**PIERCE COUNTY**

**TACTICAL OPERATIONS MANUAL**

**OPERATIONAL GUIDELINE**

**Glossary of ics terms**

**A**

**Abandon (the building):** To immediately exit the building or area due to safety concerns for emergency personnel, without regard to equipment or hose lines in place.

**Action Plan:** See Incident Action Plan.

**Accountability System:** A tracking method used to account for all firefighters locationworking in the hazard zone.

**Accountability Location:** A designated area where everyone entering the hazard zone drops off their accountability tags (Passports).

**Agency:** An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, Jurisdictional Agency, and Multiagency Incident.)

**Agency Administrator or Executive:** Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

**Agency Dispatch:** The agency or jurisdictional facility from which resources are allocated to incidents. IE; FireComm or Tacoma.

**Agency Representative:** An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

**Allocated Resources:** Resources dispatched to an incident.

**All Risk or All Hazard:** Any incident or event, natural or human-caused, that warrants action to protect life, property, environment, and public health and safety, and minimize disruption of governmental, social, and economic activities.

**Area Command (Unified Area Command):** An organization established to oversee the management of (1) multiple incidents that are each being handled by an ICS organization, or (2) large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an Incident Command Post. If County EOC is activated Graham Command is normally an area command.

**Assigned Resources:** Resources checked in and assigned work tasks on an incident.

**Assignments:** Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

**Assistant:** Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

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

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

**B**

**Base:** The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

**Back-up Team:** A team of two or more firefighters with full personal protective equipment (PPE) and a hose line assigned the task of protecting the interior egress/ingress path of the attack team(s).

**Bench Mark:** A point of reference in the incident for a measurement of progress or lack of progress.

**Branch:** The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

**C**

**Cache:** A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**Chain of Command:** A series of management positions in order of authority.

**CAN Report:** Is an acronymor term used to ask for an update report on an incident scene, to include Conditions, Actions, Needs.

**Check-In:** The process whereby resources first report to an incident. Check-in locations include: Incident Command Post, Incident Base, Staging Areas, and Division Supervisors (for direct line assignments).

**Chief:** The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.

**Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when utilizing clear text.

**Command:** The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**Command Post:** See Incident Command Post.

**Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

**Company Officer**: Individual in charge of a [crew](http://en.wikipedia.org/wiki/Crew) of [firefighters](http://en.wikipedia.org/wiki/Firefighter) and their responding [apparatus](http://en.wikipedia.org/wiki/Fire_apparatus)

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

**Crew:** See Single Resource.

**Critical Factor:** Is a fixed or variable factor that contributes to or has an influence on the severity of the incident.

**D**

**Defensive Strategy:** An exterior attack directed toward first protecting exposures and reducing fire extension and then bringing the fire area under control.

**Deputy:** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could 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.

**Direct in:** When a company is automatically assigned to move directly to the address toned without delay.

**Director:** The ICS title for individuals responsible for supervision of a Branch.

**Dispatch:** The implementation of a command decision to move a resource or resources from one place to another.

**Dispatch Center:** A facility from which resources are ordered, mobilized, and assigned to an incident.

**Division:** Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

**E**

**Emergency Traffic:** Term used to clear designated channels used at an incident to make way for important radio traffic for a responder emergency situation or an immediate change in tactical operations (Model Procedures Guide)

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

**Emergency Zones:**

 **Hot Zone:** The area immediately surrounding the physical location of the fire/incident, which may or may not place members inside of an IDLH atmosphere. This zone may be referred to as the exclusion zone or the restricted zone in other documents.

 **Warm Zone:** The control area immediately surrounding and outside the boundary of the established hot zone of a fire/incident. The warm zone starts at the outer edge of the hot zone and extends far enough to protect personnel positioned in the warm zone from the adverse effects of the fire and an IDLH atmosphere.

 **Cold Zone:** The safe area immediately surrounding and outside the boundary of the established warm zone of a fire/incident. Personnel positioned in the cold zone are safe from the adverse effects of a fire/incident.

 **Exclusion Zone:** A controlled area at a site, where contamination occurs, that is a risk to human health or the environment.

**Evacuate:** To remove the occupants or residents of a building or geographical area.

**Evaluation Prediction Scale:** is to understand the connection between Standard Conditions plus Standard Action equals Standard Outcomes.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**F**

**Fast Attacking IC:** The first arriving officer or senior member who performs incident size up, determines strategy, formulates an incident action plan (IAP) and establishes command, while continuing to work with and direct their assigned company.

**Fast Attack Engine:** Usually the first engine to arrive at scene and initiate suppression efforts. Usually the default or initial accountability location.

**Field Operations Guide:** A pocket-size manual of instructions on the application of the Incident Command System. These guides may also be located on the Mobile Data Unit.

**G**

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

**H**

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Helispot:** Any designated location where a helicopter can safely take off and land. Some Helispots may be used for loading of supplies, equipment, or personnel.

**I**

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**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. The development of the IAP should be based on an evaluation of the Critical Fireground Factors, Risk Management Plan, and appropriate Strategy.

**Incident Base:** Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

**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 System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

**Incident Management Team (IMT):** The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident Management System:** [Emergency management](http://en.wikipedia.org/wiki/Emergency_management) doctrine used across the [United States](http://en.wikipedia.org/wiki/United_States) to coordinate [emergency preparedness](http://en.wikipedia.org/wiki/Emergency_preparedness) and [incident management](http://en.wikipedia.org/wiki/Incident_management) and response among the public (Federal, Tribal, state, and local government agencies) and private sectors.

**Incident Response Guide (IRG):** An abbreviated guide for first responders to use during the initial phase of a specific incident, occurrence or assignment.

**Incident Safety Officer (ISO):** 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 may have Assistants.

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Initial Action:** The actions taken by resources that are the first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**J**

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**K**

**Known Life Hazard:** A situation, in which someone can be seen, heard or a reliable report indicates that someone is still in the building and immediate actions are necessary to prevent loss of life or serious injury.

**L**

**Landing Zone:** See Helispot.

**Leader:** The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer (LNO):** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The Section responsible for providing facilities, services, and materials for the incident.

**M**

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Managers:** Individuals within ICS organizational Units that are assigned specific managerial responsibilities, e.g., Staging Area Manager.

**Mayday:** A radio message reserved for the sole purpose of notifying on-scene personnel there is a missing, trapped, or disabled firefighter.

**Mobilization:** The process and procedures used by all organizations (Federal, State, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mode:** A manner, way, or method of doing a specific task, (rescue mode).

**Multiagency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

**Mutual Aid Agreemement:** Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**N**

**National Incident Management System:** An NWCG-developed program consisting of five major subsystems which collectively provide a total systems approach to all-risk incident management. The subsystems are: The Incident Command System, Training, Qualifications and Certification, Supporting Technologies, and Publications Management.

**O**

**Offensive Strategy:** An aggressive fire attack from the interior or exterior directed toward quickly bringing the fire under control.

**Officer:** The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

**On Deck:** A forward staging position located just outside the immediate hazard

zone, safely distanced from the entrance of a tactical position. Likely assignments for On Deck companies are:

1. Reinforce a position within an assigned division

2. Crew relief within an assigned division

3. Any other tactical position assigned by the IC

4. Rapid intervention crew

**Operations Section:** The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

**Operational Period**: The period of time scheduled for execution of a given set of operation actions as specified in the incident action plan.

**Orders:** An instruction to another member or crew that include: the specific task, the location and the tactical objective(s).

**Order Model:** The structure and/or system used to communicate via the radio.

1. *Sender contacts receiver*
2. *Receiver states readiness to receive*
3. *Sender transmits message/order*
4. *Receiver briefly restates message to confirm understanding the message*

**Out-of-Service Resources:** Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

**P**

**Park:** A secure location away from the emergency scene to stop and leave your apparatus

**Passport:** A means to provide accountability of individuals and unit members after entering the emergency incident perimeter

**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.

**Personnel Accountability:** A system that readily identifies both the location and function of all members operating at an incident scene

**Personal Accountability Report (PAR)**: A process used at predetermined times or events to account for all personnel assigned to an incident (Model Procedures Guide).

**Positive Communications:** Contact maintained by visual, verbal, physical or electronic means.

**Public Information Officer (PIO):** A communications coordinators or spokespersons for the all hazards incident and/or event.

**Procedure:** The series of actions, conducted in the approved manner and sequence, designed to achieve an intended outcome.

**Q**

**R**

**Rapid Intervention Crew/Team (RIC/RIT):** A dedicated team of two or more firefighters capable of performing immediate rescue operations. The RIC/RIT shall be developed from personnel on scene. Personnel assigned to RIC/RIT shall be equipped with full PPE and appropriate rescue equipment in order to provide firefighter rescue.

**Rehab:** A designated location that allows for combat personnel to be evaluated and recuperate after being engaged in work. Rehab is defined as a group if there is a specific person or unit designated to oversee it. In the event that no one is assigned to oversee rehab, it becomes a function of base.

**Red Flags:** A warning signal, something that demands or deserves additional attention or reaction.

**Recycle (**Crews): A timely and efficient means of air replacement and re-hydration of

companies while maintaining their SDG assignment.

**Reinforced Response:** Those resources requested in addition to the initial response.

**Rescue Mode:** Immediate actions necessary during the initial stage of an incident to mitigate a KNOWN LIFE HAZARD, utilizing a minimum of one (1) standby firefighter.

**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.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

**Requisite Knowledge:** The fundamental Knowledge one must have in order to perform a specific task.

**Requisite Skills:** The essential skills one must have in order to perform a specific task.

**Resource:** Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities at an incident.

**Responder:** Personnel that would respond to an emergency or event that have received appropriate training to perform the task required of the AHJ.

**Rehabilitation:** Utilized to evaluate and assist personnel who could be suffering from the effects of sustained physical or mental exertion during emergency operations.

**Risk Management:** The identification, assessment, and prioritization of present and potential **risks in regards to an all hazards emergency incident.**

**Risk Management Plan:**

A. Activities that present a significant risk to safety of personnel shall be evaluated and limited to situations where there is a potential to save endangered lives. In other words, **“*FIREFIGHTERS MAY RISK THEIR LIVES IN A CALCULATED MANNER TO SAVE A LIFE THAT IS SAVABLE”.***

B. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of personnel and actions shall be taken to reduce or minimize these risks. In other words, ***“FIREFIGHTERS MAY PLACE THEMSELVES IN A SITUATION WITH MODERATE RISK TO SAVE PROPERTY THAT IS SAVABLE”.***

C. The compromising of the safety of personnel is not acceptable when there is no possibility to save lives or property. ***FIREFIGHTERS WILL RISK NOTHING TO SAVE LIVES WHICH HAVE ALREADY BEEN LOST OR PROPERTY WHICH ALREADY HAS BEEN DESTROYED”.***

**S**

**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Senior Advisor (SA):** Is normally the highest ranking member of the command team and is focused on the entire incident and its impact on the broader perspective and direction, gives guidance and advice to the IC or Support Officer.

**Section:** That organization level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance/Administration. The Section is organizationally between Branch and Incident Commander.

**Spot your Apparatus:** A term used to describe a specific geographical location you wish a unit to set up on an emergency scene.

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Stage Level 1:** Automatic assignments to stop one blockaway in their direction of travel not passing their last tactical option**.**

**Stage Level 2:** A designated area where all reserve resources can be centrally located and automatically initiates the first arriving company to establish a staging officer.

(Level 1&2 staging is generally only used on Type IV & V incidents and Base is used on Type I. II. III. incidents**.)**

**Standby:** Stop at your current location in direction of travel or assigned location (standby hydrant) and await further instruction.

**Standby Firefighter(s):** Firefighter(s) with full PPE outside the hazardous area, capable of providing assistance or rescue of the interior team during the initial stage of an incident.

**Standby Mode:** Firefighter(s) with full PPE outside the hazardous area, remaining aware of the status and safety of the interior team.

**Strategy:** The general strategic direction selected (offensive/defensive/investigative) to accomplish incident objectives set by the Incident Commander. (See offensive strategy/defensive strategy)

**Strategic Decision Making Model:** Strategic Decision Making is based on the critical fire ground factors and risk model established by individual organizations that allows the personnel to choose the proper strategy for the emergency incident.

**Strike Team:** A specified combination of the same kind and type of resources with common communications and a Leader.

**Supervisor:** The ICS title for individuals responsible for a Division or Group.

**Support Officer (SO):** A position within ICS that supports the IC. This position functions as the Incident Safety Officer in the ISOS until command van operations are commenced and a Safety Officer is assigned.

**T**

**Tactics:** Deploying and directing resources on an incident to accomplish incident strategy and objectives.

**Tactical Work Sheet:** A sheet or board were the IC records the Incident Strategy, the Incident Action Plan, the tactical objectives, and on scene crew deployment.

**Task Force:** A combination of single resources assembled for a particular tactical need with common communications and a Leader.

**Technical Specialists:** Personnel with special skills that can be used anywhere within the ICS organization.

**Transitional Fire Attack:** Using an aggressive tactic which applies water from the exterior of the building in preparation of going into the structure. This method is considered a tactical option not a strategy.

**Threat:** An indication of possible violence, harm, or danger.

**Two in- Two out:** When a minimum of two fire fighters work as a team inside the structure, and that a minimum of two fire fighters be on standby outside the structure to provide assistance.   **Exception:** When arriving personnel find a known life hazard or known rescue situation and immediate action could prevent the loss of life or serious injury.

 **U**

**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 Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**V**

**Ventilation:** Systematic removal of heated air, smoke, or other airborne contaminants from a structure and their replacement with a supply of fresher air.

**W**

**Withdraw:** To exit the building or area with equipment and hose lines, due to a change in strategy (i.e., offensive to defensive; interior to exterior).

**X**

**Y**

**Z**