

**CHAPTER 75****FIRE SERVICE INCIDENT MANAGEMENT SYSTEM****Authority**

N.J.S.A. 52:27D-198.

**Source and Effective Date**

R.2000 d.30, effective December 22, 1999.  
See: 31 N.J.R. 3257(a), 32 N.J.R. 273(c).

**Chapter Expiration Date**

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 75, Fire Service Incident Management System, expires on June 20, 2005. See: 36 N.J.R. 3652(a).

**Chapter Historical Note**

Chapter 75, Fire Service Incident Management System, was originally codified in Title 5 as Chapter 18E, Fire Service Incident Management System. Chapter 18E was adopted as R.1998 d.85, effective February 17, 1998. See: 29 N.J.R. 3210(a), 30 N.J.R. 641(a).

Pursuant to Reorganization Plan No. 002-1998, Chapter 18E, Fire Service Incident Management System, was recodified as N.J.A.C. 5:75, effective July 1, 1998. See: 30 N.J.R. 1347(a), 30 N.J.R. 2644(a).

Pursuant to Executive Order No. 66(1978), Chapter 75, Fire Service Incident Management System, was readopted as R.2000 d.30, effective December 22, 1999. See: Source and Effective Date.

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**SUBCHAPTER 1. GENERAL PROVISIONS****5:75-1.1 Title; division into subchapters**

(a) The rules contained in this chapter shall be known as "Rules for Fire Service Incident Management System" and are referred to herein as the rules.

(b) The rules are divided into two parts:

1. Subchapter 1 is entitled "General Provisions" and may be cited throughout the rules as N.J.A.C. 5:75-1, and

when referred to in subchapter 1 of this chapter, may be referred to as this subchapter.

2. Subchapter 2 is entitled "Incident Management System" and may be cited throughout the rules at N.J.A.C. 5:75-2, and when referred to in subchapter 2 of this chapter, may be referred to as this subchapter.

**5:75-1.2 Authority**

These rules are promulgated by the Commissioner of Community Affairs pursuant to the authority of P.L. 1995, c.266; N.J.S.A. 52:27D-25a et seq., specifically 52:27D-25i, k and m.

**5:75-1.3 Intent and purpose**

(a) It is the intent of these rules to establish a mandatory incident management system to be used by the fire service and to define and describe the essential elements of an incident management system.

(b) An incident management system is utilized to afford structure and coordination to the management of emergency incident operations in order to provide for the safety and health of fire service members and other persons involved in those activities.

**5:75-1.4 Applicability**

These rules shall apply to operations conducted by the fire service at the scene of emergency incidents and provides a standard approach to the management of those incidents.

**5:75-1.5 Definitions**

The following terms shall have the meanings indicated except where the content clearly indicates otherwise:

"Commissioner" means the Commissioner of Community Affairs.

"Division" means the organization level having responsibility for operations within a defined geographic area.

"Emergency incident" means any situation to which the fire department responds to deliver emergency services including, but not limited to, rescue, fire suppression, emergency medical care, special operations, and other forms of hazard control and mitigation.

"Fire department" means a fire service organization providing rescue, fire suppression and related activities. The term "fire department" shall include any public, governmental fire service organization engaging in this activity.

"Hazardous area" means any location(s) that may pose a safety and/or health risk to firefighters due to, but not limited to, the presence of products of combustion, the existence of hazardous or otherwise oxygen deficient or

oxygen enriched atmosphere, the potential for any immediately dangerous to life and health atmosphere, the use of hazardous equipment or operations, or the potential for any of these situations to exist. Additionally, any area or location that predisposes a firefighter to become lost, disoriented, or trapped, including any structure, confined space and wild land areas, shall be considered a hazardous area.

“Incident management system” means a nationally recognized and organized system of rules, responsibilities and standard operating procedures used to manage emergency operations.

“Member” means a person, at least 18 years of age, who is involved in performing the duties and responsibilities of a fire department, under the auspices of the organization. For the purpose of this chapter, a fire department member may be a full-time or part-time employee, a paid or unpaid volunteer, may occupy any position or rank within the department and may or may not engage in emergency operations.

“Personnel accountability officer” means the person designated by the Incident Commander to monitor entry into and exit out of hazardous areas for the purpose of ensuring accountability of all personnel in the hazardous area or structure.

“Personnel accountability report” means the results of an accounting of all personnel on the emergency incident scene to the Incident Commander.

“Personnel accountability roll call” means the process of accounting of all personnel on the emergency incident scene.

“Safety officer” means the person responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.

Amended by R.2002 d.179, effective June 3, 2002 (operative January 2, 2003).

See: 34 N.J.R. 352(a), 34 N.J.R. 1897(a).

Added “Hazardous area”, “Personnel accountability officer”, “Personnel accountability report”, “Personnel accountability roll call”.

#### 5:75-1.6 Penalties

The Commissioner shall enforce and administer this chapter and is authorized to issue compliance orders to persons and public entities in violation thereof, to petition the Superior Court for injunctive relief enforcing any compliance order, to levy and collect civil penalties of not more than \$500.00 per violation and to institute summary proceedings under the Penalty Enforcement Law (N.J.S.A. 2A:58-1 et seq.) in the Superior Court to recover penalties previously levied. Each day that a violation continues after notice to cease has been given by certified mail or personal service shall be deemed a separate violation.

#### 5:75-1.7 Appeals

(a) Any person aggrieved by any notice, action, ruling or order of the Commissioner, with respect to these rules, shall have a right to a hearing before the Office of Administrative Law, in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

1. The aggrieved person shall request a hearing. The request shall be made within 15 days after receipt of the action or ruling being contested. The request shall be made to the Hearing Coordinator, Department of Community Affairs, PO Box 802, Trenton, NJ 08625-0802. The request for hearing shall raise all issues that shall be set forth at the hearing.

#### 5:75-1.8 Severability

If any provision of these rules or the application thereof to any person or circumstance is held invalid, the invalidity shall not effect other provisions or applications of the rules which can be given effect, and to this end the provisions of the rules are severable.

## SUBCHAPTER 2. INCIDENT MANAGEMENT SYSTEM

### 5:75-2.1 Incident management system adopted

(a) Pursuant to authority of P.L. 1995, c.266 (N.J.S.A. 52:27D-25) the Commissioner hereby adopts the model standard of the National Fire Protection Association, known as “NFPA 1561/Standard on Fire Department Incident Management System/1995.” This standard is hereby adopted by reference as the New Jersey Incident Management System, subject to the modifications set forth in N.J.A.C. 5:75-2.2.

(b) Copies of this standard may be obtained from the sponsor at: National Fire Protection Association, Batterymarch Park, Quincy, MA 02269.

(c) When used alone, the terms “subchapter,” “section,” and so forth, refer to that portion of these rules. When used in N.J.A.C. 5:75-2.2, the terms “section,” “subchapter” or “chapter,” and so forth, refer to the NFPA Standard.

### 5:75-2.2 Modifications

(a) The following sections of NFPA 1561, 1995 ed., are modified as follows:

1. Section 1-1.1 is amended to replace the term “fire departments” with “the fire service.”
2. Section 1-1.2 is amended to delete the terms “military and private” and “fire brigades.”

3. Section 1-1.2.2 is amended to delete the second sentence in its entirety.

4. Section 1-3 "Definitions" is amended to delete the following terms:

- i. "Emergency incident."
- ii. "Fire department," and
- iii. "Member."

5. Section 2-5.2 is amended as follows:

i. The term "fire department" is deleted and the term "Regulations for Fire Service Incident Management System" is substituted in lieu thereof.

ii. The term "and experience" is deleted.

6. Section 2-6 is deleted in its entirety.

7. Chapter 5 "Referenced Publications" is deleted in its entirety.

Amended by R.2002 d.179, effective June 3, 2002 (operative January 2, 2003).

See: 34 N.J.R. 352(a), 34 N.J.R. 1897(a).

In (a), added a new (6), recodified former (6) as (7).

#### 5:75-2.3 Geographical identification of the incident scene

(a) To provide for uniform identification of locations and operational forces within an incident scene, the scene shall be divided geographically into smaller parts which shall be designated as divisions. Specific areas of the incident scene shall be designated as follows:

1. Sides of incident scenes designated as divisions shall be further identified by the addition of a letter of the alphabet beginning with the letter "A."

i. The side of the incident scene that bears the postal address of the location shall be designated as division "A" by the incident commander. Where the incident scene has no postal address, the incident commander shall select any side to designate division "A."

ii. Continuing in a clockwise rotation, the side adjacent to the division "A" side shall be designated as division "B."

iii. Continuing in a clockwise rotation, the side adjacent to the division "B" side shall be designated as division "C."

iv. Continuing in a clockwise rotation, the side adjacent to the division "C" side shall be designated as division "D."

2. When operating at an incident containing more than one level, each level shall be designated as a division and shall be further identified by the addition of an Arabic numeral beginning with the number "1."

i. The ground level of the incident scene shall be designated as division "1."

ii. The next level above the ground level shall be designated as division "2."

iii. Subsequent levels above division "2" shall be assigned division numbers in progressing order in this manner.

3. Additional areas of the incident scene shall be designated through the use of terms common to the fire department including, but not limited to, basement, roof, interior, etc.

#### 5:75-2.4 Personnel accountability

(a) As an integral part of the incident management system used by the fire service, personnel accountability shall be maintained through the use of a personnel accountability system meeting the requirements of this section as a means to track and locate all fire department personnel operating at all emergency incidents.

(b) Every member of a fire department shall be issued a minimum of two personnel accountability tags.

1. Such tags shall be constructed of (but not limited to) metal, plastic, plastic laminated paper, plastic laminated cardboard, or similar durable material.

2. Each tag shall be equipped with a latch hook that will allow attachment of the tag to the firefighter's protective clothing. The clip or latch hook shall be designed to be attached and removed by a firefighter with a gloved hand.

3. At a minimum, the tag shall be engraved, imprinted, or otherwise marked or electronically coded with the firefighter's name and fire department affiliation.

(c) At each incident, the Incident Commander shall designate a personnel accountability officer. The personnel accountability officer shall be responsible for ensuring that all personnel are accounted for. The personnel accountability officer may serve other functions at an incident scene if he or she is able to safely perform the accountability function. At minor incidents, the Incident Commander may retain this function as he or she sees fit.

(d) To ensure personnel accountability, each firefighter shall take the following steps:

1. Upon arrival at an incident scene, each firefighter shall surrender the primary personnel accountability tag at a central collection point as designated by the Incident Commander or departmental policy. Such point may be a command post or the apparatus to which the firefighter is assigned;

2. Upon leaving the incident scene, each firefighter shall immediately retrieve his or her personnel accountability tag from the designated collection point and reattach it to the designated area of his or her protective gear as determined by the fire department;

3. Firefighters assigned to a specific piece of apparatus for the duration of a tour of duty shall leave their primary personnel accountability tag on that apparatus for the duration of their tour.

(e) Upon entry in a hazardous area, each firefighter shall surrender the secondary personnel accountability tag to the personnel accountability officer who shall be in close proximity to the entry point into the hazardous area. Upon leaving the hazardous area, the member shall immediately retrieve his or her personnel accountability tag from the personnel accountability officer and re-attach it to the designated area of his or her protective clothing.

(f) If the need arises to evacuate a hazardous area and an evacuation is ordered, the personnel accountability officer shall:

1. Order an immediate personnel accountability roll call of all members operating at the incident to be conducted as soon as they exit the hazardous area;
2. Assure that every member who has surrendered his or her accountability tag retrieves it and reattaches it to their protective gear;
3. Report immediately to the Incident Commander when crews have not retrieved their personnel accountability tags after a reasonable time, members are unaccounted for, and the need for search and rescue exists or if conditions indicate that the area is immediately unsafe for crews and/or the personnel accountability officer to operate in safely; and
4. Report to the Incident Commander that all members are accounted for if the personnel accountability officer is not holding any personnel accountability tags after an evacuation is ordered.

(g) The Incident Commander shall call for a personnel accountability report:

1. If there is a report of a firefighter missing;
2. When an emergency evacuation is ordered;
3. When the incident is declared under control;
4. When changing attack modes (that is, offensive to defensive); or
5. Anytime the Incident Commander feels it necessary to conduct a personnel accountability report.

(h) When it is announced that a personnel accountability report is to be provided to the Incident Commander, all companies will:

1. Conduct a personnel accountability roll call of the members in that company to ensure all members are accounted for;
2. Cease all but emergency radio communications; and
3. Report all members accounted for or report members missing.

(i) Nothing in this section shall restrict the use of more sophisticated accountability systems utilizing bar coding, geographic positioning systems or similar methods providing the intent of this section is met.

New Rule, R.2002 d.179, effective June 3, 2002 (operative January 2, 2003).  
See: 34 N.J.R. 352(a), 34 N.J.R. 1897(a).