

"D-5"

	Queensland Fire and Rescue Service Operations Doctrine	Coordination & Control Centres
	INCIDENT DIRECTIVE	ICC Activation Protocols
Version: 1.0 Valid from: 01/05/2009		INCDIR 7.3

1. PURPOSE

- (a) To outline the activation protocols for an Incident Control Centre (ICC) within a region.

2. APPLICATION

- (a) Applies to fire officers and volunteers involved in the activation and operation of an ICC.

3. GENERAL INFORMATION

- (a) The Incident Controller must be aware of incident developments and be prepared to increase management capability to ensure effective control and command. Maintaining situational awareness will assist the Incident Controller in the anticipation of incident growth beyond the immediate resourcing and functional management support.
- (b) When required the Incident Controller will seek to establish greater incident management capability by transferring incident management from the ICP to a dedicated mobile control/command vehicle or an ICC (either pre-determined or improvised).
- (c) When required, the QFRS will provide a QFRS Liaison Officer to any other agency involved in managing the incident and specifically the Local Disaster Management Group (if activated).
- (d) The functional standards of an ICC are detailed in Incident Management System 2.7.1.

4. DIRECTIVE

4.1 Transfer from an Incident Control Point

- (a) Control of the incident will be maintained by the Incident Controller at the ICP until such time as the ICC is fully functional.
- (b) Relevant functional roles in the Incident Management Team (IMT) will be delegated and all incident information will be made available to the team prior to activation of the ICC.
- (c) The person identified as the Incident Controller will maintain command and control during the transfer from the ICP to ICC or a new Incident Controller will assume command and control at the ICC.
- (d) Transfer of command and control from the ICP to the ICC will be communicated to the relevant senior officer and Fire Communications Centre and to all personnel (QFRS and other agencies) on the incident ground.

4.2 Activation

- (a) The activation level of an ICC will be determined by the relevant senior officer after an assessment of the incident or emergent situation; and will notify the Assistant Commissioner of the activation. For wildfire incidents, the Assistant Commissioner will consult with the Regional Manager Rural Operations in determining the level of activation and taking into consideration the Wildfire Alert Level for identified areas.
- (b) When an ICC is activated, the Incident Controller is responsible for the appointment of appropriately qualified officers to perform the role of the Incident Management Team (IMT).

4.3 Stages of Activation

- (a) The activation levels of an ICC include the following:
 - Alert
 - Activation
- (b) **Alert** - involves ensuring an ICC is ready to be activated. During *alert* the nominated person will ensure the following is carried out:
 - Check, prepare and verify the ICC can be activated, e.g., check inventory, communications and other infrastructure.
 - Check the availability and accessibility of the current incident management forms, i.e. INCFORMs, and incident management room tabards and brassards.
 - Identify staff who can attend the ICC within 1 hour to perform the relevant functional and support roles.
 - Continue to monitor the developing situation/s either on-site or off-site.
 - Regularly inform the relevant Assistant Commissioner and other stakeholders of unfolding events.
 - The nominated person is not required to remain in the ICC.
- (c) **Activation** - involves expanding the operations and staffing of the ICC to meet the current and projected situation. The nominated person is to remain in the ICC during all hours.

4.4 Stand Down

- (a) The stand down of the ICC will be determined by the Incident Controller considering the size and scale of the operations. Stand down of the ICC may be staged at the discretion of the Incident Controller. Debriefing of the ICC operational activities will follow the full stand down of the ICC.

4.5 ICC Relationship with the ROCC

- (a) An ICC provides a vital role in communicating incident information to the ROCC (if activated), the Assistant Commissioner and Fire Communication Centre; and confirming the receipt of information from the ROCC.
- (b) An ICC receives support from the ROCC for the management of the incident(s).
- (c) An ICC does not generally communicate with another ICC, however it is the responsibility of the ROCC to share information between ICCs when necessary.

4.6 Reporting Requirements

- (a) The first report from the ICC to the ROCC (if activated) or to the regional fire communications centre must be issued within the first two hours using the Situation Report (INCFORM 15).
- (b) After the initial Situation report, an Incident Action Plan (INCFORMS 1-7) is then required for:
 - Every operational period; or
 - More frequently if a major change has occurred or a notifiable event such as significant injuries, fatalities, service vehicle accidents, significant structural loss, stock loss.

5. QFRS RELEVANCY

INCDIR 7.3	URBAN		RURAL OPERATIONS	RURAL FIRE BRIGADES				
	Full time	Part time	Full time	Special	iZone	Village	Rural	Primary Producer
Applicable	✓	✓	✓	✓	✓			
Not Applicable								✓
May Apply *						✓	✓	

* This document may apply to some Rural brigades. Check with your Senior Officer for additional information.

REFERENCES

The Australasian Inter-service Incident Management System
Fire and Rescue Service Act 1990
QFRS Training Material
QFRS Operational Guides



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