

## Boulder Initial Response Standard Operating Procedure for Escalating Incidents

**Purpose:** To provide first responders an incident management process for a Type 5 to Type 4 Incident to including holding a Type 4 for 24 hours or until relieved.

**Policy:** The following policy shall be adopted adhered to by all first response agencies involved with wildfire response in Boulder County.

### Procedure:

Upon receiving a wildfire report or a smoke report the following actions should be followed to ensure a coordinated response and properly managed escalating incident.

1. Smoke report is called into the dispatch center and appropriate agencies are toned to respond.
  - a. As part of the notification pages emergency Services and the Sheriff Wildland Team are toned.
2. First responders will identify location of the fire and confirm the appropriate fire district who shall have responsibility.
3. Law enforcement is dispatched on green channel and responding to the call.
4. Incident Response Decision Point (IRDPs): If the incident is a smoke call and non-escalating then a single command structure using coordination of initial alarm resources from fire, law, state and federal resources should be able to handle the incident.
  - a. During a non-escalating incident the concept of a mobile command model or attack mode designation may be in existence.
5. Incident Response Decision Point (IRDPs): If the incident is a confirmed wildfire and an escalating incident then a formal command function shall be established if already not in place.
  - a. Sheriff's Communications will notify Fort Collins Inter-Agency Dispatch Center.
  - b. Initial size-up shall be completed
  - c. Sheriff's Communications shall echo all size up report information.
  - d. A formal command post shall be established.
6. Incident Response Decision Point (IRDPs): Establishing a formal command post.
  - a. If the initial first responders cannot establish a formal command post then they should place themselves in fast attack mode and the next arriving resource must take command.
  - b. Boulder Police and Fire Communications Center will page the Boulder Wildland Team for notification if requested through the Sheriff's Communication Center.
  - c. The establishment of command should include
    - i. Naming of command
    - ii. Size up report
    - iii. Type of incident
    - iv. Obtaining a tactical frequency.
    - v. Follow C.L.I.C.R.S.
      1. Command
      2. Location
      3. Type of incident
      4. Communications plan
5. Resources
6. Staging
  - vi. Sheriff's Communications shall continue to echo all command information related to C.L.I.C.R.S. activities.
- d. Law Enforcement will assume a "Law Branch" on green and report to the fire command in place and are responsible for the following priorities.
  - i. Evacuations
  - ii. Road closures
  - iii. Animal evacuations
  - iv. Missing persons reports
- e. Law enforcement will assimilate into a unified command structure once a delegation is completed while also maintaining a law branch.
7. Incident resources are requested through CAD.
  - a. Incident Response Decision Point (IRDPs): If the Local Resource Coordinator is needed communications shall page out the LRC personnel.
  - b. As CAD recorded resources are completed or if strike / task force teams are requested the mobilization of resources shall shift to emergency management / EOC.
8. Staging shall be established on all incidents / events.
  - a. Level 1 staging
    - i. Aired over tactical channels
  - b. Level 2 staging shall be established.
    - i. A staging area manager shall be appointed.
    - ii. Location selected and aired on all channels.
    - iii. Communications channel and phone contact information collected for communications and the EOC.
9. Incident Response Decision Point (IRDPs): If incoming resources require supervision, management responsibilities should be staffed by the most experienced and certified personnel on the scene fulfil middle management ICS positions.
  - a. If incoming resources do not have appropriate supervision they should remain in staging.
10. Incident Response Decision Point (IRDPs): If the incident is still escalating or additional personnel are needed to fill middle management or command and general staff positions the Wildland Task Force should be called.
  - a. Sheriff's Communications shall page out the Wildland Task Force for response.
  - b. If the incident is stabilizing continue to use resources on scene to execute ICS middle management positions.
11. Incident Response Decision Point (IRDPs): If the Boulder IMT 3 is needed place the request with the Sheriff's Communications Center. If not continue to monitor the complexity of the incident.
  - a. Boulder Office of Emergency Management shall be notified by the Sheriff's Communication Center using the OEM pager group.
  - b. BOEM will use Everbridge to notify the team.
  - c. Any gaps in staffing shall be filled using the State IMT registry system through BOEM.
12. If the IMT is being requested a formal unified command structure shall be established and a delegation process with the Sheriff's Office considered or initiated.

**Goal Statement:**  
**Boulder Incident Management Process for a Type 5 to Type 4 Incident and Holding a Type 4 for 24 hours or until relieved.**

