

# INCIDENT COMMAND SYSTEM

## Position Manual

### BASE MANAGER- HIGH RISE INCIDENT

ICS-1004

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This document contains information relative to the Incident Command System (ICS), developed by FIREScope and adopted as the framework of the National Incident Management System (NIMS). ICS products are designed to be compatible with and compliant with NIMS, as directed by the National Response Plan and adopted by the FIREScope Board of Directors.

Additional information and documentation can be obtained from the following source:

FIREScope  
Document Control  
2524 Mulberry Street  
Riverside, CA 92501-2200  
(951) 782-4174  
Fax (951) 782-4239  
[www.firescope.org](http://www.firescope.org)

The information contained in this document has been approved by the Fire and Rescue Service Advisory Committee/FIREScope Board of Directors for application in the statewide California Fire and Rescue Mutual Aid System.

This material is a development of the FIREScope Program.

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## CHAPTER 1 CHECKLIST

### 1.1 CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for the position.

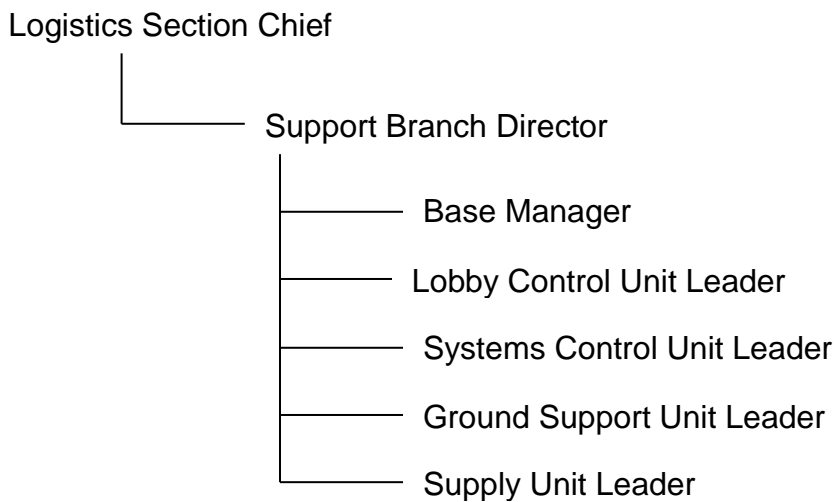
### 1.2 HIGH RISE BASE MANAGERS CHECKLIST

- a. Obtain briefing from Support Branch Director, Logistics Section Chief, or Incident Commander (Reference ICS 420-1 FOG - Chapter 1 Common Responsibilities).
- b. Participate in Support Branch/Logistics Section planning activities.
- c. Determine needs (e.g.; personnel, equipment, communications, and supplies).
- d. Evaluate layout and suitability of the selected Base location and make recommendations regarding relocation, if appropriate.
- e. Establish Base layout and identify functional areas to support the incident (e.g., Apparatus Parking, Crew Ready Area, Equipment Pool, Rehabilitation Area, Command Post and Sanitation).
- f. Provide for safety, security, and traffic control at Base and Command Post.
- g. Provide facility services at Base and Command Post (e.g. sanitation, lighting, and information technology (IT) services).
- h. Maintain accountability of personnel and equipment in Base.
- i. Direct personnel and equipment to designated locations as requested.
- j. Update Support Branch Director, Logistics Section Chief, or Incident Commander as directed.
- k. Secure operations and release personnel as determined by the Demobilization Plan.
- l. Maintain Unit/Activity Log (ICS Form 214).

## CHAPTER 2 ORGANIZATION, PERSONNEL AND PROCEDURES

### 2.1 ORGANIZATION

- a. The High-Rise Base Manager is responsible for the management of all functions at the Base location.
- b. The High-Rise Base Manager reports directly to the Support Branch Director (if established) or the Logistics Section Chief. The position within the organization differs from the standard ICS in that a Facilities Unit is not appropriate for this type of incident. The Base Manager may assume some of the responsibilities of the Facilities Unit Leader.



### 2.2 PERSONNEL

The number of personnel needed to perform the major responsibilities assigned to Base will be dependent on the size and complexity of the incident.

### 2.3 MAJOR RESPONSIBILITIES AND PROCEDURES

- a. Obtain briefing from the Support Branch Director, the Logistics Section Chief or the Incident Commander.
  - 1. Determine the estimated size and duration of the incident.
  - 2. Identify current location and existing assignments.
  - 3. Ascertain incident organization and resources assigned.

4. Confirm Incident Communication Plan.
- b. Participate in Support Branch/Logistics Section planning activities.
  1. Attend Support Branch/Logistics Section planning meetings as requested.
  2. Provide information concerning Base activities.
  3. Obtain Incident Action Plan and updates.
- c. Determine needs (e.g., personnel, equipment, communications, and supplies).
  1. Assume control of existing personnel and resources assigned to Base functions.
  2. Obtain needed personnel, supplies and equipment from Logistics Section.
  3. Request required resource levels from Logistics Sections Chief.
- d. Evaluate layout and suitability of the selected Base location.
  1. Base should be a minimum of 200 feet away from the building, however a greater distance may be considered depending on the type of incident.
  2. Identify alternate locations and make recommendations regarding relocation, if appropriate.
- e. Establish Base layout and identify functional areas to support the incident (e.g., Apparatus Parking, Crew Ready Area, Equipment Pool, Rehabilitation Area, Command Post, and Sanitation).
  1. Brief and assign personnel to implement plan. Provide signs, barriers and written materials as needed.
  2. Establish and communicate traffic control for the Base parking area (e.g., diagonal parking).
  3. Coordinate with the Logistics Section Chief and the Medical Unit Leader regarding staffing of the Rehabilitation Area in Base.
- f. Provide for safety, security, and traffic control at Base and Command Post.
  1. Coordinate with law enforcement for perimeter security and access control.

- g. Provide facility services at Base and Command Post (e.g. sanitation, lighting, and information technology (IT) services).
- h. Maintain accountability of personnel and equipment in Base. Periodically update Logistics Section Chief, Planning Section Chief, or Incident Commander.
- i. Direct personnel and equipment to designated locations as requested.
  - 1. Obtain the Traffic and Personnel Movement Plans and incident layout from the Logistics Section Chief or Ground Support Unit Leader.
  - 2. Maintain ongoing communications with Ground Support Unit Leader for the transport of equipment and personnel to the building.
- j. Update Support Branch Director, Logistics Section Chief, or Incident Commander, as directed.
- k. Secure operations and release personnel as determined by the Demobilization Plan.
- l. Maintain Unit/Activity Log (ICS Form 214).