in one of the following manners:

1. Face-to-face: If the incident conditions allow, IC #1 can meet with IC #2 face-to-face to review assignments, discuss priorities, and transfer command. IC #2 shall declare the transfer over the radio, as well as, confirming strategy and resources needed.
2. Over the radio: Upon arrival at a “busy” incident in which face-to-face is not an option, the Chief shall call Command over the radio and confirm the current assignments, conditions, pending orders with IC #1, and notify IC #1 that he/she will be taking command. IC #1 shall acknowledge. IC #2 shall then declare over the radio that “Chief 81” is now command. Additional information such as the location of command and the naming of command should also be relayed.

Naming command shall help identify the incident; especially when there is more than one incident occurring that the dispatch center(s) are monitoring at any one time. Naming the incident also is a proactive approach should additional incidents arise while the initial incident is still in progress. Naming should be done utilizing either a business name or street. The term “Manhattan Command” should not be used as there could be numerous incidents in the “city” at one time.

Examples: “Cedar Road Command, BP Command”

Notifications & “Working Fire”

There are several notifications that need to be made during a structure fire. In order to condense radio traffic, and expedite the notification process the term “Working Fire” shall be used to cue the dispatch center into making all necessary notifications. Dispatch may ask, if not requested, if command would like the “Working Fire” response for said fire. The standard notifications shall be:

1. ComEd (Electrical Utility)
2. NiCor (Natural Gas Utility)
3. Police (traffic and crowd control, if not already on the scene)

It is imperative that the dispatcher assigned to this call listen carefully for the term “working fire”. It may be said by the first arriving unit in their size-up, or it may be later relayed by a Chief Officer or other Chief Officer assisting at the command post. It is recommended that the dispatcher confirm with the reporting unit that the “working fire” request was recognized and acknowledged and that they’re making the notifications. It shall be the responsibility of the IC #2 to confirm with the dispatch center that notifications are underway or completed



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360 Degree Survey/Follow-Up Report – See SOP # 501-3

As soon as it is feasible, upon the arrival of the first arriving unit, a 360 degree survey of the structure shall be performed with the results of that survey conveyed over the radio. The 360 degree survey ideally should be done by the first arriving unit. However, it is understood that certain conditions will not allow for that to occur. Those conditions may include, but are not limited to:

1. Immediate Life Safety issues requiring action of the first arriving unit(s)
2. Physical man-made barriers (security devices, fencing, walls, landscaping, etc.)
3. Natural barriers (snow, flooding, wildlife, etc.)
4. Large scale of the structure / facility

When that survey cannot be completed IC #1 shall report over the radio that the 360 survey was not completed. It is the responsibility of IC #2 that establishes the fixed command post (usually a Chief) to ensure a 360 survey is completed by himself/herself, or assigns it to a later arriving unit. Ideally that survey should be performed within the first few minutes of the incident. Items that should be noted during a 360 degree survey are:

1. Any immediate life safety or rescue issues
2. Stairwells signifying additional occupancies to upper floors
3. Basement access and type if known (walk-up, walk-out, or look-out)
4. Any other hazards noted on the C-Charlie side or other side(s) not seen
5. Switch companies to fire-ground channel (primary is red)

Making Assignments

All fire-ground assignments should be made following the T.L.O. format:

T – Task (What do you want done)

L – Location (Where, specifically, do you want them to go to do it)

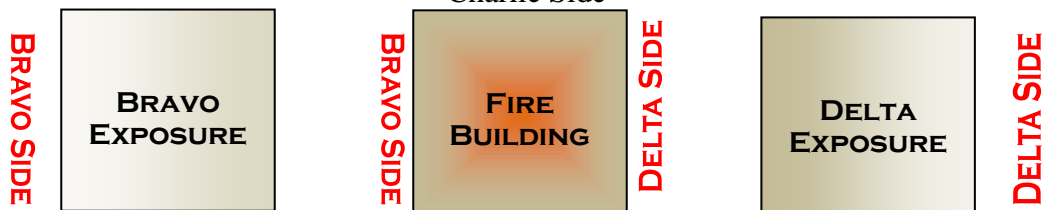
O – Objective (Why are they doing it – what needs to be accomplished)

All orders given during an emergency response need to be “echoed” or repeated back to the officer giving the order. The order may be repeated verbatim, or summarized in order to minimize radio traffic but still state the important information. This will confirm that the information was received and is being carried out as directed.

Identifying and Defining Areas of the Structure

Sides & Exposures – Single Structure

Charlie Side



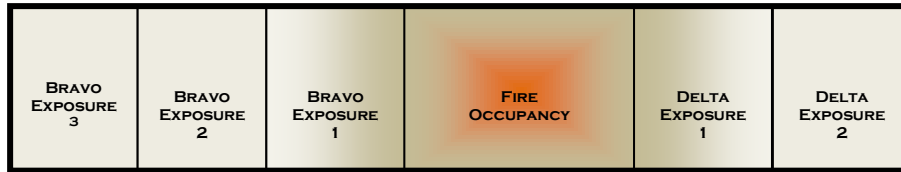
(Address Side)



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Sides & Exposures – Strip Mall & Row Apartments

Charlie Side

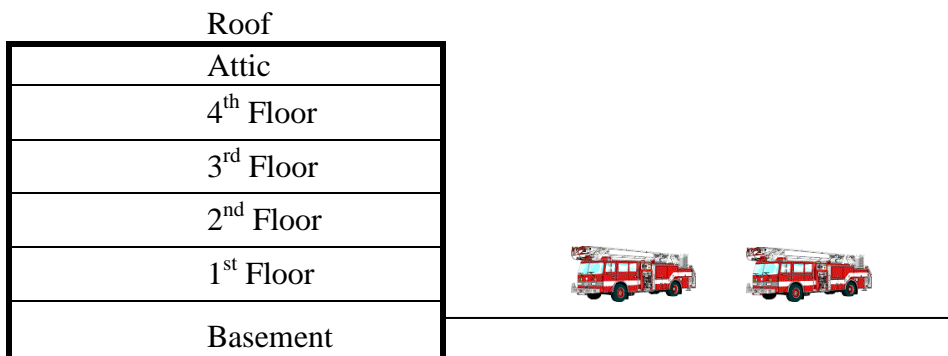


Alpha Side (Address Side)

Floors: Floors shall be identified using only the word “floor”. The roof and basement to are to be called “roof” and “basement” respectively. Any other term such as division or sector should be avoided.

Note: The term “story” should still be used in the size-up only when referring to the overall height of the building as opposed to “floor” describing the geographic location.

Example: “We have a 4-story commercial structure and we’ll be going to the 2nd floor for search”.



Additional assignments throughout the structure may be identified by geographic location or by the task being performed: *Examples: “North Sector”, “Ventilation Team”, “Bravo Wing” or “Evacuation Group”.*

Alpha, Bravo, Charlie, & Delta should be used, if at all possible, to describe locations at an incident. Caution should be used if terms such as left, right, north, south, east or west are used for other descriptions such as walls, wings, additions, etc., as they can be confusing to some personnel who may be facing a different way, unfamiliar with what direction they are facing, or may become confused when multiple terms such as left and north are used to describe the same thing. All are acceptable as long as the term is used consistently throughout the duration of the incident.

Tactical Benchmarks

During a structure fire it is essential to keep track of essential benchmarks throughout the incident in order to evaluate and change the IAP in accordance with our Tactical Priorities. The following benchmarks should be completed as quickly as possible and documented accordingly. The IC should maintain a Tactical Command Sheet where he/she can confirm the below tasks are complete and the time at which they were completed. The IC should notify Dispatch to note them by stating their completion over the radio and stating “please document”. These requests will time-stamp the event in order for it to be documented for future reference.



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Tactical Benchmarks (AFLAC)

- All Clear
- Fire Control
- Loss Stopped/Salvage Complete
- Customer Stabilization

Tactical Priorities

- = *Primary Search/Life Safety*
- = *Incident Stabilization*
- = *Property Conservation*
- = *Occupant Services*

Personnel Accountability Reports (P.A.R.)

Accountability on the fire-ground is required at all times. Crew accountability can be maintained via one or more of three methods; sight, touch, and/or voice. The IC can request a PAR at any given time throughout an incident. However, the bullet points below define when mandatory PARs shall be conducted.

1. When a “Mayday” has been activated, as long as radio traffic is not compromising the rescue
2. Immediately after activation of Evacuation Tones
3. Whenever the overall strategy changes from offensive to defensive
4. At the request of the Safety Officer

The procedure for conducting a PAR is as follows:

1. State over the radio “All fire-ground units from Command stand-by for a PAR”.
2. Each unit (sector, division or group if established) shall be asked individually for a PAR “roll call” style. Simply asking all units to give Command a PAR will allow for muddled radio traffic, units “walking” on one-another over the radio, and possible missed communications.
3. Always begin with those units that are operating in the Hot Zone, then the Warm Zone, and finish with those units in the least amount of danger in the Cold Zone.
4. If, at the discretion of the IC there is little to no hazard present, the IC may opt to do a roll call PAR as they deem fit by sector, unit type, department, alphabetical, etc...
5. ALL units on the scene shall be included whether or not they’re single chief officers in staff cars or auxillary personnel standing by in the cold zone.
6. Once the IC is satisfied with the PAR he/she shall notify Dispatch “We have a PAR of all units operating on the scene.” These requests will time-stamp the event in order for it to be documented for future reference.

C.A.N. Reports

CAN reports are an all-inclusive report that allows the IC or SDG officer to gather all obvious, relevant, and immediate information needed to formulate, carry out, and revise the IAP. Whether an officer specifically asks for a “CAN Report”, “status”, or “update”, the information should be given the CAN format outlined below:

- C – Conditions (Obvious Smoke, Fire, Heat & visibility)
- A – Actions (Relevant actions being carried out by the crew – where are we in our task)
- N – Needs (Immediate or future needs of the crew to carry out their task)



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Roof Reports

“Roof Reports” are essential activities that assist the IC in formulating a proactive IAP. A roof report should be assigned when there is fire activity, or suspected, in a structure and the roof is not fully visible from the ground. This needs to be assigned utilizing common sense with regards to the fire location, the height of the building, and the number or resources on the scene vs. the number of tasks that need to be accomplished.

A “Roof Report” can be done in conjunction with ventilation. However, ventilation is not always going to be part of the “Roof Report” assignment – but should be anticipated by the crew performing the report. Often times a “Roof Report” will be assigned during an activated fire alarm, smell of smoke, or possible fire situation. When multiple companies are on the scene and only one or two companies are investigating on the interior a company should be assigned to give a “Roof Report” – preferably a truck company.

A “Roof Report” requires a company, in full PPE with SCBA, to access the building roof and report on any conditions on the roof or in the attic area that may affect the IAP. A Roof Report should include the following information to the IC as relevant:

1. Type of roof (flat, peaked, bow-string truss, tar, stone, etc.)
2. Condition of roof (stable vs. unstable)
3. Fire and/or smoke conditions
4. Existence of any firewalls and location if present
5. Heavy Roof Loads
6. Conditions in the attic (if known)
7. Basic shape/layout of building if unusual (multiple floors, rooflines, etc.)
8. Actions being taken

Upon coordination with interior crews and application of water on the fire, the officer on the roof may opt/ordered to ventilate. A follow-up report should be given to the IC after completing ventilation, including:

1. Where you cut
2. What effect if any the vent has on the fire
3. Conditions in the attic

Once a roof has been ventilated crews should vacate the roof as soon as possible unless additional ventilation is to be performed. It is imperative for the safety of the crew(s) on the roof that they vacate the roof as soon as possible as the hazard level may increase, there may be other assignments that the IC deems necessary for them to perform, or they may be needed “on-deck” in order to reinforce an area of high activity.

Requesting Additional Assistance (Above the “Full Still” Level)

When the IAP has more tasks than resources to perform them, the IC needs to call for assistance utilizing the MABAS Box Alarm System

When requesting a Box Alarm the IC shall notify MABAS 19 of the following:

1. Box Card #
2. Level of Alarm (Box Alarm, 2nd Alarm, 3rd Alarm, 4th Alarm, or 5th Alarm)
3. Level II Staging Area (to avoid cluttering the roadways around the incident)
4. Units responding to the scene are to stay on IFERN until assigned to a SDG out of staging.
Fire Ground channel assignments: Primary fire ground will be RED unless it is busy in the surrounding area. Incident escalation may require the use of more than one fire-ground



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channel. All change of quarters (COQ) units shall remain on IFERN while responding to monitor for incident escalation or reassignment to other incidents in town.

When a Box Alarm or higher has been requested the IC should make every attempt to utilize a mobile command vehicle and to have at least 2 chief officers in the unit to assist with managing the incident.

Change of Strategy / Evacuation

When an incident is in the Offensive strategy and the IC deems it necessary to change strategy to defensive, he/she has two methods to remove companies from the hazard zone.

1. Method 1 Exit / Change in strategy

When an incident is in the Offensive Mode and the IC deems it necessary to change strategy to a Defensive Mode, he/she shall declare that change in strategy over the fire-ground radio channel instruct all companies to back out of the building and conduct a PAR after doing so. The IC should also advise dispatch of the change in strategy on the main frequency or IFERN. The dispatch center shall utilize their procedure by activating a hi-low warble for 3 seconds on the dispatch and IFERN channels and announce that “All companies operating on the scene of _____ command has changed to a defensive strategy all companies shall back out of the building and communicate a par upon exiting the building. They shall repeat that message one time. Once a reasonable time has elapsed the IC shall conduct a PAR in order to verify that everyone is out of the structure, safe, and accounted for.

2. Method 2 Abandon/ Evacuate

When an incident has deteriorated and an imminent threat to companies operating in the hazard zone exists, it becomes necessary to immediately remove all companies from the hazard zone. All companies will leave their equipment and exit via the closest exit.

The IC shall make an announcement on the fire-ground channel “Emergency Traffic, All companies Abandon/Evacuate the building”. The use of the radio system to alert personnel to evacuate should always be done in conjunction with the use of apparatus air horns on the scene following MABAS guidelines – 5 air horn blasts. This redundancy is necessary for those personnel without radios and would be the only system in place should the radio system go down.

The IC should also advise dispatch of the change in strategy on the main frequency or IFERN. The dispatch center shall utilize their procedure by activating a hi-low warble for 3-5 seconds on the dispatch and IFERN channels and announce that “Emergency Traffic All companies operating on the scene of _____ Abandon/Evacuate the building and communicate a par upon exiting the building. They shall repeat that message one time. Once a reasonable time has elapsed the IC shall conduct a PAR in order to verify that everyone is out of the structure, safe, and accounted for.



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Defensive to Offensive

When the IC has determined that an incident requires a strategy change from the Defensive Mode to the Offensive Mode then the IC should notify all personnel on scene using the fire-ground radio channel and may request an “Alert Tone” from the dispatcher to make that announcement over the dispatch and IFERN channels. “All companies operating on the scene of _____ command has changed the strategy from defensive to offensive.”

Demobilization

Once it has been determined that resources are no longer needed on the scene the demobilization process should begin. The IC should perform a quick critique to evaluate the operation while the incident is current. The IC or his/her designee should perform face-to-face communications with those units and/or the officer in charge of each unit before releasing them. This should be done to verify the demobilization assignment, return accountability tags, and to document any missing or damaged tools. This is also an opportunity for officers to report any injuries, significant circumstances, and conduct and on-scene incident briefing with responders

SAFETY CONSIDERATIONS:

Safety is of the utmost priority during any incident; regardless of the nature or the scale. Thus, it is imperative that all personnel be responsible for their safety and be conscious of their surroundings and of the conditions of those surroundings at all times in order to eliminate the risk of injury or death

SPECIAL CONSIDERATIONS:

It will be the responsibility of the Training Division to keep up-to-date on all applicable information within this system and to relay that to all personnel via training in order to assure that all personnel are uniform in their procedures. Thus, this document should be evaluated regularly and revised accordingly

On-Deck vs. R.I.T.

The term “On-Deck” shall be used to identify a “ready to go” crew that is assigned just outside the hazard zone, safely distanced from the entrance of a tactical position that is ready to go to work when requested. A crew that is “ready to go” is:

1. Geared Up (PPE)
2. Packed Up (SCBA)
3. Tooled Up (TIC, irons, pike poles, flashlights, saws, etc.)

The “On-Deck” crew should be placed in a location where the majority of work is being done, access to the interior is optimal, or where work will be anticipated. The “on-deck” crew should be assigned to a sector/division/group (SDG) officer for the purpose of:

1. Reinforcing a tactical position
2. Crew relief
3. Additional tactical position assigned by the IC
4. Firefighter Rescue

The “On-Deck” crew may be used as Rapid Intervention Team (RIT) until a formal RIT is established. A minimum of one company should be assigned “On-Deck” when it is not yet known whether a hazard exists or not; like investigation of an odor of smoke or possible fire.

Command should give the assignment with a specific location to report following the TLO (task,



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location, objective) format. If assigning them to a Sector, Division, or Group, (SDG) in which an officer is supervising, then the supervisor should be informed of the company they are receiving. Example: Command “Truck 1 from Command” Truck 1 “Go ahead Command” Command, “upon your arrival, stage your apparatus; Go “On-Deck” in the Charlie Sector. If a SDG boss is assigned, they are responsible to manage their on deck companies.

Once companies are available to establish a formal RIT crew or an incident escalates and a need for a formal RIT company is identified, the RIT should be filled. Once a company is assigned to RIT it is strongly advised not to reassign that crew unless the need for RIT no longer exists. If the IC feels the need to have crews standing by for safety/rescue needs but may need them to do something else, or is waiting for additional resources to arrive, then the assignment of “On-Deck” should be made instead of RIT.

Recycle vs. Rehab

The term “Recycle” is defined as “a timely and efficient means of air replacement and rehydration of companies while maintaining their original sector assignment”. This simply means that a crew has exited the hazard zone, electively or by orders, to change SCBA bottles, get a drink of water, and gather tools. Once the company has refilled their air supply and rehydrated, they shall report back to their assigned SDG or the company officer shall notify command they are re-cycled and ready for assignment.

Recycling is different than Rehab. Rehab designates that the company will be removed from the hazard zone and the warm zone, unavailable for assignment until an appropriate rest period is given and members are rested, re-hydrated, and cooled or heated accordingly. The Rehab Sector Officer will then report to the IC that they have a company rehabbed and ready for assignment.

It shall be the responsibility of the IC to determine the need for a Rehab Sector and to assign it and staff it accordingly. It is recommended to coordinate those efforts through a Scene Safety Officer (SSO) and/or Rehab Sector Officer.

Approved:

Signature: Daniel Forsythe

Date: 08/01/2016