

Lake County Fire Service Standard Operating Guidelines

Definitions	SOG: 001 Effective Date: April 1, 2011 Supersedes: Approved: <hr/> President, Lake County Association of Chiefs of Fire Page 1 of 10
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1.0 PURPOSE

- 1.1 The purpose of this guideline is to explain the definition of wordage used for various fire department situations.

2.0 DIVISIONS AFFECTED

- 2.1 All Lake County Fire Department personnel.
Dispatch Personnel

3.0 RESPONSIBILITY

- 3.1 All Officers are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
- 3.2 All members have the responsibility to learn and follow this guideline.

4.0 PROCEDURE

GLOSSARY

ALL CLEAR: A communication term signifying that the primary search and rescue function(s) have been completed to the fullest extent possible.

AREA COMMAND: An organization established to oversee the management of multiple incidents that are each being handled by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned.

ASSESSMENT: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

ASSIGNMENTS: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

ASSISTANT: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

ASSISTING AGENCY: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

ATTACK LINE: First initial line into a structure for purposes deemed necessary.

AVAILABLE RESOURCES: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

AUTOMATIC MUTUAL AID (AMA): Two or more departments irrespective of the response location – dispatched at the same time.

BACK UP LINE: Same as “Second Line”: A second line placed within a structure to secure the means of egress for the “Attack Line.”

BLITZ ATTACK: A heavy stream of water from a master stream device, applied from the exterior of the structure, used to decrease the amount of fire prior to entry of an attack crew.

BRANCH: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

CAN Report: Indicates Conditions, Actions, and Needs. See Addendum A.

CHIEF: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

COMMAND: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

COMMAND TEAM: The Command Team consists of the Incident Commander (IC), Support Officer, and Senior Advisor. Same as *Incident Advisory Team*.

COMMAND POST: The strategic location from where the Fire Ground Incident Commander, Joint Commanders, and Assistants function.

COMPANY: See “Strike Team” or “Task Force”

DEFENSIVE MODE: An exterior attack of the fire.

DEPUTY: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

DISPATCH: The central communication center; the ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

DIVISION: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

EMERGENCY: Any situation requiring the need of the fire department equipment and the manpower to eliminate hazards and stabilize the situation.

EMERGENCY TRAFFIC: A radio term used to signify urgent priority communication to follow.

EMERGENCY OPERATIONS PLAN (EOP): The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

EMERGENCY SIGNAL: Three (3) long blasts of air horns and emergency broadcast over the radio.

ENGINE: Pumper

EVACUATION: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

FAST ATTACK: An offensive attack, which commits the initial OIC to the interior of the structure to assist with the immediate stabilization of the working fire.

FIRE UNDER CONTROL: A term used to signify that the fire is contained and is no longer endangering any other exposures.

FULL TURNOUT GEAR: Helmet, gloves, hood, turnout coat, bunker pants, bunker boots and identification tag.

GROUP: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division)

INCIDENT ACTION PLAN (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

INCIDENT ADVISORY TEAM: Same as *Command Team*; consists of the Incident Commander (IC), Support Advisor (Officer), and Incident Advisor (Officer).

INCIDENT ADVISOR: Same as *Senior Advisor*.

INCIDENT COMMANDER (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

INCIDENT COMMAND POST (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

INCIDENT COMMAND TITLES:

ORGANIZATIONAL LEVEL	TITLE	SUPPORT POSITION
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss

INCIDENT OBJECTIVES: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

INITIAL ACTION: The actions taken by those responders first to arrive at an incident site.

INITIAL REPORT: (See “Size-up”) A brief summary of the situation upon your arrival. (Ex.: Nothing showing, fully involved, endangered exposures, obvious water supply, fire protection systems, building construction, operational mode, and declaration of command.

INITIAL RESPONSE: Resources initially committed to an incident.

JOINT OR MUTUAL RESPONSE AREAS: Areas where there may be confusion in responding departments by the calling public because of local phone numbers and township boundaries.

LOSS STOPPED: The condition when salvage and overhaul has been complete and no further damage to property is expected.

MASTER STREAM: Large volume nozzles, usually stationary.

MAYDAY: Procedures established for firefighters when they find themselves in a situation of distress or trapped.

MODES OF OPERATION: Mode in which initial responding crews will be operating upon arrival:

- 1) Fast Attack
- 2) Defensive
- 3) Offensive (This infers a Formal Command)
- 4) Out to Investigate
- 5) Rescue

MUTUAL AID: Aid that is requested by a neighboring department: also see “Assisting Agency” and “Mutual Aid Agreement”.

MUTUAL AID AGREEMENT: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

NATIONAL INCIDENT MANAGEMENT SYSTEM: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

NATIONAL RESPONSE PLAN: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

O.I.C.: Officer In Charge

OFFENSIVE MODE: The interior attack on a fire from the unburned side.

OHIO FIRE SERVICE EMERGENCY RESPONSE SYSTEM: The plan approved by the Ohio Fire Chiefs Association to provide local Fire Chiefs with an easy access to large quantities of the fire service resources that may be needed in a major fire, disaster or other major emergency.

OPERATIONS CHIEF: An experienced Command Officer, usually a Chief Officer in charge of the operations element; see also “Operations Section”

OPERATIONS SECTION: The section responsible for all tactical incident operations. In ICS: normally includes subordinate branches, divisions, and/or groups.

OUT TO INVESTIGATE: A mode of operation where initial arriving crews do not have any **external** indicators of a fire or problem in a structure. For residential fires, this generally allows other responding units to downgrade to a non-emergency response.

PERSONAL ACCOUNTABILITY REPORT (PAR): A procedure that uses nametags and status boards to track the assignment of personnel at an emergency incident.

PERRY NUCLEAR DISASTER PLAN (PNPP): Refers to established plan for this particular incident.

PHONETIC ALPHABET:

A ALPHA (AL FAH)	B BRAVO (BRAH VOH)	C CHARLIE (CHAR LEE)	D DELTA (DELL TAH)
E ECHO (ECK OH)	F FOXTROT (FOKS TROT)	G GOLF (GOLF)	H HOTEL (HOH TELL)
I INDIA (IN DEE AH)	J JULIETT (JEW LEE ETT)	K KILO (KEY LOH)	L LIMA (LEE MAH)
M MIKE (MIKE)	N NOVEMBER (NO VEM BER)	O OCSAR (OSS CAH)	P PAPA (PAH PAH)
Q QUEBEC (KEH BECK)	R ROMEO (ROW ME OH)	S SIERRA (SEE AIR RAH)	T TANGO (TANG GO)
U UNIFORM (YOU NEE FORM)	V VICTOR (VIK TAH)	W WHISKEY (WISS KEY)	X XRAY (ECKS RAY)
Y YANKEE (YANG KEY)	Z ZULU (ZOO LOO)		

PRIMARY SEARCH: A search of the involved premises and all immediate endangered areas, to insure all occupants have been evacuated or placed in a safe area. This search is to be conducted at the onset of operations, and to the fullest extent possible.

PROGRESS REPORTS: (also referred to as “Sit-Stat”, “Sit-Rep” or “CAN Report”) frequent reports transmitted back to the next highest level of command, concerning the amount of success or lack of being encountered by a company, division or group officer, or operations officer. (Ex: Company, Division or Group Officer, Operations, Command, etc.)

PUBLIC INFORMATION OFFICER (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

PUBLIC SAFETY VEHICLE: As defined in the ORC 4511.01 (e) (3) (4).

RESCUE MODE: A mode of operations where all personnel and tactics are committed to the removal of all known or potential victims from the structure. Generally “Rescue Mode” is no longer in effect once a “Primary Search” has been completed and no victims are found.

RESOURCES: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

RESOURCE MANAGEMENT: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

RESOURCE STATUS: The state of a resource unit readiness defined as:

- Assigned – resources working on a tactical assignment under the direction of a supervisor
- Available – ready for deployment or will be available within three (3) minutes
- Out of service – resources are not ready or available or assigned status

SAFETY OFFICER: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The Safety Officer has the authority to stop or prevent unsafe acts when time or conditions prevent them from going through the regular chain of command.

SALVAGE: The act of saving property in danger using tarps, smoke ejectors, etc.

S.C.B.A.: Refers to Self Contained Breathing Apparatus.

SECOND LINE: Same as “Back-up-Line”: A second line placed within a structure to secure the means of egress for the “Attack Line.”

SECONDARY SEARCH: A thorough search of the interior of the fire area after the initial fire control and ventilation activities have been completed. Secondary search should preferably be conducted by personnel other than those members of the primary search team.

SECTION: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

SECTOR: See Division and Group.

SENIOR ADVISOR: The Senior Advisor is responsible to look at the incident and its impact from a broad perspective and to provide direction, guidance, and advice to the IC and / or Support Officer. Same as *Incident Advisor*.

SHIFT OFFICER: The senior person on duty responsible for all shift personnel.

SINGLE RESOURCE: An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

SIZE-UP: The process of making an estimate of the various conditions present by the first firefighter on the scene of any fire or other emergency that is critical to the success of an operation. Size up is to include:

- 1) Building construction – presence of fire protection systems
- 2) Number of floors
- 3) What you see
- 4) Operation Mode
- 5) Declaration of Command

STAGING AREA: One of two location levels established where resources can be placed while awaiting a tactical assignment. The Operations Section manages the Staging Areas.

Level 1 Staging: Units are staged at close to the scene in their direction of travel.

Level 2 Staging: Units are staged in an area away from the scene. Units responding to a Level 2 Staging Area perform all radio traffic on Lake County Fire TAC 5, or the assigned Tac if multiple incidents are in progress.

STAND-BY: A type of mutual aid whereby one department covers another department's station with equipment and/or manpower to respond to their emergencies when their station is left uncovered.

STATION OFFICER: Senior person responsible for personnel assigned to the station.

STRIKE TEAM: A set number of resources of the same **kind** and **type**, that have an established minimum number of personnel.

SUPPORT: Additional resources other than related fire service (Ex: Red Cross, gas company, electric company, etc.).

SUPPORT ADVISOR: See *Support Officer*.

SUPPORT OFFICER: Responsible for assisting the IC as necessary; is the second member of the Command Team/Incident Advisory Team. Examples include managing the tactical work sheet, functioning as the Incident Safety Officer until one can be assigned, assisting with communications, and tracking assignments and resources.

TANKER: An aircraft capable of delivering water

TASK FORCE: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

TENDER: Fire Department apparatus with a minimum of 1000 gallons of water.

TERRORISM: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2(15) Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

TRANSPORT OFFICER (Group Leader): Directs all incoming squads, assigns victims for transport. The Transport Officer is also responsible for documentation, supervises EMS personnel and firefighters in removal/bagging/tagging of all personal effects. Transport officer will record on a worksheet the squad name/unit, patient name/number, priority, and receiving hospital.

TRIAGE OFFICER (Group Leader): Responsible for triaging and tagging all victims according to priority and assigns personnel to various jobs. The Triage Officer's first responsibility is to complete the survival scan of all victims and direct their placement in the triage area. The Triage Officer supervises EMTs in patient care.

UNDER CONTROL: A stage reached in firefighting in which the fire has been contained and extinguished to the extent the fire authorities are confident of its complete extinguishment, and in certain cases overhauling can begin. The forward progress of the fire has been stopped.

UNIFIED COMMAND: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

WATER OFFICER: Officer in charge of water supply to the emergency (Also the

coordinator of tankers and water tenders).

WATER TENDER: (See “Tender”) Fire department apparatus with a minimum capacity of 1000 gallons.

WRITE OFF: A portion of property abandoned when an offensive attack mode is no longer possible.

Addendum A – C.A.N. Reports:

Progress Reports to Command or SDG Officers should be structured in the form of a C.A.N. report.

Conditions

Where you are
Any obstacles
Smoke conditions
Fire conditions
Int. visibility
Heat conditions
Interior layout
Fire separation
Fuel loads
What’s burning

Actions

A/C progress
F/C progress
Can’t find the fire
Checking for ext.
Concealed space info
PAR’s
All Clears
Under Controls
Loss stopped

Needs

Reinforcement
Relief
Support work
Tools or Equip
Cover other areas
Urgent help
Emergency Traffic

Command Function # 3 – Communications