

**Incident Roles and Responsibilities of
Chief Officers of Outside Jurisdictions**

PURPOSE

This policy outlines the roles and responsibilities of Chief Officers responding to first alarm emergency incidents outside their own jurisdictions.

POLICY

The intent of this policy is to provide a common understanding to the roles and responsibilities of Chief Officers responding to first alarm emergency incidents outside their own jurisdictions.

DEFINITIONS

AHJ – Authority Having Jurisdiction

IC – Incident Commander

ICP - Incident Command Post

PPE – Personal Protective Equipment

PROCEDURE

The situations considered in this policy are listed below:

- Outside agency Chief Officer arriving first at scene of emergency incident outside their own jurisdiction
- Outside agency Chief Officer arriving second, or later at an emergency incident outside their own jurisdiction
- Arrival of AHJ Chief Officer at emergency incident when outside agency Chief Officer has arrived first
- Transfer of command
- Unified Command

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Outside Agency Chief Officer Arriving First at Scene

The first arriving Chief Officer shall assume the role and responsibilities of IC at any working emergency incident. That Chief Officer shall maintain IC until relieved by an officer from AHJ.

Outside Agency Chief Officer Arriving Second or Later

The second or later in arriving Chief Officer shall report to the ICP in full appropriate PPE, prepared to assume operational assignment (Division/Group, Ops, Incident Safety Officer) and/or assist at the ICP as needed. The IC will consider releasing Chief Officers from other jurisdictions once their services are no longer required.

Arrival of First AHJ Chief Officer

The first arriving AHJ Chief Officer will assist the IC with any immediate operational or command tasks that need to be performed. When appropriate, incident command may be formally transferred to the AHJ Chief Officer after that Chief Officer has completed a thorough assessment of the scene and the command structure.

Transfer of Command

To ensure a thorough transfer of command, the AHJ Chief Officer should walk the scene and get a full report prior to assuming IC. The report should include, but is not limited to:

- Incident objectives (command and management) and priorities
- Number, location, and tasks of resources assigned to the incident
- Incident progress
- Time on scene
- Identification of resources needed
- Any requests made or needed for support functions

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Unified Command

On incidents or areas where jurisdictional boundaries are not immediately known or a threat to another jurisdiction is identified, Unified Command may be established.