

**BAY CITY DEPARTMENT OF PUBLIC SAFETY  
BAY CITY, MICHIGAN**

SECTION 4 - FIRE OPERATIONS  
GENERAL ORDER

November 18, 2019  
INDEX NO. 4.1

**INCIDENT MANAGEMENT SYSTEM**

**I. PURPOSE**

The purpose of this General Order is to establish the system to be utilized on all incidents for structured, consistent procedures that are easily communicated.

**II. POLICY**

A. It is the policy of the Bay City Department of Public Safety to utilize the Incident Management System (IMS). The IMS is a tool designed to provide the emergency-scene commander with a system of personnel control, placement and accountability and provides for structured, consistent procedures that are easily communicated. The IMS provides a practical field-operation plan that ensures the safety of personnel working at an incident.

B. This policy's objective is to ensure that consistent terminology, procedures and structure are used when operating at incidents and is supplemental to the Model Guide for Structural Firefighting. The use of NIMS terminology and NIMS procedures will be required.

**III. SCOPE**

This document covers the Incident Management System as it applies to the Bay City Department of Public Safety. While it contains material taken from national sources, it is intended to apply to all incidents. This policy meets the scope and intent of the National Incident Management System (NIMS), March 1, 2004 issued by the U.S. Department of Homeland Security.

See also General Order 3.38 – Incident Command System for additional information.

**IV. PROCEDURES**

- A. **Command Responsibilities:** The Incident Commander (IC) has primary responsibility for completing the tactical and strategic priorities. These include the following:
1. Remove endangered occupants and treat the injured (rescue).
  2. Stabilize the incident and provide for life safety.

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3. Conserve property (protect exposures).
  4. Provide the safety, accountability, and welfare of on-scene personnel. This is an on-going priority throughout the incident.
- B. Command Actions:** Different from responsibilities, actions support the IC's responsibilities. These actions include:
1. Assume and announce command.
  2. Complete a rapid scene size-up.
  3. Initiate effective communications between command and other sections, divisions, groups or crews.
  4. Develop and implement a strategy as an Action Plan; assign companies and personnel consistent with, and in support of the plan.
  5. Establish tactical objectives through a strategic Incident Action Plan.
  6. Initiate tactical accountability using the tactical accountability system.
  7. Continuously review, evaluate, revise and redirect the Incident Action Plan.
  8. Provide for IC continuity, transfer, and termination.
- C. Establishing Command:** The first arriving officer shall be considered and functions as the initial incident commander where upon arrival of other officers, a formal transfer and assumption of command may take place. The following guidelines are provided for reference.
1. The first unit arriving on the scene has the responsibility for initiating Incident Command and conducting an initial size-up.
  2. The initial commander may remain in control or transfer command as conditions dictate.
  3. When only a single unit responds, the unit is implied as having established command by announcing its arrival on-scene.
  4. For larger multiple-company responses, the officer in charge must clearly identify and announce an assumption of Incident Command and develop an appropriate command structure.
- D. Conducting Initial Size-up:** The first unit on the scene is responsible for establishing initial on-scene size-up and radio reporting procedures. A building size-up should include:
1. Height and approximate dimensions.
  2. The type of construction. The IC should take a quick walk-around of smaller and / or less familiar structures to observe structural details. This may be done in a "mobile command" operation prior to assuming command from the current IC.

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3. In lieu of compass points, use A (Alpha) side, B (Bravo) side, C (Charlie) side, and D (Delta) side.
  4. A brief incident description (hazmat, structure fire, activated alarm, evacuation in progress, alarm company out front, etc.).
  5. Any visible signs and location of smoke or fire.
  6. Command identification and actions being taken. This should include the strategy being implemented.
  7. Additional resources required.
  8. Confirmation of the building address.
- E. **Incident Command Mode:** Where the occupancy is large and complex, it is imperative that a good, well-organized Incident Command be established. In these cases, the first arriving company officer should establish an outside command post and maintain command until properly relieved.
- F. **Command Transfer:** The general procedure is:
1. The first arriving officer assumes command.
  2. The next higher-ranking officer will obtain a quick briefing before assuming command. After a change in command, the change will be clearly communicated to all working crews on all active radio frequencies.
  3. Other arriving officers may assume command or other roles.
- G. **Requesting Alarm**
1. The IC may request a MABAS box alarm at any time in an incident. A box alarm may be requested on an initial response if, in the discretion of the responding IC, the conditions indicate a high probability that additional resources may be needed.
  2. The IC requests a box alarm by contacting Central Dispatch and advising the location and nature of the alarm, command post location, staging area and the appropriate box card.
  3. After the initial request, the IC may request subsequent alarms directly from Central Dispatch by relaying the following information:
    - a. Department requesting the alarm
    - b. Alarm level requested
    - c. The incident location
    - d. Location of Incident Command
    - e. Staging location

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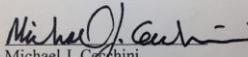
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4. The IC may skip an alarm level above the next line of succession and the equipment will be dispatched up to the level requested. ICs are strongly discouraged from requesting equipment piecemeal and should use actual box level responses. Bypassing the alarm process may result in confusion and create difficulties for Central Dispatch.
5. When dispatched to a mutual aid request, notify Central Dispatch when the company goes into service or if they are unable to comply with the request.

By order of:

  
Michael J. Cecchini  
Public Safety Director