



Wintergreen Fire and Rescue Standard Administrative Policy

Subject:	Incident Management
Reference Number:	OPER 01-006
Effective Date:	16-Nov-04
Last Revision Date:	2-Mar-19
Signature of Approval	Curtis Sheets, Chief

Purpose:

To provide a clear and concise understanding of the Incident Management System for Wintergreen Fire and Rescue.

Policy:

Wintergreen Fire and Rescue will utilize the Incident Management System as adopted by the Virginia Department of Fire Programs. The purpose is to provide the basis for clear communication and effective operations during any size incident.

The ***Incident Commander (IC)*** is responsible for all scene activities, including the development and implementation of a strategic plan. He/she has the authority to call additional resources and release resources from the scene. He/she will assign members to fulfill sub-units as needed. The IC shall mark the situation under control when appropriate.

Operations Officer is responsible for managing all operations that directly affect the primary mission of mitigating the emergency. He/she directs the tactical operations to meet the strategic goals developed by the IC.

Planning is responsible for the collection, evaluation, dissemination, and use of information concerning the development of the incident. He/she tracks the status of all resources assigned to the incident.

Logistics is responsible for providing the facilities, services, and materials necessary to support the incident. This includes medical, communications, food services, supplies, facilities, and ground support.

Finance/Administration has the responsibility for tracking and documenting all costs and financial aspects of the incident.

Other sectors that may be assigned by the IC include **Safety Officer**, **Liaison Officer**, and **Public Information Officer**.

Sides are assigned clockwise around an outdoor incident with Side A at the front (street address side) of the incident.

Levels are usually identified by the floor or area to which they are assigned. First floor is Division 1, second floor is Division 2, basement is Sub-Division 1, etc.

Sectors are a group of members assigned to perform a function at a side or division.

****Law Enforcement has authority at all traffic crashes unless there is a fire, extrication, or significant haz-mat spill****