

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**30.03.02**  
**INCIDENT ACTION PLANS**



Adopted: 12/20/16  
Reviewed: 11/18/21  
Revised: 11/18/21

Approved: *Jan J. Pahl*

**Purpose:** The Fire District will utilize Incident Action Plans (IAP) during all emergency operations.

**References:** WAC 296-305-05000

### **Procedure:**

1. The fire District must establish an incident management system (IMS) consistent with the U.S. Department of Homeland Security National Incident Management System (NIMS) with written guidelines applying to all members involved in emergency operations.
  - a) All members involved in emergency operations must be trained in the IMS system.
  - b) Personnel must be trained and qualified by their department in the incident command system (ICS) that meets the requirements of NIMS prior to taking a role at an emergency scene.
  - c) The incident management system must be applied to drills, exercises, and other situations that involve hazards similar to those encountered at actual emergency incidents and to simulated incidents that are conducted for training and familiarization purposes.
2. At all emergency incidents, the incident commander must be responsible for the overall safety of all members and all activities occurring at the scene.
3. All emergency incidents must be managed by an ICS; the incident commander must establish an organization with sufficient supervisory personnel to control the position and function of all members operating at the scene and to ensure that safety requirements are satisfied.
4. At all emergency incidents, the incident commander must have the responsibility to:
  - a) Assume and confirm command and take an effective fixed physical command position.
  - b) Perform situation evaluation that includes risk assessment.
  - c) Initiate, maintain, and control incident communication.
  - d) Develop an overall strategy and incident action plan.
  - e) Develop an effective ICS organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and/or functional area supervisors as appropriate for the scope and size of the incident.

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A handwritten signature in black ink, appearing to read "James J. Rahn", is written over a horizontal line.

- f) Review, evaluate, and revise the incident action plan as required.
- g) Continue, transfer, and terminate command.