



PROCEDURES MANUAL

SUBJECT: Structure Fire Operations – Incident Command & Command Transfer

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203.01.05 Structure Fire Operations – Incident Command and Command Transfer

A. Definitions

1. **Command Transfer Report** - The process of moving the responsibility for Incident Command from one (1) Incident Commander to another.
2. **CAN** - A report that relays the Conditions encountered, the Actions being performed and the Needs of a fire company or chief officer.

B. Purpose

To establish a guideline for Incident Command and Command Transfer at structure fires.

C. Incident Command (*Reference Operations Section 202.01 Incident Command System*)

1. Command needs to be established and verbalized on the radio for all incidents that have two (2) or more units responding. “Command” shall be stated over the radio.
2. For structure fires, the first arriving Company Officer will be considered in Fast Attack Mode/Mobile Command.
3. In **rare** cases the first arriving Company Officer may need to establish a stationary Command Post outside the building, only on the direction of the responding Chief Officer. The Company Officer will then assign another member of the company or later arriving company the task(s) of the initial arriving company.

D. Command Transfer

1. Upon arrival (not before) of the first arriving Chief Officer, Command will be transferred to an Incident Commander at a stationary Command Post if the incident has not yet been stabilized.
2. The initial Incident Commander will only transfer Command to a Chief Officer at a stationary Command Post.

3. The first arriving Chief Officers shall only operate from a stationary Command post and not in fast attack mode.
 4. When transferring Command, members shall use the following guidelines.
 - a. First arriving Chief Officer announces on the scene.
 - b. Confirmation of deployment and assignments of operating Companies from the initial Incident Commander.
 - c. Request a CAN (Conditions, Actions, and Needs) Report from Current Incident Commander (first arriving Company - Fast Attack Mode IC or IC #1). This will usually occur by radio. During this report the following additional information needs to be relayed:
 - i. General Situation Status that includes incident conditions (fire location and extent, hazmat spill or release, number of patients, etc).
 - ii. Evaluate the Incident Action Plan and completion of any tactical objectives.
 - iii. Safety considerations if any.
 - d. Re-evaluate the Strategy
 - e. Announce the transfer of Command and strategy over the Fireground. For Example;
 - **First Arriving Chief Officer:** "District 1 to Command, I understand you are on the first floor with Truck 3 and Engine 5 is on the second floor. If that is correct, give me a CAN."
 - **Command:** "Command to District 1, that is correct. We have water on the fire on the first floor and have no needs."
 - **First Arriving Chief Officer:** "District 1 clear, I will take it from here."
 - "District 1 to Dispatch, I will be assuming Main Street Command and companies will remain in the offensive strategy"
 - **Dispatch:** "Clear, District 1 will be Main St. Command remaining in the offensive strategy."
- E. When a higher-ranking Chief Officer arrives on the scene, transfer of Command does not have to occur once a stationary Command Post has been established. The higher-ranking Chief Officer can become the Senior Adviser to the Incident Commander however is still ultimately responsible for the entire incident. The higher-ranking Chief Officer may assume Command should they deem it necessary.
- F. Incident Demobilization and Critique Process
1. Prior to releasing Fire Companies from an incident, the Incident Commander shall have all officers report to the Command Post.

2. The Incident Commander shall have a brief proactive critique of the incident to discuss any positive or negative actions that may have occurred during the incident.
 - a. Incident Commander shall request input during this critique from the officers that were on the scene.
 - b. The primary purpose of this critique is to increase efficiency and safety at future incidents.
3. The Incident Commander will develop, discuss, and initiate a demobilization plan to release resources with the officers.