

Travis County Emergency Services District No. 9
Westlake Fire Department
Standard Operating Guidelines

Subject: Incident Command and Size Up

Effective Date: July 1, 1997

Authorized By: Chief Paul Barker **Revised Date:** May 9, 2003

I. Purpose

To provide for a consistent and orderly way of establishing Incident Command and communicating a Size-Up.

II. Policy

The Incident Command System will be used on all fire and EMS responses.

III. Procedure

To assure that the Incident Command system is applied to the fireground, collisions, training sessions, and all EMS calls, the following procedures shall be followed:

1. The first arriving apparatus driver or officer / acting officer on scene will establish the Incident Command System.
2. The first arriving unit on scene shall give an Initial Size-Up over the radio. This size-up shall include information that is pertinent to incoming units, such as:
 - Visible smoke or fire
 - Brief description of building or incident scene
 - Location of nearest hydrant,
 - Staging area for POV's, etc...
3. The member or officer giving the Initial Size-Up will reduce or cancel incoming units, as necessary.
4. If an apparatus driver assumes the initial IC, he or she will function as both the Interim IC and the Operations Officer until the arrival of an officer. Upon arrival, the officer will meet with the IC in person to receive a briefing on the incident, and will then assume IC. The arriving officer **SHALL NOT** assume IC without obtaining a situation report from the interim IC.
5. Transfer of IC to additional higher ranks will be done at the higher officer's discretion.

6. After Incident Command has been established and the IC has had a chance to investigate the scene and gain additional information, a Detailed Size-Up will be given. The Detailed Size-up will include specifics, such as:

- The location of the Command Post
- The actual extent and location of the fire and/or smoke
- A detailed description of the operations taking place

In addition, the IC will reduce or cancel units, as needed, and/ request additional equipment or personnel.

7. If Incident Command is transferred to another officer or individual, the out-going IC will brief the in-coming IC on the status of the incident. The in-coming IC will assume command and complete an updated Detailed Size-Up.