



# 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, companies, and cooperating agencies. This will facilitate organization, safety and efficiency.

## POLICY

It shall be the policy of Jackson Hole Fire/EMS that all members shall operate according to the National Incident Management System (NIMS) at all incidents. Training in NIMS will be designated by position description.

## SECTION I – GENERAL USE

- The Incident Command System should be utilized on all incidents. Practicing on the smaller incidents will ensure proper use during large incidents.
- The Incident Command System is designed to be modular, expand and shrink with the incident size and/or complexity.
- If the Incident Commander does not assign a role, the Incident Commander assumes responsibility for the role.
- The Operations position should be utilized on large, complex incidents (wildland fire with multiple divisions, commercial structure fire, etc.). Operations can be redundant with the Incident Commander on smaller incidents.
- “Problem Boxes”, issues like Rescue or Ventilation, should be identified by the Incident Commander and assigned a Division or Group when appropriate personnel are available.

## SECTION II – COMMAND STRUCTURE

### Command and General Staff

**Command.** The Incident Commander (IC) is responsible for the following tasks:

1. Establishing command.
2. Protecting life and property.
3. Assessing incident priorities.
4. Determining operational objectives.
5. Developing and implementing the Incident Action Plan.
6. Developing an appropriate organizational structure.
7. Maintaining a manageable span of control.
8. Managing incident resources.
9. Coordinating overall emergency activities, including those of outside agencies.
10. Authorizing the release of information to the media.
11. Keeping track of costs.
12. The Incident Commander will monitor and/or operate on designated command and tactical channels as necessary, and his/her radio designation will be "Command".
13. In order to facilitate the management of an incident, the Incident Commander may assign personnel to the following positions:

**Command Staff:**

- **Information Officer** - The Information Officer handles all media requests and coordinates the release of information to the media.
- **Safety Officer** - The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
- **Liaison Officer** - The Liaison Officer is the on-scene contact for other agencies assigned to the incident.

**General Staff:**

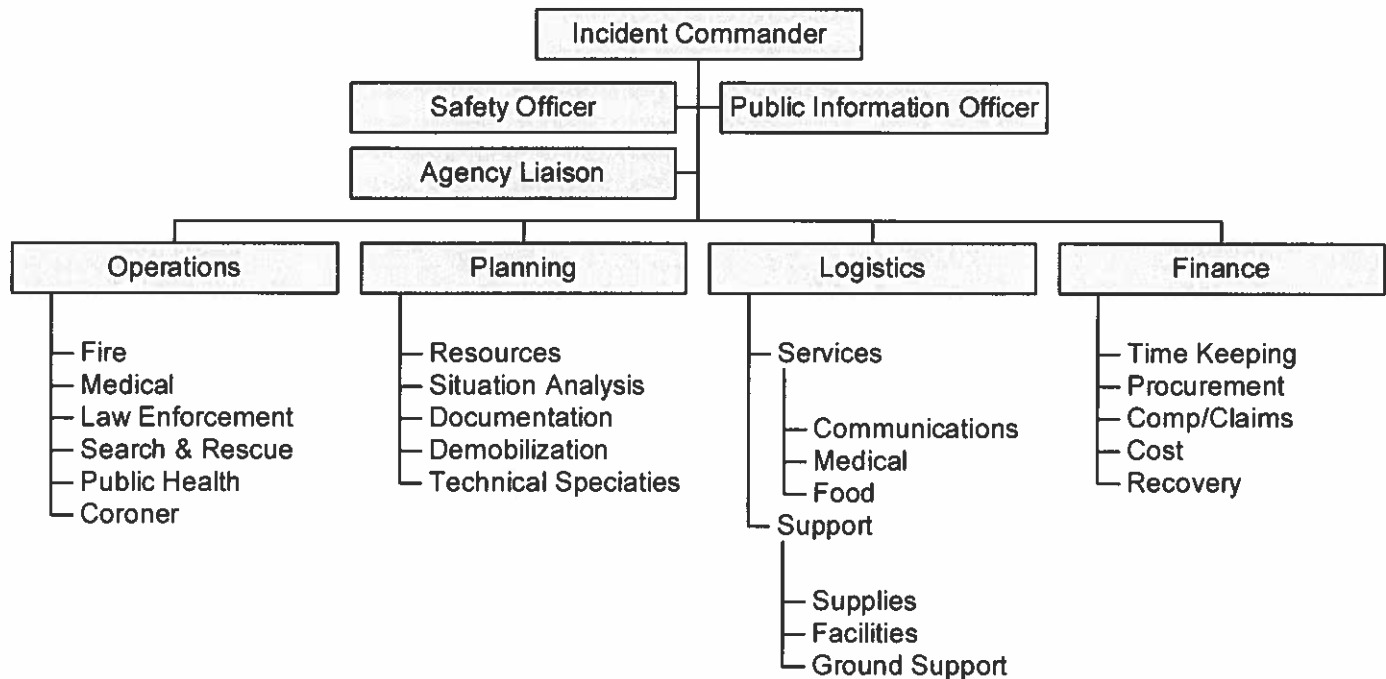
- **Operations Section** - The Operations Section is responsible for directing and coordinating all operations, assisting the IC develop response goals and objectives, and implementing the incident action plan.
- **Planning Section** - The Planning Section is responsible for the collection, evaluation, 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.
- **Logistics Section** - The Logistics Section is responsible for providing facilities, services and materials, including personnel to operate requested equipment.
- **Finance Section** - The Finance Section is responsible for tracking incident costs and reimbursement accounting.

The **Sections** may further subdivide as necessary in the following:

- **Branches** - The organizational level having functional or geographic responsibility for major parts of the Operations and Logistics Sections.
- **Divisions** - Divisions are used to divide incidents into geographic areas of operation.
- **Groups** - Groups are used to divide the incident into functional areas of operation, not necessarily within a single geographic division.
- **Units** - Units are the organizational element having functional responsibility for specific activities in the Planning, Logistics, and Finance Sections.
- **Task Forces** - Task Forces are combinations of different single resources assembled for a particular tactical need.

- **Strike Teams** - Strike Teams are combinations of the same kind and type of resources.
- **Single resources** - Single resources are typically a piece of equipment and its crew, or a team of individuals.

### SECTION III - INCIDENT COMMAND FLOW CHART



### SECTION IV – EN ROUTE

- Duty Officer/Battalion Chief will order and direct resources until Incident Command has been established.
- Level 1 or Level 2 Staging should be considered when multiple units have been ordered.

### SECTION V – UPON ARRIVAL

- If Incident Command has been established, Jackson Hole Fire/EMS personnel shall function within the Incident Command System as assigned.
- 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 Arrival Report including:
  - Incident Name/IC
  - Strategy (Offensive/Defensive)
  - Mode of Operation (What the IC is doing – Investigation, Command, Fast Action)
  - Incident Command Post (ICP) & Accountability Location
  - Staging
  - Frequencies (Command and Tactical)

- Incident Commander or their designee will perform a 360 of the incident and provide a Size-up of the incident for all assigned resources.
- Arriving resources will either be provided an assignment from the IC via the radio or at the ICP and Accountability will be maintained by the Incident Commander or designee.
  - Once assigned, units should be designated by their function and not their unit call sign/number. (Example: Engine 71 arrives and is given the assignment of Attack Line 1. The crew from Engine 71 advancing the attack line will be called Attack Line 1.)

## **SECTION V – TRANSFER/TERMINATION OF COMMAND**

- Transfer of Incident Command can occur when an Officer or more experienced responder arrives on scene.
- The Transfer of Command should occur, if possible, face-to-face then announced over the Command frequency.
- The Incident Commander should start to develop a plan for releasing units, demobilization, from the scene once the incident is stabilizing.
- The Incident Commander is responsible to ensure that units receive a Debrief prior to demobilization per the After Action Review protocol (Division 7-5).
- Termination of the incident will be announced on the Command Frequency once all objectives have been met and the Incident Command System is no longer necessary.



## STRUCTURE FIRE INITIAL REPORT & SIZE-UP



<b>Initial Arrival Report</b>					
	<input type="checkbox"/> Incident Commander/Incident Name <input type="checkbox"/> Strategy <ul style="list-style-type: none"> <li><input type="checkbox"/> Offensive (Includes Transitional Attack)</li> <li><input type="checkbox"/> Defensive (Outside of the Collapse Zone)</li> </ul> <input type="checkbox"/> Mode of Operations (What the IC is Doing) <ul style="list-style-type: none"> <li><input type="checkbox"/> Investigation Mode</li> <li><input type="checkbox"/> Command Mode</li> <li><input type="checkbox"/> Fast Action – Urgent Action is Needed. Next due takes Command</li> </ul> <input type="checkbox"/> ICP & Accountability Location <input type="checkbox"/> Staging <input type="checkbox"/> Frequencies (Command and Tactical)				
<b>Complete a 360 of the Structure with a TIC</b>					
<b>STRUCTURE</b>					
Stories:	1	2	3	4+	W/ Basement
Occupancy:	Outbuilding	Single Family	Apartment/Condo	Commercial	Industrial
Construction:	Wood Frame	Log	Modular	Concrete	Steel
Size:	20 x ____	30 x ____	40 x ____	50 x ____	60 x ____
Exposures:	None	1	2	3	Multiple
<b>FIRE/SMOKE</b>					
Smoke Velocity	Fast vs. Slow	Laminar vs. Turbulent			
Smoke Density:	None	Light	Moderate	Heavy	
Smoke Color:	White	Grey	Black	Brown	
Fire:	Non-Visible	Visible	Self-Vented		
% Involved	0%	25%	50%	75%	Fully
<b>WATER SUPPLY</b>	Tank Attack	Hydrant or Draft Site	Tender Direct Connect	Tender Shuttle	Relay Operation
GPM = (LxW)/3					
<b>HAZARDS</b>	Access	Light-Weight Construction	Construction or Abandoned	HazMat	Other
<b>RISK VS. BENFIT</b>	Rescue Profile	Survivability Profile	Savable Property		
<b>ACTIONS</b>	Rescue	Exposures/ Evacuation	Ventilation	Defensive Attack Transitional Attack Offensive Attack	Salvage
<b>Exposures</b>	None	Structures	Wildland	Vehicles	
<b>ADDITIONAL RESOURCES</b>					

### Benchmarks

1. Fire Control (“Knock down”)
2. Primary All-Clear (people and pets)
3. Secondary All-Clear
4. Loss Stop

### Resources – Named by Assignment

1. Attack Line 1
2. Attack Line 2
3. Search Team 1
4. RIC

### Chief's Aid

- Passenger Seat
- Challenge the Plan
- Tactical Worksheet
- Listen to and Talk on Radio
- Accountability

### CAAN Report

*Conditions/Air/Actions/Needs*

## Confirmed Structure Fire

Establish ICS and Initial Arrival Report

Perform a 360 Size-up with TIC  
- Communicated over Fire Repeat using Size-up Card

Location of Fire Known

NO

Investigate using extreme caution  
- Interior Team With RIC Established  
- Read Smoke

YES

Direct Flame Exposure to Lightweight Construction  
- Attic Fire  
- Basement Fire

Unknown Time  
or > 5 Minutes

Yes

**Beware of Collapse**  
Defensive Strategy

NO

Ventilation Path Controlled

- Fire is not self-venting
- Doors/windows closed

NO

Transitional Attack

Hit it Hard from  
the Yard!

YES

Utilities Controlled

- Electrical/Gas

NO

Contact LVE  
- No Straight Streams or  
Wall Breach/Overhaul

YES

Strategy Based on RECEO-VS

Positive Rescue Profile  
Positive Survivability Profile

- Victims not located in fire room
- Temperature at Floor Level < 195°F

Yes

SAR + Fire Extinguishment  
- Consider VES  
- SAR Group with ability  
to cool flow path  
- Use hoseline to keep  
Ceiling Temps < 500°F  
- Maintain Door Control  
- Coordinate Fire Attack  
and Ventilation

NO

Strategy - Limited Exposure  
- Implement Safe Action Plan  
- Adequate Resources?  
- Set Trigger Points  
- Personnel Accountability  
- Air Management SOP  
- Coordinate Fire Attack and  
Ventilation

YES

Savable Property

NO

Defensive Strategy