Southern Webster County Fire Protection District

Incident Response Procedures Policy

Policy No.: 2025-04

Effective Date: 08/12/2025

Issued By: Deputy Chief Justin Levy

Approved by: Board President. On

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1. Purpose

The purpose of this policy is to establish standardized procedures for responding to emergency incidents in order to ensure the safety of personnel, effective incident management, and the protection of life, property, and the environment.

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2. Scope

This policy applies to all members of the Southern Webster County Fire Protection District, including volunteer members, and any personnel operating under department authority.

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3. Policy Statement

All incident responses will be conducted in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS) protocols. Members shall operate in a safe, coordinated, and disciplined manner under the direction of the Incident Commander (IC).

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4. General Response Procedures

1. Dispatch & Response

- Respond immediately upon dispatch according to assignment and department SOPs.

- Use seatbelts at all times; drive with due regard for safety and applicable traffic laws.

- Acknowledge dispatch via radio, Active 911 and confirm en route status.

2. Direct-to-Scene Response

- Chief Officers have the authority to respond directly to the scene.

- The first responding officer may respond directly to the scene if not passing a station while en route.

- All other members must respond to a station, unless directed otherwise by the highest-ranking officer responding to the incident.

- The decision to direct additional members to respond directly to the scene shall be based on operational need, safety considerations, and resource deployment efficiency.

3. Arrival on Scene

- The first arriving unit/officer shall establish command and provide an initial size-up report.

- Position apparatus to maximize operational efficiency and safety.

- Ensure scene safety before initiating operations.

4. Incident Command

- All operations will follow ICS structure, with clear assignment of roles.

- Command will be transferred to the highest-ranking qualified officer when appropriate.

- Command staff will ensure accountability, resource tracking, and safety.

5. Personnel Accountability

- Entry into hazard zones requires PAR (Personnel Accountability Report) compliance.

6. Safety Procedures

- A Incident Safety Officer (ISO) shall be assigned on all working incidents.

- PPE shall be worn as required by the nature of the incident and per NFPA 1500.

- Rehab shall be established on prolonged or high-exertion incidents.

7. Radio Communications

- Limit transmissions to essential traffic.
- Acknowledge all orders and report progress.

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5. Special Incident Types

- Fire Suppression: Conduct primary search, fire attack, ventilation, and salvage/overhaul per SOP.
- Medical Incidents: Provide patient care per EMS protocols and scope of practice.
- Hazardous Materials: Follow HazMat response procedures; isolate, identify, deny entry, and call for specialized resources.
- Rescue Incidents: Use proper rescue equipment and techniques; ensure scene stabilization before victim access.

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6. Termination of Incident

- IC will declare the incident under control and begin demobilization.
- Conduct a final PAR before releasing crews.
- Complete incident reports and equipment checks before returning to service.

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7. Training & Compliance

- All members will receive annual training on these procedures.
- Failure to follow incident response procedures without just cause may result in disciplinary action.

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8. References

- NFPA 1500 – Standard on Fire Department Occupational Safety, Health, and Wellness Program
- NFPA 1561 – Standard on Emergency Services Incident Management System
- National Incident Management System (NIMS)
- OSHA 29 CFR 1910.134 – Respiratory Protection