



Kitsap County Incident Management Procedures

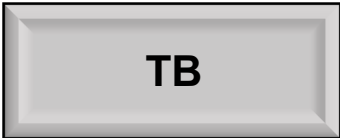
Training and Evaluation

The purpose of the task book is to provide consistent training and evaluation of the Kitsap County Incident Management Procedures Manual (KCIMP). The KCIMP Manual will serve as the basis of both classroom and practical Incident Management training. The following skill guides establish the training objectives for the practical application of the incident management procedures. Each Skill Guide is intended to cover a specific area or skill set within the incident management procedures. The intent is to ensure a consistent minimum standard is achieved by all personnel responsible for implementing the adopted incident management procedures, consistent with W.A.C. 296-305-0500 (b). It is recommended that each practitioner complete this training every two years.

Guide	Type	Section	Subject
1.1	Initial Incident Management	6.9	Arrival Reports
1.2	Initial Incident Management	6.9	Size-up Report
1.3	Initial Incident Management	4.7	Accountability
1.4	Initial Incident Management	6.7	Tactical Objectives
2.1	Ongoing Incident Management	6.8	Incident Benchmarks
2.2	Ongoing Incident Management	6.11	Re-evaluation of I.A.P.
2.3	Ongoing Incident Management	6.7	Incident Rehabilitation
2.4	Ongoing Incident Management	6.12	Secondary Phase Transition
3.1	Incident Management Skills	5.13	Acknowledgement Tool
3.2	Incident Management Skills	5.13	Roll Call
3.3	Incident Management Skills	3.7	Establishing Divisions/Groups
3.4	Incident Management Skills	3.8	Managing Divisions/Groups
3.5	Incident Management Skills	3.8	Level II Staging Manager
3.6	Incident Management Skills	6.10	Command Transfer
3.7	Incident Management Skills	3.4	Incident Safety Officer
3.8	Incident Management Skills	Mayday	Managing the Mayday
4.0	Overall	All	Incident Management



Kitsap County Training and Safety Officers
Task Book



Objective	Method	Evaluator	Date
Didactic – All Personnel			
Read KCIMP Chapter 1			
Read KCIMP Chapter 2			
Read KCIMP Chapter 3			
Read KCIMP Chapter 4			
Read KCIMP Chapter 5			
Read KCIMP Chapter 6			
Instructor led class / Review of KCIMP			
Practical – All Personnel			
Skill Guide 1.1 – Arrival Report			
Skill Guide 1.2 – Size-Up Report			
Skill Guide 1.3 – Accountability			
Skill Guide 1.4 – Tactical Objectives			
Practical – Fire Officers			
Skill Guide 2.1 – Incident Benchmarks			
Skill Guide 2.2 – Re-evaluation of IAP			
Skill Guide 2.3 – Incident Rehabilitation			
Skill Guide 2.4 – Secondary Phase Transition			
Skill Guide 3.1 – Acknowledgment Tool			
Skill Guide 3.2 – Roll Call			
Skill Guide 3.3 – Establishing Divisions/Groups			
Skill Guide 3.4 – Managing Divisions/Groups			
Skill Guide 3.5 – Level II Staging Managing			
Skill Guide 3.6 – Command Transfer			
Skill Guide 3.7 – Incident Safety Officer			
Skill Guide 3.8 – Managing the Mayday			
Skill Guide 4.0 – Incident Management			
Certification Approval	Level	Name	Date



Kitsap County Training and Safety Officers

Skill Guide

1.1

Arrival Report

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate a company officer performing an arrival report on a structure fire or other significant event.

Reference

KCIMP 6.9

Performance Standards

NFPA 1021: 4.5.2, NFPA 1561: 8.9.1

Arrival Report

Task: The Fire Officer will demonstrate competency performing an arrival report on a structure fire or other significant event.

Conditions: Given a structure fire or other incident (i.e. drill ground, phot based, or table top) and a radio the Fire Officer will perform the following objectives.

Objectives		P	F
1.	Communicate unit arrival (update location if appropriate)		
2.	Situational snapshot (nothing showing or working fire)		
3.	Size, height, building type		
4.	Initial objectives		
5.	Command status		
	Initiating		Establishing
6.	Identify side "Alpha" if necessary		
7.	Identify safety or access information as needed		
8.	Update to follow 360°		
Performance outcome: The initial arrival officer provides incoming units with a description of the incident through a concise arrival report.			

Evaluator comments:

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

1.2

Size-up Report

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate a company officer conducting the size-up report following the scene survey.

Reference

KCIMP 6.9

Performance Standards

NFPA 1021: 4.2.5 (b), 4.5 (b), 4.6.1 (b)

Size-up Report

Task: *The Fire Officer will demonstrate competency performing a size-up report.*

Conditions: *Given a structure fire scenario (i.e. drill ground, phot based, or table top) and a radio the Fire Officer will perform the following objectives after performing a size-up.*

Objectives		P	F
1.	360° complete or incomplete		
2.	Update building type, size, height and announce basement status (yes/no)		
3.	Incident problems, including life safety status		
4.	Update strategy - Offensive or Defensive		
5.	Update command status, if necessary		
6.	Update side "Alpha," if necessary		
7.	Incident hazards		
<i>Pause if needed</i>			
8.	Accountability location designation		
9.	Provide initial assignments and/or request resources		
Performance outcome: <i>The Fire Officer effectively communicates the size-up report to incoming resources.</i>			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

1.3

Accountability

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander or Division/Group Supervisor to maintain personnel and tactical accountability during an incident.

Reference

KCIMP, Chapter 4

Performance Standards

NFPA 1500: 8.3, NFPA 1021: 4.6.2 (b), NFPA 1561: 4.5, 8.5

Accountability for I.C./Supervisor

Task: The Fire Officer will demonstrate competency maintaining personnel and tactical accountability at a structure fire.

Conditions: Given a structure fire scenario (i.e. drill ground, phot based, or table top exercise) and multiple companies, and a complete Size-up report including Incident Strategy and Strategic Objectives, the Fire Officer will perform the following objectives.

Objectives		P	F
1.	Pre-event		
	Team leader ensures crew is appropriately identified on unit passport		
	Helmet shields in place and consistent with passport		
2.	Team leader places unit passport on accountability board in an organized manner		
3.	Maintains personnel accountability		
	Division/Group Supervisors, team leader and team members		
4.	I.C. maintains strategic and tactical accountability of the units		
	Assignment		
	Location		
5.	Split teams, when appropriate		
6.	Span of control is maintained		
Performance outcome: The Incident Commander or supervisor can immediately identify the location and assignment of all assigned personnel.			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

1.4

Tactical Objectives

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander to provide a team tactical objectives.

Reference

KCIMP 6.7

Performance Standards

NFPA 1021: 4.2.1 (b), 4.2.2 (b), NFPA 1561: 5.1.15, 5.1.16

Tactical Objectives

Task: The Incident Commander will provide tactical objectives to a Group, Division, or team leader.

Conditions: Given a structure fire scenario (i.e. drill ground, phot based, or table top), with tactical objectives within an IDLH environment, the Incident Commander will perform the following objectives.

Objectives			P	F	
1.	Ensure incident strategy and tactical objectives are communicated				
	Announced in size-up report	Announce all assignments via radio	Face-to-face with team leader		
2.	Provide Group/Division supervisor or team leader with the objective/task, including location and access				
3.	Communicate assignment specific hazards/safety concerns				
4.	Maintain accountability for the assigned Division, Group, or team				
Performance outcome: The Incident Commander provides the supervisor/team leader with the information necessary to carry out their tactical objectives with an awareness to the incident strategy and conditions.					

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

2.1

Incident Benchmarks

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander to achieve incident benchmarks.

Reference

KCIMP 6.8

Performance Standards

NFPA 1021: 4.6.2 (b), 4.6.3

Benchmarks

Task: The Incident Commander will achieve the standard benchmarks for a structure fire incident.

Conditions: Given a structure fire scenario, the Incident Commander will achieve and communicate the following objectives in order commensurate to the incident needs.

Objectives	P	F
360 complete (or unable to complete)		
Water on fire		
Fire controlled		
Primary search – All clear		
RIT established		
Safety established		
Command established		
Water supply established		
Primary phase complete – Transfer to secondary phase		
Secondary search – All clear		
Performance outcome: The Incident Commander achieves and communicates the completion of the incident benchmarks commensurate to the incident needs.		

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

2.2

Re-evaluation of I.A.P.

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander to re-evaluate the incident action plan.

Reference

KCIMP 6.11

Performance Standards

NFPA 1021: 4.6.1 (b), NFPA 1561: 8.9.1.6

Re-evaluation of I.A.P.

Task: The Incident Commander will re-evaluate the incident action plan.

Conditions: Given a structure fire scenario and multiple companies, the Incident Commander will re-evaluate the incident action plan following the 10-minute ticker notification.

Objectives		P	F
1.	Acknowledge 10-minute ticker notification, restate strategy, and communicate changes to the incident		
2.	Obtain C.A.N. reports as necessary		
3.	Re-evaluate incident problems and conditions		
	Hazards (building construction, basement, utilities, fire above, fire below)		
	Problems (fire location, flow path, victims, access), including progression		
	Identify value (life safety, incident stabilization, property conservation)		
	Perform risk/benefit evaluation		
4.	Update incident action plan as needed		
5.	Perform ongoing size-up, which may include:		
	Benchmarks		
	Command status		
	Strategy and objectives		
	Incident phase (if changed)		
	Any pertinent changes to incident		
Performance outcome: The Incident Commander re-evaluates the incident and updates the incident action plan, then communicates this information over the radio.			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

2.4

Secondary Phase Transition

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander to transition an incident from the primary phase to the secondary phase.

Reference

KCIMP 6.12

Performance Standards

NFPA 1021: 4.5.3 (b)

Secondary Phase Transition

Task: The Incident Commander will perform a safety and hazard survey, then brief all personnel on the hazards identified.

Conditions: Given a structure fire scenario and multiple companies, the Incident Commander will perform the following objectives.

Objectives		P	F
1.	Determine that the incident has been stabilized		
2.	Perform the safety and hazard survey (may be assigned to ISO)		
	Respiratory hazards		
	Structural stability hazards		
	Utility hazards		
3.	Eliminate, control, or mitigate hazards, as appropriate		
4.	Coordinate preservation of evidence with Fire Marshal, as appropriate		
5.	Perform safety briefing and/or communicate to all personnel		
	Control zones (cold, warm, hot, exclusion)		
	PPE requirements		
	Identified hazards and safety concerns		
6.	Re-evaluate and provide for rehabilitation as needed		
7.	Benchmark transition to Secondary Phase		
Performance outcome: Safety and hazard issues are identified and communicated to all personnel prior to transitioning to the secondary phase. SCBA use is maintained within the hot zone throughout overhaul.			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

3.1

Acknowledgement Tool

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander or supervisor to communicate a message or obtain information from multiple teams or resources.

Reference

KCIMP 5.13

Performance Standards

NFPA 1021: 4.6.2 (b), NFPA 1561: 4.5.12, 4.5.13

Acknowledgement Tool

Task: *The Incident Commander or supervisor will demonstrate competency communicating a message to multiple assigned teams via radio.*

Conditions: *Given a structure fire scenario and multiple companies, the Incident Commander or supervisor will demonstrate the ability to perform the following objectives.*

Note: the examples provided in quotations are for withdrawing from a building. Other scenarios may be used.

Objectives		P	F
1.	Connect with all teams affected by the message "All units from Sunset Command"		
2.	Convey the message "Withdraw from the building, we are switching to Defensive"		
3.	Confirm the message was received by each team, individually "E77 acknowledge....." Receive E77's acknowledgement "L51 acknowledge....." Receive L51's acknowledgement		
4.	Announce that all teams have acknowledged the message "Sunset Command all units are withdrawing from the building"		
Performance outcome: <i>All teams receive and acknowledge receipt of the message or provide the information requested by the Incident Commander or supervisor.</i>			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

3.2

Roll Call

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander to determine the accountability of multiple teams.

Reference

KCIMP 5.13

Performance Standards

NFPA 1021: 4.6.2 (b), NFPA 1561: 4.5.14

Roll Call

Task: The Incident Commander will demonstrate competency determining the accountability of multiple teams on scenes.

Conditions: Given a structure fire scenario and multiple companies, the Incident Commander will demonstrate the ability to determine the accountability status of several teams.

Note: Examples are given in quotations, but any units may be used.

Objectives		P	F
1.	Connect with all teams affected by the message "All units from Sunset Command, standby for roll call for accountability"		
2.	Determine accountability status with each division, group, or team "E61 from Sunset Command, roll call" "E61 par with 4" "Sunset Command received; E61 par with 4"		
3.	Repeat for all teams		
4.	Compare reported par with tactical worksheet		
5.	Correct any accountability discrepancies		
6.	Announce roll call complete "Sunset Command, roll call complete"		
Performance outcome: The Incident Commander is able to determine the accountability of all teams on scene.			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

3.3

Establishing Divisions/Groups

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander to establish a Division or Group.

Reference

KCIMP 3.7

Performance Standards

WAC 296-305-05001 (4)

NFPA 1021: 5.6, NFPA 1561: 5.1.7-5.1.7.14, 5.10.1.3, 8.9.1.6

Establishing Divisions/Groups

Task: Establish a Division or Group.

Conditions: Given a structure fire scenario with multiple teams operating in the hot zone and additional teams available for assignment, the Incident Commander will demonstrate the ability to complete the following objectives.

Objectives		P	F
1.	Identify the necessity to establish a Division/Group		
2.	Identify an appropriate Division/Group supervisor		
3.	Identify and provide the supervisor's radio designator		
	Provide ground frequency if appropriate		
4.	Provide the supervisor strategic objectives for the Division/Group		
5.	Provide the supervisor incident safety information		
6.	Provide the supervisor resources needed to achieve strategic objectives		
7.	Transfer personnel accountability		
8.	Incident Commander communicates transfer of supervision to affected teams		
Performance outcome: The Incident Commander recognizes the need to establish a Division/Group and assign the supervisor a designator, objectives, and resources.			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

3.4

Managing Divisions/Groups

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of a supervisor to manage a Division or Group.

Reference

KCIMP 3.7

Performance Standards

WAC 296-305-05001 (4)

NFPA 1021: 5.6, NFPA 1561: 4.5.7, 5.1.7-5.1.7.14, 5.8, 5.10.1.4, 5.10.1.4.5

Managing Divisions/Groups

Task: Assume the role of Division/Group supervisor.

Conditions: Given a structure fire scenario with multiple teams operating in the hot zone and additional teams available for assignment, the supervisor will demonstrate the ability to complete the following objectives.

Objectives		P	F
1.	Receive Division/Group assignment from the Incident Commander		
2.	Receive personnel and tactical accountability		
3.	Size-up area of responsibility		
4.	Assign resources to achieve strategic objectives		
5.	Maintain personnel and tactical accountability of assigned resources		
6.	Coordinate with other Divisions/Groups		
7.	Provide C.A.N. report to Incident Commander		
Performance outcome: The Division/Group supervisor will assume management, including personnel and tactical accountability, of the assigned resources to achieve the assigned objectives in support of the Incident Action Plan.			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

3.5

Level II Staging Manager

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an officer to establish Level II Staging.

Reference

KCIMP 4.4

Performance Standards

NFPA 1561: 5.10.8

Level II staging Manager

Task: The officer will assume the role of Level II staging manager.

Conditions: Given a major incident scenario with an assigned Level II staging, the officer will assume the role of manager.

Objectives		P	F
1.	First apparatus arriving at Level II staging to assume Level II staging manager		
2.	Establish accountability of crews		
3.	Maintain status and inventory of available apparatus and teams		
	Total number of apparatus and total of each type		
	Total number of personnel and number on each apparatus		
4.	Dispatch units to the scene as called for by Incident Command or staging officer		
5.	Coordinate with Incident Command or staging officer to ensure adequate resources are available		
Performance outcome: The officer maintains accountability of apparatus and personnel in staging and maintains their ability to respond to the scene as requested.			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

3.6

Command Transfer

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an officer to assume command of an incident.

Reference

KCIMP 6.10

Performance Standards

NFPA 1561: 8.9.1.7

Command transfer

Task: The Incident Commander will transfer command to a new Incident Commander.

Conditions: Given a structure fire scenario and multiple companies, the initial Incident Commander will transfer command, meeting the following objectives.

Objectives		P	F
1.	Incoming Incident Commander arrives on scene and indicates their intention to assume command		
2.	Incoming Incident Commander performs a scene size-up		
3.	Current Incident Commander provides a current I.A.P.		
	Identified problems and priorities		
	Known safety hazards		
	Current strategy		
	Assigned and pending strategic objectives		
4.	Accountability of resources and assignments are provided face to face (if possible)		
5.	Incoming Incident Commander announces via radio that they have assumed command		
6.	If not already completed, command post is named and located		
7.	New Incident Commander performs re-evaluation of I.A.P.		
Performance outcome: Incident Command is transferred without loss of situational awareness, command presence, or accountability.			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

3.7

Incident Safety Officer

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of a fire officer to initiate the role of Incident Safety Officer.

Reference

KCIMP 3.4

Performance Standards

NFPA 1521, NFPA 1561: 8.13, 5.9.6.7, 5.9.6.11

Incident Safety Officer

Task: *The Incident Safety Officer will monitor incident safety and take actions necessary to ensure the safety of personnel operating on the scene.*

Conditions: *Given a structure fire scenario and multiple companies, the Incident Safety Officer will perform the following objectives.*

Objectives		P	F
1.	Receive assignment as Incident Safety Officer from the Incident Commander Don appropriate PPE		
2.	Obtain incident briefing from the Incident Commander Incident Action Plan and known hazards and/or safety concerns		
3.	Ensure Stand-by or RIT is established (for IDLH incidents)		
4.	Ensure personnel accountability is in place		
5.	Perform 360° survey Hazards, building construction, basement, utilities, fire above/below Changing fire conditions and anticipated progression Entry and primary/secondary egress points Unsafe actions and conditions		
6.	Report findings/concerns to Incident Commander		
7.	Monitor for any unsafe actions/conditions and intervene as necessary		
8.	Communicate identified hazards and/or potential hazards to RIT(s)		
9.	Ensure control zones are appropriately utilized		
10.	Evaluate incident rehabilitation needs		
Performance outcome: <i>Ensure the rules of engagement are followed and all risk is appropriately managed.</i>			

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

3.8

Managing the Mayday

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander to receive the 'Mayday' call and provide for the management of the firefighter rescue and ongoing incident management.

Reference

KCIMP – Managing the Mayday

Performance Standards

NFPA 1561: 6.3

Managing the Mayday

Task: *The Incident Commander will demonstrate competency managing a mayday.*

Conditions: *Given a structure fire scenario with teams operating offensively and a firefighter having a fire ground emergency, the Incident Commander will complete the following objectives.*

Objectives				P	F
1.	Acknowledge the 'Mayday' call on the first attempt				
2.	Obtain complete information from the 'Mayday' firefighter				
	Who	Where	What		
3.	Announce 'Mayday' situation				
4.	Obtain status of 'Mayday' firefighter's team				
5.	Perform roll call (if needed to identify 'Mayday' firefighter)				
6.	Initiate emergency traffic (if necessary)				
7.	Perform risk/benefit if intervention attempt				
8.	Activate RIT and/or reassign effective team to assist 'Mayday' firefighter				
	Partner Assist	Back-up team	Adjacent team	RIT	
9.	Announce rescue plan to all units on scene				
10.	Request additional resources and prepare for incident escalation				
	RIT support teams	Replacement RIT	ALS medical care		
11.	Maintain personnel and tactical accountability of all teams				
Performance outcome: <i>The Incident Commander receives the 'Mayday' and appropriately assigns resources to mitigate the situation while maintaining personnel and tactical accountability of the emergency scene.</i>					

Evaluator comments: _____

Evaluator signature: _____



Kitsap County Training and Safety Officers

Skill Guide

4.0

Incident Management

Name: _____

Date: _____

Description: This skill guide is intended to instruct and/or evaluate the ability of an Incident Commander to manage an incident.

Reference

KCIMP manual

Performance Standards

NFPA 1561: 5.3, 5.6.2 (b), 6.5.2 (b), 8

Incident Management

Task: The Incident Commander will demonstrate competency in managing an incident by developing and implementing an appropriate Incident Action Plan.

Conditions: Given an IDLH scenario and multiple companies, the Incident Commander will complete the following objectives.

Objectives		P	F
Initial Incident Management			
1.	Perform an arrival report (Skill Guide 1.1)		
2.	Perform scene size-up (Skill Guide 1.2)		
3.	Establish and maintain personnel and tactical accountability (Skill Guide 1.3)		
4.	Assign tactical objectives to achieve strategic objectives		
Ongoing Incident Management			
5.	Communicate with assigned resources		
6.	Address and communicate benchmarks (Skill Guide 2.1)		
7.	Re-evaluate I.A.P. (Skill Guide 2.2)		
8.	Manage span of control		
9.	Operate in correct command status (I.E.A.T.)		
10.	Provide for incident rehabilitation		
11.	Transfer to secondary phase (Skill Guide 2.4)		
Performance outcome: The Incident Commander develops and communicates an appropriate I.A.P. and makes assignments to support it.			

Evaluator comments: _____

Evaluator signature: _____