# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **1.01.01 Authorization of Departmental Procedure Manual** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

To establish a guideline for the fire department's Standard Operating Procedure (SOP) Manual.

**Scope:**

This procedure will cover the department's SOP manual.

**General:**
The department Procedure Manual is authorized to establish the guidelines and acceptable methods of action to be used by department personnel. The deviation from guiding principles of this manual due to unusual circumstances is an acceptable method of action; however, any deviation from a procedure may be subject to review. The deviation from procedures shall be the exception and not the acceptable method of action. All Procedures will be kept in the Department Procedures Manual.

All Procedures will be numbered according to the table of contents of this manual. It shall be the responsibility of the Fire Chief or his designee to insure the update of this Manual. It shall be the responsibility of each member of the department to be familiar with the entire SOP Manual so he/she can insure the correct operation of the department. It shall be the responsibility of each person to keep updated on all Procedures. It shall be the responsibility of the Fire Chief or his designee to monitor and correct, if needed, deviations from Procedures of the department.

Suggested additions to the SOP Manual or changes to existing SOPs shall be submitted through the chain of command and be in written form. Additions or changes shall be submitted to the SOP committee for approval. After the SOP committee's approval, the SOP will be typed into finished form for the Fire Chief's approval. The Fire Chief or his designee shall be responsible for final drafts, indexes, numbers, files and revisions of all SOPs. The fire department will maintain an official Department SOP Manual, in a location that is accessible at all times to all members of the department. The Fire Chief is responsible for insuring that new and revised SOPs are added to the Department SOP Manual.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **1.01.02 Apparatus, Equipment, and Station Maintenance** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

To establish a procedure for maintenance of apparatus, equipment, and the station.

**Scope:**

This procedure applies to all personnel.

**General:**

1. The Apparatus Daily Check List shall be completed for each apparatus at the beginning of each shift.
2. All department members present shall participate in the morning maintenance of the apparatus and station.
3. Detailed maintenance of apparatus shall be reported on the Apparatus Daily Check List. This shall include any maintenance or equipment and location changes.
4. All equipment and apparatus shall be maintained and cleaned after each use. Exception will be the cleaning of apparatus from 2300 hours to 0700 hours if the shift commander deems necessary; however, apparatus used during this time frame (2300 - 0700) shall be washed and wiped dry each morning between 0700 and 0800 hours. These requirements are dependent upon the weather.
5. The oncoming Shift Commander shall concentrate his or her daily checks on the safety and operational condition of the apparatus or equipment. Equipment missing shall be reported to the Shift Commander and noted on the Apparatus Daily Check list.
6. All equipment shall be maintained, fueled and cleaned after each use regardless of hour.

The following tasks are to be performed daily:

1. All apparatus checked and maintained
2. Living quarters cleaned (sweep, mop, take out trash)
3. Inspection/Investigation/Training/Paperwork
4. Outside station grounds cleaned and litter picked up (0700-0800 morning duty)

The following tasks are to be performed on a Weekly basis:

**Monday**

- 1905 Weekly PVM (clean, run all equipment, make repairs)

- Clean Dispatch and Office
- Start & Test Generator

**Tuesday**

- 1906 weekly PVM (clean, run all equipment, make repairs)
- Clean Living Room and Kitchen

**Wednesday**

- 1907 weekly PVM (clean, run all equipment, make repairs)
- Clean Bedroom and Classroom
- 1900 - County Radio test

**Thursday**

- 1901 weekly PVM (clean, run all equipment, make repairs)
- Clean Air room

**Friday**

- 1908 & 1910 weekly PVM (clean, run all equipment, make repairs)
- Clean Weight Room / Mow Grass and Trim

**Saturday**

- 1909 & 1911 weekly PVM (clean, run all equipment, make repairs)
- Clean Bay (sweep & mop floor and organize)

**Sunday**

- Wash Ramp, Front Porch and Parking lots
- Clean all Restrooms
  Sweep Mop take ALL trash to curb

# WELLSTON FIRE DEPARTMENT

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| Section | **1.01.03 SCBA Care, Maintenance, & Testing** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

To establish a guideline for SCBA care, maintenance and testing.

**Scope:**

This procedure applies to all fire personnel.

**General:**

To ensure that SCBA and face pieces are maintained according to Wellston Fire Department, MSA, and NFPA 1981 2007 addition recommendations, the following procedures will be followed:

1. All SCBA on first line apparatus shall be checked daily and after each use.
2. All SCBA on reserve apparatus/storage shall be checked at least once weekly and after each use.
3. All SCBA and individual face pieces shall be cleaned and inspected after each use.
4. Any SCBA or face piece needing repair shall be tagged and removed from the apparatus or individual. A replacement SCBA or face piece shall be placed on the first line apparatus from the reserve apparatus or issued to the individual.
5. SCBA cylinders shall be hydrostatically tested as required by manufacturer recommendations.
6. SCBA shall be flow tested every year and after any major repair work.
7. All SCBA users shall be trained in use, cleaning and care of the SCBA and face piece. Also, all department personnel shall be trained in the use of the compressor system for refilling SCBA cylinders/bottles.
8. All major SCBA repairs shall be performed by certified MSA Technicians only.

It shall be the responsibility of the Shift Commander to record all checks and field SCBA maintenance on the Apparatus Daily Check List.

It shall be the responsibility of the Officer assigned to SCBA maintenance to maintain records of cylinders, SCBAs, masks, fill station and repairs.

# WELLSTON FIRE DEPARTMENT

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| Section | **1.01.04 Annual Inventory and Hose Tests** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

To establish a guideline for the fire department's hose testing and inventory procedures.

**Scope:**

This procedure applies to all fire personnel.

**General:**
Hose testing and inventory shall be done annually.

The Senior Assistant Chief shall be in charge of hose testing and shall organize the unloading and reloading of apparatus and the testing of hose.

All personnel involved shall wear helmet, gloves, and steel toe footwear.

Lines of up to 300 feet in length may be tested.

All air shall be bled from the hose, and the hose shall be flushed thoroughly.

All hose shall be inspected for faults and defects while under pressure.

All faulty hose shall be tagged with caution tape rolled in reverse and disposed of.

Hose numbers shall be logged as they are reloaded after testing.

During testing, hose shall be kept as dry as possible.

All hose that passes testing shall be marked with the year it was tested (eg. 2013).

Any hose numbers that are faded or hard to read shall be re-stenciled.

All hose will be tested by using the high pressure hose testing machine only.

It shall be the responsibility of all personnel to be familiar with the proper procedure for hose inventory and testing.

It shall be the responsibility of the Senior Assistant Chief to oversee hose tests and maintain records.

# WELLSTON FIRE DEPARTMENT

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| Section | **1.01.05 Hydrant Testing** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

To establish a guideline for hydrant testing.

**Scope:**

This procedure applies to all fire personnel.

**General:**
The following procedure will be used by members to test hydrants:

1. Inspect hydrant exterior, noting any visual damage such as missing bolts, missing caps, cap chains, obstructions.
2. Inspect and test the operating nut on the main operating stem and on each port cap to make sure they are not rounded and of a standard size.
3. Install the port cap with gauge on one port, placing hydrant gate on the other.
4. Slowly turn the hydrant on to the full open position. Bleed air from the hydrant.
5. Take a static reading and record. Note any leakage from the hydrant or in the immediate area. Open hydrant gate and flow hydrant until water clears. If necessary attach a 21/2" hose to the hydrant in order to direct the stream and prevent damage. Check area for drainage before flowing.
6. Close the hydrant. Remove all port caps. Check for proper drainage of barrel.
7. Clean the threads of port and caps with steel brush.
8. Hydrants that are slow to drain down may have rust, scale or dirt plugging the drain holes. To correct this, replace port caps, open hydrant slowly several turns, but not completely on. This will allow water to enter the hydrant with the drain valve in the open position. When enough pressure builds up in the barrel, any foreign objects should be forced out. Shut hydrant off and remove cap to be sure the water in the barrel has receded.
9. If the hydrant shuts off poorly, DO NOT EXERT EXTRA LEVERAGE. The trouble may be foreign matter lodged between the seat and main valve. To correct the problem, remove the caps and open the hydrant fully to flush out any foreign matter. Again, attach a hose if necessary to direct the stream and prevent damage to area.
10. If a hydrant is broken (i.e.: does not turn on or off, broken stem, excessive leakage from hydrant or main, or physical damage), it will be covered with a black trash bag. Also, complete an inter-office memorandum of the location and problem to the attention of the Senior Assistant Chief or his designee. The Senior Assistant Chief or his designee will contact the Public Works Department and the

Fire Chief. All hydrants that are out of service will be listed on the MEMO board in the radio room.

11. After hydrant is serviced and tested, fill out the Hydrant Testing Field Form.

12. If hydrants are on private property, contact the owner or responsible party before testing and maintenance is performed. Explain the value of the program to insure the property owner's cooperation. Repairs to private hydrants are the responsibility of the property owner (private hydrants can be repaired by general contractors). Follow procedure as outlined above.
13. The lowest outlet for any fire hydrant shall be no less than 18 inches above grade and no less than 36 inches of unobstructed area shall be available for the operation of hydrant wrenches on all outlets and the operating nut. If a hydrant is obstructed, complete an interoffice memorandum explaining the problem and location to the attention of the Senior Assistant Chief. DO NOT TRIM THE SHRUBS.
14. After completing the test, make sure all port caps are in place, all tools are picked up and any debris is cleaned up.
15. If the hydrant does not shut off, contact the Public Works Department. If after hours, contact the Police Department and they will call out the next Public Works employee on the call-out list.
16. It shall be the responsibility of the testing crews to test the hydrant using the correct procedure.
17. It shall be the responsibility of the officer/firefighter assigned to hydrant maintenance to record all tests.
18. It shall be the responsibility of the Senior Assistant Chief or designee to assign areas and procure materials for testing.
19. It shall be the responsibility of the Senior Assistant Chief or his designee to coordinate and oversee shift testing operations.

# WELLSTON FIRE DEPARTMENT

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| Section | **1.01.06 Personal Protective Equipment** |
| Adoption Date | **November 1, 2014** |

**Purpose:**
To establish a guideline to indicate the proper use of firefighter protective clothing to ensure the safety of the fire department personnel.

**Scope:**
This procedure applies to all fire personnel.

**General:**
Personal protective clothing will consist of the following items when personnel are engaged in structural firefighting, fire suppression, or auto extrication.

1. Helmet with a 4" shield or Bourke's style shield with NFPA approved goggle
2. Nomex hood
3. Bunker coat with liner
4. Bunker pants with liner
5. Boots
6. Gloves

Exceptions - The Incident Commander may use his discretion in order to regulate the use of protective clothing where exceptions seem necessary (extreme weather, time duration, etc.). When performing duties, after the hazards are eliminated or the fire has been suppressed, Command may allow personnel to remove bunker gear. Gloves and helmets shall be worn when handling firefighting equipment and while working around or on fire apparatus. Safety vests shall be worn anytime working in or around traffic hazards.

Note - Inspection shall include looking for:

1. Dirt - Wipe off, brush off, hose off, or scrub off and then wash in the department washer if needed.
2. Contamination – blood, hazardous materials, and/or hydrocarbons. Wipe off, brush off, hose off, or scrub off and then wash in the department washer if needed. Handle appropriately.
3. Tears, Holes, or Excessive Wear - The PPE shall be taken out of service and repaired
4. The PPE shall be dried before it is stored.

Responsibility - It the responsibility of each firefighter to inspect his/her gear. The gear should be inspected after every fire and once a month at a minimum. All deficiencies shall be noted and reported to the Senior Assistant Chief or designee in charge of PPE. Once a year, the Chief or designee in charge of PPE shall inspect the gear and note the condition.

Turnout gear/helmet color designations - The following color specifications will be followed:

1. Turnout Gear
    a. WFD will be located between the shoulder blades
    b. Last name will be located on the bottom of the coat
    c. Reflective will be Safety Yellow for fire fighters and Safety Orange for officers
2. Helmet
    a. White - Chief's, Chaplains
    b. Red - Captain, Lieutenant
    c. Yellow - Safety Officer
    d. Black - Firefighter, Engineer, Probationary Candidate
3. Helmet Shield
    a. Chief - Gold Leaf, red lettering, Chief scramble in center, panel 1 will read "Chief", panel 2 will read "Wellston", panel 3 will read "Fire" and panel 4 will read "1921". The Chief may also use a white shield as long as it uses the same layout. NOTE: The standard AH-3 Heritage shield only has 3 panels, omit panel 3 and panel 4 will be used as last panel.
    b. Assistant Chief - Shield will be red with black panels, white lettering, raised "19" in center in white, panel 1 will read "Wellston", panel 2 will read "1st or 2nd Asst Chief" , panel 3 will read unit number.
    c. Officer - Shield will be White with Red panels, white lettering, rasied "19" in center in red, panel 1 will read "Wellston" , panel 2 will read "Lieutenant" or "Captain" ' panel 3 wiill read unit number.
    d. Safety Officer - Shield will be yellow with blue panels, yellow lettering, rasied "19" in center in blue, panel 1 will read "Wellston", panel 2 will read " Safety Officer", panel 3 will read unit number.
    e. Chaplin - Shield will be white with white panel, red lettering, Cross ornament in center in gold, panel 1 will read "Wellston", panel 2 will read "Chaplin"' panel 3 will read "unit number".
    f. Engineer - Shield will be green with black panels, yellow lettering, rasied "19" in center in yellow, panel1 will read "Wellston", panel 2 will read "Engineer", panel 3 will read "unit number"
    g. Firefighter - Shield will be black with white panels, red lettering, raised "19" in center in white, panel 1 will read "Wellston", panel 2 will read "Firefighter", panel 3 will read "unit number".
    h. Probationary - Shield will be Orange with yellow panels, red lettering, rasied "19" in center in red, panel 1 will read "Wellston", panel 2 will read "Probie", panel 3 will read "1900"
    i. All Shields will be Paul Conway AH-3 Heritage

Self-Contained Breathing Apparatus

1. All personnel will be issued their own ultra-elite mask mounted regulator (MMR) facepiece.
2. Personnel will be responsible for their SCBA facepiece just as they are their turn-out gear.

IMPORTANT NOTES:

1. SCBA's ARE TO REMAIN AT FULL CAPACITY AT ALL TIMES.
2. DO NOT IMMERSE SECOND STAGE REGULATOR IN WATER.

# WELLSTON FIRE DEPARTMENT

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| Section | **1.01.07 Life Safety Rope Inspection** |
| Adoption Date | **November 1, 2014** |

**Purpose:**
To establish a guideline for all personnel regarding life safety rope inspection.

**Scope:**
This procedure applies to all personnel.

**General:**
A rope log tag shall be attached to each rope bag.

Ropes shall be inspected by the Shift Commander on the last Sunday of each month and after each use.

After using rope, the date of use and condition of the rope after use shall be logged onto the rope log tag that is attached to each bag.

It shall be the responsibility of any person using a rope in any way to log the information on the attached rope log.

After the log tag becomes full, it shall be taken out of its holder and entered onto the master log.

The Master Log will be maintained by the Fire Chief.

Replacement log tags shall be in the holders.

It shall be the responsibility of the Fire Chief to log rope inspection information into the master log.

It shall be the responsibility of the Fire Chief to supply additional rope log tags when requested.

# WELLSTON FIRE DEPARTMENT

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| Section | **1.01.08 Ground Ladders & Testing** |
| Adoption Date | **November 1, 2014** |

**Purpose:**
To establish a guideline for ground ladders and ground ladder testing.

**Scope:**
This procedure applies to all personnel.

**General:**
The Wellston Fire Department's ground ladders will be constructed, certified, maintained, inspected and tested in accordance with NFPA 1932.

The Wellston Fire Department shall have all members climb and descend ground ladders with the fly in, for safety purposes.

1. The Senior Assistant Chief shall be responsible for inspecting, testing, and certifying the condition of ground ladders.
2. The Senior Assistant Chief will keep records of all inspections and repairs to ground ladders.
3. The Training Coordinator shall be responsible to provide adequate training to provide proficiency in ground ladder operations.
4. All ladders, regardless of type, shall be inspected thoroughly after each use. The following metal ladder components shall be checked:
    a. Butt spurs for excessive wear or other defects.
    b. Rungs for welds, damage or weakness caused by overloading or bumping against other objects, looseness and cracks, etc.
    c. Beams for welds, rivets and bolts, signs of strain or metal fatigue, and deformation from heat or overloading.
    d. Bolts and rivets for tightness.
    e. Heat sensor label, when provided, for change indicating heat exposure.

All ladders shall be stored in a manner to provide ease of access for inspection and to prevent danger of accident when withdrawing them for use.

Every portable ladder shall be tested following the correction of defects disclosed by the visual inspection. If it is determined that a metal ground ladder should be tested, the testing should follow NFPA 1932. Methods of fastening ladder halyards, either of wire or fibrous material, shall be in a manner that the connection is stronger than the halyard. All halyards shall be checked for fraying or breakage. Any defect noted in visual inspections shall be corrected prior to testing.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **2.01.01 Public Information Officer** |
| Adoption Date | **July 31, 2012** |

**Purpose:**

To establish a guideline for the fire department's flow of information between the department, the news media and the general public.

**Scope:**

This action will cover the department's public information officer as well as all fire department personnel who operate at any fire department scene or event. Ability to deviate from the guideline lies with the fire chief or his appointed designee.

**General:**
The fire department recognizes the need to communicate openly with the general public and the media. The fire department will strive to provide correct and factual information to the public and the news media in a timely and impartial manner.

1. Responsibilities of the Public Information Officer (PIO)

    A. The PIO is responsible for coordinating the flow of information concerning departmental policies and operations and on specific statements concerning issues that could arise concerning the department.
    B. The PIO will act as the main source for media contacts. The Incident Commander may be responsible for the release of news information at the scene of an emergency. At no time will the emergency operation be compromised for the release of news information.
    C. In the event of an extremely newsworthy incident, the IC will determine the need for the PIO's response. When a response is needed, the IC will notify dispatch and have a PIO dispatched to the scene. Dispatch will notify the PIO and immediately advise him/her of the situation.
    D. A PIO will report to the scene of all major incidents to coordinate media information.
        i. MAJOR INCIDENTS shall be defined as:
            a. Any multi-alarm incident.
            b. Any incident involving a fatality or serious injury.
            c. Hazardous materials emergencies or any other incident requiring major evacuations.
            d. Extended or complicated rescue operations.
            e. Any incident involving death or serious injury to Fire Department personnel.

f. All serious accidents involving fire vehicles that result in injury or fatality to civilians or fire personnel.
g. Serious aircraft or railroad accidents.

E. Upon arrival at the scene of a major incident, the PIO shall report to the command post to confer with the IC on the information to be released.
F. If requested by the media and with agreement of affected personnel, the PIO, via chain of command, may coordinate an interview with employees having first-hand knowledge of a particular fire/EMS related activity.
G. The PIO will obtain approval through the Fire Chief prior to release of information on: Internal Investigations, Personnel Matters and Citizen complaints to fire personnel or media representatives.

2. Responsibilities of the Incident Commander (IC)
   A. The IC shall be responsible for the management of public information on the fire ground.
   B. Any major incident (as described above) likely to attract news media attention shall be brought to the attention of the PIO by the IC.
   C. When practical, the IC shall establish a Media Sector and advise Dispatch of this location. Dispatch will in turn notify the news media of this location. The IC can request that this be done via a media page, a group media fax and/or group media email.
   D. At multi-agency incidents, the agency having primary jurisdiction will be responsible for the coordination and release of information to the media.
   E. Members of the media will often respond to a scene that normally would not require the presence of a PIO. In such cases, the IC should be prepared to provide a media briefing as soon as their command responsibilities permit.

3. Information Release Guidelines
   A. Information released to the media should relate only to the facts of the incident.
   B. No determination as to the cause of an incident shall be released. Questions relating to the cause shall be referred to the appropriate investigative agency (i.e. on scene Fire Investigators, Fire Marshal, and/or Law Enforcement).
   C. Under NO circumstances shall the names of fatalities or injured persons be released unless authorized by the PIO or the appropriate investigative agency.
   D. At no time shall Fire personnel information be provided to the news media. All requests for such information shall be immediately referred to the PIO via the chain of command.
   E. When in the opinion of the IC an incident results in what may be a potentially controversial situation, the PIO will be notified immediately.
   F. When a representative of the news media requests interviews or information from departmental personnel at any time other than that described in the above section, the request shall be referred to the PIO via the chain of command.
   G. Do not release the following information:
      i. The identity of the victim of a sex crime

ii. The identity of a juvenile suspect
iii. The identity or other identifying information (i.e. captain of football team, cheerleader) on an attempted suicide
iv. Information on an active fire investigation regarding cause
v. Standard operating procedures written for emergency response or pre-fire action plans
vi. Information on suspects who have been interviewed but not charged

H. Release of victim information on fire or medical emergencies
   i. The release of names and identifiable biographical information of victims, including minors, is not restricted. No information on the identity of any critically injured or deceased person shall be made prior to notification of the next of kin (usually 24 hours from the time of death).
   ii. Individually identifiable health information obtained by the fire department is confidential.
   iii. The release of names of deceased persons shall be handled by the primary responder.

4. Media Relations
   A. It is very important that the PIO or his designee very early on make arrangements to guide the media to vantage points to safely get coverage without interfering with emergency operations. Failure to do this will result in free-lancing by the Media. In large scale operations it may require that a Media Sector be set up in Staging or other locations where transportation to the incident site can be arranged by the PIO.
   B. At the scene of any event of public interest, representatives of the news media will be permitted to conduct interviews, take photographs, and otherwise perform their assigned tasks, provided that their actions are not in violation of the guidelines established in the SOP, and provided such activity does not interfere with fire department operations.
   C. Photographs and videotapes may be taken from any area where the news media has been given access to by the IC or PIO.
   D. Areas of access for news representatives on the scene of an incident will include:
      i. Any areas open to the public.
      ii. Any designated area set aside for news media briefings.
      iii. Any areas to which the news media representatives are provided guided access to by the PIO, IC or his/her designee.
   E. News media representatives shall be permitted to interview victims of an incident who have consented to such interviews providing:
      ii. The victim is not undergoing medical attention.
      iii. The victim appears to be able to make sound decisions, is not visibly upset, severely injured or emotionally distraught.
      iv. Investigative personnel have completed their interviews.
      v. If the victim desires not to be interviewed, the media representatives will be so advised.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **2.01.02 Public Education** |
| Adoption Date | **July 31, 2012** |

**Purpose:**

To provide a system whereby the Fire Department can meet the fire and safety educational needs of the citizens of its jurisdiction. To establish guidelines concerning fire apparatus demonstrations and station tours.

**Scope:**
The Wellston Fire Department will conduct classes for the public in those areas within the parameters of its activities and expertise. These guidelines apply to all Fire Department facilities at all times.

**General:**
The Fire Department shall aggressively meet the educational needs of the citizens of Wellston as they pertain to those subjects which are within the scope of the Department's activities and expertise. The Fire Prevention Division shall anticipate future educational needs and prepare to meet those needs.

**Authority and Responsibilities:**

1. The Arson/Fire Prevention Division shall be responsible for the overall public education effort of the Fire Department.
2. The Arson/Fire Prevention Division shall be responsible for the following:
    a. Coordination with the Training Division on content and materials.
    b. Coordination of programs dealing with schools, except CPR and First Aid.
    c. Maintenance of records and reports for Public Education for the Monthly Report.
    d. Coordination of all class scheduling with the Senior Assistant Chief, Fire Prevention Officer, and/or designee.

**Procedures:**

1. Generally, the Shift Commander will receive notification of all public education classes to be taught by on duty personnel.
2. The information shall be passed to the assigned instructor to handle the instructional assignments.
3. All fire and safety educational materials will be provided by the Arson/Fire Prevention Division to meet the needs at hand and the current fire prevention campaign.

**Fire Prevention Week:**

1. Special fire prevention education presentations offered in conjunction with Fire Prevention Week shall be scheduled by the Arson/Fire Prevention Division.
2. All Fire Department personnel shall assist, as necessary, with Fire Prevention Week activities.

**Fire Apparatus Demonstrations:**

1. The Fire Department shall provide apparatus demonstrations to members of the general public on both a scheduled and non-scheduled basis.

2. The scheduling of apparatus demonstrations shall normally be handled by the Shift Commander and/or Fire Prevention Officer. Such scheduling shall be coordinated with the Shift Commander scheduled to work the day of the apparatus demonstration.

3. Shift Commanders may schedule apparatus demonstrations. When scheduling such apparatus demonstrations, Shift Commanders shall coordinate with the Fire Prevention Officer to avoid conflicts.

4. Those members who conduct Fire Department apparatus demonstrations shall conduct such apparatus demonstrations in a safe and efficient manner so as to prevent injuries to anyone present and so as not to place apparatus and/or equipment in a non-serviceable condition.

5. Those members involved in conducting a Fire Department apparatus demonstration shall do so in a manner so as to promote a professional fire service image, good will, and good community relations.

6. The following is the recommended outline to be used when conducting a Fire Department apparatus demonstration.
   1. Location -- Locate apparatus with operator's panel toward the group.
   2. Introduce all members participating in the demonstration.
   3. Explain the following basics:
      A. Type of apparatus (i.e. Engine or Ladder)
      B. Primary use of apparatus (i.e. Pumping water, elevated rescue).
      C. Equipment used on the particular apparatus (i.e. SCBA, axe, ladder).
      D. Allow some controlled hands-on
      E. Open the floor for any questions.
      F. Considerations
         1. Contact an organization representative upon arrival for instruction on demo site.
         2. Wind direction (location of group, water mist travel).
         3. Water drainage.
         4. Ground conditions if apparatus is off the pavement.
         5. Check with representative for allotted program time.
         6. Arrive a minimum of ten (10) minutes prior to the scheduled program time.

**Station Tours:**
To provide a means of public education and to promote positive public relations. To provide the general public with insight into the responsibilities and working routine of firefighters. To give Wellston citizens a historical perspective of their Fire Department. To foster fire safety consciousness. The Shift Commanders and Fire Prevention Officer are responsible for the scheduling of Station Tours.

1. Normally, prearranged fire station tours shall be scheduled by the Shift Commander.
2. The Shift Commander scheduling the tour shall coordinate with the Shift Commander of the affected shift when scheduling fire station tours.
3. Shift Commanders may schedule station tours for their stations during their own shifts, subject to the approval of the Fire Prevention Officer as to avoid scheduling conflicts.
4. Non-scheduled fire station tours, such as may occur when members of the general public request to view fire apparatus and equipment, shall be subject to the approval of the Shift Commander. If at all possible, every reasonable effort should be made to honor such citizen request.

**While conducting fire station tours, members shall be guided by the following:**

1. Members shall always behave in a courteous, helpful, and professional manner.
2. Members shall remain with those persons on the tour and shall avoid taking them into possible areas of danger.
3. Instructions should be given to those on the tour concerning what to do in case the fire company must leave on an emergency call.
4. Fire station tours should cover the major points of interest, such as the following:
   A. The fire apparatus.
   B. The firefighting equipment.
   C. Protective clothing.
   D. The firefighter's daily routine and duties.
   E. Training activities and facilities.
   F. Emergency response activities.
   G. Promote smoke detectors.
   H. Stop, Drop, and Roll techniques.
   I. Exit drills.
   J. How to use 911
   K. Don't play with matches.

**Giving Directions:**
Whenever a member of the general public comes into a Fire Station requesting directions, the on-duty Fire Department members shall be guided by the following:

1. Give clear, concise directions.
2. Obtain a city or county map to illustrate directions, if necessary.
3. Members shall be helpful and courteous at all times.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **2.02.01 Design and Plan Review** |
| Adoption Date | **November 1, 2014** |

**PURPOSE:**
The Fire Department aggressively examines and reviews all building construction, water lines, and zoning case plans from the standpoint of their potential impact on fire and life safety. Collected information is used to produce improvements, increase safety and/or provide the highest measure of protection. This policy explains the process for examining building construction plans.

**RESPONSIBILITY:**
Authorized and properly trained members have the responsibility to conduct comprehensive plans, zoning, and construction reviews. Members are required to familiarize themselves with and practice the provisions of this policy.

**PROCEDURES:**
Authorized Department members who examine and review building construction plans must minimally be **Certified Fire Safety Inspectors** as identified by the Ohio Department of Public Safety and **Fire Protection Inspectors** as identified by the Ohio Board of Building Standards.

Three circumstances initiate the plans review process:

1. **New construction plans are submitted.**
    a. Building construction plans are received by the City of Wellston or for the un-incorporated portion of Washington Township and Milton Township.
    b. Fire Department inspectors review the building plans for their accuracy and compliance with building, fire, mechanical, or other applicable codes that are within their scope to review. During this step, the Plans Examiner completes a *Plans Review* data sheet to identify critical elements of the project.
    c. Plans review data are sent back to the appropriate agency (City or Township) to be attached to the approved set of plans that is available on site. The information from this data sheet is also entered in the management information system.
    d. If corrective action or comments are necessary, the Plans Examiner enters that information on a standardized memorandum format sheet to advise the architect, contractor and/or building owner/developer there are items of particular interest, or items requiring correction, revision, and to enumerate specific action recommendations.

2. **Remodeling construction plans are submitted.**

a. The plans review process for remodeling an existing building are identical to Section 1 with one exception. The pre-existing nature may preclude the application of certain code requirements. If this is the case, the examiner notes that on the standardized memorandum format data sheet.

3. **Construction occurred but plans were not submitted.**
    a. An inspection or other observation reveals that building construction took place that was not reviewed or accepted.
    b. Immediately report to the Plans Examiner and/or Fire Marshal the unapproved construction.
    c. Upon agreement between these two parties, one will contact the appropriate owner or occupant to initiate the process to review the constructed or remodeled portion of the building. At this stage, the Plans Examiner completes a *Plans Review* data sheet to identify critical elements of the project.

The Plans Examiner or designee monitors the ongoing construction activity to guarantee that the undertaking adheres to the plans. After final inspection approval, (1) the inspector enters the *Plans Review* data sheet into the new business inspection file established for the occupancy/building and (2) the life safety pages and the building plans will be sent to records filing. If the project involves remodeling of an existing structure then the inspector places the *Plans Review* data sheet into the existing structure/inspection file.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **2.02.02 Inspections** |
| Adoption Date | **November 1, 2014** |

**Purpose:**
Fire inspections are an essential component of the Department's overall fire suppression effort. This procedure spells out the fire and life safety process and the inspector's role in implementing the process.

**Scope:**
Authorized and properly certified members have the responsibility to provide effective inspection services. Members must know and practice the provisions of this policy.

**General:**
**The Inspector's Image**
A fire inspector must project a positive, confident, competent, professional and friendly image. The impression people have of their experiences with the fire inspector directly impact their overall view of the entire Department.

A fire inspector's image is projected generally through sight, hearing and displayed abilities. During the performance of fire inspection duties, the inspector must be neat, well groomed, and adhere to uniform dress codes. When speaking, the fire inspector should project an informed, intelligent, and understandable manner. Verbal communication is vital. The fire inspector must speak well and in a convincing manner. The fire inspector must be informative, educational and positive.

**Preparation for the Inspection**
Review the file before arrival at the occupancy to assure that contact information is fresh and some recent history is known about the occupancy. If special hazards or processes exist, prepare to ask questions or research the matters beforehand. Know what violations or hazards must or should be corrected before leaving a property (e.g., a locked egress door, required second exit).

While not required, courtesy may dictate contacting an occupancy before conducting an inspection. Restaurants should not be inspected immediately prior to or during meal times. Medical offices and facilities may have very strict times for access.

**Conducting the Inspection**
Upon arrival at the occupancy, promptly contact and introduce yourself to the primary contact (owner, manager, etc.). Keep the number of departmental personnel that accompany the inspector to a minimum to reduce the threat of intimidation. Explain the goal of your activity and request or verify that permission is granted to conduct the inspection. If permission is not granted, clarify the reason(s), leave the premises, and inform the Fire Chief of the circumstances.

Ask that a person accompany you throughout the inspection, preferably a person with authority, knowledge and/or ability to access locked or secured areas. Confirm or otherwise collect all necessary data to update/complete the Inspection History.

Organize the inspection so that all areas and elements of the occupancy are viewed and understood. Start outdoors working to the interior, or vice versa. Start at the lowest level working to the highest level. On each level, work from front to back, side to side, floor to ceiling or what best serves the floor arrangement. View and evaluate all rooms and potential hazard areas including equipment and processes. Observations and comments must be consistent with potential and actual code violations, and issues described on the Inspector's Check List. Enter notations about hazards and violations onto the Inspector's Check List so they may be discussed when the inspection is complete.

If a Maximum Occupant Load Card is missing or a required Fire Department Permit is not in place, notify the Fire Chief in writing.

**Concluding the Inspection**
Meet with the person of proper authority to review inspection findings. The person who accompanied the inspector may not be the person in the position to make corrections. Be organized and confident in the presentation of findings, especially those that should be corrected before leaving the premises.

Protect the confidentiality of all information obtained during the inspection process.

**Violations Requiring Immediate Correction**
The list below contains the types of violations that require immediate correction. If an inspector discovers a violation or hazard that appears to require immediate correction, but is not on this list, contact a supervisor for further instructions.

1. Occupants are unable to leave a building.
    a. Required exit locked/inoperable from the egress side. (Remember that not all occupancies are required to have a second exit, and if an occupancy has for example three exits, they may not all be "required" exits.)
    b. Means of egress or exit way are substantially blocked or obstructed.
2. Major portion or all of a fire protection system is hindered or inoperable.
    a. For example, a sprinkler system supply valve is shut off, or all hydrants around a complex are inoperable.
3. A hazard exists because flammable liquid storage is too near an ignition source and a fire is imminent.

**Violations Allowing Correction at Later Dates**
The table below contains the guidelines for the number of days that can be granted for violations not requiring immediate correction.

| VIOLATION | DAYS |
|---|---|
| Cooking hood protection system | Immediate - 5 |
| Detector (smoke/heat) malfunction | Immediate - 5 |

| | |
|---|---|
| Electrical junction box “open” | 5-30 |
| Electrical panel cover removed | 5-30 |
| Exit door sticking | 5-30 |
| Exit sign not working | 5-30 |
| Extension cord misuse | 5-30 |
| Fire alarm system malfunction | Immediate - 5 |
| Fire extinguisher defect | 7-30 (Not mounted, obstructed, |
| hydro | inspection needed, etc.) |
| Fixed local protection system | Immediate - 5 (May require shut |
| down if a | hazard process is protected) |
| Flammable liquids | 1-7 (Excessive amount above code |
| limits) | |
| Housekeeping/trash accumulation | 1-10 |
| Sprinkler system defect | 7-14 (Includes missing spare |
| heads, | obstructed head, etc.) |

**Inspection Report**

Prepare and deliver an accurate, comprehensive, organized and readable report to the occupancy’s primary contact. Enter violations upon a Basic Fire Inspection Report (iAuditor). Inspectors track their own Follow-up Inspections and the due dates for those to occur. If a fourth visit is required, the Inspector shall send a written communication to the Fire Chief. Any subsequent inspections for this occupancy as a result of this scheduled inspection for the Inspector will come from the Fire Chief.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **2.02.03 Record Keeping** |
| Adoption Date | **November 1, 2014** |

**Purpose:**
To establish the department's record keeping guidelines.

**Scope:**
All department members.

**General:**
The Fire Safety Inspectors organize, maintain and use the Fire Inspection File System ("System"). Others consult with and coordinate with these individuals to enable the addition, revision or other use of the files contained within the System.

The Department keeps System records in a horizontal retrieval system. Individual inspection files are organized by street address with the first two letters of the street name prominently displayed on the folder. A maximum of three numerical digits in the number block area identify the street address. Files are also color coded according to districts that match the fire districts as follows:

Blue: City of Wellston
Yellow: Milton Township
Red: Washington Township

Each inspection folder may also display:

1. A "complex indicator" - a colored tape marker, if the occupancy is part of a complex.
2. A "direction designation", if the occupancy is on a street with north, south, east or west as part of its name.

The exterior of the inspection folder contains information specific to the occupancy and may include, but is not limited to, (1) address, (2) occupant, (3) telephone number, (4)basic construction features of the building, (5) built in fire protection components, (6) fire protection system features, (7) fire district data, (8) inspection district and schedule, (9) fixed property uses, (10) permits issued, and (11) occupancy load.

Each inspection folder contains:

1. Inspection History sheet(s)
   A. Name, address and telephone number of the Occupancy
   B. Name, address and telephone number of the Manager
   C. Name, address and telephone number of the Occupancy Owner
   D. Name, address and telephone number of the Building Owner
   E. Names and telephone numbers of "OFF HOUR" Emergency Contacts

F. Who to send copies of the Basic Fire Inspection Report
G. A chronological listing of activity and business dealings with the occupancy
    i. Includes any inspection activities
    ii. Includes the name of former tenant(s) within a leasable space
2. Copies of Basic Fire Inspection Reports
3. Pre-Plan Sheet
4. Forms and papers related to construction
5. Correspondence

Within a “complex” there may be more than one occupancy to inspect. A strip shopping center is an example. One owner controls all building/structural elements, but leases space to individual tenants. These situations generate two inspection folders. Each tenant has an inspection folder, and the building owner has an inspection folder that describes the lease arrangements.

Before checking out a folder from the System, the inspector completes an “OUT CARD”. The inspector then places the “OUT CARD” where the folder was to indicate where to return the information. Persons from outside the Wellston Fire Department work through a Fire Safety Inspector to obtain an individual inspection folder.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **2.03.01 Fire Investigation** |
| Adoption Date | **November 1, 2014** |

**Purpose:**
To identify the proper procedures to determine the origin, cause and other factors that may have contributed to the ignition and growth of a fire.

**Scope:**
It shall be the responsibility of all fire investigators for the Wellston Fire Department to familiarize themselves with and follow this policy.

**General:**
The Wellston Fire Department, when performing fire investigations, shall follow the Ohio Revised Code, Ohio Fire Code and NFPA 921, which are indicative of the law and guidelines for fire investigations. These procedures shall complement and serve to guide during investigations, and are not intended to supersede any law or state rule.

A systematic approach is used in processing every fire scene. The investigator's job is to determine the origin and cause of a fire. This may be accomplished while working in conjunction with other appropriate agencies. The investigator may work with insurance adjusters and/or private investigators throughout and after the investigation.

If possible, the investigator will document a fire scene with photographs or video prior to the extinguishment of a fire. This should include the immediate and general area including victims, crowds, vehicles and team operations.

When the fire scene is secure and safe for entry, the investigator will observe, document and photograph the scene. The scene is secured from the time of arrival, throughout the investigation and until the scene is officially released back to the property owner.

While at the fire scene the investigator should:

1. Interview property owner, witnesses, bystanders, and firefighters.
2. Process the physical scene by examining the structure or scene for fire patterns and evidence.
3. Document the scene with photographs and diagrams.
4. Preserve and collect evidence by maintaining "Chain of Custody" so it is clearly documented who has handled it, when and why.
5. Provide information to the Incident Commander for media releases.

The investigator shall use all approved forms for documentation during and after the fire investigation. These forms should include the Field Incident Report, Witness Statement(s), and the cover sheet for the investigation file.

The investigator shall submit all findings to the Incident Commander and all proper reports to the Fire Marshal, containing all information regarding the investigation. All information obtained by the investigator shall remain confidential until a determination is made and approved by the Fire Chief, or his designee.

References:
National Fire Protection Association
Standard 921 – Guide for Fire & Explosion Investigations

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **2.03.02 Hydrant Maintenance** |
| Adoption Date | **November 1, 2014** |

**Purpose:**
The City of Wellston finds that it is in the best interest of the City to outline the policy and procedures for the maintenance and use of fire hydrants. It is in the public interest that both public and private hydrants are inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.

**Scope:**
This procedure applies to all fire department personnel.

**General:**
Fire hydrants in the City of Wellston are for the exclusive use of the City and shall not be used for purposes other than emergencies as determined by the City. This policy applies to:

1. Individuals, groups, or companies that use municipal water for projects within the City.
2. City staff.

The Wellston Fire Department shall:

1. Direct and schedule all hydrant maintenance and inspection activities.
2. Review plans for and monitor the installation of hydrants in new developments to ensure conformance with City needs and specifications.
3. Monitor the use of fire hydrants during responses to disasters and other emergencies.
4. Document hydrants needing repair and make repairs as directed.
5. Inspect hydrants for proper operation and unhindered access and exercise all hydrants.
6. Report all malfunctions and any non-working hydrants to the Water Department immediately

The City Safety/Service Director or designee shall:

1. Contract as necessary for maintenance and repair services.
2. Review plans for and monitor the installation of hydrants in new developments to ensure conformance with City needs and specifications.
3. Monitor the use of fire hydrants during responses to disasters and other emergencies.
4. Document hydrants needing repair and make repairs as directed.

Procedures

1. Companies and individuals are prohibited from using City fire hydrants except under special circumstances.

2. Companies and individuals needing City water for projects will be directed to the Water Department.

Inspection
Annually, fire hydrants directly or indirectly connected to the municipal water system shall be inspected either by City personnel or a qualified contractor. This inspection shall include testing of the operation and flow of the hydrants.

1. Staff will document any problems with the hydrants found during the annual inspections. Any hydrants taken out of service will be marked at the hydrant and its location provided to the Fire Department.
2. Repairs to hydrants will be prioritized based on City needs. Every attempt will be made to return non-working hydrants to service.
3. Hydrants that do not drain will be pumped dry to prevent freezing and possible damage to the hydrant.
4. Fire hydrants shall be painted periodically in compliance to NFPA 291 to maintain their appearance and visibility to the Fire Department.
5. The City may contract the painting of fire hydrants. Contract specifications will detail type of paint, start and completion dates, and any measures required for the protection of property around the hydrants.
6. Out of Service Hydrants will be painted black and/or covered with a black trash bag.

Testing
Hydrants shall be tested in compliance with NFPA 291.

Fire Hydrant Restrictions
1. Staff witnessing use of a fire hydrant by other than City staff shall report the incident to the Safety/Service Director.
2. The Safety/Service Director will send a letter to the company involved requesting they stop using Wellston hydrants, explaining the City's policy on hydrant use.
3. The Wellston Police Department will be notified as necessary to issue a citation to the violator.

Hydrant Access
1. There shall be no less than 36" of horizontal clearance on all sides of the hydrant.
2. All hydrants are to be free of obstacles so that the hydrant may be seen by approaching fire trucks at a minimum distance of 200 feet.
3. Posts, fences, vehicles, brush, trash, and other items shall not be placed or kept near fire hydrants.
4. The Fire Department shall not be deterred or hindered from gaining immediate access to a hydrant.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **3.01.01 Driving Emergency Vehicles** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for driving emergency vehicles.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

OVERVIEW

The highest emphasis should be placed on safety, and particularly on safe vehicle operations. These procedures apply to all vehicle operations, including emergency response. Fire department members are expected to comply with all applicable traffic laws, as well as departmental safety policies and standard operating procedures at all times.

The driving policies and procedures also apply to members who are operating any other vehicle, including a privately owned vehicle (POV), within the scope of their fire department duties and responsibilities.

RESPONSIBILITIES

Driver Responsibility – The driver of a fire department vehicle is responsible for the safe operation of the vehicle at all times, including compliance with all traffic laws, as well as fire department policies and SOPs.

Officer Responsibility – The officer-in-charge (OIC) of a fire department vehicle is responsible for supervising the driver and all other assigned members; this includes ensuring that the driver complies with traffic laws, fire department policies, and SOPs.

Member Responsibility – All department members are required to comply with all safety policies and procedures while operating, riding in or performing any function that involves a fire department vehicle.

Note – The company officer or front seat passenger shall assist the driver by operating radios and conducting other activities such as map reading. The driver shall focus attention on safe operation of the vehicle.

SEATBELTS

All persons driving or riding in fire department vehicles shall be seated in approved riding positions with seatbelts or safety restraints fastened at all times when the vehicle is in motion.

The driver shall not begin to move the vehicle until all passengers are seated and properly secured. All passengers shall remain seated and secured as long as the vehicle is in motion. Seatbelts shall not be loosened or released while en route to dress or don equipment.

Members shall not attempt to mount or dismount from a moving vehicle under any circumstances.

Exception – A fire department member who is providing direct patient care inside an ambulance shall be permitted to momentarily release the seat belt while the vehicle is in motion – IF IT IS ESSENTIAL TO PROVIDE PATIENT CARE. When the procedure has been completed, the fire department member shall refasten the seat belt. Time without the protection of a seat belt shall be minimized.

EMERGENCY VERSUS NON-EMERGENCY RESPONSE

Fire department vehicle operations are classified as either “emergency” or “non-emergency.” During “non-emergency” operations, fire department vehicles shall comply with all of the traffic laws and rules of the road that apply to all other vehicles. The specific exceptions to traffic laws that apply to emergency vehicles shall only be exercised during authorized emergency operations.

Emergency response creates an increased risk to firefighters and to other users of the roadways. The increased risk must be balanced against the potential benefits of faster response in situations where lives and/or property are at risk. Emergency response shall be limited to situations where prompt response is likely to reduce the risk of death, serious injury or disability, or preventable damage to property.

Each response to an incident shall be classified as either “emergency” or “non-emergency” at the time of dispatch, based on the nature of the reported situation. The officer-in-charge of a company or unit that is enroute to an incident is also authorized to change the response classification, based on reliable information that the change is appropriate.

When multiple units are responding in emergency mode, the officer arriving at the scene and assuming command of the incident shall determine if it is appropriate to downgrade the response of any units that are still enroute. The additional units shall be directed to continue “at reduced speed” or non-emergency when the situation does not urgently require their presence at the scene.

EMERGENCY RESPONSE DRIVING

Responding to emergency incidents does not in any manner reduce the responsibility to operate vehicles safely. While prompt response to emergency incidents is an organizational priority, safety is always a higher priority. The responding units must arrive safely at the location where they are needed before they can deliver the required services. Unsafe operation of an emergency vehicle creates an unacceptable risk to fire department members, to the public, and to the individuals who are in need of assistance.

No person shall drive a vehicle at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing.

The use of warning lights and audible warning devices does not automatically grant the right-of-way to an emergency vehicle. These devices are intended to make other drivers

aware of the presence of an emergency vehicle. Other drivers are generally required to yield the right-of-way to an emergency vehicle; however, they cannot be expected to yield the right-of-way if they do not see or are not aware of the emergency vehicle.

While responding in an emergency mode, drivers are required to make their presence evident using audible and visual warning devices. Emergency vehicle drivers should also endeavor to make their intentions as clear as possible and their vehicles as visible as possible to other drivers. The following policies should apply to employees/members who are driving fire department vehicles in an emergency response mode:

1. Warning lights shall be used at all times when fire department vehicles are operating in an emergency response mode. Audible warning devices (siren and/or horn) shall be used as necessary to warn other drivers and pedestrians of the approach of an emergency vehicle and request the right-of-way. Audible warning devices shall be used in moderation when they are not required to provide warning (light traffic or open road situations).
2. Audible warning devices shall not be used when a vehicle is operating in a non-emergency mode. Warning lights shall be used when the fire department vehicle is maneuvering or stopped in a location where it creates a traffic hazard.
3. The driver shall never exceed a speed that is safe and prudent, based on road and weather conditions and other circumstances, including the design and capabilities of the vehicle. The posted speed limit may be exceeded only when the required warning devices are in use and when weather, traffic, and road conditions are favorable. The posted speed limit shall not be exceeded under any other conditions.
4. The fire department emergency vehicle shall come to a full stop before entering a negative right-of-way intersection (red light, flashing red light, or stop sign), blind intersection, or any intersection where hazards are present and/or the driver cannot account for all oncoming traffic lanes. The emergency vehicle shall not enter the intersection until all approaching traffic has yielded the right-of-way and it is safe to proceed. The emergency vehicle driver shall ensure that all approaching vehicles in all lanes have yielded the right-of-way before advancing.
5. When passing through an intersection where the emergency vehicle has the right-of-way, by virtue of a green light in the direction of travel and/or a stop signal (stop sign) for cross-traffic, the emergency vehicle shall not exceed the posted speed limit. Emergency vehicle drivers should not assume that oncoming/opposing traffic has stopped, even when facing a green signal or “clear” route; emergency vehicle drivers must visually confirm that oncoming/opposing traffic is stopped while approaching any intersection, and be prepared to stop immediately, if necessary.
6. Operating emergency vehicles in opposing traffic lanes is extremely hazardous under all conditions and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel). When approaching a controlled intersection (traffic lights or stop signs) in an opposing traffic lane or center turn lane, the emergency vehicle shall come to a full stop before entering the intersection, even if the traffic light is green in the direction of travel.
7. Operating emergency vehicles against the normal flow of traffic requires extreme caution and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel). Travel against the normal direction of traffic flow on a one-way street shall be limited to short distances. Emergency vehicle drivers must proceed slowly and with extreme caution in these situations. The

emergency vehicle must come to a full stop before entering an intersection while traveling in an opposing direction.

8. When overtaking traffic that is moving in the same direction, the emergency vehicle driver shall give other drivers an opportunity to yield the right-of-way before passing. If it is necessary to pass a vehicle that has not yielded the right-of-way, the emergency vehicle shall provide as wide a clearance as possible.
9. A fire department emergency vehicle shall not overtake another emergency vehicle that is traveling in the same direction unless the driver of the lead vehicle has indicated that the other may pass. A following vehicle may contact a leading vehicle by radio to request permission to pass.
10. The emergency vehicle shall not pass a school bus that has stopped with red lights flashing to load or discharge passengers, unless the bus driver clearly signals that it is safe to pass.

SPECIAL DRIVING PROCEDURES

Before backing a fire department vehicle, the driver shall ensure that the intended path is clear of hazards or obstructions.

One or more spotters shall be employed as guides in all situations where the driver does not have a clear vision of the path of travel. Two spotters should be assigned when backing large or heavy apparatus–one covering each side of the vehicle. When available, a third spotter can be used to monitor traffic or, especially in the case of aerial apparatus, watch the front of the vehicle for overhead obstructions.

A spotter is responsible for guiding the driver and ensuring that any potential hazards are avoided. Standard signals shall be used to communicate with the driver during the backing maneuver; hand signals or voice signals transmitted over a portable radio can be employed for this purpose. The spotter shall direct the driver to stop at any time the backing maneuver cannot be completed safely.

The spotter(s) shall be on the ground, to the rear of the vehicle, and shall remain visible to the driver at all times. If the driver loses sight of the spotter(s) at any time, the driver shall immediately stop the vehicle. Portable radios or tethered vehicle-mounted intercom systems are recommended for spotters' safety. In no case are cameras or safety devices a substitute for a spotter.

If it is essential to back a vehicle with limited rearward visibility and no spotter is available, the driver shall stop, dismount, and visually perform a 360-degree check around the vehicle before backing, with emphasis on the area behind and to both sides. After checking the area, the driver shall back the vehicle at slow speed and with extreme caution, prepared to stop immediately if necessary.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **3.01.02 Use of Personal Vehicles** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for the use of personal vehicles.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

GENERAL

1. Driver must own and operate a vehicle that complies with all state and local regulations, including, but not limited to; valid insurance & inspection.
1. Driver must read and demonstrate an understanding of the Department's policies regarding operating emergency vehicles.
2. The POV must be in proper mechanical condition and the warning devices in compliance with the applicable laws. The vehicle must pass a department inspection and display a valid, state-issued sticker.
3. Driver must wear a seatbelt at all times while operating the vehicle.
4. Driver must complete an Emergency Vehicle Operator Course (EVOC).
5. Driver must be an Ohio certified Firefighter.
6. Driver must submit to a medical examination, skills evaluation, and driving record check upon request.
7. Driver must be approved by the Fire Chief.

Members that meet the above criteria may use their personal vehicle for fire department use. The vehicle is still privately owned and the owner and/or operator is responsible for any damage that may occur to the vehicle during fire department use. All members should respond directly to the station, with the exception of officers, which may respond to the scene according to department policies/procedures.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **3.01.03 Staffing Response Procedures, and Assignments** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for response procedures, staffing, and assignments.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

STAFFING

In general, fire department apparatus should be adequately staffed prior to leaving the station. Basic staffing has been defined according to the type of apparatus. Those guidelines are:

1. Engine – 3 personnel
2. Ladder – 4 personnel
3. Rescue – 4 personnel
4. Tanker – 2 personnel
5. Brush – 2 personnel

Whenever possible, this level of staffing should be used; however, there are times when this staffing level will not be possible. The officer in charge of a specific piece of apparatus may decide to deviate from this minimum staffing level.

RESPONSE PROCEDURES

There are multiple types of response assignments. The assignment will depend upon the nature of the call and the location of the incident. These assignments will fall into several categories. These categories include (apparatus are to respond in the order listed below):

1. Single Unit Assignment
    a. A single piece of apparatus
    b. Could be any type of apparatus depending upon the call
    c. This may include mutual aid runs
    d. Call types include carbon monoxide detector activation without symptoms, dumpster or trash fires, medical assists, etc.
2. Brush Assignment
    a. Call types include brush fires, trash fires, etc.
    b. Engine
    c. Brush Truck

3. Rescue Assignment
    a. Call types include motor vehicle collisions, trench rescue, entrapment, etc.
    b. Engine
    c. Rescue
4. Two Unit Assignment
    a. Call types include vehicle fires, carbon monoxide detector activations with symptoms, gas leaks outside a structure, etc.
    b. Engine
5. Engine Street Assignment (City)
    a. Call types include structure fires, smoke investigations, gas leaks inside a structure, etc.
    b. Engine
    c. Ladder
    d. Engine
6. Street Assignment (Township)
    a. Call types include structure fires, smoke investigations, gas leaks inside a structure, etc.
    b. Engine
    c. Engine
    d. Rescue
7. First Alarm, Second Alarm, and Third Alarm Assignments
    a. Refer to 3.04.02 Box Alarm System

ASSIGNMENTS

Engine Company – A group of firefighters assigned to an engine. Common tactics include fire extinguishment with tasks including stretching attack lines, connecting to hydrants, and supplying water to a fire scene.

Ladder Company – A group of firefighters assigned to a ladder truck. Common tasks include forcible entry, search and rescue, ventilation, and providing ladders.

Rescue Company – A group of firefighters assigned to a rescue truck. Common tasks include stabilization, extrication, search and rescue, and ventilation.

Seating assignments – Individual assignments vary depending on the nature of the call and the location of the incident. They are posted in the apparatus. The officer of the apparatus, in coordination with the Incident Commander, is ultimately responsible for assignments.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.02.01 Safety Officer** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure outlines the duties of the Safety Officer.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

The Department Safety officer shall complete an Approved Safety Officer course that meets the standards of NFPA 1500 within 1 year of being appointed to the position.

Duties of the Safety Officer:

1. Safety officers will be assigned per incident by the Incident Commander and will be the Incident Commander if no other officers are assigned.
2. The Safety Officer shall immediately inform the Incident Commander of any actions taken to correct imminent hazards at an emergency scene
3. At an emergency incident, when activities are judged by the safety officer to be unsafe and to involve an imminent hazard, the safety officer shall have the authority to alter, suspend, or terminate those activities.
4. The Safety Officer shall perform the duty of maintaining accountability when an accountability officer has not been assigned.
5. The Safety Officer shall have the authority to assign an assistant Safety Officer, and or accountability officer if the size of the incident warrants.
6. The Safety Officer shall be responsible for completing annual privately owned vehicle inspections, maintaining records of said inspections, and assigning yearly inspection stickers.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.02.02 Personal Accountability System** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for the personal accountability system.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Personal Accountability Tag (PAT) – Each firefighter will be issued four (4) PAT's with their name on them. They will be color coded: White = Chief, Red = Officer, Black = Firefighter, Green = Other. PAT's will be velcroed to the underside of the helmet brim. It will be the responsibility of each individual firefighter to place their PAT on the appropriate Passport.

Passport – A white plastic card, 3x4 inches, with the name of the appropriate apparatus etched at the top. This Passport is used for all the firefighters responding on a specific apparatus to attach their PAT's to.

Master IC Board – A white plastic board, 8x12 inches, with positions for four (4) Passports.

Personal Accountability Report (PAR) – Several accountability benchmarks are included in tactical operations. The PAR involves a count of all personnel at an incident. For a crew leader, this means a visual account for all the members on his/her crew. For an incident commander, this means accounting for all members at the incident.

GENERAL

Accountability gives the Incident Commander a fast and efficient means to account for all fire/rescue personnel that are working an incident. Use of the system will provide enhanced personal safety for the individual firefighter, and will provide the IC an improved means to track and account for all personnel. Accountability will be used on all incidents, small or large, and will begin at the receipt of the alarm.

Personnel will attach their PAT to the Passport of the Apparatus that they respond on. Any personnel responding to the scene by POV shall place their PAT based on assignment by the Incident Commander.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.02.03 Exposure Control** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for the exposure control.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Personnel shall take the following actions to prevent exposure to foreign objects, noise and infection.

1. Hearing Protection
    a. Hearing protection should be provided for and used by all members operating or riding on fire apparatus when subject to noise in excess of 85 decibels.
    b. Hearing protection should be provided for and used by all members when exposed to noise in excess of 85 decibels caused by power tools or equipment, other than in situations where the use of such protective equipment would create an additional hazard to the user.
    c. The fire department should engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources in the work environment.

2. Eye and Face Protection
    a. Primary face and eye protection appropriate for a given specific hazard should be provided for and used by members exposed to that specific hazard. Such primary face and eye protection should meet the requirements of ANSI Z87.1, Practice for Occupational and Educational Eye and Face Protection.
    b. The full face piece of the SCBA should constitute face and eye protection when worn. SCBA that have face piece mounted regulators, which, when disconnected provide a direct path for flying objects to strike the face or eyes, should have the regulator attached to be considered eye and face protection.

c. When operating in the hazardous area at an emergency scene without the full face piece of the SCBA being worn, members should deploy the helmet face shield , or ANSI approved Goggles for partial face protection.

3. Infection Control - The following precautions are suggested as basic sanitary measures applicable to handling of all patients:
    a. Assume that all patients may have a communicable disease
    b. Assume that all blood is potentially infected
    c. For patients known to have a communicable disease, inform medical personnel (if applicable) and the receiving hospital
    d. Always exercise caution when administering any life support procedures which result in contact with blood or body fluids
    e. Body substance isolation (i.e. rubber gloves) should be worn when treatment involves contact with patient's blood, body fluids, secretions, or excretions in order to avoid accidental contamination of open skin
    f. Exercise care to avoid accidental wounds or punctures from sharp instruments, metal, or glass
    g. Wash your hands after every call
    h. Properly dispose of any contaminated equipment prior to leaving an incident

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.02.04 Operating on Roadways** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for operating on roadways.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

When members are operating at an emergency incident and their assignment places them in potential conflict with moving motor vehicle traffic, members must wear a garment with fluorescent retro-reflective material meeting ANSI Class 3 standards. The only exception to this is when SCBA are being utilized.

Apparatus should be utilized as a shield from oncoming traffic whenever possible. Apparatus should be parked at a 45 degree angle with the wheels turned away from the scene. When acting as shield, apparatus warning lights should remain on. When operating on a highway or roadway with moving traffic, a safe work-zone should be established as soon as practical. When possible, members should exit the apparatus using doors away from traffic. Fluorescent and retro-reflective warning devices such as traffic cones, illuminated warning devices such as highway flares, or other appropriate warning devices should be utilized.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.02.05 Incident Rehabilitation and Medical Support** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for incident rehabilitation and medical support.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Rehabilitation is necessary to ensure that the physical and mental conditions of members operating at the scene of an emergency or training exercise do not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation. On large incidents, the Officer in Charge may request additional resources from the Red Cross or EMS.

1. There will be a rehab area designated by the Incident Commander or the Safety Officer.
2. Personnel who have used 2 SCBA bottles shall be required to report to the Rehab area until released by the Rehab Officer.
3. Basic vital signs shall be monitored by designated EMS personnel in the Rehab Area.
4. Rehab shall include Food and fluid replenishment, and relief from extreme climatic conditions according to the circumstances of the incident.
5. If found unfit, personnel shall not be allowed to continue work and must remain in the Rehab area.
6. These provisions should be in accordance with section 4-4 of NFPA 1561, Standard on Fire Department Incident Management System.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.02.06 Incident Termination** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for incident termination.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Incidents may be terminated in two ways.

1. The incident will be considered terminated when all units have cleared the scene and have been completely returned to service.
2. Incident operations are terminated for safety reasons.

All apparatus must be returned to service prior to any personnel leaving the station. The personnel on each apparatus are responsible for returning their apparatus to service. This includes ensuring that all equipment is cleaned, inventoried, and readied for another call. When the apparatus is ready for service, the apparatus operator will advise the Shift Commander. When all apparatus are ready for service, the Shift Commander will release personnel from the station. If a member needs to leave prior to this release, they must obtain individual permission from the Shift Commander.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.03.01 General Procedures** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for communications.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

NORMAL DISPATCH

The voice dispatch message is broadcast over County Fire Repeater 1 giving:

- Dispatch Tone
- Companies Assigned
- Type and/or Nature of Incident
- Location

Units responding will conduct all communications, including acknowledgement, on the channel assigned by Dispatch. All Wellston Fire incidents will be assigned County Fire Repeater 4 unless notified otherwise by Dispatch.

ACKNOWLEDGMENT
The Shift Commander must acknowledge the call within one (1) minute or Dispatch will re-alert.

RESPONDING
All units will respond with lights and sirens activated unless directed otherwise by Command. The officer of each individual apparatus will have the discretion to reduce the response level of their apparatus.

While responding, companies may communicate with one another if radio traffic permits. Effective communications during this period can set the stage for effective action and improve the overall rescue and fire attack effort. Factors such as occupancy hazards, access, traffic conditions and response routes may be communicated.

Company officers should review tactical information and any pre-fire planning information carried on the vehicle for specific tactical information. Subsequent arriving units should monitor radio traffic to be fully informed of the situation based on reports of the first arriving units.

Companies needing specific additional information should request it.

ON SCENE REPORTS

The first fire department member or unit to arrive at the scene of a multiple unit response shall assume command of the incident. The initial Incident Commander shall remain in Command until Command is transferred or the incident is stabilized and Command is terminated.

The first arriving fire department unit initiates the command process by giving an initial radio report. The standard Initial Radio Report includes:

On-Scene Report

1. Unit designation/on the scene.
2. Building/area description.
3. Occupancy
4. Size (large, medium, small)
5. Height (assumed 1 story unless reported otherwise)
6. Obvious problem/conditions.
    a. Nothing evident (indicates checking)
    b. Smoke showing (amount and location)
    c. Fire showing (amount and location)
7. Action taken.
    a. Assuming command
    b. Laying a line
    c. Attacking with…etc.
8. Declaration of Strategy.
    a. Offensive
    b. Defensive
    c. Transitional
9. Command confirmation with name

    Example – “Engine 1905 on scene with a two-story, wood-framed, single-family dwelling. We have fire showing from Division Two, Side Bravo. We’ll be stretching an inch-and-three-quarter and initiating an offensive attack. We’re establishing the Pennsylvania Avenue Command.”

COMMAND

Once command has been established, all routine communication between Dispatch and an incident will be directed through Command. All units will use the radio designation “Command.” If multiple incidents are ongoing on the radio channel, the specific command name will be given (“Pennsylvania Avenue Command” for the above example).

MAYDAY

"Mayday" is a term to be used only in the event of a lost or trapped firefighter. A well-defined communications structure is essential in any rescue operation. Deployment will play a crucial role in ensuring the effective rescue of firefighters.

EMERGENCY TRAFFIC

The term ‘Emergency Traffic’ will be utilized by any unit encountering an immediately perilous situation and will receive the highest communications priority from Dispatch,

Command and all operating units. Units may initiate emergency communications by verbally contacting Dispatch.

EXAMPLE: “Tower Ladder 1901 to Command with Emergency Traffic.”

Without exception, the air belongs to any unit with Emergency Traffic.

RADIO CODE
"Plain language" radio messages should be used in preference to numerical codes to facilitate understanding. This is also in compliance with NIMS.

RADIO PROCEDURE
Short-specific - Before transmitting, know what you are going to say. Choose precise terms to communicate the desired message as clearly and briefly as possible without wasting airtime.

Task oriented/Company oriented - Command’s orders to operating companies should indicate a specific task assigned to the company. They should be of a magnitude reasonably performed by a single company alone or in concert with other companies.

Indicate objective - In addition to being task and company oriented, assignments should indicate an objective to the action. The company should know exactly where to go, to whom to report, what is the task and what is the objective of the task. Orders should tell what to do - not how to do it (unless Command wants something specific).

Clear Tone/Self Control Effective Rate - Speak clearly at a practiced rate. Not too fast and not too slow. Control your emotions and excitement deliberately. If you do not consciously control your voice, it will become garbled under stress.

Well Timed/Spaced - Prioritize your messages. Do not use valuable airtime with unimportant messages and insignificant details. Maintain an awareness of the overall situation and your role in it. Do not interrupt conversations unless you have Emergency Traffic. Listen before transmitting and wait until a message transaction has been completed. Pause between consecutive messages. This will make it clear when one message has been completed and another started. It also allows other units to break in with urgent/emergent traffic if applicable.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.03.02 Status Reports** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for ongoing status reports during incidents.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

GENERAL

Progress reporting on the fireground during all phases of operations relays vital information between Command and the companies operating at the incident. Incident action plans are driven by the completion of tactical objectives. Conversely, if an objective cannot be completed, the IC needs to be advised so that the safety of crews operating can be evaluated and the tactical and strategic plan modified.

CAN REPORT

An easy way to answer or transmit a progress report is the CAN report. The C A N report stands for Conditions, Actions, Needs. By using this order model, the person giving the report easily identifies how well they are doing, the conditions they are facing, and any support or resource needs that they have.

Conditions

- Where you are
- Any obstacles you encounter
- Smoke & heat conditions
- Interior visibility
- Interior layout
- Fuel loads
- What's burning
- What's not burning

Actions

- Completing assigned objective
- Knocking down fire
- Completing primary or secondary
- search
- Pulling ceiling
- Opening up the roof
- Performing salvage

- Fire under control

Needs

- Urgent help
- Reinforcement
- Relief
- Support to current assignment
- Tools or equipment
- Cover other areas
- More line, more water
- More ventilation

UPDATES

During active firefighting operations, Command will provide Dispatch with regular progress reports or whenever significant tactical plans are changed or unusual situations are encountered. The first progress report should be given after initial action has been implemented and should include the correct address and an improved description of the building and fire conditions if the arrival report was incomplete. Command is able to give these reports based upon their own observations and CAN reports received from company officers.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.04.01 Incident Command System** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for incident command.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

INCIDENT COMMAND SYSTEM

The Wellston Fire Department will establish Command at all incidents.

The first arriving unit will establish Command, and the ranking officer or member of that unit will serve as the initial Incident Commander to establish Command.

PASSING COMMAND

Circumstances may arise which require the initial commitment of the first arriving company (primary search, interior firefighting, etc). In these situations the Officer or senior member may “Pass Command”. Even if command is passed to a later arriving unit, the first officer or senior member is not relieved of the responsibilities relating to initial size-up and command decisions. The first arriving Officer or senior member is responsible for identifying the nature of the problem and directing all resources until command is established.

If command is passed, the second arriving unit MUST assume Command.

ESTABLISH COMMAND

The Incident Commander should perform a 360-degree view of the incident. When this is not feasible, the Incident Commander should direct others to perform this for Command, and request updates and information from other personnel.

The initial Incident Commander shall remain in command and direct activities until command is transferred or the incident is stabilized and terminated.

The Incident Commander will advise Dispatch of the command name. The command name will not change throughout the Incident. The command name is generally the street name (ie. Pennsylvania Avenue Command).

All communications with Dispatch are directed through the Incident Commander.

The Incident Commander is responsible for determining the incident priorities, conducting the on-going size up, initiating incident objectives and assigning tactical operations.

## TRANSFERRING COMMAND

The first arriving Chief Officer may assume Command, work in an advisory capacity with the IC, or perform another function as assigned by the IC.

The arrival of a ranking officer on the incident scene does not mean that Command is automatically transferred to that officer. Command is only transferred when the Transfer of Command process has been completed. If a higher ranking officer wants to effect a change in the management of the incident, he/she must be present on the scene and then utilize the formal Transfer of Command procedure.

Transferring Command can be done via radio, but should be done after a face-to-face briefing if possible. The transfer should include the current situation, current unit locations, assignments, a review of the command board, and a review of the Incident Action Plan (IAP). The IC will notify Dispatch when the transfer of command is complete. It may be advantageous to have the officer being relieved to remain with the new Incident Commander, in the role of Deputy IC, Operations Section Chief, or Planning Section Chief, since this officer established the incident action plan.

The Transfer of Command should be utilized both as the emergency escalates and also in the demobilization process as the situation is being brought under control.

## UNIFIED COMMAND

Unified Command allows agencies with different legal, geographic and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

The Wellston Fire Department supports the use of Unified Command for incidents involving multiple agencies who may have jurisdiction over an event.

## AREA COMMAND

A major incident or incidents involving multiple sites and/or command posts may dictate the use of an Area Command structure.

An Area Command structure may be set up at the Wellston Fire Station or another location to manage emergencies that have spread to multiple regions, towns, or sites. (Example: Public Health Emergencies, Flood with multiple hazard areas, ice storm).

## TERMINATION

Command should be terminated when the incident has de-escalated to a point where all units have returned to service.

The Incident Commander should survey the incident scene to ensure that Command can be terminated safely and effectively.

The same standard used to establish Command applies to terminating Command. As long as a unit or units are still on scene, Command should remain in place.

The Incident Commander is responsible for ensuring that the necessary paperwork is completed to document the incident and the actions taken. For hazardous materials incidents, the IAP must be written down and included with the incident paperwork.

## CRITICAL FUNCTIONS/RESPONSIBILITIES

The Incident Commander is responsible for the following functions as required by the circumstances of the situations:

- Assume Command
- Initiate and Monitor personnel accountability
- Evaluate the situation (size-up)
- Initiate, maintain and control the communications process
- Develop the overall incident objectives, strategies, and assign resources
- Develop an appropriate organization
- Coordinate the Transfer of Command if needed
- Request and assign additional resources as required
- Provide periodic updates
- Return resources to service
- Terminate Command

## COMMAND POST

The Command Post should be located in an area that is close enough to the scene to manage resources, but away from the “hot zone”.

A green light may be used to signify the command post.

## RESOURCE TRACKING

The Incident Commander should establish an appropriate accountability system based on the needs of the incident.

The Incident Commander may assign a Safety Officer to perform Accountability of the incident.

The Incident Commander or Safety Officer may use the tactical command board to track resources and situation status.

## ASSIGNMENTS

Unless a Safety Officer is established, the Incident Commander is responsible for the safety of all personnel.

The Incident Commander should appoint Command Staff, General Staff, Branch Directors, and Division/Group Supervisors as needed to maintain a manageable span of control throughout the incident.

## MUTUAL AID RESPONSE

When the Wellston Fire Department responds to an incident outside the jurisdiction of the WFD, the senior officer/firefighter should report to the command post upon arrival on scene. If Command is not yet established, the senior WFD Officer/Firefighter will establish Command and function as the IC until a transfer of command has been completed to an officer/firefighter from the authority having jurisdiction.

When other agencies respond to assist the Wellston Fire Department, a senior officer/firefighter may report to the command post to assist the WFD IC.

A senior officer/firefighter from another agency may be needed at the Command Post to assist in communications via a frequency different from those used by the WFD.

## TRAINING

All members of the Wellston Fire Department should obtain NIMS 100, 200, 700, and 800 level certification.

All officers should obtain NIMS 300 and 400 level certification.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.04.02 Box Alarm System** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses the box alarm system.

**Scope:**

This procedure pertains to all personnel in this organization.

**Definitions:**

BOX – A sector within a particular department's coverage area. Each department's coverage area can be divided into any amount of boxes and each box can have its own response card.

BOX ALARM MAP – A map showing the entire county's boxes as established by each fire department.

RESPONSE CARD – A card that lists all departments/apparatus for a particular box. Each box will have its own card and each department will create its own Response Cards.

**Procedure:**

The Wellston Fire Department utilizes the Jackson County Box Alarm System (JCBAS). The JCBAS divides the county into geographical areas. Each of these areas is referred to as a "Box." Each Box has a response card associated with it. The response card lists all of the departments that should respond on an incident in that Box Area up to the Third Alarm level.

At the Incident Commander's discretion, a First Alarm (also called a Box Alarm) can be requested for any incident. Dispatch will locate the Box on the Box Alarm Map and dispatch the appropriate departments/apparatus.

At the Incident Commander's discretion, a Second or Third Alarm assignment can be requested. At that time, Dispatch will notify the appropriate departments/apparatus. If additional alarms above the Third Alarm level are required, the Statewide Mutual Aid System should be utilized.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.04.03 Staging** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for staging.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Staging – The management of committed and uncommitted apparatus to provide orderly deployment.

1. Level I Staging
    a. Level I Staging is the positioning of apparatus, in their direction of travel, uncommitted, at the nearest intersection from the scene until assigned by IC.
    b. Level I Staging is automatically in effect for all units, except for the first apparatus arriving on scene. A command vehicle is not considered an apparatus for this guideline.
2. Level II Staging
    a. Level II Staging is a reserve of resources, generally located within a few blocks of the incident.
    b. A Staging Officer should be implemented on or before the time Level II Staging is utilized.
    c. Level II Staging should be some distance away from the incident to reduce site congestion, but close enough for prompt response to the incident site.
    d. IC should consider Level II Staging when calling for additional resources. The additional units should then be dispatched to the staging area.
    e. IC should consider assigning a separate radio channel for Level II Staging operations.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.05.01 Boat and Watercraft Operations** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for boat and watercraft based operations.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

WATERCRAFT OPERATIONS

1. Fire personnel may operate from fire department or another agency's watercraft (as available and appropriate). They should avoid operating from civilian watercraft and should never operate from any watercraft in which the operator is impaired or when safety is in question.
    a. Personnel operating from watercraft shall have Water Rescue Operations or higher training.
    b. Operators shall observe all boat safety regulations and makers as defined by the Ohio Boat Operator's Guide.
2. At any time personnel are operating on the water from a watercraft, the operator is ultimately in charge of and responsible for the watercraft. The ranking Fire Department officer is ultimately in charge of the emergency operation. The operator or fire department member in charge should limit the number of personnel on the craft to the minimum necessary to safely manage the incident. The operator or fire department member in charge must ensure that all rescue or firefighting operations are conducted in a safe manner. If safety is compromised, the operation must be aborted or modified so that it can be carried out safely.
3. If it becomes necessary to enter the water to perform a rescue, an operator will remain on-board the watercraft at all times. Watercraft will not be abandoned during emergency operations unless anchor or dock lines properly secure it.
4. While operating from a watercraft proper safety measures and radio contact with command or other land units must be maintained.
5. If water entry is deemed the best possible option, personnel are expected to utilize an appropriate level of personal protection that will ensure their safety. If an adequate personal protection level is unavailable, alternative (non-entry) methods should be employed.
6. Fire department personnel will not enter the water unless trained and equipped to perform the expected tasks. Adequate backup personnel should be readily available whenever possible. Only the minimum number of

personnel needed to perform the expected tasks should be used, and exposure time in the water should be minimized as much as possible.

7. If unable to complete the required tasks, personnel should move to a safe location (out of the water) to regroup. Additional resources should be requested to address the specific type of emergency at hand. Personnel operating in the water should be closely monitored for signs of hypothermia and distress. It may be necessary to rotate personnel to ensure safety.
8. Water rescue operations may require multiple companies to complete the rescue safely. Boat based operations require personnel on the boat to pick up the victims and personnel on shore to receive victims. An early request for additional resources (ALS, BC, Ambulance, etc.) will help to ensure that adequate personnel are deployed to safely manage the incident.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.05.02 Bomb Threats/Incidents** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

To establish a procedure to facilitate the most effective method for responding to bomb situations.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Compared with other types of emergencies, the bombing incident is of a criminal nature. It is a covert type of crime where the person or persons responsible seek to strike out against a person, organization, or the establishment as a whole. The attack may be one against property or people, but due to the incident, the life hazard involved becomes the main consideration. This includes the emergency personnel as well as the public. Therefore, the detection and disarming of explosive devices become a dangerous problem.

We have, at our request, the service of the Columbus Bomb Squad. This squad is available on a 24-hour-a-day, 7-days-a-week basis.

Experience shows that the large majority of all written or phoned bomb threats are hoaxes. This does not mean that a bomb thread should be treated lightly. The threat may be authentic and the proper action will be taken in each case to provide for the safety of persons and property, and to locate an actual explosive device so that it can be neutralized. The following guidelines are provided to assist you with this type of emergency.

REPORT OF A BOMB

1. This may be either a scare or a threat. Notice of this information may come to the Fire Department by either a direct call from the person making the threat, the Police or Sheriff's Department, or from the building or location that received the threat.
    a. Should the Fire Department receive the call directly from the person making the threat;
        i. They should notify the local police department and inform them of the threat. The police department will then be responsible for the investigation of the threat.
        ii. The Shift Commander will meet with the occupants of the building and the police to establish an action plan.

iii. Should a device or suspicious object be found, it should be left untouched and a full assignment should be dispatched. Notify the Columbus Bomb Squad. Evacuate the area immediately. A responsible person will be delegated to stand by and give the responding bomb squad all available information.

**iv. NOTE: The Bomb Squad is not used to search for devices and is not dispatched unless an actual device or a suspicious object is found.**

2. Should the Fire Department receive notification of a bomb threat from a building or location that has received a threat;
    a. Assure that the police department has been notified.
3. Responsibility for Evacuation and Search in Case of a Bomb Threat.
    a. Evacuation - In case of a bomb threat, the building management will make the decision whether to clear the building for the safety of the occupants, and where to send the people who are evacuated.
        i. If no evacuation plan has been previously established, the management should be aware of possible panic that could develop, and develop their evacuation plan to proceed in as quiet and orderly a manner as possible.
        ii. The police department may be of assistance in the evacuation.
        iii. Should evacuation be ordered, it should include floors above and below the suspected floor, and be a minimum distance of 400 feet from the suspected area.
    b. Search - Persons who work in the threatened building or location, and who know what does or does not belong in or near the building, should conduct the search for a suspected bomb. The Fire Department does not search for bombs.
        i. Each type of building requires different kinds of actions. The search can be organized as follows:
            1. Maintenance and janitorial personnel search such areas as hallways, rest rooms, stairwells, utility closets, and areas outside the building.
    c. If a school is involved, teachers search their own classrooms.
    d. Office personnel search their immediate office area.
    e. Cafeteria personnel search the kitchen and dining rooms.
    f. All other areas to be searched by people who normally work in those areas.
    g. Personnel doing the searching must not move any unfamiliar or suspicious package, but report the object's description and location immediately to the official supervising the search.
    h. The official who is supervising the search should establish an office or area to become a communications center to receive information from the search teams. This information should be transmitted through telephones or runners.

i. It is reported that the wattage of a portable radio, when transmitting, may be sufficient to cause detonation of electrically operated blasting caps. Therefore, no portable radios or other such equipment should be allowed near the area where the search for a bomb is being conducted.
j. It must be emphasized strongly to all persons searching that any movement of an explosive device by untrained persons may cause detonation.

4. If a strange object is found, it should be assumed to be a bomb.
    a. Under no circumstances should you ever approach or handle a suspected explosive device.
    b. The location and description of the object, as best as can be provided, should be reported to the building's communication center.
    c. If not already completed, an engine and medic shall be dispatched to the scene. If necessary, the assignment may be upgraded to a full assignment depending upon the size and make-up of the device.
    d. Notify the Columbus Bomb Squad of the suspected object and relay all concerned information possible when requesting the dispatching of the Bomb Squad. Make the searcher who located the object stand by to provide the Bomb Squad with the location and description of the object.
    e. If evacuation of the area had not been previously ordered, it should be ordered at this time. The danger area should be marked and blocked off to at least 400 feet. The areas below and above the object should be included.
    f. Search personnel may assist by checking to see that all doors and windows are open to minimize blast effects and damage if the bomb is detonated.

SUSPECTED BOMB

1. When the Columbus Bomb Squad arrives on the scene, they will be in charge of and make all decisions that involve the neutralization of the suspected explosive device.
    a. Doors and windows should be opened in order to allow escape of explosion pressures and reduce damage if there is detonation.
    b. Turn off gas and flammable fuel lines if present.
2. For the Bomb Squad's protection, an engine and a medic will be dispatched to stand by at the scene.

ACTUAL EXPLOSIVE DEVICE

The Bomb Squad establishes an inside command post when an actual device is being worked upon. They communicate between the men working upon the device and their inside command post through a field phone and headset, or hand signals. This will usually be established within visual contact of the working technicians.

1. Fire Department's Responsibility (Pre Detonation).

a. The Incident Commander will establish an outside command post at least 400 feet from the suspected area. He should establish communications with the Bomb Squad's inside command post to determine their needs. This should be by way of telephone or runner.
b. A standard fire response for the hazard concerned will then be dispatched.
    i. Apparatus arriving on the scene should be positioned at least 400 feet from the suspected area. They should be positioned so that they may quickly lay lines to attack the fire or protect exposures if an explosion should occur.
    ii. Even with apparatus back 400 feet, the assigned personnel should maintain positions behind their apparatus for added protection if a device should explode.
    iii. No transmitting from portable or mobile radio units should take place within 400 feet of the suspected object. No unnecessary transmitting should take place by those companies on the scene, even when beyond the 400-foot distance.
    iv. Traffic should be routed so that no people or vehicles enter the 400-foot area. This should also include News personnel, as they may have Citizen Band radios and flash cameras. This traffic control is best provided by the local police or sheriff's department.

2. Post-Detonation (After Bomb has Exploded).
    a. Provide rescue and medic service to Bomb Squad personnel.
    b. Evacuate all or part of the building or surrounding buildings as needed.
    c. Begin necessary firefighting and rescue operations.
        i. Do not enter a severely damaged building, except to save lives.
        ii. Be alert for a second explosion.
    d. Request additional apparatus as needed.

VEHICLE BOMB PROCEDURES

The possible bombing of an automobile presents a different situation than a possible bomb situation in a building. The hazards that exist to an inexperienced person, making a bomb search of an automobile, become too great due to the many possible ways the bomb may be rigged so that it becomes a booby-trap.

1. Therefore, in situations where there is a suspected bomb device on an automobile, it should only be searched by an experienced bomb technician. In these situations, it is advisable to call for the bomb squad to conduct the search.
2. All other procedures to be followed in bomb situations would remain the same.

SUMMARY

The following procedures are reemphasized as directions that should be followed.

1. Fire department personnel should not be used to search for a device.

2. The Bomb Squad is not used to search for a device and is not dispatched unless an actual device or a suspicious object is found.
3. When the Bomb Squad arrives on the scene, they will be in charge of and make all decisions that involve the neutralization of the suspected explosive device.
4. For the Bomb Squad's protection, an engine and medic will be dispatched to stand by the scene.
5. The Incident Commander will establish an outside command post at least 400 feet from the suspected area. He should establish communications with the Bomb Squad's "inside" command post to determine their needs. This should be done by way of a telephone or runner.
6. A standard fire response for the hazard concerned should be dispatched.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.05.03 Terrorism Incidents** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for terrorism incidents.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

INITIAL RESPONSE

1. Follow Haz-Mat Checklist and then refer to following subgroups for the applicable threat.
2. Haz-Mat Checklist
    a. Evaluate the scene from a safe distance before moving closer (example use binoculars).
    b. Approach cautiously, from uphill/upwind if possible.
    c. Activate the Incident Command System.
    d. Activate Accountability System.
    e. Assign Safety Officer.
    f. Assign Record Keeper.
    g. Assign Public Information Officer.
    h. Inform the incoming companies of your evaluations and the actions you are taking.
    i. Direct the responding companies as to which access routes they should use when approaching the incident.
    j. Announce location of Staging Areas(s).
    k. Announce location of Command Post.
    l. Obtain information concerning the cargo from placards, labels, shipping documents.
    m. Consult DOT Emergency Response Guidebook.
    n. Make the determination of the Incident Classification Level.
    o. Request Haz-Mat & DECON Team.
    p. Request EMA (740-286-5630) (resources and finance) Haz-Mat DeCon trailer and Mobile Communications Truck
    q. Request Ohio EPA, if needed (800-282-9378).
    r. Request Health Department, if needed.
    s. Request CHEMTREC, if needed (800-424-9300).
    t. Request Law Enforcement, if needed (scene security).
    u. Establish exclusion perimeter to keep the public away from emergency responders' working areas.
    v. Establish control zones (Hot, Warm, and Cold).

w. Prohibit eating, drinking and smoking in the “Hot” and “Warm” zones.
x. Notify HOLZER Hospital (740) 288-4625 regarding contaminated patients
y. Reassess the Incident Classification Level.
z. Notify P.U.C.O. if needed (614-644-5479)
aa. Notify O.D.N.R. if needed (614-799-9572)
bb. Perform evacuations or shelter in place. Get information to the public if necessary.
cc. Notify Wellston Water Dept. (740-384-2040)
dd. If the release is in the form of a plume (cloud), notify the Ohio EMA so that they can notify surrounding counties which may be in the path of the plume.
ee. Notify owners of livestock or pets that may be grazing in/or drinking from contaminated area.
ff. Notify owners of crops or gardens that may be contaminated.
gg. Responsible party has 2 hours to have on-scene response from chosen contractor to mitigate the incident. (If time limit expires, or responsible party indicates that this limit cannot be met, advise the responsible party that a qualified contractor will be contacted, immediately).
hh. The Ohio EPA Orphan Drum Program is committed to properly disposing of small quantities of abandoned waste and locating the responsible parties to make them pay. An Orphan Drum is any small quantity of any size or shape container abandoned at a location other than the generation point with no identifiable owner. (Not including property transfers or abandoned facilities.)To report an Orphan Drum: Call the Ohio EPA’s Emergency Response Hotline 24 Hour Number (800) 282-9378 or Orphan Drum Coordinator Office # (614) 836-8761

WEAPON OF MASS DESTRUCTION (WMD)

1. Any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or device similar to the above.
2. Poison gas.
3. Any weapon involving a disease organism.

BIOLOGICAL

1. Biological agents may produce delayed reactions.
2. Unlike exposure to chemical agents, exposure to biological agents does not require immediate removal of victims’ clothing or gross decontamination in the street.
3. Inhalation is the primary route of entry.
4. SCBA and structural firefighting clothing provides adequate protection for first responders.
5. Refer to ERG for recommendations.
    a. Isolate/secure the area. Refer to ERG for initial isolation distance.
    b. Be alert for small explosive devices designed to disseminate the agent.
    c. Gather information:
        i. Type and form of agent (liquid, powder, aerosol).
        ii. Method of delivery.
        iii. Location in structure.

NUCLEAR AND RADIOLOGICAL

1. Radiological agents may produce delayed reactions.
2. Unlike exposure to chemical agents, exposure to radiological agents does not require immediate removal of victims' clothing or gross decontamination in the street.
3. Inhalation is the primary route of entry for particulate radiation.
4. In most cases, SCBA and structural firefighting clothing provides adequate protection for first responders.
5. Alternately, gamma sources require minimizing exposure time and maintaining appropriate distance as the only protection.
6. Exposed/contaminated victims may not exhibit obvious injuries.
7. Refer to ERG for additional information.
8. Response Recommendations
    a. Isolate/secure the area. DOT-ERG #163 recommends a minimum distance of 80 to 160 feet.
    b. Be alert for small explosive devices designed to disseminate radioactive agent(s).
    c. Use time, distance, and shielding as protective measures.
    d. Use full PPE including SCBA.
    e. Avoid contact with agent. Stay out of any visible smoke or fumes.
    f. Establish background levels outside of suspected area.
    g. Monitor radiation levels.
    h. Remove victims from high-hazard area to a safe holding area.
    i. All persons near the scene (at any time) of the incident need to be taken to an isolated area out of the hot zone and checked for contamination. Any contaminated person(s) should be transported to the hospital for decontamination as soon as possible.
    j. Triage, treat and decontaminate trauma victims as appropriate.
    k. Detain or isolate uninjured persons or equipment. Delay decontamination for such persons/equipment until instructed by radiation authorities.
    l. Use radiation detection devices, if possible, to determine if patients are contaminated with radiological material.
    m. Obtain information concerning the cargo from placards, labels, and shipping documents. Place shipping papers in a clear plastic bag that you can see through well enough to read the necessary information. This is to protect anyone handling the shipping papers from possible contamination.
    n. Consult DOT Emergency Response Guidebook (Guide 163).
    o. Consult EMA Radiological Training Manual.
    p. Establish access control point upwind through which all people and equipment must pass. All personnel entering are checked for proper attire and dissymmetry. All personnel exiting are checked for contamination.
    q. Survey meters and dosimeters should be used to determine exposure rates of the area and total exposures to the individual.
    r. Request Physicist if needed
9. Radiation Protective Measures
    a. TIME: limit the length of time you are exposed.
    b. DISTANCE: maintain a safe distance between and the source.
    c. SHIELDING: place an absorbing material between you and the source

INCENDIARY DEVICES

1. Fire may present intense conditions
    a. Rapid spread.
    b. High heat.
    c. Multiple fires.
    d. Chemical accelerant.
2. Terrorists may sabotage fire protection devices.
3. Be alert for booby traps.
4. Be aware of the possibility of multiple devices.

EXPLOSIVES

1. Explosive devices may be designed to disseminate chemical, biological, or radiological agents.
2. Explosives may produce secondary hazards, such as unstable structures, damaged utilities, hanging debris, void spaces, and other physical hazards.
3. Devices may contain anti-personnel features such as nails, shrapnel, fragmentation design, or other material.
4. Unexploded Device/Pre-Blast Operations
    a. Stage incoming units:
        i. Away from line of sight of target area.
        ii. Away from buildings with large amounts of glass.
        iii. In such a way as to utilize distant structural and/or natural barriers to assist with protection.
        iv. Isolate/deny entry.
        v. Secure perimeter based on the size of the devices.
    b. Attempt to identify device characteristics:
        i. Type of threat
        ii. Location
        iii. Time
        iv. Package
        v. Device
        vi. Associated history
    c. Warning: Coordinate activities with law enforcement and be prepared for operations if the device activates.
    d. Standoff distance should be commensurate with the size of the device:
        i. Car bomb = 1500 ft. (increase distance for larger vehicles).
        ii. Package bomb (1-25 lbs.) = 1000 ft.
        iii. Pipe bomb = 500 ft.
    e. Use extreme caution if caller identifies a time for detonation. It is very possible that the device will activate prior to the announced time.
    f. Discontinue use of all radios, mobile data terminals, and cell phones.
    g. Evaluate scene conditions:
        i. Potential number of affected people.
        ii. Exposure problems.
        iii. Potential hazards: utilities, structures, fire, chemicals, etc.
        iv. Water supply.
    h. Evaluate available resources (EMS, Haz Mat Technical Rescue, etc.).
    i. Develop action plan that identifies incident priorities, potential tactical assignments, and key positions in the ICS/Unified Command.

j. Command post should be located away from areas where improvised secondary devices may be placed, e.g., mailboxes, trash cans, etc.
k. Warning: Be aware of potential secondary devices and their potential location.

5. Post-blast Operations
    a. Initial arriving unit(s):
        i. Stage a safe distance from reported incident (or where you first encounter debris).
        ii. Away from line of sight of target area.
        iii. Away from buildings with large amounts of glass.
        iv. Utilize distant structural and/or natural barriers to assist with protection.
    b. Stage incoming units at a greater distance. Consider using multiple staging sites.
    c. Debris field may contain unexploded bomb material.
    d. Discontinue use of all radios, mobile data terminals and cell phones.
    e. Remove all citizens and ambulatory victims from the affected area.
    f. Determine on-scene conditions and evaluate resource requirements:
        i. Explosion.
        ii. Fire.
        iii. Structural collapse/unstable buildings.
        iv. Search/rescue (non-ambulatory/trapped victims).
        v. Exposures.
        vi. Utilities.
        vii. Number of patients and extent of injuries.
        viii. Other hazards
    g. Warning: If it is determined that entry/intervention must occur (life safety), the following procedures should be implemented.
    h. Personnel should only be allowed to enter the blast area for life safety purposes.
    i. Remove viable patients to safe refuge area.
    j. Direct ambulatory patients to care.
    k. Limit number of personnel and minimize exposure time. Personnel entering the blast area should:
        i. Wear full protective clothing, including SCBA.
        ii. Monitor atmosphere:
            1. Flammability
            2. Toxicity
            3. Radiation
            4. Chemical
            5. pH
    l. Establish emergency gross decontamination.
    m. Remove patients from the initial blast site to a safe refuge area.
    n. Implement mass casualty plan.
    o. Do not allow rescuers to enter unsafe buildings or high-hazard areas.
    p. Control utilities and protect exposure from a defensive position.
    q. Preserve and maintain evidence.
    r. Warning: Area should be evacuated of all emergency responders if there is any indication of a secondary device.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **3.05.04 Response to Scenes of Violence** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for the response to scenes of violence.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

The mission of the fire department requires its members to maintain neutrality during situations where violence may be occurring. Fire department members should not approach a scene where the following or similar activities are on-going:

1. Firearms actively being discharged.
2. Persons held against their will, with or without confirmation of the presence of weapons.
3. Large crows engaged in property destruction or activities that could result in bodily injury to responders.

Members also should not:

1. Utilize fire department equipment or other resources, or take any offensive action to control crowds during civil disturbances.
2. Engage in on-going negotiations without coordination with law enforcement.

In addition to standard goals at an emergency incident, the following shall be priorities for members at incidents involving violence, regardless of the target:

1. Protections of fire department and other public safety personnel
2. Cooperation with law enforcement personnel to secure the incident prior to taking action to mitigate the incident

Scenes of violence are generally divided into three categories

1. Single point of violence
    a. An individual threatening or engage in violence against oneself, or others.
    b. An animal threatening or engaged in violence against a human.
2. Multiple points of violence
    a. More than one individual or animal threatening or engaged in violence against oneself, or others.
3. Civil disturbance
    a. The number of individuals involved in the violence exceeds the number of responders.

A Chief Officer shall be requested to respond to any incident involving:

1. Firearms, knives, or other weapons reported at the scene
2. Persons being held against their will, with or without confirmation of the presence of weapons
3. Large crowds engaged in property destruction or activities that could result in bodily injury to responders.

It shall be the responsibility of all Fire Department members to conduct themselves in a manner that will not escalate violent or potentially violent situations. Officers on response capable vehicles shall be responsible for:

1. Staging in a position that will minimize the unit's exposure to potential violence.
2. Coordinating with law enforcement personnel to determine when an incident is secure.
3. Monitoring incident conditions with priority placed on maintaining the safety of Fire Department and other public safety personnel.

GENERAL CONSIDERATIONS

When Fire Department members believe that violence is a realistic possibility at an incident they shall:

1. Confirm know information about the incident with the Dispatcher.
2. Ensure that both law enforcement and a Fire Department Chief Officer have been requested to respond to the scene.
3. When response to an accident that involves violence is confirmed, in addition to the above:
    a. Stage in a location that will not subject the unit to violence at an uncontrolled incident scene.
    b. Only approach the incident scene when law enforcement personnel have confirmed that the scene is secure.

RESPONSE CONSIDERATIONS

Units responding to scenes of violence shall limit the use of lights and sirens in the vicinity of the actual location. No unit shall respond to a known civil disturbance alone.

COMMAND CONSIDERATIONS

In general, scenes of violence are law enforcement matters until they are secured. Command will generally be established by law enforcement personnel. Upon arrival at the scene, Fire Department members shall either:

1. Report to the law enforcement Incident Commander
2. Enter into unified command
3. Establish a single command.

SCENE CONTROL CONSIDERATIONS

Fire Department members shall confirm with law enforcement personnel that a violent scene is secured prior to taking action to mitigate the incident by:

1. Face to face communications with the law enforcement Incident Commander.
2. By radio either from the Dispatcher or law enforcement personnel.

The officer of the unit or a Chief Officer shall remain in a position to observe the scene including other potential sources of violent acts. If necessary, patients should be extricated to a more secure location to complete treatment.

During civil disturbances, Fire Department vehicles shall not be left unattended or out of control of either fire or law enforcement personnel.

FIRE CONTROL
Small fires that are not in danger of spreading to structures or threaten lives shall only be extinguished without increasing the threat of violence to responders.

Working fires in structures will not be attacked offensively if a large number of violent individuals are present and unwilling to allow access by Fire Department members.

In areas with active large scale disturbances, fire suppression activities shall be of a primarily defensive nature.

If violence is directed at Fire Department members:

1. If possible, immediately withdraw from the area where violence is occurring.
2. If withdrawal is not possible, activate the emergency button on one or more portable radios.
3. If radio traffic would potentially draw attention or escalate the violence, members should use any method necessary to request assistance.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| Section | **3.06.01 Post Incident Analysis** |
|---|---|
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for post incident analysis.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Post Incident Analysis (PIA) - the reconstruction of an incident to assess the chain of events that took place, the methods used, and the actual results of the department's action. The main purpose is to reinforce actions that are effective, and to give insight into how the department's operations could be improved in the areas of procedures, training, and equipment.

1. A PIA should be performed on virtually every significant emergency call. The depth and nature of the analysis should be based on the circumstances. The PIA may be either formal or informal.

2. An informal PIA is normally held as soon as is practical after the emergency, and may be as simple as a table top discussion at the station. Documentation of the informal PIA is not required, although the purpose is identical to that of a formal PIA.

3. A formal PIA is mandatory under the following circumstances:
    a. Serious injury or death of a Fire-Rescue employee
    b. Multiple civilian fire casualties
    c. Third alarm or greater response
    d. Extraordinary fire loss (i.e. total loss of a commercial structure)
    e. Incidents which require long term commitment of resources
    f. Incidents of an unusual nature as determined by the Fire Chief or designee

4. A formal PIA is suggested for the following
    a. Injury of an employee
    b. Single civilian fire casualty
    c. First and Second alarm response
    d. Incidents resulting in a significant fire loss (i.e. 50% of commercial structure)

5. The responsibility for implementation of the PIA will be assigned by the Fire Chief or designee. A formal PIA consists of two activities; the PIA meeting and the written report.

6. PIA Meeting - is intended to bring together participants involved in all aspects of the incident, although this may be limited by staffing. When possible, each unit supervisor should be given the opportunity to discuss the incident from their perspective. The meeting will be facilitated by the individual appointed by the Fire Chief or designee. The facilitator should insure that the PIA is conducted in a constructive manner, controlling individual criticism or inappropriate comments. The PIA meeting should be conducted within two weeks of the incident.

7. To prepare for this meeting, the following items should be obtained
    a. CAD Incident history
    b. Tape recording of 911 call and pertinent radio transmissions
    c. Quick Access Survey, if available
    d. Applicable SOGs
    e. Scene sketch
    f. Overhead transparencies, slides, video footage or photographs of the Incident

8. Personnel to be considered for inclusion in the PIA meeting should include
    a. Companies and command staff assigned to the incident
    b. Investigations
    c. Training Chief
    d. Administration Chief
    e. Shift Commander
    f. Battalion Chief/Safety Officer
    g. Other affected agencies

9. A suggested agenda for such a meeting is as follows
    a. Introductions of participants
    b. Reinforce the reason for performing the PIA
    c. Brief description of the incident
    d. Chronological review of observations and actions taken, i.e. first arriving unit, second arriving unit, incident commander, etc.
    e. Strategic goals and objectives - As defined by the Incident Commander
    f. Specific identification of problems associated with procedures, training or equipment

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **3.06.02 Incident Record Keeping and Reporting** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for incident record keeping and reporting.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Incident reports will be completed by utilizing Firehouse Software within the established time-frames as stated within this SOP.

The Shift Commander shall have the ultimate responsibility to insure the report is completed within the timeframe; however, it can be the Shift Commander's decision to delegate the completion of the report to a subordinate for completion.

All fire incident reports must be completed in their entirety within forty-eight (48) hours of the incident. If there will be extenuating circumstances that prevents the completion of the report within the forty - eight (48 hour) time-frame, the Fire Chief must be advised as to the reason for delay.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **3.06.03 Injury Reporting and Investigation** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for injury reporting and investigation.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

All employees, as a condition of departmental employment, are expected to perform tasks in a safe and efficient manner while on duty, at training, and while responding to emergency calls. In the event a line of duty injury occurs, this guideline is meant to assist employees with the injury reporting process (injured personnel and their supervisors), and provide a standard system for reporting line of duty personnel injuries.

SIGNIFICANT ON-DUTY INJURIES REQUIRING IMMEDIATE MEDICAL ATTENTION

1. If the injury requires immediate hospitalization, the employee should be transported to the nearest appropriate emergency department.
2. As soon as feasible, notify Emergency Room (ER) staff of an incoming Fire Department employee.
3. The Shift Commander and the Fire Chief shall be notified of the injury.
4. Complete the appropriate paperwork (for details, see Paperwork section).

MINOR ON-DUTY INJURIES REQUIRING MEDICAL ATTENTION (NOT IMMEDIATELY)

1. When medical attention is not immediately requested by the Fire Department employee, but necessary at a later time, the patient should be seen by Occupational Medicine prior to the next on duty date.
2. The Shift Commander shall be notified of the injury.
3. Complete the appropriate paperwork (for details, see Paperwork section).

MINOR ON-DUTY INJURIES (AT THE TIME)

1. It is the employee's responsibility to notify the employer of a line of duty injury as soon as possible.
2. Injuries where treatment is not requested should be documented at the time of occurrence, or as soon as possible.
3. The Shift Commander shall be notified of the injury.
4. Should a previously documented minor injury obtained in the line of duty progress in severity or become re-aggravated, the employee shall then follow the appropriate procedure listed above.

PAPERWORK
After an employee sustains a line of duty injury, the Bureau of Workers' Compensation Initial Injury Report must be completed.

INVESTIGATION & REPORTING
All injuries should be investigated by the Shift Commander before completing the Initial Injury Report. If the incident is complex, or a serious injury/fatality has occurred, a formal investigation should be conducted by the Health & Safety Officer. Outside assistance for the investigation should be utilized if needed. The findings of this investigation should be published internally to prevent future occurrences.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| Section | **3.06.04 Critical Incident Stress Debriefing** |
|---|---|
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for critical incident stress debriefing.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

A Critical Incident is an event outside the range of usual human experience, which has the potential to easily overcome a person's normal ability to cope with stress. It may produce a negative psychological response in a person who was involved in or witnessed such an incident. The Wellston Fire Department recognizes the importance of Critical Incident Stress Debriefing (CISD) and will offer the services as outlined below.

The Chaplin of the Wellston Fire Department shall oversee program implementation for the Critical Incident Stress Management Program. Any time a member feels he/she has experienced a stressful line-of-duty event, that individual is strongly encouraged to contact their immediate supervisor to discuss the event.

1. Members may bypass the chain of command during these events and directly contact Chief Officers or the Chaplin.
2. Officers should closely monitor their personnel following stressful line-of-duty events.
3. CISD is a group or individual meeting with a trained counselor to discuss a traumatic event in a non-threatening and structured manner.
4. CISD sessions shall be offered to any and all individuals involved in a critical incident. Employees whose job becomes affected by stress factors relating to a critical incident may be required to attend a CISD session.
5. CISD shall be performed within 24-72 hours of the occurrence of the critical incident, if at all possible.
6. CISD shall be performed in a comfortable location
7. A follow-up debriefing shall be performed from 24-48 hours after the initial debriefing. Additional contact will be maintained for 90 days after the follow-up debriefing.
8. The CISD shall be administered using the IFEEL method:
    a. Introduction - individuals are assured that everything discussed will be kept confidential.
    b. Factual Phase – Individuals discuss actual details of the critical incident.
    c. Emotional phase – The group members discuss their reactions and feelings about what has occurred.

    d. Experiential phase – The members are encouraged to discuss any mental, psychological or emotional symptoms they experienced during the incident.
    e. Learning phase – The counselor helps the member sort out their feelings. Members learn the stages of grief and the symptoms of anxiety.
9. Re-entry – The debriefers evaluate information discussed in the meeting and offer suggestions as to how the participants can deal with the stresses and actually help them form a plan for returning to their job.
10. The City of Wellston also offers an Employee Assistance Program (EAP) that provides confidential counseling for not only job related issues but personal issues as well such as financial and legal concerns, family relations, and similar topics.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **4.01.01 Required Use of Personal Protective Equipment (PPE)** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

The purpose of this guideline is to assure that all personnel have the appropriate Personal Protective Equipment, understand the care and cleaning of equipment, and know the use requirements of the equipment.

**Scope:**

This guideline shall apply to all fire personnel operating at the scene of any emergency incident or training exercise.

**General:**

All personnel shall be prepared for fire suppression or rescue operations immediately upon arrival at an emergency scene and while maintaining the highest degree of personal safety for all personnel.

1. Protective Clothing

A. Commonly referred to as “turn-out” or “bunker gear”, protective clothing consists of pants, jacket, helmet with face shield or goggles, hood, firefighting gloves, and firefighter boots that meet the applicable requirements of NFPA 1971 and are approved for structural firefighting, but not limited to such operations.

B. Properly fitting protective clothing is important for the safety of all members therefore all protective clothing will be correctly sized to allow for freedom of movement.

1. Gear should be expected to offer protection at a higher level, but is suitable for lesser hazards that may be encountered while operating on accident scenes, brush fires, and minor HAZMAT incidents.

2. Protective clothing is issued to each individual by the department. If an individual chooses to purchase any PPE, it must meet all applicable OSHA and NFPA standards and be approved by the Chief. The department is not responsible for any damage caused to personally purchased equipment.

3. Members, who engage in firefighting operations, should avoid wearing clothing under protective garments that is considered unsafe due to poor stability, or poor flame resistant characteristics, and that could in itself cause injury to the firefighter despite what type of appropriate protective garments are worn over such clothing.

2. Care and Cleaning

A. Members are responsible for proper care of their issued equipment.

B. Cleaning of protective equipment will be provided by the department either through an outside cleaning service or performed in house. The member should advise a superior officer of any torn, ripped, and/or damaged protective equipment.

1. Liners should be taken apart, turned inside out, and washed separately from the outer shell.

2. Outer shell should have the suspenders removed, and all Velcro should be closed.

3. Boots and helmets may be cleaned with mild soap and water.

4. Protective Clothing and/or structural firefighting gear must never be stored damp condition(s) and/or left stored in direct sunlight.

5. Any clothing in need of commercial cleaning by a professional cleaning service will be brought to the attention of the Fire Chief.

3. Use of Personal Protective Equipment

A. Members' protective clothing and protective equipment will be used and maintained in accordance with the manufacture's instructions.

B. Appropriate protective clothing WILL BE WORN when involved in, near, or on the scene of any type of firefighting, interior smoke investigation, extrication, and/or other hazardous situations that can cause a personal injury hazard.

1. Primary responsibility for adherence to this guideline rests with the individual. Officers and Acting Officers are responsible for enforcement of this guideline within their respective crews. Officers have the authority to deviate from this guideline and may use their discretion to regulate turnout gear use for personnel in terms of unusual circumstances such as extremely long responses, very hot days, or in any situation, which dictates special attentions, HOWEVER, any Officer that deviates from this guideline will bear full responsibility for results of the deviation.

2. Apparatus operators, traffic control officers, and other members not requiring the use of full structural gear, based on the incident, will at a minimum wear a protective helmet and a reflective vest and/or bunker coat, ESPECIALLY when operating near or on public streets, roads, or highways.

3. Full protective clothing should be worn by all fire personnel while responding on any fire apparatus on any emergency call. All firefighters should dress out with at least pants before the apparatus may leave the station on any call. (Drivers need not dress out before responding, but must carry their gear and should dress out after the apparatus is in operation).

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.01.02 Rapid Intervention Team (RIT)** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

The Wellston Fire Department recognizes its response to incidents often present a high risk to its members. This procedure identifies the requirements and procedures of a Rapid Intervention Team (RIT) at such incidents.

Establishment of a RIT is intended to increase the overall level of safety for fire department members and should integrate with procedures that are already in effect (i.e. Accountability, Incident Command, etc.).

The objective of the RIT is to provide for an immediate means of rescue and removal of trapped or injured firefighters. The activation of the team at an incident is intended to provide an initial response to any firefighter reported in distress.

Generally, the types of situations requiring activation of the RIT will be:

A. an activated PASS device with no confirmation by the Incident Commander of the firefighter's status,
B. a MAYDAY call from a firefighter lost or disorientated in the building,
C. at the discretion of the IC when a firefighter is suspected to be in distress.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. Requirements - General

Team members must be experienced firefighters capable of making a positive contribution in a very stressful and dangerous situation.

Team members should possess adequate ability and training experience to complete the tasks required.

Team members must be proficient in the use of the resources of power and hand tools required for the team.

Members available for the Rapid Intervention Team should train together regularly to guarantee teamwork and proficiency.

2. Response

Response of a Rapid Intervention Team to an incident will require the following:

Equipment (RIT Member)

Flathead Axe (1)

Halligan Bar (1)

Pressurized Water Can (2)

Hook (2)

Chainsaw with carbide blade or circular saw (3)

Search Rope (3)

Thermal Imaging Camera (RIT Officer)

Additional Equipment – Resources Immediately Available

Ground Ladders

Hand Line

Spare Air Bottles (Spare SCBA if available)

Airbags

Hydraulic and pneumatic rescue tools

Shoring

Minimum Personal Protective Equipment

Full Interior structural firefighting gear

SCBA

Hand light

Minimum one (1) portable radio for each pair of members with operations frequency compatible with each member and with the Incident Commander

3. Responsibilities

RIT Officer - Report to Command Post with required equipment and portable radio turned on and tuned to the appropriate Fire Ground Operating Frequency. Remain at Command Post at all times until activated or dismissed by Incident Commander.

RIT Members - Report to the Command Post with all required equipment and available portable radios turned on and tuned to the appropriate fireground operating frequency. Remain at a state of readiness at all times. Members of RIT may perform the following while on scene, however, at no time should any

member of the team become involved in the firefighting operations of the incident.

- ➢ Plan Ahead, Formulate Action Plan
- ➢ Identify Hazards
- ➢ Monitor Fire Conditions
- ➢ Be Aware where units are operating
- ➢ Place ground ladders for egress
- ➢ Force doors/windows for egress
- ➢ Look at building construction

4. Activations

As a situation develops and a firefighter(s) is identified to be in a distressed situation, the Incident Commander will order the RIT to be activated. All members of the team will immediately assemble with the RIT officer and proceed to the last known location of the firefighter.

An Operations Officer, other than the Incident Commander, will be assigned to command the operations of the RIT. All size-up, status reports, and other pertinent information and requests for additional resources will be transmitted to the RIT Operations Officer.

The Incident Commander will call for an additional RIT whenever the on-site team is activated. EMS shall be alerted of the activation of the RIT.

Operations of the RIT will continue until the task at hand is completed, or the RIT is relieved by the Incident Commander. It is recognized that dependent of the scope, additional and/or specialized resources may be required to fully complete a RIT operation.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.01.03 Evacuations (Firefighters)** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

The purpose of this guideline is to develop an evacuation plan for emergency personnel in a potentially dangerous area/building.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. The following responsibilities are to be followed by all personnel operating on the scene:

   a. INCIDENT COMMANDER: The incident commander will recognize the possible development of a potentially dangerous situation to personnel. Once the incident commander has either recognized the dangerous situation or has been informed of a dangerous situation, he/she shall immediately implement emergency evacuation procedures.

   b. APPARATUS DRIVERS: Upon receiving orders from the incident commander, the apparatus drivers of all units shall sound the vehicle air horn for one continuous minute. This process shall be repeated until directed to cease by the incident commander.

   c. SECTOR OFFICERS: Once emergency evacuation orders are given, the Sector Officers shall ensure that all personnel under their control immediately evacuate the dangerous area/building and report to the Accountability Officer.

   d. EMERGENCY RESPONSE PERSONNEL: Once emergency evacuation orders are given, emergency response personnel shall immediately evacuate the dangerous area/building under the supervision of the crew leader or sector officer.

   e. ACCOUNTABILITY OFFICER: Once all personnel are evacuated from the dangerous area/building, the Accountability Officer shall immediately begin a Personnel Accountability Report (PAR) to ensure that all personnel are accounted for. Once accountability is completed, the Accountability Officer shall notify the incident commander immediately of the results.

2. In the event of an evacuation of emergency personnel from dangerous areas/buildings, the following steps shall be taken:

a. The incident commander shall notify Dispatch over the radio to sound the Emergency Evacuation Tone.

b. Once Dispatch has sounded the emergency evacuation tone, all apparatus operators will sound their vehicle's air horn for one continuous minute.

c. All emergency personnel will evacuate the dangerous area/building and report to the evacuation assembly area under the supervision of their crew leader and sector officers.

d. The accountability officer will begin accountability of personnel, including a verbal roll call of all personnel on the scene. Once accountability has been completed the accountability officer will notify the incident commander. If due to the nature of the incident, all firefighting activities cannot be stopped, the incident commander may use a role call while the firefighters are in defensive positions.

e. If all personnel have NOT been accounted for, the Incident Commander will work with the Safety and Accountability Officers to identify the missing member/crew. He/She will deploy the Rapid Intervention Team to the area where the unaccounted for personnel were last operating on the fireground if unable to establish radio contact.

f. If all personnel have been accounted for then normal fire ground operations shall resume at the discretion of the Incident Commander.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.01.04 Air Monitoring** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To establish a guideline for monitoring air quality post structure fire suppression activities to determine if respiratory protection is required.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. When a fire has been extinguished and ventilation has been completed so visibility is not impaired, the Incident Commander may request to have the structure monitored for air quality levels. These levels will need to meet safe operational limits per OSHA standards

2. The following meters will be used in all areas where crews will be operating

    a. 4 Gas Meter

    b. HCN Single Gas Meter

3. For respiratory protection to be removed, all criteria below must be met

    a. CO – Must be less than 35 ppm (parts per million)

    b. HCN– Must be 0 ppm (parts per million)

    c. Oxygen – Greater than 19.5%, but less than 23%

4. All readings and actions must be documented

**Considerations:**

1. At no time does this procedure require an individual **to not** use breathing protection

2. At any time the incident commander or safety officer may still require personnel to wear breathing protection, despite the air quality levels obtained

3. If the oxygen levels are less than 20.9%, it is advisable to determine why the levels are low as something must be displacing the oxygen

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.02.01 Company Responsibilities and Minimum Staffing** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

The Wellston Fire Department strives to maintain a framework of commonality with other fire departments in all aspects of operations. Standard company operations are designed to accomplish the following;

1. Assign basic fireground functions and activities to the various companies based upon the capability and characteristics of each type of unit.
2. Assign major fireground functions to the particular company who can best accomplish the operation.
3. Integrate the efforts of engine, ladder, rescue, and medic companies to achieve effective rescue, fire control, and property conservation.
4. Increase the awareness and confidence of company numbers in the standard performance of other companies operating on the fireground.
5. Reduce the amount and detail of orders required to get companies into action on the fireground.

**Scope:**

This procedure applies to all personnel.

**General:**

**ENGINE COMPANY FUNCTIONS:**

1. SEARCH AND RESCUE
2. STRETCH HOSE LINES
3. PUMP HOSE LINES ***(UTILIZE WATER SUPPLY TO BEST ADVANTAGE)***
4. OPERATE NOZZLES
5. ENGINE COMPANIES SHOULD BE STAFFED BY AT LEAST 3 PERSONNEL*

**LADDER COMPANY FUNCTIONS:**

1. SEARCH AND RESCUE
2. FORCIBLE ENTRY
3. RAISE LADDERS
4. VENTILATE
5. PROVIDE ACCESS/ CHECK FIRE EXTENSION
6. UTILITY CONTROL
7. PROVIDE LIGHT
8. OPERATE MASTER STREAMS
9. PERFORM SALVAGE
10. LADDER COMPANIES SHOULD BE STAFFED BY AT LEAST 4 PERSONNEL*

**RESCUE COMPANY FUNCTIONS:**

1. SEARCH AND RESCUE ***(RAPID INTERVENTION TEAMS)***
2. GENERAL FIREFIGHTING DUTIES AS ASSIGNED BY COMMAND.
3. PERFORM SALVAGE
4. EXTRICATION
5. RESCUE COMPANIES SHOULD BE STAFFED BY AT LEAST 4 PERSONNEL*

**TANKER COMPANY FUNCTIONS:**

1. SAFE, EFFICIENT, EXPEDIENT SUPPLY OF WATER
2. LOCATE AND INFORM COMMAND OF WATER SOURCES
3. ASSIST OTHER OPERATING COMPANIES AS DIRECTED
4. TANKER COMPANIES SHOULD BE STAFFED BY AT LEAST 2 PERSONNEL*

**MEDIC COMPANY FUNCTIONS: (JCEMS)**

1. SET UP AID STATION FOR CONTINUING MEDICAL TREATMENT.
2. UNLESS OTHERWISE REQUESTED BY COMMAND, THE FIRST IN MEDIC WILL STANDBY FOR ANY PATIENTS RESCUED DURING FIREFIGHTING OPERATIONS. IF THIS COMPANY IS USED FOR THIS PURPOSE, THEN A REQUEST FOR A SECOND DUE MEDIC WILL BE TRANSMITTED AND UPON ARRIVAL THEY WILL ASSUME A READY STATUS IN THE EVENT OF FURTHER INJURIES.
3. MEDIC COMPANIES SHOULD BE STAFFED BY AT LEAST 2 PERSONNEL*

***It is understood that minimum staffing will not always be attainable; however, if additional personnel are at the station before the apparatus leaves, it should not leave without minimum staffing.**

In level I staging situations, first arriving engine, ladder or rescue companies will automatically perform these functions as required unless ordered by Command; the company officer will advise Command of actions they are taking.

Company officers will determine, based upon conditions, the priority of the functions (listed) for their company unless otherwise ordered by Command.

Companies shall have the responsibility to quickly and effectively communicate to command requests for additional resources from other departments as necessary.

This does not limit a company to only its listed functions. Every company will be expected to perform ALL basic functions within the limits of their capability and it will be the ongoing responsibility of Command to integrate task and functions as required with on-scene units.

The assignment of these basic operations to engine, ladder and rescue companies represent a standard fireground plan for all tactical operations designed to improve the effectiveness of all units working together. This plan should in no way limit the initiative of any officer and should enhance the decision making process of all officers by establishing a standard operational framework.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.02.02 Water Supply** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To establish procedures for supplying water for fire ground operations.

**Scope:**

This procedure applies to all fire personnel.

**General:**

**Hydrant areas:** It will be the responsibility of the first arriving engine to establish a water supply if obvious signs of a working fire are visible. This should be done by connecting a supply line to the closest working hydrant with the proper adapter. A forward lay should then be performed to the fire scene. This supply line should then be connected to the pump intake and the line charged for fire ground water supply. If the first due engine company is unable to complete this task, water supply should be obtained by the second due engine.

**Non-Hydrant areas:** For water supply in areas without hydrants, a tanker operation should be established. The first arriving engine should utilize water contained in the engine's booster tank to sustain fire ground operations until such time the first tanker arrives. Depending on the amount of water needed for the operation, water may be supplied by the following means:

1. Tanker to Engine
2. "Dump Tank" Water shuttle

- Tanker to Engine – When water is to be supplied directly from the tanker to the engine a minimum of 1 supply line (2 ½" or larger) shall be connected from a tanker discharge to the engine intake. In the event limited tanker access is possible a supply line should be laid so as to prevent the tanker from becoming "bottle necked" in the event a shuttle operation is needed.

- "Dump Tank" Water shuttle – In the event a large supply of water is needed for the fire ground operation a shuttle operation using a portable "dump tank" should be employed. The first arriving tanker should deploy a portable tank with the tank discharge positioned "downhill". Water from the tanker should then be discharged into the "dump-tank" by way of a dump valve. An engine will then be assigned to establish a draft from the "dump-tank" to supply the fire ground.

**Tanker Supply:** When a tanker operation is required the closest rural water supply shall be identified. At least 1 engine should be assigned to this site. The engine shall establish a “draft” and prepare to supply incoming tankers. When limited access to the site prevents close tanker staging, a supply line with a manifold should be laid to facilitate tanker filling.

**Laying Supply Lines:** When laying a supply line, the apparatus performing the hose lay should allow the hose to play out of the hose bed at a speed no greater than 5 miles per hour. The hose should be laid as far to one side of the roadway as possible to allow travel of other arriving apparatus. When a long supply line is required, or at any time when the pressure of the water source is insufficient, an engine should be placed at the water source to pressurize the water through the supply line.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.03.01 Incident Size-Up** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

On incidents when two or more units are dispatched, the ranking member of the first unit to arrive **must** begin to develop a command structure by giving an initial radio report. This provides a standard format in which personnel state a clear outline of the incident's initial actions, with overall objectives.

**Scope:**

This procedure applies to all personnel.

**General:**

A brief initial report allows other arriving units to be better prepared to take action on arrival. It also allows other unit commanders and chief officers to pre-think the tactics that may be required for this specific situation. The radio designation "Command" will be used in conjunction with the geographical location of the incident, e.g., Mulga Road Command, Oak Ridge Command. This designation will not change throughout the incident.

**Initial Radio Report.**

-Unit designation.

-Brief description of the incident situation (building size/construction/occupancy, conditions present).

-Actions being performed by crew.

-Assumption, identification, and location of IC.

***Examples:***

Engine 1905 on scene. One-story, wood framed, single family dwelling. Fire showing from Side Bravo. We'll be initiating interior attack. Establishing Oak Ridge Command.

Engine 1906 on scene. Two-vehicle, head-on crash. Occupants are still in the vehicle. We'll be investigating. Establishing Mulga Road Command.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.03.02 Apparatus Placement** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

The purpose of this procedure is to provide guidance to personnel when placing apparatus at incident scenes.

**Scope:**

This procedure applies to all personnel.

**General:**

Apparatus function should regulate placement. Poor apparatus placement can reverse this rule, limiting the options or eliminating functions we can assign to a unit.

Fire fighters operate with a natural inclination to drive apparatus as close to the fire as possible. This often results in positioning of apparatus that is both dysfunctional and dangerous. The placement of all apparatus on the fireground should be a reflection of the following:

1. Standard operational procedure for first arriving companies.
2. Tactical objectives and priorities.
3. Staging procedure.
4. A direct order from Command.
5. A conscious decision on the part of the Company officer based on existing or predictable conditions.

Effective apparatus placement must begin with the arrival of first units. The placement of the initial arriving engine, ladder, and Rescue should be based upon initial size-up and general conditions upon arrival. First arriving companies should place themselves to maximum advantage and go to work; later arriving units should be placed in a manner that builds on the initial plan and allows for expansion of the operation.

Avoid "front to back" placement on the fireground. Do not drive all fire apparatus directly to the fire. Later arriving companies should stage a minimum of one block short of the immediate fire area, and remain uncommitted until ordered into action by Command. Company officers should select staged positions with a maximum of tactical options (See Level I Staging procedures).

In large, complex, and lengthy fireground operations additional alarm companies should be staged consistent with Level II Staging procedure. Under these procedures, Command communicates directly with the Staging Officer for the additional resource required on the fireground.

Command must maintain an awareness of site access that provides tactical options and that the immediate fire area can quickly become congested with apparatus. The officer must regard apparatus on the fireground in two categories:

1. Apparatus that is working
2. Apparatus that is parked

Park out of the way. Apparatus that is not working should be left in the Staging Area or parked where it will not compromise access.

Maintain an access lane down the center of streets wherever possible.

Think of fire apparatus as an expensive exposure: position working apparatus in a manner that considers the extent and location of the fire and a pessimistic evaluation of fire spread and building failure. Anticipate the heat that may be released with structural collapse. Forecast where the fire is going and how it will affect exposure of apparatus. Apparatus should generally be positioned at least 30 ft. away from involved buildings, even with nothing showing. Greater distances are indicated in many situations.

Beware of putting fire apparatus in places where it cannot be repositioned easily and quickly--particularly operating positions with only one way in and out; i.e., yards, alleys, driveways, etc.

Beware of overhead power lines when positioning apparatus. Do not park where lines may fall.

Take full advantage of hydrants close to the fire before laying additional supply lines to distant hydrants. Secondary hydrants should be used to obtain additional supply if the demand exceeds the capability of the closest hydrants.

Take advantage of the equipment on apparatus already in the fire area instead of bringing in more apparatus. Connect extra lines to pumpers which already have a good supply line instead of making "daisy chain" supply line connections.

When the aerial apparatus is not needed for upper level access or Rescue, spot apparatus in a position that would provide an effective position for elevated stream operation if the fire goes to a defensive mode. Ladder officers must consider extent and location of fire, most dangerous direction of spread, confinement, exposure conditions, overhead obstructions and structural conditions in spotting apparatus. The truck should be spotted where the aerial can be raised and used effectively without repositioning. It must also be spotted for effective use of hand ladders and allied forcible entry equipment.

Command vehicles should be positioned at a location that will allow maximum visibility of the fire building and surrounding area and the general effect of the companies operating on the fire. Command vehicle position should be easy and logical to find and should not restrict the movement of other apparatus.

Medic units should be spotted in a safe position that will provide the most effective treatment and transportation of fire victims and fire fighting personnel, while not blocking movement of other apparatus or interfering with fire fighting operations.

*Structure:*

1. First engine should drive beyond the structure so to see three sides of the structure and should park just beyond the structure to allow access to the front of the structure.
2. Second engine should pull in front of or beside the first engine to assist in obtaining water supply and to allow access to the front of the structure for the ladder truck.
3. The ladder truck should be placed in a position for best ladder coverage. Preferably on the front corner of the structure to allow access to both sides and to protect against collapse.
4. Additional units will be staged and placed by the Officer in Charge.
5. No vehicle should be placed so close to the structure as to create an exposure problem.

*Non-structure:*

1. All vehicles shall be placed in an uphill, upwind position if possible, and should not be in a position that endangers the apparatus or personnel.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.03.03 Offensive and Defensive Operations** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

The purpose of this procedure is to help personnel understand the objectives of offensive and defensive fireground operations.

**Scope:**

This procedure applies to all personnel.

**General:**

1. OFFENSIVE OPERATIONS:

The objective of offensive operations is to control the fire situation through aggressive action with regard to life safety, exposures, extension, and fire control.

Definition: An interior fire attack, intended to quickly control the fire situation.

WHEN:

1. Safe to make interior attack.
2. Adequate resources to support an interior attack.
3. RIT in place of an IDLH atmosphere.
4. Necessary to make primary search.

WHAT:

1. First arriving officer assumes Command.
2. Identify key tactical positions.
3. Fast, aggressive interior attack with RIT in place if an IDLH atmosphere.
4. Support activities (ventilation, forcible entry, etc).
5. Primary Search.
6. Place lines to protect access and egress.
7. Backup initial attack.
8. Provide adequate water supply.
9. Evaluate operations and react accordingly.

2. DEFENSIVE OPERATIONS:

The objective of defensive operations is to control the fire situation through exposure protection with regard to life safety.

Definition: May or may not be an exterior fire attack, intended to stop forward progress and then control the fire. The first defensive tactic is to protect exposures, either by

direct attack to stop the fire, direct application of fire streams on exposures, or a combination of both.

WHEN:

1. Structure untenable for interior attack
2. Personnel safety concerns
3. Inadequate resources to support interior attack
4. Conditions make an offensive attack unsafe or impractical.

WHAT:

1. Incident Commander assumes Command
2. Evaluate fire spread and behavior
3. Identify key tactical positions
4. Prioritize fire streams
5. Establish a water supply
6. Evaluate operations and react

The announcement of a change to a DEFENSIVE MODE from an OFFENSIVE MODE will be made as EMERGENCY TRAFFIC with a Tone Alert. All personnel will withdraw from the structure, report to a designated location for accountability, and maintain a safe perimeter. Command will initiate a PAR and account for the safety and status of all personnel operating at the incident. Interior hose lines may be withdrawn or abandoned if necessary and repositioned when changing to a defensive mode.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.03.04 Forcible Entry** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To provide personnel with guidelines that gives a clear delineation as to when forcible entry should be used to gain access to investigate or mitigate dangerous situations.

**Scope:**

This procedure applies to all personnel.

**General: FORCIBLE ENTRY CRITERIA**

**MEDICAL EMERGENCIES**

The emergency medical services (EMS) agency requesting assistance shall be the lead agency responsible for determining the need to force entry, based on the patient information and other information received.

**FIRE ALARM ACTIVATIONS**

See 4.03.04 Automatic Alarms

**LOCK OUTS**

The Incident Commander is responsible to determine the need for forcible entry when persons have either locked themselves in or locked themselves out and cannot exit or enter in a timely manner. If non-emergency conditions exist a locksmith should be used rather than fire department making forced entry and thus becoming liable for damages.

**ASSISTING LAW ENFORCEMENT**

Occasionally, law enforcement agencies will request the fire department for forcible entry. If a law enforcement agency requests assistance with forcible entry or ladder access to a crime scene or a potentially violent situation, responding units will stage at the designated safe staging area and the fire department Incident Commander shall inform the law enforcement Incident Commander that we will provide them with the necessary tools to gain access, but fire department members will not put themselves in harms' way. The fire department will provide the law enforcement officers with a brief explanation and training of how to properly use the tools to accomplish successful entry. In a safe environment, fire department personnel may assist in forcible entry.

**KNOX BOX**

The department encourages all business to take part in this endeavor to reduce the damage to the structure. A search of the exterior portion of the structure near the main

entrance must be completed by the first responding units prior to any consideration or attempt of forcible entry being made in a non-emergency situation. If a Knox Box is located use this device to gain entry into the structure. Please notify the building owner as soon as possible and return the key to the box after making sure the structure is secure.

## OPERATIONS

The gravity of the situation should always dictate the prescribed actions. Common sense should prevail. As always, “Try Before You Pry.” Always request that law enforcement respond for security purposes. Look for the safest, quickest, least invasive means to gain entry; once it’s been determined that forcible entry is required. Check all windows to determine if they are locked or unlocked. Consider removing hinges if there are doors with the hinges exposed. If breaking a small, single pane of glass will give you clear access to all locks, that method should receive careful consideration. If a “Through the lock” method is employed, consider using channel locks to carefully screw the cylinder out of the threads in order to keep the threads and the lock intact. If the situation dictates a quicker access, then use an “A” or “Rex” tool, a “K” tool or an “R” tool to rapidly pull the cylinder from the door. Once the cylinder has been removed, then use the “Kerry” key to turn the cogs, which are set at either the “7:00 o’clock” or the “5 o’clock” position. It’s important to consider that use of any of the “pulling” tools may irreparably damage an aluminum doorframe and breaking the glass may be the more cost effective approach. Always try to use the least invasive forcible entry method if possible. Exhaustive communication should be practiced whenever possible. Check with neighbors, under doormats and under nearby planters to try to find a workable key.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.03.05 Search and Rescue** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To provide information relevant to search and rescue procedures.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. Rescue:

Rescue of a known life is the #1 Priority. A primary search should be conducted immediately WITH a charged hoseline. It is also imperative that a handline be stretched to the seat of the fire by the first arriving engine in an attempt to stop the forward progress of the fire. This will facilitate the rescue effort and lessen the danger to the occupants. If the occupants are visible from the exterior of the building, an attempt should be made to rescue them with the use of ground ladders. If staffing permits, the rescue should be carried out while a handline is advanced to the seat of the fire. Members advancing the handline to the fire area can search that area as well as extinguishing or controlling the fire.

Any emergency medical care should be provided to the occupants of the residence as soon as possible, such as cardiopulmonary resuscitation. There should be no hesitation in requesting emergency traffic for an ambulance to treat occupants, or for standing by for possible use at a later time. Any working fire requires the presence of an ambulance on location.

2. Search and Rescue:

At least two firefighters (team) will always be assigned this task by the incident commander. In the average one or two family dwelling, two firefighters will be able to quickly search and locate victims.

3. Primary Search:

A primary search must be performed at every fire situation, whether fire is showing or not. The only difference is the number of firefighters assigned this task by the Incident Commander. In nothing showing situations, the primary search can be assigned to two firefighters, however, if a fire is located, more firefighters must be assigned to the task. The crew performing search and rescue must be equipped with a radio to keep in constant communication.

When conditions indicate there is a fire or the first arriving company reports a fire in their size-up, a primary search must be performed to locate and remove endangered occupants, or to verify that civilians have escaped the fire. The fire attack crew(s) can perform the primary search of the immediate fire area while the truck or rescue company personnel begin the primary search on the floor immediately above the fire. All searches must be made using a standardized search pattern. If time and staffing permits, the search and rescue crews operating above the fire should do so with the protection of a handline. A tagline/rescue rope should be used as a minimum protection device to lead search personnel to the way out of the building. This will provide protection for the firefighters performing this task. Firefighters performing the primary search must have forcible entry tools with them to force open locked doors or to aid in the escape of the firefighter should he/she become trapped in a building or room.

Victims are often overcome attempting to escape the fire. For this reason, fire fighters performing the primary search will commonly find victims next to doors and windows. Firefighters should pay close attention for signs of trapped or injured occupants. Coughing, moaning, or cries for help may indicate people have not escaped the fire (see Figure 1). If occupants or victims are located, this should be communicated to the Incident Commander immediately. Victims should be removed via the interior stairway if at all possible. Ladders should be used only if passage down the stairway is not possible.

4. Standardized Search Pattern:

All fire fighters performing a primary search shall use a standardized search pattern with all turns to be made in the same direction as identified by the search crew officer or team leader upon entering the structure. The sequence to be used in searching the fire building will be made as follows: the fire area, floor above the fire, the very top floor, and all other floors working down from the very top floor. The use of a standardized search pattern will provide a systematic method to completely search a building or area. Should a firefighter become disorientated or lost, they must inform the incident commander or Rapid Intervention Team leader what direction that the crew turned upon entering the structure so the RIT team may already know their possible location from the search patterns they will have used.

5. Secondary Search:

As soon as the Incident Commander has declared the fire under control, a secondary search must be made of the fire building. All areas should be checked thoroughly for anyone who may have survived the fire or for any victims who may have been missed during the primary search. The company officer shall inform the incident commander that the secondary search has been completed.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.06 Exposure Protection** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To outline information relevant to exposure protection.

**Scope:**

This procedure applies to all personnel.

**General:**

Command must consider the most critical direction and avenues of fire extension, plus its speed, particularly as they affect:

1. Rescue activities
2. Level of risk to fire fighters
3. Confinement efforts
4. Exposure protection

Command must allocate personnel and resources based upon this fire spread evaluation. Command must not lose sight of the very simple and basic fireground reality that at some point fire fighters must engage and fight the fire. Command must structure whatever operations are required to PUT WATER ON THE FIRE. The rescue/fire control-extension/exposure problem is solved in the majority of cases by a fast, strong, well-placed attack. Command must establish an attack plan that overpowers the fire with ACTUAL water application, either from offensive or defensive positions.

Command must consider the 7 sides (or sectors) of the fire: front, rear, both sides, top, bottom, and interior. Fires cannot be considered under control until all 7 sides are addressed. Failure to do so frequently results in fire extension.

Command must get ahead of the fire. Command must make critical decisions that relate to cutoff points and develop a pessimistic fire control strategy. It takes a certain amount of time to get water to a location, and the fire continues to burn while the attack is being set up. Command must consider where the fire will be when attack efforts are ready to actually go into operation; if misjudged, the fire may burn past the attack/cutoff position before resources and personnel are in position. Don't play "catch up" with a fire that is burning through a building. Project your set-up time, write off property and get ahead of the fire. Set up adequately ahead of the fire, then overpower it.

WRITE-OFF PROPERTY THAT IS ALREADY LOST and go on to protect exposed property based on the most dangerous direction of fire spread. Do not continue to operate in positions that are essentially lost.

All exposures, both immediate and anticipated, must be identified and protected. The first priority in defensive operations is personnel safety; the second is exposure protection. The next priority may be to knock down the main body of fire. This may assist in protection of exposures but does not replace it as a higher priority.

Master streams are generally the most effective tactic to be employed in defensive operations. For tactical purposes, a standard master stream flow of 750 GPM should be the guideline. Adjustments may be made upward or downward from this figure but it is very significant in the initial deployment of master streams.

When the exposure is severe and water is limited, the most effective tactic is to put water on the exposure and, if need be, from the interior of the exposure.

Once exposure protection is established, attention may be directed to knocking down the main body of fire and thermal-column cooling. The same principles of large volume procedures should be employed.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.07 Ventilation** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

This procedure identifies the tactical application of positive pressure ventilation and roof or vertical ventilation during structural fire operations. Early ventilation of a building is critical to the success of fire control operations and the safety of firefighters and victims. We ventilate to alter conditions. The interior team has the best operating position to determine if a building requires ventilation, as well as the location and timing of that ventilation. Interior and ventilation forces must communicate in order to coordinate the effort effectively.

Proper ventilation procedures have many benefits to fire operations. Ventilation rapidly removes heat and smoke from the building, thus reducing the fire's ability to propagate and advance. It causes an improving atmosphere, thus improving victim(s) survivability profiles. The improved atmosphere also increases visibility and reduces heat stress, which increases the firefighter's ability to conduct the interior fire attack, search and rescue operations, and loss control operations.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. POSITIVE PRESSURE VENTILATION

Command should order positive pressure ventilation where appropriate and early in the operation. Basic procedures for positive pressure ventilation are outlined below.

1. Identify or create an exit for the pressurized air before initiating positive pressure ventilation.
2. Place positive pressure fan at the point of entry into the unburned side of structure.
3. Position the fan 12-15 feet from the entry point to create a pressurized seal around the door.
4. If additional fans are required, place two or more fans in a tandem position.
5. Control the air flow by opening or closing windows and doors to clear specific areas.

Positive pressure ventilation can create problems if not effectively managed, monitored, and coordinated. Be aware of the problems listed below and take corrective action.

- An exit for the pressurized air should be in the burned area. Otherwise, the fire may be pushed into unburned portion.

- Because of the pressurized air, a ‘‘blow torch’’ effect of fire blowing far out of the exit may occur. Adjacent exposures may need to be protected.

- Do not direct a fire stream into an operating positive pressure ventilation exit point.

- All concealed spaces need to be checked for fire extension.

- The gas powered fans produce carbon monoxide and breathing apparatus may be required when PPV is used during overhaul operations.

High-Rise Application

Positive pressure ventilation can be an effective way to pressurize stairwells, thus maintaining a smoke-free environment for evacuation. Basic positive pressure ventilation procedures apply. Place the PPV fan(s) at the base of the stairwell and open the roof hatch. Keep in mind that pressurizing the stairwell will make it more difficult to open doors from the building to the stairwell.

Exposure Control Application

In some cases, positive pressure ventilation can be used for exposure control. The objective is to introduce positive pressure ventilation ahead of a moving fire and force it back into the fire area. Exposure control may be used with common attics found in strip shopping centers and apartment complexes or where separating walls may have been breached by plumbing, cracks, etc.

For exposure control, the fans should be placed at an entry point at the most severe exposure first. The building should be sealed, so that it will over pressurize the exposure. An opening in the ceiling will be required to pressurize the attic area. Over pressurized air will force hot gases back across the opening, or back down common attic spaces towards the fire area. This can prevent firespread extension. The second most critical exposure would then receive positive pressure ventilation in a similar manner.

2. NEGATIVE PRESSURE VENTILATION

Negative pressure fans pull smoke, heat, and gases from inside the building and eject them to the exterior. Basic procedures for negative pressure ventilation are outlined below.

1. Place the negative pressure ventilation fan in an exterior opening to exhaust in the same direction as the natural wind.
2. Remove all obstacles to the air flow (window screens, curtains).
3. To prevent air recirculation around the sides of the fan, cover the area around the unit with salvage covers or other material.

3. NATURAL VENTILATION

Vertical ventilation and horizontal ventilation can be used to ventilate a structure naturally. Vertical ventilation, as close to directly over the fire as possible, is the most effective form of ventilation in working interior fire situations.

## Vertical Ventilation

Vertical ventilation generally means opening the roof or existing roof openings to allow heated gases and smoke to escape from the structure. Roof ventilation should be considered only when safe to do so. Lightweight construction has a history of very early collapse. If there is any evidence of fire in the attic space of a suspected lightweight constructed roof, no personnel will be permitted on the roof. All roof ventilation personnel shall wear full protective clothing and equipment when operating above a fire. SCBA with face pieces connected will be worn at all times while operating above a fire. Basic procedures for roof ventilation are outlined below.

1. Ladders should be strategically placed to allow safe access to the roof, emergency exit from the roof, and in tactical positions that would permit effective defensive operations if needed.
2. The first person reaching the roof must evaluate conditions to assure the roof is structurally sound before attempting to work on it.
3. Once on the roof, fire personnel must evaluate their route and progress as they proceed out on the roof.
4. Roof ladders shall be used for operations on any roof where the pitch presents a problem or crews cannot effectively operate aerial ladders.
5. Determine a safe working area for ventilation.
6. If possible, provide a hose line for the protection of roof ventilation personnel.
7. Coordinate roof ventilation with interior crews.
8. Complete adequate size ventilation hole(s) and achieve effective ventilation.
9. Roof personnel should provide progress reports to command.

## Horizontal Ventilation

Horizontal ventilation is the venting of heat, smoke, and gases through wall openings such as windows and doors. Because horizontal ventilation is not accomplished at the highest point of a building, there is the constant danger that when the rising heated gases are released, they will ignite higher portions of the fire building. Basic procedures for horizontal ventilation are outlined below.

1. When possible, horizontally ventilate on the leeward side of the structure.
2. Monitor exposures both horizontally and vertically where smoke, heat, and gasses are escaping.
3. Unless for the specific purpose of rescue, a building should not be opened until charged lines are in place.
4. Ventilation efforts should begin as close to the area of origin as possible, and extend away from the area of origin as needed.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.08 Salvage** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To establish a guideline for conducting salvage operations. Virtually every fire requires a need for some form of salvage operations.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. Salvage includes activities required to stop direct and indirect fire damage in addition to those required to minimize the effects of firefighting operations.
2. Salvage includes those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire, water, and the weather.
3. Salvage objectives are:
    1. Stop or reduce the source of damage
    2. Protect or remove contents.
4. Salvage operations shall be done at all incidents posing potential damage to property and may begin at various points during an incident.
5. Salvageable contents shall be removed, when possible, or grouped in the center of the room and covered with salvage covers or plastic tarps.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.09 Overhaul** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To establish a guideline for conducting overhaul operations. Virtually every fire requires a need for some form of overhaul operations.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. The main objective of overhaul operations is to locate and extinguish all remaining and hidden fire (to make sure the fire is out) and control loss, stabilize the incident scene, and to secure the structure.
2. Overhaul operations shall be conducted at all fire incidents. This reduces the chances of a rekindle.
3. When possible, any evidence should remain untouched, undisturbed and in its original location (coordinated with fire investigation efforts).
4. When available, a fresh crew shall perform overhaul operations. This will help avoid overexertion and injury.
5. Areas that shall be thoroughly checked for hidden fires or hot spots should include but not limited to:
    1. Floor, wall, and ceiling areas
    2. Door jambs, vents and registers, window casings
    3. Light fixtures and electrical outlets
    4. Plenum spaces, soffits and pipe chases
    5. Combustible materials in fire area
6. During overhaul operations a minimum of a 1 ¾”handline should be in use. Other commonly used tools are axes, pike poles, haligan tool, and portable lighting.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.10 Sprinkler/Standpipe Operations** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To establish a standard procedure for operations in buildings with a sprinkler system and/or standpipe.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. The second arriving engine shall be responsible for the connection of supply lines to the fire department connection (FDC).
2. The minimum fire department connection to the FDC shall not be less than two 2 1/2" hose lines where applicable.
3. If a fire is in progress and sprinkler heads have been activated, one hundred fifty (150) psi should be provided to the FDC unless otherwise specified at the FDC. If long lines are required (over 100 feet) between the engine and the FDC, the friction loss in the hose must be considered in your calculations.
4. Unless it is known for sure that private mains provide an adequate supply, engines should be connected to public hydrants, if available.
5. Send a firefighter with a radio to inspect the shut-off valve to:
    1. Determine if sprinklers are operating properly
    2. Open the valve if it is closed.
    3. Shut off the valve when Command decides sprinkler operations may be discontinued.
    4. Re-open the valve in the event of a rekindle that is uncontrolled by hand lines.
6. Usually, 1 ¾" hand lines are adequate fire streams in sprinklered buildings. However, when fires involve unusual hazards, high piled stock or large areas, 2 ½" hand lines should be considered.
7. Observe the affect of the sprinkler system on the fire to determine:
    1. If the system is operating properly.
    2. The size and number of hose lines that may be needed to gain complete control and extinguishment.
8. Insure that evacuation, search and other life safety measures are promptly completed at fires in buildings with sprinkler systems.
9. Effective control of fires in sprinklered buildings requires proper ventilation. Whether such ventilation is accomplished by conventional means or by utilizing on site built-in automatic systems, the following steps must be accomplished:
    1. A firefighter with a radio must be sent to the shut off valve to stand by.

2. Hose lines must be ready, charged and in position for confinement and control before sprinklers are shut off.
3. Personnel must be in position and should have affected the necessary conventional opening(s) or be prepared to initiate available on site automatic systems before shutting off the sprinklers.
4. The Incident Commander must insure coordinated communications.
5. When all of the above have been accomplished, the sprinkler system should be shut down slowly to allow proper ventilation to occur and those members manning hose lines to move in and extinguish any remaining fire.
6. In the event that the hose lines are unable to control the fire, the sprinkler system should be turned on again until additional hose lines can be deployed into position.

10. Initiate prompt salvage and water removal operations to protect records, machinery, storage, stock and furnishings from water damage.
11. After fire operations are complete, the Incident Commander should inform the owner, occupant, or agent of the sprinkler system being out of order and they should contact their service department.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.11 Foam Operations** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To promote the safe, appropriate use of Class A foam in firefighting.

**Scope:**

This procedure applies to all fire personnel.

**General:**

Class A foam is a synthetic detergent that affects the physical properties of water, thereby enhancing its ability to extinguish fires. Foam solution is created when 0.1 – 1.0% foam concentrate is added to water. The concentrate acts by reducing surface tension of water and enabling it to penetrate materials more effectively.

Foam solution by itself is very effective for combating Class A fires, but if air is added to the solution, its firefighting capabilities are further enhanced. The formation of bubbles (droplets of foam solution) gives foam a “sudsy” appearance. These bubbles effectively increase the surface area of water, thereby increasing the steam conversion and allowing for a greater absorption of heat and carbonized particles.

Foam insulates materials by keeping them wet and cool longer, making them less likely to ignite or rekindle. As the foam begins to break down, the bubbles collapse allowing the water droplets to soak into the affected material. Foam’s clinging property is advantageous over water when protection of vertical surfaces is necessary. Lastly, foam adds opacity or color to water, giving it the ability to reflect heat away.

**Class A foam should be considered the primary extinguishing agent for any fire involving Class A materials. Attacks being mounted on offensive structure fires should utilize Class A foam solution with the initial and subsequent hose streams.** Class A foam is not limited to fires involving vegetation, vehicles, or debris. It has also been very effective in extinguishing deep-seated fires, which can involve agricultural products (hay bales, alfalfa, cotton) or recycled materials (paper, tires, rail road ties, saw dust). Foam allows water to reach the seat of the fire quicker, thereby saving time and reducing manpower needs.

Class A foam will not suppress flammable vapors. Caution should be used when making attacks on fires that could involve flammable/combustible liquids (vehicle fires, fuel spills). Class A foam should not be applied to water reactive materials. Additionally Class A foam should not be mixed with Class B foam, as the concentrates will become gelatinous and clog most foam systems.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.12 Hot/Cold Weather Operations** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To provide guidance for hot and cold weather operations.

**Scope:**

This procedure applies to all personnel.

**General:**

**Operating in hot and cold weather or winter environments:**

**1. Heat Stress Management**

The purpose of this procedure is to establish guidelines and responsibilities for minimizing the effects of heat stress to department members. The following practices are to be implemented whenever temperatures are expected to exceed 105 degrees or whenever the heat index is expected to exceed 105 degrees.

**MEMBER'S RESPONSIBILITIES**

Each member will be responsible to:

1. Maintain proper rest/nutrition regimen
2. Observe appropriate work/rest cycles
3. Hydrate before, during, and after each activity (minimize coffee, tea, and cola products)
4. Inform supervisor of any ill effects to heat

**COMPANY OFFICER'S RESPONSIBILITIES**

Company officers should be responsible to monitor/manage:

1. Cardiovascular activity should be limited to a maximum of 30 minutes.
2. A minimum of 64 ounces (2 quarts) of fluid should be consumed during a 24-hour period.
3. Work/rest cycles--request a relief company and assignment to rehab after crew has consumed two bottles of air.

## COMMAND RESPONSIBILITIES

Command officers should be responsible to:

1. Establish a Rehab Sector/Division/Group on all working fires and training exercises.
2. Assign companies to Rehab Sector/Division/Group as needed or requested (companies shall remain in rehab for a minimum of 20 minutes).
3. Utilize the practice of first company in, first company out routine.
4. Request additional resources as necessary.

## 2. COLD STRESS MANAGEMENT

1. Be aware of the symptoms of cold-related disorders, and wear proper, layered clothing for the anticipated fieldwork. Appropriate rain gear is a must in cool weather.
2. Observe one another for initial signs of cold-related disorders.
3. Obtain and review weather forecast – be aware of predicted weather systems along with sudden drops in temperature, increase in winds, and precipitation.
4. Persons who experience initial signs of frostbite, or hypothermia should consult the Shift Commander to avoid progression of cold-related illness.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.13 Automatic Alarms** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To establish guidelines for units responding to buildings with Automatic Fire Alarm Systems.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. The primary (first dispatched) or closest unit responding shall respond emergency, in full PPE, when dispatched to an automatic fire alarm. The secondary or next due unit shall respond non-emergency, unless instructed otherwise by the incident commander or dispatch. This applies to all automatic fire alarm responses whether in the City of Wellston or surrounding jurisdictions.
2. The first arriving unit shall locate the proper building or buildings, or any part of the building involved by means of the fire alarm control panel (FACP) and inform the other arriving units of the status of the system. The system may be silenced if no immediate indication of fire or life safety exists.
3. Units will then begin a search of the building or buildings, perform rescue and evacuation, control fire or, if there is no apparent problem, try to determine why the system activated.
4. After completion of the above, the building maintenance personnel should place the alarm system back in operation. Fire crews should not reset or place any fire alarm system back in service. (**Crews may reset systems located in buildings owned and operated by the City of Wellston)
5. Notify the owner, manager or other personnel (responder) acting in the above capacity of the actions taken by the fire department, what was found and whether the system is in operating condition, or what part of the system is not operating.
6. The name of the building representative shall be documented in the fire incident report when available.
7. Anytime the owner, manager, or other personnel (responder) is not available to respond to the scene, notify dispatch of the alarm status, and notify the Shift Commander.
8. Do not, for any reason, make any derogatory remarks of inadequacy of the alarm system, or the maintenance of the organization. All alarm systems are inspected for Code compliance.
9. Alarm systems are mandated by Code in many occupancies and should not be taken out-of-service by Fire Department personnel. As an absolute last resort, the building representative may take a system out-of-service. The building

representative's name shall be documented in the fire incident report. The Shift Commander should be notified as soon as possible of any problems with any alarm system.

10. In situations when easy access is not available to the structure, fire personnel should use any and all means necessary to determine if a fire actually exist within the building. This would include utilization of KEY BOX access keys, raising ladders to upper floors, viewing through windows, use of thermal imaging devices, etc. If the officer-in-charge is satisfied that no hazard exists within the structure, despite the inability to gain full access, the scene may be released and the alarm regarded as false after attempts or successful notification of a building representative are made.
11. If on the other hand, it cannot be determined from an exterior examination of the building that a problem exists, the officer in charge should decide if forced access is required. If forced access is required, care should be taken to reduce the amount of damage.
12. A building representative should be contacted to respond to the scene to assist with gaining access. If no one is available and the IC is not satisfied that the building is safe, forced entry will be permitted. Law enforcement must be notified in cases when forcible entry is necessary.
13. The IC should use all means available to determine the nature of the alarm and its validity before the release of the scene.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.14 One and Two Family Dwelling Fires** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

This procedure will provide an organized method in which to carry out the fire ground functions in a timely and safe manner. Discussed will be the rescue procedures, initial fire attack and line placement, safety, and fire ground organization. Most firefighter injuries/fatalities occur at one and two family dwelling fires!

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. Terms:
    1. Primary Search: A search that is made to quickly locate and remove potential victims or occupants when firefighters initially arrive on the scene of an emergency. The emphasis is on quickness and being thorough.
    2. Secondary Search: A search that is begun after the fire is under control or has been extinguished. The search is conducted to verify the fact that no one has been missed during the primary search.
    3. Standardized Search Pattern: A method of searching a fire building or area that covers the area to be searched is a complete systematic manner. All turns are made in the same direction every time a door or other opening is encountered.
    4. Crew Leader: Officer or designated firefighter responsible for a crew (team).

2. First Arriving Engine Company Positioning:

    Positioning of the engine is the responsibility of the officer. The driver should position the apparatus for optimum efficiency. When positioning the engine for a one or two family dwelling fire, the driver should position the engine just past the fire building, if possible. This is done for two reasons: 1) It allows the officer to view three sides of the fire building (side D, side A, and side B of the building); and, 2) it leaves side A (front) of the building available for the ladder truck.

3. Second Arriving Engine Company Positioning:

    The primary responsibility of the second arriving engine company will be to ensure that the first arriving engine has a sufficient and uninterrupted water If a back-up safety line/RIT has not been established, that should be the first priority of this crew.

4. Ladder Company Positioning:

   The positioning of the truck shall be the responsibility of the officer, if not assigned by the Incident Commander. The first arriving ladder company will normally take up a position on Side Alpha (front) of the reported fire building unless directed otherwise.

5. Rescue:

   Rescue of a known life is the #1 Priority. A primary search should be conducted immediately WITH a charged hoseline. It is also imperative that a handline be stretched to the seat of the fire by the first arriving engine in an attempt to stop the forward progress of the fire. This will facilitate the rescue effort and lessen the danger to the occupants. If the occupants are visible from the exterior of the building, an attempt should be made to rescue them with the use of ground ladders. If staffing permits, the rescue should be carried out while a handline is advanced to the seat of the fire. Members advancing the handline to the fire area can search that area as well as extinguishing or controlling the fire. Any emergency medical care should be provided to the occupants of the residence as soon as possible, such as cardiopulmonary resuscitation. There should be no hesitation in requesting emergency traffic for an ambulance to treat occupants, or for standing by for possible use at a later time. Any working fire requires the presence of an ambulance on location.

6. Search and Rescue:

   At least two firefighters (team) will always be assigned this task by the incident commander. In the average one or two family dwelling, two firefighters will be able to quickly search and locate victims.

7. Primary Search:

   A primary search must be performed at every fire situation, whether fire is showing or not. The only difference is the number of firefighters assigned this task by the Incident Commander. In nothing showing situations, the primary search can be assigned to two firefighters, however, if a fire is located, more firefighters must be assigned to the task. The crew performing search and rescue must be equipped with a radio to keep in constant communication.

   When conditions indicate there is a fire or the first arriving company reports a fire in their size-up, a primary search must be performed to locate and remove endangered occupants, or to verify that civilians have escaped the fire. The fire attack crew(s) can perform the primary search of the immediate fire area while the truck or rescue company personnel begin the primary search on the floor immediately above the fire. If time and staffing permits, the search and rescue crews operating above the fire should do so with the protection of a handline. A tagline/rescue rope should be used as a minimum protection device to lead search personnel to the way out of the building. This will provide protection for the firefighters performing this task. Firefighters performing the primary search must have forcible entry tools with them to force open locked doors or to aid in the escape of the firefighter should he/she become trapped in a building or room.

Victims are often overcome attempting to escape the fire. For this reason, fire fighters performing the primary search will commonly find victims next to doors and windows. Firefighters should pay close attention for signs of trapped or injured occupants. Coughing, moaning, or cries for help may indicate people have not escaped the fire. If occupants or victims are located, this should be communicated to the Incident Commander immediately. Victims should be removed via the interior stairway if at all possible. Ladders should be used only if passage down the stairway is not possible.

8. Fire Control:

   At least one handline shall be advanced to the seat of the fire. The line chosen shall never be less than 1-3/4 inches in diameter. In most cases the fire attack should be made from the unburned side of the building. In many cases, the line can be advanced through the front door of the dwelling. From this point, access is usually available to all areas of the dwelling. The number of lines to be used will be the choice of the Incident Commander and depend directly on the nature and size of the fire encountered. A Rapid Intervention Team is necessary to potentially rescue the fire attack crew.

9. Ladders:

   If occupants are visible at the windows, roofs, or porches, they should be rescued immediately by the use of ground ladders. If people are not visible, ground ladders must be used anyway. At least one ladder must be placed to each upper floor to permit quick access for search and rescue operations. This ladder will also be used as a secondary means of egress for firefighters operating on the second floor of the structure. Ladders will play an important role in multiple-family dwelling fires.

   Ladders are raised for four basic uses:

   1. Rescue
   2. To gain access to upper stories
   3. To obtain firefighting advantage points
   4. To provide for a secondary means of egress for firefighters.

   Ladders shall be raised as soon as possible to perform the primary and secondary searches of the upper floors. Ladders should also be raised to provide a secondary means of egress for firefighters that may become trapped on the upper floors of a building by fire or smoke. Roof operations ALWAYS require at least two ladders be raised at different locations on the roof. One ladder is used for access to the roof; the other is used as a secondary means of egress. The use of the aerial ladder for roof operations and rescue may save valuable time. The decision for use of this ladder is the Ladder Company Officer's. On many occasions, it is standard that the truck places its ladder immediately to the roof upon arrival at a working fire.

10. Property Conservation:

    Property conservation measures should begin as soon as possible to reduce the property loss by fire, heat, and smoke. Property conservation efforts are to be performed by personnel when staffing levels and conditions permit salvage operations to begin. Salvage covers should be used to protect valuables and to prevent further damage by water and smoke.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **4.03.15 Multi-Family Dwelling Fires** |
| Adoption Date | **JULY 1, 2012** |

**Purpose:**

This procedure has been developed to provide a set of guidelines to be followed in the event of an incident involving multi-family dwellings. Multi-family dwellings can be defined as "All buildings or portions thereof, that contain three or more living units or areas such as apartments, motels, hotels, condominiums, town houses, row-houses, boarding houses, homes for the elderly, health care facilities, and other like buildings."

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. First Arriving Engine Company Positioning:

   Positioning of the apparatus is the responsibility of the officer. The driver should position the apparatus for optimum efficiency. When positioning the engine at a structure fire, the driver should position the engine just past the fire building if appropriate. This is done for two reasons:

   1. It allows the officer to view three sides of the fire building (sides A, B, and D)
   2. It leaves side A (front) of the fire building available for the ladder company.

   Placement of the engine just past the fire building, or placement of the ladder company in the front of the building, may not always be possible. Some conditions may cause the Company Officer or IC to deviate from positioning the apparatus as specified above. Apparatus placement must always be positioned for the safety of personnel and equipment. Examples of such conditions are:

   1. Location of the fire,
   2. Access to the property,
   3. Wind direction, and
   4. Exterior exposures

2. Second Arriving Engine Company Positioning:

   The primary responsibility of the second arriving engine company will be to ensure that the first arriving engine has an efficient and uninterrupted water supply. The firefighters from the second arriving engine can be utilized for rescue, RIT or the placement of additional hand-lines. At the option of command, these additional firefighters can be utilized for ladder company (support) activities, fire suppression, or as command deems necessary for control or mitigation of the incident.

3. Ladder Company Positioning:

   The positioning of the truck shall be the responsibility of the officer, if not assigned by Incident Commander. The first arriving ladder company will normally take up a position at side A (front) of the reported fire building unless directed otherwise.

4. Rescue:

   Rescue of a known life is the #1 Priority. A primary search should be conducted immediately in most cases WITH a charged hoseline. It is also imperative that a handline be stretched to the seat of the fire by the first arriving engine in an attempt to stop the forward progress of the fire. This will facilitate the rescue effort and lessen the danger to the occupants. If the occupants are visible from the exterior of the building, an attempt should be made to rescue them with the use of ground ladders. If staffing permits, the rescue should be carried out while a handline is advanced to the seat of the fire. Members advancing the handline to the fire area can search that area as well as extinguishing or controlling the fire.

   Any emergency medical care should be provided to the occupants of the residence as soon as possible (by First Responder or Ambulance personnel), such as cardiopulmonary resuscitation. There should be no hesitation in requesting emergency traffic for an ambulance to treat occupants, or for standing by for possible use at a later time. Any working fire requires the presence of an ambulance on location.

5. Fire Control:

   At least one handline shall be advanced to the seat of the fire. The line chosen shall never be less than 1-3/4 inches in diameter. In most cases the fire attack should be made from the unburned side of the building. Also in most cases, the line can be advanced through the front door of the dwelling. From this point, access is usually available to all areas of the dwelling. The number of lines to be used will be the choice of the incident commander and depend directly on the nature and size of the fire encountered. A back-up safety line/RIT is necessary to potentially rescue the fire attack crew.

6. Ladders:

   If occupants are visible at the windows, roofs, or porches, they should be rescued immediately by the use of ground ladders. If people are not visible, ground ladders must be used anyway. At least one ladder must be placed to each upper floor to permit quick access for search and rescue operations. This ladder will also be used as a secondary means of egress for firefighters operating on the second floor of the structure. Ladders will play an important role in multiple-family dwelling fires.

   Ladders are raised for four basic uses:

   1. Rescue
   2. To gain access to upper stories
   3. To obtain firefighting advantage points
   4. To provide for a secondary means of egress for firefighters.

Ladders shall be raised as soon as possible to perform the primary and secondary searches of the upper floors. Ladders should also be raised to provide a secondary means of egress for firefighters that may become trapped on the upper floors of a building by fire or smoke. Roof operations ALWAYS require at least two ladders be raised at different locations on the roof. One ladder is used for access to the roof; the other is used as a secondary means of egress. The use of the aerial ladder for roof operations and rescue may save valuable time. The decision for use of this ladder is the Ladder Company Officer's. On many occasions, it is standard that the truck places its ladder immediately to the roof upon arrival at a working fire.

7. Property Conservation:

   Property conservation measures should begin as soon as possible to reduce the property loss by fire, heat, and smoke. Property conservation efforts are to be performed by personnel when staffing levels and conditions permit salvage operations to begin. Salvage covers should be used to protect valuables and to prevent further damage by water and smoke.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **4.03.16 Commercial Building Fires** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

This procedure consists of information relevant to commercial building operations. Commercial properties shall include businesses, schools, churches and shops with very limited special hazards.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. First Engine Placement:

   Positioning of the engine is the responsibility of the Company Officer. The engine should be positioned keeping the following factors in mind:

   1. Location of fire in building;
   2. Access to building;
   3. Keeping the front of building open for the ladder company.

   Generally on small to medium size commercial properties, it is advantageous to position the engine just past the building leaving the front of the building available to the ladder company.

2. Fire Brigade or Emergency Response Team:

   If the facility has a known Emergency Response Team, the first-in engine should meet a team representative at the pre-determined location and obtain a size-up of the situation.

3. Second Arriving Engine Company Positioning:

   The primary responsibility of the second arriving engine company will be to ensure that the first arriving engine has an efficient and uninterrupted water supply. The firefighters from the second arriving engine can be utilized for rescue, RIT or the placement of additional hand-lines. At the option of command, these additional firefighters can be utilized for ladder company (support) activities, fire suppression, or as command deems necessary for control or mitigation of the incident.

4. Ladder Company Positioning:

   The ladder truck will often times position in the front of the building. Positioning will normally be the responsibility of the Incident Commander based on the size of the

building, location of the fire, access, etc. It may also be advantageous to position on a corner of a building in order to sweep two sides. On commercial properties, positioning should be made with the following objectives in mind:

1. Use of ladder for rescue
2. Use of ladder to roof
3. Building collapse
4. Master stream operations

5. Rescue:

   Rescue of a known life is the #1 Priority. A primary search should be conducted immediately with a charged hoseline. It is also imperative that a handline be stretched to the seat of the fire by the first arriving engine in an attempt to stop the forward progress of the fire. This will facilitate the rescue effort and lessen the danger to the occupants. If the occupants are visible from the exterior of the building, an attempt should be made to rescue them with the use of ground ladders. If staffing permits, the rescue should be carried out while a handline is advanced to the seat of the fire. Members advancing the handline to the fire area can search that area as well as extinguishing or controlling the fire.

   Ladders should be used (including aerial) to conduct the primary search as soon as possible and to rescue any occupants trapped by the fire. Search priorities shall be as follows:

   1. Fire area
   2. Floor above fire
   3. Top floor
   4. Floors in between

   Any emergency medical care should be provided to the occupants of the residence as soon as possible (by First Responder or Ambulance personnel), such as cardiopulmonary resuscitation. There should be no hesitation in requesting emergency traffic for an ambulance to treat occupants, or for standing by for possible use at a later time. Any working fire requires the presence of an ambulance on location.

6. Fire Control:

   At least one handline shall be advanced to the seat of the fire. The line chosen shall never be less than 1-3/4 inches in diameter and should be the longest preconnect in most cases. In most cases the fire attack should be made from the unburned side of the building. Also in most cases, the line can be advanced through the front door of the building. From this point, access is usually available to all areas of the building. The number of lines to be used will be the choice of the incident commander and depend directly on the nature and size of the fire encountered. A back-up safety line/RIT is necessary to potentially rescue the fire attack crew. If a local standpipe system is needed and available, the high-rise pack should be deployed.

7. Ladders:

   If occupants are visible at the windows, roofs, or porches, they should be rescued immediately by the use of ground ladders. If people are not visible, ground ladders

must be used anyway. At least one ladder must be placed to each upper floor to permit quick access for search and rescue operations. This ladder will also be used as a secondary means of egress for firefighters operating on the second floor of the structure. Ladders will play an important role in multiple-family dwelling fires.

Ladders are raised for four basic uses:

1. Rescue
2. To gain access to upper stories
3. To obtain firefighting advantage points
4. To provide for a secondary means of egress for firefighters.

Ladders shall be raised as soon as possible to perform the primary and secondary searches of the upper floors. Ladders should also be raised to provide a secondary means of egress for firefighters that may become trapped on the upper floors of a building by fire or smoke. Roof operations ALWAYS require at least two ladders be raised at different locations on the roof. One ladder is used for access to the roof; the other is used as a secondary means of egress. The use of the aerial ladder for roof operations and rescue may save valuable time. The decision for use of this ladder is the Ladder Company Officer's. On many occasions, it is standard that the truck places its ladder immediately to the roof upon arrival at a working fire.

8. Property Conservation:

Property conservation measures should begin as soon as possible to reduce the property loss by fire, heat, and smoke. Property conservation efforts are to be performed by personnel when staffing levels and conditions permit salvage operations to begin. Salvage covers should be used to protect valuables and to prevent further damage by water and smoke.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **4.03.17 Industrial Building Fires** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

This procedure provides information relevant to fires in industrial buildings. Industrial buildings shall include factories, warehouses and buildings of high risk with special hazards.

**Scope:**

This procedure applies to all fire personnel.

**General:**

1. First Engine Placement:

   Positioning of the engine is the responsibility of the Company Officer. The engine should be positioned keeping the following factors in mind:

   1. Location of fire in building;
   2. Access to building;
   3. Keeping the front of building open for the ladder company.

   Generally, at industrial complexes, after locating the fire, the first engine will park near an entry door that allows for the shortest access to the fire.

2. Fire Brigade or Emergency Response Team:

   If the facility has a known Emergency Response Team, the first-in engine should meet a team representative at the pre-determined location and obtain a size-up of the situation.

3. Second Arriving Engine Company Positioning:

   The primary responsibility of the second arriving engine company will be to ensure that the first arriving engine has an efficient and uninterrupted water supply. The firefighters from the second arriving engine can be utilized for rescue, RIT or the placement of additional hand-lines. At the option of command, these additional firefighters can be utilized for ladder company (support) activities, fire suppression, or as command deems necessary for control or mitigation of the incident.

4. Ladder Company Positioning:

   The aerial ladder should be positioned for the best available use of equipment and personnel. Positioning will normally be the responsibility of the Incident Commander

based on the size of the building, location of the fire, access, etc. On industrial properties, positioning should be made with the following objectives in mind:

1. Use of ladder to roof
2. Building collapse
3. Master stream operations

Support Area:

The ladder company officer or acting officer shall designate a support area for the pooling of equipment to be used in combating the fire. All available equipment should be transported to this area.

5. Rescue:

Rescue of a known life is the #1 Priority. A primary search should be conducted immediately with a charged hoseline. It is also imperative that a handline be stretched to the seat of the fire by the first arriving engine in an attempt to stop the forward progress of the fire. This will facilitate the rescue effort and lessen the danger to the occupants. If the occupants are visible from the exterior of the building, an attempt should be made to rescue them with the use of ground ladders. If staffing permits, the rescue should be carried out while a handline is advanced to the seat of the fire. Members advancing the handline to the fire area can search that area as well as extinguishing or controlling the fire.

Ladders should be used (including aerial) to conduct the primary search as soon as possible and to rescue any occupants trapped by the fire. Search priorities shall be as follows:

1. Fire area
2. Floor above fire
3. Top floor
4. Floors in between

Any emergency medical care should be provided to the occupants of the residence as soon as possible (by First Responder or Ambulance personnel), such as cardiopulmonary resuscitation. There should be no hesitation in requesting emergency traffic for an ambulance to treat occupants, or for standing by for possible use at a later time. Any working fire requires the presence of an ambulance on location.

6. Fire Control:

Fire attack shall be made with at least a 1 3/4" handline or greater and shall be in most cases from the unburned side of the building. Engine companies should plan on use of the building's fire suppressions systems such as standpipes and sprinklers. Let the sprinkler system do its job! Sufficient hose size, length and nozzle selection is critical to this operation. A 2 1/2" line with a solid bore nozzle may be necessary.

7. Ladders:

   Ladder company personnel shall be prepared to use ground ladders inside of buildings. The ladders will be used for fire attack for various machines that may become involved with fires. Ladders may also be used to rescue trapped or endangered workers.

   Ladders are raised for four basic uses:

   1. Rescue
   2. To gain access to upper stories
   3. To obtain firefighting advantage points
   4. To provide for a secondary means of egress for firefighters.

8. Property Conservation:

   Property conservation measures should begin as soon as possible to reduce the property loss by fire, heat, and smoke. Property conservation efforts are to be performed by personnel when staffing levels and conditions permit salvage operations to begin. Salvage covers should be used to protect valuables and to prevent further damage by water and smoke.

9. Plant Personnel:

   Plant personnel shall not be used to combat fires. Plant personnel can transport equipment and provide valuable information to Fire Department personnel regarding a fire in their plant.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **4.03.18 High Rise Fires** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To establish a procedure that will determine the tactical considerations and responses for all personnel during all incidents involving High-Rise Structures and other specialty type structures.

**Scope:**

This procedure applies to all fire personnel.

**General:**

A substantial time lag occurs in fires that involve the upper floors of a structure between the arrival time of the fire department and the time a hand-line is placed into operation. Fire conditions can be expected to worsen during this period.

High-rise buildings are tightly constructed. Any indication of fire or smoke through the exterior skin is a good indication of a serious fire, which could overtax the first responding units. In this case, a second alarm, or additional specialty units, should be called for promptly. Any indication of an interior working fire may also require the need for greater than even a second alarm.

Time of day has a great bearing on life hazard. Many buildings have substantial night operations that involve maintenance and security people that must be anticipated and accounted for after normal business hours.

Fires in High-Rise buildings present severe problems for command and control. The complexity of these buildings with multiple stairways, multiple elevators and larger floor areas provide problems in knowledge of unit locations and strategy that requires control through an effective Command organization and continued quality communications.

**Operation of First Arriving Units**

The information gathered by the first arriving unit should be transmitted via radio to all units. This information will help to determine, to a large extent, the success of the overall operation.

First Arriving Fire Department Unit Shall:

1. Establish command / Name Command using Geographic Location
2. Provide a situation report and actions via radio to responding units
3. Attempt to establish "LOBBY CONTROL"
4. Transfer Command as required

Properly position apparatus

The FIRST ARRIVING AERIAL UNIT should attempt to remain uncommitted to a particular location until it can be determined if a rescue or elevated stream is required. If the unit is also the FIRST ARRIVING FIRE UNIT, special consideration should still be given to the proper placement of this piece of apparatus. Normal operations such as standpipe and system responsibility should not be compromised due to a unit being equipped with an aerial device.

**NOTE:** *Lobby Control is responsible for the control of elevator and stairway access, for the operation of alarm panels, communication systems, and H.V.A.C. systems. This Division shall maintain a log of all personnel going up to the fire area. The apparatus driver of the FIRST-IN ENGINE COMPANY shall become "LOBBY CONTROL".*

First Arriving Engine Company

1. Establish "Lobby Control". The Driver/ Operator of the First Arriving Engine should establish "Lobby Control" responsibilities.
2. Locate Fire Floor and determine the best access points.
3. Ascertain the location and the extent of fire on the Fire Floor.
4. Determine the elevator bank that provides the safest access to the fire area and place the elevator cars to be used on "Fireman Service."
5. Obtain keys necessary to gain access to the Fire Floor.
6. Ensure "Lobby Control" is established. A Fire Department representative should be in charge at this level.

Equipment Carried by the First Engine Company to the Fire Floor should include:

1. All personnel should be in full protective clothing including SCBA
2. 1 3/4 High Rise Fire Attack Hose w/ Nozzle
3. Halligan Tool
4. Rope
5. Flat Head Axe
6. Portable Radio
7. Handlight
8. Firefighting crew of two (2) or three (3) with SCBA
9. Keys (Those located in the Buildings Key Box - If Equipped)
10. Any other equipment deemed necessary by the Officer–In-Charge of the crew.

Arrival at the Fire Floor

1. A FORWARD STAGING AREA should be established TWO FLOORS BELOW the reported Fire Floor. This will allow for proper deployment of hand-lines prior to advancement onto the Fire Floor and will afford all crews a safe area of retreat that is well below the active Fire Floor. At the officer’s discretion, additional floors may be used to separate the crews from the Fire Floor. In taller buildings, or long, shorter story buildings a FORWARD STAGING AREA shall be established to bring the Incident Commander closer to the incident. This position should be

staffed by the Battalion Chief after an additional Chief Officer has arrived and proper procedures for the transfer of Command have taken place.

2. Report the following to Command:
    1. Correct location of the FIRE
    2. Heat and smoke conditions on the Fire Floor.
    3. Life hazards on the Fire Floor and initiate evacuation procedures where required.
    4. Location of Fire on the particular floor and what (Quadrant) of the building it seems to be in.
3. Select the best standpipe location for the attack and establish the line.
4. Advance hose-line to attack fire and continue operation until relieved by the second arriving crew on the fire floor. Keep Command updated on your progress on containment of the fire.
5. A decision should be made to "DEFEND IN PLACE" and require occupants to remain in their rooms until they need to be removed to a safer location.

Second Arriving Engine Company

1. Unless otherwise directed, the second engine company should proceed to the fire floor, or floor above, and assist the first engine company as needed. This includes the movement of any extra equipment to the FORWARD STAGING AREA.
2. Provide support for the first engine company.
3. The Engineer or Driver of the second-due engine shall assume a position at the system connection or gated wye to serve as entry control for the fire floor. This is to serve as an initial forward observation point for the Incident Commander and to control the water supply to the hose streams at the connection.

    Equipment Carried by the Second Due Engine to the fire floor

    1. All personnel in full Protective clothing including SCBA
    2. 1 3/4 High rise pack w/ nozzle
    3. All personnel are to carry ONE additional air cylinder to the forward staging area two floors below the fire.
    4. Halligan tool
    5. Rope
    6. Flat head axe
    7. Portable radio
    8. Handlight (s)
    9. Firefighting crew of three (3) minimum / with SCBA
    10. Any other equipment deemed necessary by the Officer-In-Charge of the crew.

Third Arriving Engine Company

1. Establish Water Supply to the buildings Standpipe / Sprinkler system. Only charge the system under direction of the Incident Commander. If the fire attack is being made from the ground, a water supply should be established to the Engine supporting the attack lines.
2. Report to lobby control with crew and assist first-due engine Engineer with duties of lobby control. This shall include gaining access to elevators, stairwells,

communication systems and the building's HVAC system. Lobby control is a multi-functional task that should be performed by more than one individual if possible.

3. Assess the need for more equipment to be carried to the FORWARD STAGING AREA.
4. Evaluate the building's stairwells and establish a stairwell support system for later arriving units.
5. Be prepared to advance to the fire floor to initiate RIT functions.
    1. Equipment Carried by the Third Due Engine Company to the Fire Floor
    2. All personnel in full protective clothing including SCBA
    3. 1 3/4 High rise pack w/ nozzle
    4. All personnel are to carry TWO additional air cylinders to the forward staging area two floors below the fire.
    5. Halligan tool
    6. Rope
    7. Flat head axe
    8. TIC (to be used by outside truck team if needed)
    9. Portable radio
    10. Handlight (s)
    11. Firefighting crew of three (3) minimum / with SCBA
    12. Any other equipment deemed necessary by the Officer-In-Charge of the crew.

First Arriving Truck Company

1. The first arriving truck company shall position their unit to cover at least two sides of the structure, keeping in mind the use of the aerial device for a rescue and an elevated stream. This may require the Engineer of the first-due truck to remain with the unit for positioning of the aerial device. This will be determined by the Incident Commander. If otherwise directed, the Engineer of the truck shall continue with the normally assigned duties of Outside Truck.

2. The Inside truck team shall conduct a search of the fire floor and rescue any victims. The Inside Truck team will consider the possibility of leaving occupants in their rooms (defending in place) if conditions warrant. This information shall be immediately relayed to the Incident Commander.

3. An All Clear of the fire floor by the Inside Truck shall be relayed to the Incident Commander within the four-minute benchmark. It must be noted that meeting this four-minute benchmark will be dependent on the size of the structure being search. Crews should remain cognizant of this benchmark.

4. After searching the fire floor and determining an All Clear, the Inside Truck team will move to the top floor and conduct a search. Due to the nature of high-rise fires, the fire floor, floor above, and the uppermost floor usually contain the most hazardous conditions. After completing the search of the top floor, the Inside Truck team will give an All Clear to the Incident Commander and continue to search subsequent floors below the uppermost floor.

5. The Outside Truck team shall conduct a search of the floor above the fire floor. Due to visibility issues, the Outside Truck team should consider acquiring a TIC from another engine on scene to perform a rapid search. The Outside Truck team will also adhere to the four-minute benchmark while searching the floor above the fire floor. It must be noted that meeting this four-minute benchmark will be dependent on the size of the structure being search. Crews should remain cognizant of this benchmark.

6. The Outside Truck team will report conditions on the floor above the fire floor to the Incident Commander and check for extension above the fire area.

7. After completing a search of the floor above the fire floor, the Outside Truck team will move to the upper floors and continue a search of subsequent floors with the Inside Truck team.

   Equipment Carried by the First Due Truck Company:
   1. All personnel in full protective clothing including SCBA
   2. TIC
   3. Irons
   4. Search rope
   5. Water can
   6. Halligan tool
   7. Axe
   8. Portable Radio
   9. Handlight (s)
   10. One (1) spare SCBA cylinder each
   11. Other forcible entry tools as deemed necessary.

**Tasks to Consider for Additional Arriving Units**

The Incident Commander should at this point recommend that additional aerial apparatus (Truck Companies) be assigned to the incident and assigned the following tasks. These may also be assigned as required to any units available to handle them.

1. Address tasks not able to be completed by first arriving companies. This should include Safety if the EMS Supervisor has been deployed to establish a Treatment / Transport Division, as well as RIT if not already in place.
2. Establish TREATMENT GROUP for victims being removed from fire building. This should be located in a safe area, away from combat activities.
3. Establish VENTILATION GROUP to assist in the control and removal of smoke and toxic gases from the building.
4. Establish STAGING DIVISION for additional units
5. Establish a Stairwell Support Group with additional units.

## Command Considerations for Chief Officers

### Shift Commander/First Arriving Chief

1. Position:
   to best view as many sides of structure as possible and for best immediate advantage.

1. Objectives:
   1. Report "On Scene" status and assume Command.
   2. Confirm "Lobby Control".
   3. Determine location and extent of fire.
   4. Evaluate potential life hazards.
   5. Need for additional alarms.
   6. Assess initial operations.
   7. Evaluate buildings systems H.V.A.C., Fire Pump, etc.
2. Actions:
   1. Via Radio, Assume Command.
   2. Via Radio, contact all operating units and obtain intelligence, reference to objectives.
   3. Order the building engineer or maintenance personnel to Lobby Sector.
   4. Obtain copy of building blue prints from engineer.
   5. Establish DIVISIONS / GROUPS as needed: Fire Floor, Resource, Treatment, Rehab, Support, Staging, etc. as needed.

### Fire Floor DIVISION

1. Position:
   Fire Floor, or floor below, or fire floor stairwell.
2. Objectives:
   1. Assess fire conditions and evaluation of needs.
   2. Formulate strategy.
   3. Supervise units at work.
   4. Inform Command of conditions.
3. Actions:
   1. Make presence known to units operating on fire floor.
   2. Via Radio, advise Command of arrival on the fire floor.
   3. Visit fire floor, evaluate conditions and progress
   4. Via Radio, report to Command conditions, progress, and needs for additional equipment and manpower.

NOTE: Communications between units within a DIVISION OR GROUP should take place face-to-face if possible and not over the radio unless a specific radio talk-group is designated for that purpose.

### Second Arriving Chief

The Second arriving Chief Officer *may* assume Incident Command and designate the Shift Commander to establish another command sector such as FIRE FLOOR DIVISION.

**Incident Commander:**

1. Position:
   Outside building at Command Post (at least 200 feet from building if possible).
2. Objectives:
   1. Assume Command; assign first arriving Chief Officer or Shift
   2. Commander to FIRE FLOOR DIVISION.
   3. Identify and Control the fire problem.
   4. Identify and control the evacuation or defend in place problem.
   5. Determine if progress is satisfactory.
   6. Request necessary resources.
   7. If necessary, revise existing strategy and develop contingency plans.
3. Actions:
   1. Via Radio, assume Command.
   2. Via Radio, contact and identify each sector's location and condition.
   3. Via Radio, contact each company operating alone (not assigned to a sector) and establish such unit's conditions and locations.
   4. Assign arriving units to deal with developing situations.
   5. Identify the need for additional resources and manpower to Staging DIVISION, i.e., spare air cylinders.
   6. Establish stairwell support to route equipment to FORWARD STAGING on the fire floor.
   7. Establish TREATMENT GROUP and location, if not already done.
   8. Establish REHAB GROUP usually TWO FLOORS BELOW fire floor.
   9. Establish INFORMATION GROUP to deal with public, media, etc.
   10. Call for Mobile Air Supply Unit

**Special Considerations**

1. Building Systems Officer

   In buildings where complex systems are a factor in operations, Command should consider appointing a Building Systems Officer to provide advice and liaison with building maintenance personnel on the operation of these systems. Some buildings provide a control station in the lobby with plans, controls and monitors for all of these functions. The Building Systems Officer would report to the Incident Commander and relieve the "Lobby Control" of this responsibility.

   These systems may include, but are not limited to elevators, H.V.A.C., fixed fire protection, internal communications, etc.

2. Evacuation Officer:

   In some situations a significant number of occupants may need to be evacuated or otherwise directed. It may be advantageous to separate this area of responsibility from the fire fighting and assign companies under an EVACUATION GROUP to accomplish this task and reduce the span of control of the Incident Commander.

   Evacuation Policy

   The evacuation routes available to occupants of high-rise buildings are normally limited to two or more stairways. The stairways are also the prime access route for fire fighting forces to make their attack.

Occupants in the immediate fire area should be evacuated as quickly as possible to the third floor below the fire, or to the outside. Further evacuation should be predicated on risk to the occupants.

A recommendation as to evacuation or "defend in place" should be made to Command by units operating on or above the fire floor. Command will have the final decision as to evacuation or defend in place. If sufficient police personnel are available at the scene they may be used to good advantage in assisting with evacuation. Police assistance may be most valuable in controlling evacuees in the lobby and preventing re-entry.

3. Command Officers:

   A Command Officer will be assigned to the firefighting level of a high-rise as quickly as possible.

   As soon as the second Command Officer arrives at the scene, a Command officer should be assigned to the fire floor sector to direct the attack. As additional Command officers arrive they should be directed to Command various sectors.

   One Command officer should be assigned to the Communications Center to assume the role of LOGISTICS DIVISION, to provide for protection in the remainder of the City, and make additional resources available to the fire scene.

4. Stairways:

   In structural fire fighting operations, at least one stairway should be kept clear to provide access to, or escape from, floors above the fire. This will require communicating which stairway is being used for fire fighting access and or ventilation and which is being kept clear.

   Almost all stairways have vent hatches or roof access at the top to allow venting of trapped smoke. A smoke ejector or PPV introducing fresh air at the bottom will usually help to clear smoke that is trapped in the shaft and prevent smoke from entering through the doors on each floor. Avoid intentionally venting the fire into a stairway. Newer buildings with pressurized stairwells usually require fire department mechanical ventilation.

5. Air Handling Systems:

   Some air handling systems are designed for smoke removal and fresh air supply. Regardless of the type system, it should be shut down until the fire is stabilized and the method of smoke removal is decided upon.

6. Emergency Evacuation Signal:

   The Incident Commander shall be responsible for the initiation of the Emergency Evacuation Signal.

7. Stairwell Support:

   Command will need to provide for a continuing supply of air cylinders and other equipment to the resource sector. Personnel assigned to Stairwell Support should station themselves at every other floor, and if conditions allow, remove their turnout

clothing to reduce heat stress. They should only have to travel down two flights to obtain needed equipment and carry it back up two flights, resting on the way down and stopping when they reach the level where their gear is placed.

8. Alarm and Communications:

   Some fire alarms and one or two way voice communication systems provide a method of sounding alarms or making announcements on individual floors selectively or to the entire building. These systems may prove beneficial in making announcements when Command decides to "defend in place".

9. Additional Air Cylinders:

   Units operating on the fire floor and floors above will need to have their air cylinders replaced. An immediately available supply of fresh cylinders must be placed near the fire floor. Therefore, ALL second due and greater companies entering the building shall, regardless of assigned equipment, carry with them one spare air cylinder to be left in the lobby. These air cylinders will be moved to the FORWARD STAGING AREA via Stairwell Support. Those units operating above the fire floor shall drop their extra cylinders at the FORWARD STAGING AREA on their way to their assigned tasks.

10. Use of House Fire Hose from Stored Hose Cabinets:

    In occupancies that contain fire hose cabinets that have fire fighting hose in them, it will be the policy of the department that these types of house hoses NOT BE USED BY FIRE DEPARTMENT PERSONNEL. If upon arrival at the fire floor the occupants of the building are utilizing the house hose and the fire is being contained, or extinguished, the officer in charge may make the determination to continue the use of the house hose. A second line using fire department hose should be established from another source.

11. Use of Rapid Intervention Teams (RIT) in High Rise Firefighting Situations:

    In cases where the active fire floor is located above grade, the Incident Commander should locate the Rapid Intervention Team on the floor below. It is the responsibility of the RIT to be in position, equipped and ready to perform a firefighter rescue on the fire floor should the need arise.

    As with all fire situations, the RIT will remain in place until the environment in the building has been reduce to a point which is no longer Immediately Dangerous to Life and Health IDLH.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.04.01 Aircraft Fires** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To provide information relevant to firefighting operations involving aircraft.

**Scope:**

This procedure applies to all fire personnel.

**General:**

Due to the extreme hazards presented, by the complex components and highly volatile fuel, aircraft emergencies involve a very different approach and thought process than due everyday events. Should such an incident happen in our district, here are a few guidelines to consider:

1. Your first concern should be for your own safety.
2. Never approach an aircraft if the engine is still running. The props and jet exhaust can, and will, severely injure or kill you.
3. Never walk under the wings, if the aircraft suddenly loses hydraulic power the flaps will deploy and could strike you in the head. Also if the craft loses hydraulics there is the possibility that the landing gear could collapse.
4. Never cut through an area of the aircraft that you can not see through, always cut through existing holes, such as windows and doors. The reason for this is that aircraft hydraulic systems usually operate at approximately 3000 P.S.I. That is enough pressure to cut things off of your body that you may want to keep. Also you could cut through fuel lines, or electrical systems causing a fire or explosion.
5. Always be aware that aircraft fuels burn at considerably higher temperatures than normal everyday combustibles. This will create a severe exposure problem, along with higher radiant heat temperatures.

Once the aircraft is on the ground, and all motion has stopped, the next concern should be for the life hazard, (the people aboard the aircraft), and what needs to be accomplished in order to save as many lives as possible without needlessly endangering yourself.

Command and control will be established just as it would be for a structure fire or any other large incident. The first in apparatus should give a good scene size-up, while all of the other companies should go to level 1 staging.

Once it has been determined by the I.C. what plan of action should be used then the incident should be treated and handled in the same manner as any other incident. Use the I.C.S. to manage the incident.

You may find it necessary to call in other departments if the aircraft is of any size. Do not hesitate to call for help if it is needed. You could have a large number of patients therefore it may be necessary to alert multiple EMS agencies, and area hospitals.

Fighting Aircraft fires – Your approach for an incident involving an aircraft fire should be the same as a car fire: Up hill, Up wind, and at an angle. AFFF foam at 6% should be used to extinguish the fire. (See foam operations.) Aircraft are composed of many exotic metals, such as magnesium, titanium, and aluminum, which may make the fire hard to control or put out. Therefore, it is imperative that extreme caution is used at all times.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **4.04.02 Wildland Fires** |
| Adoption Date | **July 1, 2012** |

**Purpose:**

To provide information relevant to wildland fire operations.

**Scope:**

This procedure applies to all fire personnel.

**General:**

When the term wildfire is used, we are referring to a large fire involving several acres of woodland.

1. The first unit on scene should give a good scene size-up, and try to determine the amount of land involved. They should also establish the I.C.S. system, and determine if additional departments may be needed. Wildfires are difficult to control due to the open areas and lack of road access. Therefore, it is imperative to be proactive when faced with these types of situations.
2. Brush trucks should be called for immediately.
3. Always stay in the burned area. This will prevent the fire from encircling your position.
4. Never attempt to attack the fire head on. Always attack it from the flanks, and try to squeeze it out.
5. If the incident covers several acres, you may need to divide the area into divisions and assign division commanders, as well as safety officers.
6. Always be mindful of the wind direction.
7. If the fire is threatening structures, evacuate the area immediately of all civilians and defend them if possible. Use law enforcement to evacuate the area if we are limited on manpower. Don't get cut off from your means of egress should the situation turn for the worse and you are unable to defend your position.
8. Call for the Forestry Division early on if the situation is beyond our ability to control. They will be able to call in resources that we do not have access to.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **5.01.01 General Guidelines for the Prevention of Communicable Disease** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

To establish a guideline for the general prevention of communicable diseases, including appropriate personal protective equipment (PPE).

**Scope:**

This procedure applies to all personnel.

**General:**

Full details are described in the Wellston Fire Department Exposure Control Policy.

1. Treat all blood and body fluids as infectious.
2. Use gloves whenever treating emergency patients.
3. Use gowns and suits, mask and eye protection whenever splashing of bodily fluids is possible.
4. Use pocket masks, resuscitation bags, or other ventilation devices to resuscitate a patient to minimize exposure that may occur during mouth-to-mouth resuscitation.
5. Use masks when a patient presents with a cough, skin rash and/or documented or perceived fever.
6. Use HEPA or N-95 masks if acute TB is diagnosed or suspected.
7. Wash your hands thoroughly after removing gloves and immediately after contact with blood or body fluids. Dispose of gloves in a red biohazard bag after patient contact.
8. Disposable needles and syringes are to be used exclusively. Do not recap, bend, or cut needles. Place sharps in special containers immediately after use. Handle needles and other sharps with extreme care.
9. Follow system procedures for sterilization, disinfection, housekeeping and waste disposal. Use the appropriate protective equipment when cleaning areas soiled with body fluids or blood. Place linens contaminated with blood or body fluids in isolation bags. Contaminated disposables should be placed in the specially designated bags to prevent contamination of other workers.
10. Blood spills should be cleaned up immediately by thorough scrubbing of the contaminated surface and use of a designated solution.
11. Protect yourself from on-the-job cuts and scratches by using appropriate protective gloves, etc. during extrication procedures. If a needle-stick injury or cut/scratch should occur, cleanse the wound immediately with iodine (Betadine) pad. Flush eyes or mucous membranes with water or saline. File an incident report anytime that an injury occurs on a run, regardless of how minor the injury seems.

12. Report all accidental needle sticks to the OIC immediately and go to the E.R.
13. Remove personal clothing that becomes soaked with a patient's blood or bodily fluids as soon as possible and shower immediately. Document on an in incident report if any such exposure occurs. Protect those who could become contaminated at a scene by assuring that items are disposed of before leaving site.
14. Recommended PPE:

| **Activity** | **Disposable Gloves** | **Disposable Gown** | **Disposable Mask*** | **Protective Eyewear **** |
|---|---|---|---|---|
| Bleeding control with spurting blood | Yes | Yes | Yes | Yes |
| Bleeding control with minimal bleeding | Yes | Yes | No | No |
| Emergency Childbirth | Yes | Yes | Yes | Yes |
| Oral Suctioning | Yes | No | Yes | Yes |
| Manual clearing of airway | Yes | No | Yes | Yes |
| Handling/ cleaning contaminated instruments or equipment | Yes | Yes | Yes | Yes |
| Caring for patients with fever, rash, or productive cough or immunocompromised patients | Yes | Yes | Yes | No |
| Hands-on patient contact including taking care of vital signs, etc. | Yes | No | No | No |
| Assisting with auto-injector | Yes | No | No | No |
| Routine cleaning of the ambulance, cot, and equipment after a call | Yes | No | No | No |
| Cleaning of ambulance, cot, and equipment following a call on which blood or body fluids, parts have been spilled or splattered | Yes | Yes | Yes | Yes |

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| Section | **5.01.02 Lifting and Moving Patients** |
|---|---|
| Adoption Date | **November 1, 2014** |

**Purpose:**

This guideline is established to provide guidance for the Wellston Fire Department when handling, lifting, and moving, of a patient are required. The guideline will also set parameters for the use of additional personnel to help with the safe movement, handling and transfer of the patient from their present location to a stair chair, stretcher or approved transfer device with the purpose of transportation to a medical facility.

**Scope:**

This procedure applies to all personnel.

**General:**

1. The goal of this Guideline is to protect department members from work related injuries while attempting to lift, move or transfer a patient to a transport device such as a stretcher or stair chair. The overall goal is injury prevention not only for members of the department but also for those patients that we routinely handle on calls. The identification of hazards associated with our work environment and the "Ergonomic Factors" involved will be outlined in this SOP to aid us during the preparation and movement of patients.
2. Identifying work hazards involved in moving patients.
    a. Although there are many hazards involved in the moving of patients the ones that we encounter often are those that involve:
        i. Multistory buildings or homes using stairways that are narrow with small landings
        ii. Up and over embankments or inclines leading to or from the patient
        iii. Moving down rough or sloping terrain
        iv. Moving patients out of small cluttered areas such as closets and washrooms
        v. Lifting a patient on the stretcher into the ambulance with inadequate help

vi. Scene factors (environmental) and manmade hazards including utility hazards

3. Physical factors involved in moving patients
    a. Patient's weight may be a factor in ease of movement
    b. Patient's medical condition may be a factor in movement
    c. Physical conditioning of personnel moving patient is a factor
    d. Enough personnel available to safely move or transfer the patient
4. Equipment factors involved in moving patients
    a. Properly maintained and appropriate equipment for the job is a factor in safe handling and moving.
    b. Backboards with straps should be maintained and inspected for wear and structural problems.
    c. Stair chairs should be used and not be substituted with ordinary sitting chairs for moving patients.
5. Lifting capacities and weight of patient lifting equipment
    a. Ambulance stretchers (cots), used by JCEMS, weigh approximately 142 lbs/60 kg and will safely hold 700 lbs/318 kg.
    b. Ferno stair chairs weigh approximately 36 lbs/16 kg and will safely hold 500 lbs/227 kg.
6. Lifting and moving of patients
    a. Utilize the following proper lifting techniques when lifting and do a size up on the weight of the patient to insure the appropriate manpower for the job.
        i. Use your legs to lift - bend your knees not your back
        ii. Keep your back straight when lifting
        iii. Do not twist your body while lifting, reposition feet before lifting to avoid a twisting motion
        iv. Always attempt to stand as close as possible to the patient when lifting them to avoid injury
        v. Don't attempt a lift or move a patient that exceeds your lifting ability
        vi. Call for additional manpower as needed to assure your safety and the patient's safety when lifting or moving!
        vii. When utilizing a backboard to move patients, the patient needs to be fully secured to the backboard before moving.

7. Physical fitness
    a. One of the main objectives of the department is to lessen the frequency and severity of employee injuries by increasing muscular strength and physical stamina.
    b. To accomplish this objective all employees are encouraged to participate in an individual fitness program.
8. Additional manpower
    a. Additional manpower can be called in any situation that may have the potential to jeopardize the safety of the patient and personnel.
        i. If the weight of the patient outweighs the ability for safe handling
        ii. If the scene situation should require additional personnel to assure safety of the patient and personnel
        iii. For any situation that is deemed necessary to assure the safe handling of the patient and personnel.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **5.01.03 Resupplying Medical Equipment** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This guideline is established to provide guidance for the Wellston Fire Department when re-supplying equipment and supplies used on Medical Assists with JCEMS.

**Scope:**

This procedure applies to all personnel.

**General:**

1. **Disposable Equipment** - Any disposable equipment such as nasal cannulas, non-rebreather masks, etc. should be acquired from the JCEMS Medic unit responding to the scene to transport the patient.
2. **Oxygen** - When oxygen becomes low, Oxygen cylinders need to be taken to JCEMS Station 8 to be refilled using their cascade system.
3. **Expired Equipment** - Any equipment found to be expired should be taken to JCEMS Station 8 to be exchanged for non-expired equipment. If equipment is within 6 months of expiration take equipment to JCEMS Station 8 to be exchanged before that date so JCEMS can utilize it before it expires.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **5.02.01 Delivery Model** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This guideline is established to provide guidance for the Wellston Fire Department when responding to Medical Assists

**Scope:**

This procedure applies to all medical personnel.

**General:**

1. The goal of this guideline is to have all members responding at their level of training.
2. Per the contract currently accepted between the Wellston Fire Department and JCEMS, members of the department can only function at the First Responder level.
3. This change is being actively pursued and should take place in the immediate future.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **5.02.02 Treatment Protocols** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This guideline is established to provide guidance for the Wellston Fire Department when responding to Medical Assists

**Scope:**

This procedure applies to all medical personnel.

**General:**

1. All members of the Wellston Fire Department are to follow the First Responder level Protocol when responding with the department.
2. All procedures allowed are specifically outlined in the medical protocol established by the JCEMS Medical Director.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **5.02.03 Decontamination** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This policy addresses and describes decontamination procedures of equipment and clothing.

**Scope:**

This procedure applies to all personnel.

**General:**

Following these procedures will decrease the risk of cross contamination between equipment, EMS providers and patients. This procedure outlines cleaning and disinfecting procedures for emergency medical equipment that may be contaminated with blood, body fluids, and other contaminants. According to the CDC, 5-10 percent of all patients that enter a hospital will develop an iatrogenic (hospital acquired) infection. It is imperative that EMS personnel properly clean and disinfect reusable equipment to minimize the possibility of infection during emergency treatment.

Cleaning and disinfecting reduces the likelihood of infections by reducing the amount of disease causing organisms from equipment and is deemed adequate by the CDC for semi-critical items: equipment that will contact mucous membranes or non-intact skin. Disinfecting is a process that eliminates many or all pathogenic microorganisms on inanimate objects, with the exception of bacterial spores, according to the Association for Practitioners in Infection Control (APIC Guidelines August 1996). Cleaning is defined by APIC as the removal of all foreign materials from objects.

Equipment for invasive procedures that require sterilization (items that will enter tissue or the vascular system or will have blood flow through them) will not be used. In its place the department will provide comparable equipment that is single-use only. These items will be disposed of as contaminated waste after each use instead of being sterilized.

The fire station shall have a designated decontamination area. This area will be used to disinfect contaminated equipment. Cleaning infected equipment in this area will assure isolation of potential infectious agents. Cleaning solutions and necessary cleaning tools

will be available. Before transporting infected items from a scene or hospital to a designated cleaning area, these items shall be placed in a red biohazard bag. When cleaning contaminated items, proper PPE shall be worn. Appropriate PPE includes those PPE items that will protect against direct or indirect splash exposure.

Equipment that has been contaminated by a patient's blood or body fluids shall be decontaminated through cleaning and disinfecting or disposed of as contaminated waste.

Environmental surfaces that have become soiled with blood or body fluids must be cleaned and disinfected using a 1:10 solution of bleach (one part bleach to nine parts water) or approved disinfectant/decontaminant cleaner (Cavicide). If using the bleach solution do not mix the bleach with any other type of cleaning/disinfecting agent. Wear gloves and use disposable paper towels to remove contaminants. After removal of visible material, decontaminate with bleach solution. Use clean paper towels to wipe bleach from affected area and allow to air dry. Dispose of the used paper towels as contaminated waste. If using the department approved “Surface Disinfectant/Decontaminant Cleaner” (Cavicide), follow the directions on the container for disinfection/decontamination procedures.

Reusable medical equipment, which does not enter the body or contact non-intact skin, must be cleaned with soap and hot water to remove all foreign materials after patient contact. If the equipment is contaminated with a patient's blood or body fluid, it must be decontaminated after use. Decontamination shall be accomplished by spraying a 1:10 solution of bleach (one part bleach to nine parts water) or by using an approved disinfectant/decontaminant cleaner (Cavicide). This process will inactivate microorganisms such as HIV, HBV, M. Tuberculosis et al. After allowing too soak for a minimum of 10 minutes, rinse with water and allow to air dry before returning to service.

Equipment that will contact mucous membranes or non-intact skin will be cleaned by scrubbing with soap and hot water to remove foreign matter such as blood or body tissue. Decontamination will be accomplished by soaking the equipment in isopropyl alcohol (70%) for 10-30 minutes in an enclosed container or by using an approved disinfectant/decontaminant cleaner (Cavicide), rinsing with water and drying. This process will remove all foreign material and inactivate microorganisms such as HIV, HBV, and M. tuberculosis ET al., thus reducing the risk of infection.

BLS equipment will be checked daily for cleanliness and readiness. Items that come into contact with patients will be given special attention in order to have them as clean as possible. The following areas will be checked:

1. Oxygen/EMS Kits - Bags or boxes shall have all surfaces cleaned with soap and water. Dirt and debris will be removed and contents will be orderly and not overstocked.

2. Spine Boards/KED Boards - Clean with soap and water. Follow disinfecting directions listed above.
3. Suction Unit - Clean with soap and water to remove blood, food, or other particles. Follow disinfecting directions listed above.

Firefighters assigned to the apparatus will be responsible for cleaning and checking these items on a daily basis. Shift Commanders will inspect EMS equipment on scheduled rig maintenance days (monthly's).

Due to the risk of contamination and frequent exposure to body fluids, advanced life support (ALS) equipment will be checked daily for cleanliness and function. This equipment includes AEDs and first in bags. Detailed cleaning is necessary to thoroughly clean these items.

The responsibility for cleaning and disinfecting BLS equipment on a daily basis will be that of the shift commander. Disinfection products available should include:

1. Cavicide surface Disinfectant/Decontaminate Cleaner
2. Isopropyl alcohol (70%)
3. Sani-Cloth HB Germicidal Disposable Wipe
4. Opaque spray bottle
5. Scrub brush.
6. Paper towels

Disposable Equipment - Medical equipment identified below that requires sterilization will be disposed of as contaminated waste. The following list includes some of the equipment available that are disposable due to their relatively low cost and difficulty of decontamination required:

1. Suction canisters/catheters/tubing - Yankauer/hard, French/soft
2. Head immobilizer/C-collars
3. Blanket
4. Oxygen masks, cannulas, nebulizers, BVM's
5. OB Kits
6. Gloves, masks, sleeves
7. OPAs and NPAs
8. Bandaging materials, burn sheets
9. Armboards, wire splints, air splints

Uniform Disinfection - Clothing that has been contaminated with a patient's blood or body fluids will be disinfected as follows:

1. Contaminated clothing, including turnouts, will be changed as soon as possible and washed in detergent and hot water as recommended by the manufacturer.
2. Contaminated uniform clothing will be washed at the fire station. Contaminated uniforms will be placed in a plastic bag to prevent any cross contamination of

other uniforms, washed separately, and the washing machine should be rinsed with a cup of bleach after clothing is removed from machine.
3. The Department does not recommend the laundering of contaminated clothing at home.
4. Boots will be scrubbed with soap and hot water to remove contaminants. Wash the soles of footwear at the medical incident or as soon as possible, if contaminated with blood, body fluids, or other foreign material.

Hand Washing - The CDC states that "hand washing before and after contact with patients is the single most important means of preventing the spread of infection." Washing your hands after each patient is a must. Use soap and alcohol dispenser or approved waterless hand sanitizer mounted on fire apparatus when other wash facilities are not available. The Wellston Fire Department recommends that hand washing take a minimum of 30 seconds to properly rid the hands of protein matter, blood, secretions, and other contaminants picked up while handling patients. Vigorous scrubbing is essential.

The following is one suggested method to wash hands:

1. Wet hands up to 2-3" above wrists
2. Apply hand-cleaning agent. Various agents and soaps are furnished for station use
3. Rub hands vigorously to work up lather
4. Using rotating motion, apply friction to all surfaces of hands and wrists, including backs of hands, between fingers, and around and under nails. Interlace fingers and rub up and down; continue for 15 seconds.
5. Holding hands downward, rinse thoroughly, allowing the water to drop off fingertips.
6. Repeat procedure
7. Dry hands thoroughly with a paper towel
8. Turn off faucet using a clean paper towel so as not to re-contaminate your hands on the dirty faucet handle.

Hand Sanitizer and Antiseptic Skin Protectant - The CDC recommends utilizing “Hand Hygiene”. Hand Hygiene is the use of an alcohol based hand rub for routinely decontaminating hands. It is recommended that personnel utilize the approved hand sanitizer and skin protectant to kill germs on their skin and to provide additional protection against disease causing germs. Prophylactic use of this product can provide a protective barrier on the skin prior to coming in contact with a potentially infectious person. Follow manufacturer guidelines for use.

Medical Waste - EMS operations produce medical waste. Medical waste is defined as any waste generated at an EMS scene. Proper disposal depends on whether such waste is contaminated, liquid, solid, or sharp. The purpose of this procedure is to ensure our members' and the public's safety by identifying hazardous medical waste and how to deal with it in a safe manner.

Medical waste contaminated (or suspected of contamination) with blood or other potentially infectious material (OPIM) shall be treated as infectious as all patients are assumed to be infectious. Solid contaminated waste shall be placed in a red, biohazard-labeled plastic bag and disposed of into infectious waste containers located in the transporting ambulance or at the receiving hospital. If this is not possible, the biohazard containers at the fire stations should be used. Disposable equipment shall be disposed of as contaminated waste after patient use.

Non-contaminated waste such as packaging for such supplies as IVs, 4x4s, and tubing should be disposed of in any available garbage/container. Liquid waste shall be poured into the sewer system through the toilet. DO NOT pour into station sinks. Body fluids in public areas will be flushed with water into a sewer or storm drain. Extremely soiled, bloody blankets shall be disposed of as contaminated waste, preferably at the hospital. Sharp medical waste shall be placed in a Sharps Container or container located at the scene.

Blood Cleanup/Washdown on EMS Incidents - Blood at private residences and businesses resulting from injury will be the responsibility of the homeowner, resident or business owner. WFD crews are to assist in cleaning and disinfecting small amounts of blood relating to patient treatment. Blood remaining on scene at an EMS incident in public or in public right of ways will be decontaminated with bleach mixture or approved disinfectant/decontaminate and flushed with water.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **6.01.01 Hazardous Materials** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses general considerations for hazardous materials incidents.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

This plan provides a basic philosophy and strategic plan for hazardous materials situations. All Wellston Fire Department Standard Operating Procedures, unless superseded by a specific part of this plan, remain in effect for Hazardous Materials incidents.

Hazardous Materials incidents encompass a wide variety of potential situations including fires, spills, transportation accidents, chemical reactions, explosions and similar events. Hazards involved may include toxicity, flammability, radiological exposure, corrosives, explosives, health, and chemical reactions or a combination of factors. This plan provides a general framework for handling a hazardous materials incident, but does not address the specific tactics or control measures for particular incidents.

Every incident presents the potential for exposure to hazardous materials; even the products of combustion of an ordinary fire may present severe hazards to personnel safety.

This procedure is specifically applicable to known hazardous materials incidents, but it does not reduce the need for appropriate safety precautions at every incident. The use of FULL PROTECTIVE CLOTHING AND SCBA AS WELL AS SPECIAL PROTECTIVE CLOTHING and the use of all Standard Operating Procedures on a continuing basis are foundational for this plan.

DISPATCH

The Dispatch Center will attempt to obtain any and all information from the person reporting a hazardous materials incident. The information should, if possible, include material name and/or type, amount and size of container(s), problem (leak, spill, fire, etc.) and dangerous properties of the materials AS WELL AS THE NUMBER OF PERSONS INJURED OR EXPOSED. The incident taker should remain on the telephone with the caller to gain additional information after entering the call for dispatch.

Any additional information shall be relayed to responding units after dispatch. THIS SHOULD INCLUDE THE SAFEST APPROACH OR BEST ACCESS TO THE INCIDENT IF AVAILABLE.

If the call comes from a person with particular knowledge of the hazardous situation, that person SHOULD BE INSTRUCTED TO meet and direct the arriving units. Dispatch shall relay that person's location and level of knowledge to responding units.

The Dispatch Center will dispatch the APPROPRIATE Hazardous Materials Assignment COMPANIES to all reported hazardous materials incidents.

Dispatch will inform units as to the prevailing wind speed.

FIRST ARRIVING UNIT

The first arriving officer will establish Command and begin a size-up. The first unit must consciously avoid committing itself to a dangerous situation. When approaching, slow down or stop to assess any visible activity taking place. Evaluate effects of wind, topography and location of the situation. Route any other responding companies away from any hazards.

Command should consider ESTABLISHING STAGING WHENEVER POSSIBLE FOR OTHER RESPONDING UNITS. STAGED COMPANIES MUST BE in a safe location, taking into account wind, spill flow, explosion potential and similar factors in any situation. THE DOT GUIDEBOOK, NFPA REFERENCE MATERIALS, the NIOSH POCKET GUIDE, OR ANY OTHER MATERIAL SUCH AS MSDS OR SHIPPING PAPERS AVAILABLE TO THEM SHOULD BE USED TO ESTABLISH A SAFE DISTANCE FOR STAGING.

SIZE-UP

Command must make a careful size-up before making a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area. This should be attempted only after a risk/benefit analysis is completed. Personnel must take advantage of available personal protective equipment in these situations.

The objective of the size-up is to identify the nature and severity of the immediate problem and to gather sufficient information to formulate a valid action plan. Hazardous materials incidents require a cautious and deliberate size-up.

Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe distance. IN MANY CASES, EVALUATION BY HAZARDOUS MATERIALS TEAM MEMBERS BEFORE COMMITTING IS THE SAFEST APPROACH.

Identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident and degree of risk to unprotected personnel. Take immediate action to evacuate and/or rescue persons in critical danger, if possible, providing for safety of rescuers FIRST.

The primary objective is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, DOT IDENTIFICATION NUMBERS, NFPA DIAMOND or shipping papers, etc. Refer to pre-fire plans, and ask personnel at the scene for additional information (plant management, responsible party, truck drivers, fire department specialist). Use reference materials carried on apparatus and have Dispatch contact other sources for assistance in sizing up the problem (state agencies, fire department specialists, manufacturers of materials, etc.).

ACTION PLAN

Based on the initial size-up and any information available, Command will formulate an action plan to deal with the situation.

THE ACTION PLAN MUST PROVIDE FOR:

1. Safety of all fire personnel
2. Evacuation of endangered area, if necessary
3. Control of situation
4. Stabilization of hazardous materials, and/or
5. Disposal or removal of hazardous material

Most hazardous materials are intended to be maintained in a safe condition for handling and use through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system and creating a hazard on the exterior. The strategic plan must include a method to control the flow or release, get the hazardous material back into a safe container, neutralize it, allow it to dissipate safely, or coordinate proper disposal.

The specific action plan must identify the method of hazard control and identify the resources necessary to accomplish this goal. It may be necessary to select one method over another due to the unavailability of a particular resource or to adopt a "holding action" to wait for needed equipment or supplies.

Avoid committing personnel and equipment prematurely or "experimenting" with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or TECHNICAL help.

As a general policy, the Hazardous Materials Team will respond to any situation where a private contractor is required to clean-up hazardous materials.

CONTROL OF HAZARDOUS AREA

A hazardous material incident has two initial zones associated with the scene, similar to a fire. There are the LIMITED ACCESS ZONE and the EVACUATION ZONE.

LIMITED ACCESS ZONE (LAZ)

The LAZ is the area in which personnel are potentially in immediate danger from the hazardous condition. This is established by Command and controlled by the Fire Department. Access to this area will be rigidly controlled and only personnel with proper protective equipment and an assigned activity will enter. All companies will remain intact in designated staging areas until assigned. Personnel will be assigned to monitor entry and exit of all personnel from the LAZ. The LAZ should be geographically described to all responding units if possible and identified by yellow fireline tape.

- Establish a safe perimeter around hazardous area and identify with Hazard Zone tape.
- Request adequate assistance to maintain the perimeter.
- Identify an entrance/exit point and inform Command of its location.
- Coordinate with HAZMAT Sector to identify required level of protection for personnel operating in the Hazard Zone.
- Collect/return accountability PASSPORTS of all companies entering/leaving the controlled area.

Restriction of personnel access into the LAZ includes not only Fire Department personnel, but any others who may wish to enter the L. A. Zone (Police, press, employees, tow truck drivers, ambulance personnel, etc.). Command is responsible for everyone's safety.

EVACUATION ZONE (EZ)

The EZ is the larger area surrounding the LAZ in which a lesser degree of risk to personnel exists. All civilians would be removed from this area. The limits of this zone will be enforced by the Police Department based on distances and directions established in consultation with Command. The area to be evacuated depends on the nature and amount of the material and type of risk it presents to unprotected personnel (toxic, explosive, etc.).

In some cases, it is necessary to completely evacuate a radius around a site for a certain distance (i.e., potential explosion).

In other cases, it may be advisable to evacuate a path downwind where toxic or flammable vapors may be carried (and control ignition sources in case of flammable vapors).

Reference: Evacuation Sector

NOTE: When toxic or irritant vapors are being carried downwind, it may be most effective to shelter in place and keep everyone indoors with windows and doors closed to prevent contact with the material instead of evacuating the area. In these cases, companies will be assigned to patrol the area assisting citizens in shutting down ventilation systems and evacuating persons with susceptibility to respiratory problems.

In all cases, the responsibility for safety of all potentially endangered citizens rests with Command. Once the Hazardous Materials Sector has been established, HAZMAT personnel will define and establish a hot, warm and cold zone. These zones will remain in effect for the remainder of the incident.

USE OF NON-FIRE DEPARTMENT PERSONNEL

In some cases, it may be advantageous to use non-Fire Department personnel to evaluate hazards and perform certain functions within their area of expertise.

When such personnel are outfitted with breathing apparatus, chemical suits, etc., they must be made aware of the functions, limitations and safety precautions necessary in their use. Fire Department personnel with the necessary protective equipment must closely monitor and/or accompany such personnel for safety.

BE AWARE THAT COMMAND IS RESPONSIBLE FOR THE SAFETY OF ALL PERSONNEL INVOLVED IN ANY INCIDENT.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **6.01.02 Hazardous Materials Evacuations** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for hazardous materials evacuations.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

An incident involving hazardous materials has a higher probability of causing an evacuation of an affected area than any other incident. By the very nature of the hazard, this type of evacuation often provides very little preparation time. Decisions will need to be made quickly, and citizens moved rapidly.

This procedure identifies the methods and resources required to execute a small to large scale evacuation.

LEVELS OF EVACUATION

Experience has reflected three levels of evacuation. Each requires a different resource commitment. They include: Site Evacuation, Intermediate Level Evacuation, and Large Scale Evacuation

Site Evacuation

Site evacuation involves a small number of citizens. This typically includes the workers at the site, and persons from adjacent occupancies or areas. The citizens are easily evacuated and collected upwind at the perimeter area. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes.

Intermediate Level Evacuation

The next level, or intermediate level, involves larger numbers of citizens and/or affects a larger area. This level affects off-site homes and businesses and normally affects fewer than 100 persons. Persons may remain out of the area for two to four hours or more. Evacuation completion times will be somewhat longer, but generally rapid. Collecting, documenting, and controlling the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own or be sent home by employers. Site perimeters become larger and perimeter security requires more resource. Close coordination with the Police Department and other agencies will be required.

Large Scale Evacuation

A large or concentrated release of a hazardous substance may cause a large off-site evacuation. Thousands of citizens could be evacuated. Rapid initiation of the evacuation process may be required. Evacuees may be out of their homes and businesses for many hours if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened and managed. Documentation and tracking of evacuees becomes more important as well as more difficult to manage. Very close coordination with the police and multiple agencies will be required. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area becomes a concern. In most cases, the County's Emergency Operations Center (EOC) will be opened to support the evacuation and site operations.

Time Factor Considerations

Time factors are also an important consideration in the evacuation decision.

A rapidly developing moving toxic cloud will demand a more immediate size-up and quick decision making. Such forced speed of decision making often is made with less information than a slow moving event. Accuracy of information will also be limited.

The speed of the developing hazard will dictate the speed of evacuation. Immediate evacuation will require more resources than a slower developing event.

It will take time to complete the evacuation. The more people to be evacuated, and the distance between the occupancies to be evacuated, the more time required. The greater numbers needing evacuation will also require a greater resource commitment.

Decision to Evacuate

The decision to evacuate needs to be considered quickly and early. Delays in initiating evacuations can expose greater numbers of the public to the hazardous product. An unnecessary evacuation should be avoided. However, once the hazard has been identified and verified, the process of deciding who, when, and how to evacuate should proceed quickly.

In some cases, in-place sheltering (staying indoors) may provide adequate protection and should be a serious consideration in the decision making process.

Factors to consider when evaluating the evacuation need include:

- Product Toxicity (as a health hazard)
- Concentrations (before it becomes a health hazard)
- Length of Time Exposed
- Weather Conditions (temperature, humidity)
- Wind Direction (direction, speed)
- Wind Changes
- Predicted Weather Changes
- Distances From Site Requiring Evacuation
- Evacuation Risk to Public (bringing them outdoors)
- Infiltration Into Buildings
- Shelter Locations
- Transportation Needs and Availability
- Evacuation Time Factors
- Resources Required for Evacuation

- Concentrations of the population in the area of the evacuation.

In-place sheltering can be considered during the following circumstances:

- The hazardous material has been identified as having a low or moderate level health risk.
- The material has been released from its container and is now dissipating.
- Leaks can be controlled rapidly and before evacuation can be completed.
- Exposure to the product is expected to be short-term and of low health risk.
- The public can be adequately protected by staying indoors.

Command may need to provide instructions to the affected public regarding the need to stay indoors and in such protective measures as shutting down their HVAC systems, and sealing their buildings.

Command Organization

Once Command has determined evacuation to be necessary, adequate resources need to be called to the scene and appropriate agencies notified to respond. A central staging area for all agencies should be considered.

The Incident Command Organization will need to be expanded to include other Sections/Branches. This level of Command structure may need to be implemented to more effectively manage a large scale incident. Sections/Branches to be considered include:

- Public Information Sector
- Geographic Sectors (Multiple Sectors)
- Police Liaison Sector
- Staging Sector
- Transportation Sector
- Police Resource
- Shelter Sectors
- Other Agency Liaison Sectors
- Operations Section
- Administrative Section
- Planning Section
- Logistics Section
- Evacuation Branch/Sector

Command Responsibilities

Command's responsibilities include the following items:

- Rapidly size up the situation to determine the need to evacuate.
- Determine evacuation perimeters.
- Determine the number and location of shelter sites and communicate the locations to the command organization.
- Order evacuation.
- Provide resources required.
- Establish Police liaison.
- Order the alert of other appropriate agencies.
- Expand the command organization to meet the incident/evacuation needs.

- Establish an evacuation plan and communicate the plan to sectors and agency liaisons.
- Monitor, support, and revise the evacuation process as necessary.
- Evacuate persons from the area of greatest danger first.
- Assign specific areas to evacuate in order to avoid duplication or missed areas.
- Provide the transportation necessary for evacuees.
- Provide continuing command of the evacuation, de-commitment, and return of evacuees.

Police Responsibilities

The Police Department will be an integral part of the evacuation process, as a large portion of the evacuation may be accomplished by police officers. Police responsibilities include:

- Provide a ranking officer to the incident command post.
- Provide a ranking officer to the Evacuation Sector/Evacuations Branch.
- Provide a communication system for police resources.
- Provide police resources needed for evacuation.
- Provide traffic control and traffic routing.
- Provide perimeter security.
- Provide evacuation zone security.

Dispatch Center's Responsibilities

- Dispatch appropriate resources as requested.
- Notify appropriate Fire and City officials.
- Notify the appropriate support agencies as requested or listed in standard operating procedures.
- Initiate recall of additional Dispatch personnel to meet the demands of the incident.
- Notify the hospitals in the area of evacuation (both those exposed and not exposed) and provide a status report and updates as needed (intermediate and large scale evacuations).

On-Site Notification to Evacuate

Door-to-door notification is time-consuming. In many cases, adequate resources and time is not available to do this type of face-to-face notification. Use of sirens, air horns and PA systems will speed the alert process.

When making door-to-door evacuations:

- Be in uniform.
- Wear your helmet.

Face-to-face notification should include the following instructions:

- There's been a hazardous materials incident.
- You are in danger.
- Leave immediately.
- Go to the shelter (location).
- Take ( ) route out of area.
- Do you need transportation?

- Provide the customer with evacuation instructions.

Take the following items:

- Wallet/purse
- House & car keys
- Money
- Eye glasses
- Medications
- Proper clothing
- Pets

In other situations, where immediate and rapid evacuation makes door-to-door notification impossible, use the following notification method:

- Use 3 five-second blasts of the siren while on the "YELP" setting.
- Followed by the standard evacuation instruction over PA system (see instructions above)
- Use maximum volume on PA system.
- Proceed slowly to maximize notification.
- Initiate notification at the beginning of each block and each 50 yards after that.

Once each assigned grid of objectives is complete, report completion to the Evacuation Branch/Sector officer.

Refusal to Leave

Some citizens may refuse to leave. A few methods of persuasion to leave include:

- Be in uniform.
- Wear your helmet.
- Wear SCBA and facepiece (air hose may not need to be connected) when advising the citizen to leave.
- Ask for next of kin and a phone number.
- Write the next of kin information down.

Evacuations follow somewhat of a triage philosophy--we'll evacuate the greatest number for the greatest benefit. Individual refusals will be left to fend for themselves. There simply may not be enough time or resources to initiate forced removal of persons from their homes. However, documentation of the refusal should be done. Write the address down (or if radio traffic permits, radio the address to the Evacuation Branch/Sector officer).

Transportation Sector Responsibilities

A Transportation Branch/Sector should be a priority consideration for any intermediate or large-scale evacuation. Not all citizens will have a vehicle available to them.

- Obtain buses (start with minimum of two) and other vehicles that can be used for transportation.
- Stage all transportation resources.
- Put one firefighter (or police officer) with a radio on each vehicle equipped with a Fire or Police Department radio.

- Coordinate with Evacuation Branch/Sector the pick-up points or addresses of those citizens needing transportation.

On-Duty Shift Commander

Any time more than ten (10) persons are evacuated, the Shift Commander must advise the City Manager, or his/her designee, of the situation.

If the Shift Commander cannot respond to the incident or is delayed, the Shift Commander will need to contact the incident command staff for a status report. Command should be prepared to respond to this request via cellular telephone, etc.

Emergency Operations Center (EOC) Operations

If a significant or major evacuation occurs, the County's Emergency Operations Center (EOC) will go into operation. The EOC will collect department heads and senior staff from the Fire, Police, elected officials, Public Works, and other departments to the EOC. The EOC's objective is to use the resources to support the incident operations and evacuations.

Command should be prepared for this support and potential policy direction in regards to the incident and evacuation operations.

If the EOC is in operation, Command must assign an EOC liaison as part of the Command Organization. The EOC Liaison must have a radio communications link (another radio channel) with the EOC and a cellular telephone link

Responsibilities of the EOC Liaison Officer are:

- Obtain a radio communications link with the EOC (through Dispatch Center on a separate channel).
- Obtain a cellular telephone or other communication link with the EOC.
- Obtain an immediate status report from Command and provide that report to the EOC fire officer.
- Provide an immediate report to the EOC on any changes in plans, strategy, problems encountered, etc.
- Provide progress reports every 30 minutes unless the EOC requires more frequent or less frequent reports.
- Act as the communication link from EOC to Command.
- Provide Command with direction, policy information, etc. that is communicated from the EOC.

The EOC will remain in operation for the duration of the evacuation. Command will maintain an EOC liaison and a communication link with the EOC throughout the evacuation, including de-commitment and return of evacuees.

Return of Evacuees

The decision to return evacuees to their homes will be the sole responsibility of the Fire Department Incident Commander. If the EOC is operating, the decision to return evacuees will be made by the EOC staff. No other agency will be authorized to order the return.

Returning evacuees may require transportation. A Transportation Branch/Sector may need to be reactivated to provide for these needs.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| Section | **6.01.03 Decontamination** |
|---|---|
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for decontamination.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

The purpose of the Decontamination Procedure is to assure that any potentially harmful or dangerous residues, on persons, equipment or apparatus, are confined within the Hot Zone. Decontamination is intended to prevent the spread of contaminants beyond the already contaminated area, including the fire station, the hospital, and other environments.

The specific measures required to decontaminate personnel, equipment, or apparatus will vary with the contaminant, the circumstances and the level of contamination. These factors must be considered on a case-by-case basis, within the guidelines described in this procedure.

Command is responsible for assuring that a Decontamination Sector is implemented at incidents which involve a potential contamination problem. Decontamination must be integrated into the management plan of the hazardous materials incident.

The Decontamination Sector Officer is responsible for determining the most appropriate decontamination procedures and managing the decontamination process. This should be done in conjunction with advice from the Poison Control Center.

The initial assessment of decontamination requirements must be based upon the specific needs of the situation. The decontamination process must be appropriately designed for the specific materials involved and the degree and type of exposure encountered. The assessment will require research and may involve consultation with toxicology resources.

The Decontamination Sector Officer must assume that all personnel and equipment preparing to leave the Hot Zone are contaminated. Three courses of action are available:

1. Confirm not contaminated--using instruments or investigation based on the nature of the situation.
2. Decontaminate (as appropriate to the situation) and release.
3. Retain and package items for removal from the site for disposal or decontamination at a different location.

In all cases the primary objective must be to avoid contaminating anyone or anything beyond the Hot Zone. When in doubt about contamination, decon all affected personnel, equipment, and apparatus.

The Decontamination Area should be established within the Hot Zone perimeter adjacent to the Entrance/Exit. Personnel, equipment, and apparatus shall not be permitted to leave the Hot Zone without approval from the Decontamination Sector Officer.

The Decontamination Area should provide a corridor leading away from the source of contamination toward the Exit, with stations along the way for the deposit of tools, equipment, protective clothing and other items. Monitoring personnel and equipment should be appropriately placed along the path. A person travelling along the path should experience a decreasing level of contamination along the way. When showers or spray nozzles are used, adequate space must be provided to avoid contamination of other areas or persons.

All contaminated items must remain within the perimeter of the Hazard Zone until decontaminated or safely packaged for removal. The Hazard Sector Officer or Decontamination Sector Officer will be responsible for supervising proper removal of these items. Personnel should be assigned to inspect persons and/or equipment before being released from the Decontamination Area. This inspection may be visual or may involve the use of monitoring instruments, when appropriate. It must be assumed that items or persons are contaminated, unless their non-contamination can be confirmed.

## DECONTAMINATION AREA PRECAUTIONS

During the decontamination process, all personnel working in the Decontamination Area must be adequately protected from contaminants. The Decontamination Sector Officer will identify and require the appropriate protective equipment. These individuals and their equipment may also require decontamination after use.

Any runoff or residue from decontamination procedures must be contained within the Hot Zone and retained for proper disposal. Contaminated run-off must not be allowed to spread or escape. Diking may be necessary, and should be directed back to the Hot Zone.

## CONTAMINATED PATIENTS

Patients in need of medical treatment should be removed from the source of contamination as quickly as possible, but remain within the Hot Zone perimeter. These patients must not be allowed to contaminate further areas or persons. It may be necessary to bring treatment personnel (with adequate protective clothing) into the Hot Zone to deal with these patients, unless they can be rapidly and effectively decontaminated. After decontamination, the patients and treatment personnel may leave the Hot Zone.

## TRANSPORTATION

Transporting of critical patients should not be delayed for complete decontamination. Patients should be quickly treated for life threatening injuries simultaneous with decontamination efforts. Once treatment is completed and the patient is ready for transport, the patient should be covered and transported. The ambulance should be brought to the Warm Zone perimeter for loading. When feasible, the ambulance should

be prepared by draping exposed surfaces with sheets or polyurethane covers. Patients should be wrapped or covered to lessen off-gassing of the products within the ambulance. Rescue and treatment personnel may still have to wear protective garments and S.C.B.A. while enroute.

If it is necessary to transport contaminated patients to medical facilities, the receiving hospital must be notified in advance of the nature of the contamination, in order to make necessary preparations. The ambulance used will be considered contaminated and will have to be decontaminated before being used to transport any non-contaminated persons. Helicopters will not be used for transporting any contaminated patients due to off-gassing effects on the pilot and flight crew.

## DECONTAMINATED PERSONS

When persons are decontaminated at a Decontamination Area, they may be released to leave the Hazard Zone. This includes Fire Department personnel, other emergency personnel, civilians and patients. The Decontamination Sector Officer will determine when it is appropriate to release custody of protective clothing, personal effects and equipment after consulting appropriate medical personnel (i.e., health center physician or Poison Control Center physician). The Decontamination Sector Officer may release individuals who are substantially decontaminated and direct them to medical facilities for further evaluation or decontamination. Individuals may also be directed to shower, change clothes or take other secondary decontamination measures. These personnel should complete an exposure form. The health center's exposure control officer will initiate contact and follow-up measures.

## PROTECTIVE EQUIPMENT AND PERSONAL EFFECTS

When feasible, protective clothing and personal effects should be decontaminated and released from the Hot Zone with the individual. If the Decontamination Sector Officer determines this is not feasible, these items will be impounded in the Decontamination Area. Personal effects will be carefully guarded by Decontamination Sector personnel until a determination can be made regarding their final disposition.

## TOOLS AND EQUIPMENT

The Decontamination Sector Officer will determine when tools, equipment and apparatus may be released from the Hot Zone. No item shall be removed without approval. The Decontamination Sector Officer may impound equipment for later evaluation and have it packaged for storage or transportation. This impoundment will be accomplished following the consultation of medical and technical assistance.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **6.01.04 Special Considerations** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses special considerations for hazardous materials incidents.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

GENERAL FACTORS TO CONSIDER

Due to the wide variety of situations Fire Department personnel may encounter in dealing with hazardous materials, these considerations will not attempt to provide specific guidelines on any one individual chemical or situation and are not listed in any priority.

It is important that the first arriving Fire Department company make every effort to determine what hazardous material(s) is involved, and the amount prior to taking action to stabilize the incident.

Call for additional resources EARLY. The actions taken by command in the first few minutes of an incident affects the outcome more than any other single factor. Hazardous Materials teams will be needed as well as a number of other fire companies to support site operations.

Make a slow, cautious approach to the incident. Entering the scene to make positive identification may be a considerable risk. The danger of explosion, leaking gas and poisoning may be great.

Furthermore, any "Knee-jerk" action taken prior to determining the product involved may place firefighters at considerable safety risk and may further compound the problem.

Transportation emergencies are often more difficult than those at fixed locations. The materials involved may be unknown, warning signs may not be visible or obscured by smoke and debris, the driver may be killed or missing. D.O.T. hazardous materials marking systems are inadequate because some hazardous materials in quantities up to 1,000 lbs., do not require a placard and there may be combinations of products involved with only a "dangerous" label showing. Sometimes only the most evident hazard is identified, while additional hazards are not labelled.

The following items should be considered at any Hazardous Materials incident. (Not all will be significant at any particular incident.)

1. Cooling Containers--Flame Impingement
    a. Obtain adequate water supply, use large GPM hose streams or deck guns.
    b. Apply heavy streams to the vapor space area above the tank's liquid line.
    c. Use unmanned streams.
    d. Use natural barriers to protect personnel.
2. Remove Uninvolved Materials
    a. These actions should only be done after a complete site safety plan has been established by Command and HAZMAT Officers.
    b. Move individual containers.
    c. Move tank cars away from flame.
    d. Cool containers before moving.
3. Stop the Leak
    a. Use water spray to approach leak.
    b. Close valves when safe to do so.
    c. Do not apply water to chlorine containers - it will make the leak worse.
4. Apply Diluting Spray or Neutralizing Agent
    a. Dilute water-soluble liquids, such as ammonia, chlorine, LPG (No water on CL2 tanks).
    b. Use water with caution on some materials.
5. Construct Dams, Dikes or Channels
    a. Direct running liquid away from exposures.
    b. Control run off from corrosive or toxic materials.
    c. Use sand or dirt.
    d. Keep product out of sewer, storm systems, canals, or other waterways, etc.
6. Remove Ignition Sources
    a. Start down wind.
    b. Eliminate all sources of heat, spark, friction.
    c. These actions may need to be accomplished in conjunction with the proper technical advice.

Dispatch has a Reference List of personnel and organizations which may be helpful during a Hazardous Materials Emergency. These include:

1. Fire Department personnel with particular experience or knowledge.
2. Authorities in charge of landfills and dumps where Hazardous Materials may be disposed.
3. Commercial Chemical experts with experience in handling and disposing of most common chemicals.
4. Pesticide consultants and disposal teams with equipment to clean-up agricultural chemical spills.
5. Personnel from State and Federal Regulatory Agencies. These personnel should be contacted for incidents involving transportation of Hazardous Materials.
6. Railroad information numbers.
7. Tank Truck Companies with defueling capability (in case carrier involved in incident has none).
8. Radioactivity and Military Weapons emergency contacts.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **6.01.05 Monitoring Atmospheric Conditions** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for monitoring atmospheric conditions.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

This procedure is to establish the highest level of accuracy for atmospheric monitoring instruments. This will allow the user and field personnel to operate in high levels of instrument accuracy. This ongoing methodology for spanning and calibrating of atmospheric monitoring instruments should ensure the highest level of safety for all personnel.

RESPONSIBILITIES

It shall be the responsibility of all members using, or supervising the use of, atmospheric monitoring instruments to span and/or calibrate these devices in the following manner.

SPANNING

Spanning and/or calibration shall be done on each instrument as directed by the manufacturer prior to making entry into the following atmospheres:

- contaminated atmospheres
- atmospheres which may suddenly become contaminated
- atmospheres where there is suspected oxygen deficiency
- atmospheres which are suspected of being contaminated or oxygen deficient
- or at any other time it may be necessary to render an instrument in a ready state of condition. This instrument will be spanned on the proper calibration gas, hose and regulator to ensure the instrument of choice is in proper operating condition. At any time the instrument does not span or calibrate correctly, and you cannot resolve the problem, you will not use the instrument.

CALIBRATION

Calibration of instruments shall be on a monthly basis to ensure proper maintenance is being performed on all instruments, according to manufacturer's recommendations. Calibration of all instruments shall be performed on a monthly basis and logged on the apparatus check sheet.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **6.01.06 Clandestine Drug Laboratories** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for clandestine drug laboratories.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

The number of clandestine drug laboratories has increased dramatically in recent years. The number of seizures, "busts," or "raids," made by law enforcement agencies has also increased. Clandestine drug laboratory investigations, seizures, and arrests of suspects are all police department or law enforcement agency matters. However, local law enforcement agencies are calling upon fire departments for assistance during raids and for advice on safety matters.

The Wellston Fire Department will provide limited support for police departments and other agencies, when requested, at sites of clandestine drug laboratories. Support may consist of, but is not limited to providing research and information on chemicals that are suspected or are known to be in the laboratory, remote exterior air monitoring, and decontamination of police entry personnel.

HAZARDS

Substitution of proper equipment with unsafe items is prevalent in low budget clandestine laboratory operations. For example, pressure cookers have been substituted for three neck flasks in the initial cooking stage of methamphetamine. Without ventilation, this type of operation can easily generate toxic levels of phosphine gas.

Booby traps have been left in place and armed when a lab is abandoned. Opening or moving doors, windows, refrigerator doors, chemical containers, or furniture may be a triggering mechanism for an explosive device or chemical reaction that is lethal. Trip wires made from monofilament fishing line may be strung across doorways, hallways, or across rooms to activate different types of devices.

It is imperative that nothing is moved, shut off, turned on, or touched, at a laboratory, whether it is operational or abandoned. Electric switches, vacuum pumps, glassware, chemical containers, or anything that is plugged into a wall outlet should not be touched. Water sources, especially to reflux or condensing towers, should not be shut off. Shutting off the water supply to a cooking process can result in an explosion.

INDICATORS

Personnel should be aware of the indications of potential clandestine drug laboratories when responding to EMS, fire, check odor, or any other service request. Common indicators are:

- Unusual odors like ether, acetic, solvents, and odors of urea.
- Glassware that is normally associated with school or industrial laboratories, such as flasks, beakers, flasks with vacuum ports, glass cooling towers, and funnels.
- Heating elements, hot plates, or heating mantles.
- Vacuum pumps, plastic or rubber tubing.
- Marked and unmarked chemical containers of various sizes.

SUSPECTED DRUG LABORATORY OPERATION - NOTIFICATION PROCESS

Personnel that encounter a suspected laboratory should withdraw to a safe location as soon as it is possible, using discretion on actions and radio conversation. The Shift Commander and law enforcement personnel should be notified of the situation. If a situation warrants additional immediate action (e.g. evacuation of surrounding areas, several victims, a chemical release or spill), the Dispatch Center should be requested to send the appropriate level of a hazardous materials assignment.

TACTICAL CONSIDERATIONS

The recognition of the presence of a clandestine drug laboratory that is involved in a fire may not occur until after fire control has been achieved. The initial indications of the presence of a laboratory may be subtle or very apparent. Depending on the products involved, a fire in a lab can spread faster and burn with more intensity that what might normally be expected. The color of the flames may appear to be an unusually bright or dark orange, or the flames may be of several different colors. An unusual color of smoke or odor may also be present.

A laboratory that is involved in a fire situation should be viewed pessimistically by Command. Command should request the Dispatch Center to send the balance of the appropriate level of a hazardous materials assignment. A defensive mode may be appropriate for personnel safety.

Standard protective clothing and SCBA use may not afford complete protection. An acceptable alternative is to protect any exposures and allow the fire to burn, providing the products of combustion being generated are not complicating the problem further. Run-off may also create a problem and diking may be necessary.

HEALTH AND SAFETY

Personnel showing any signs or symptoms of a chemical exposure during or after any incident involving a laboratory or a suspected laboratory should be treated and transported. All potentially exposed personnel and equipment must be decontaminated. All potentially exposed personnel should complete an Exposure Report. Exposed equipment, especially protective clothing, may have to be properly disposed of.

ENTRY

Wellston Fire Department personnel will not participate in a law enforcement agency entry operation into a suspected and unsecured clandestine drug laboratory. Security shall mean that law enforcement teams have surveyed the area and all suspects are in

custody, and confirmation that the building has been searched and no explosive devices were found. Wellston Fire Department personnel may make an entry into a secured drug laboratory if an emergency situation involving hazardous materials develops and if the safety of Wellston Fire Department personnel is not jeopardized.

ADDITIONAL FIRE DEPARTMENT RESOURCE

Additional resource requirements needed at the site will be determined by the Incident Commander. A multi-company response will cause the activation of the incident command system.

DISPOSAL

Proper disposal of the hazardous material(s) in a clandestine laboratory is the responsibility of the law enforcement agency that is making the seizure. The law enforcement agency on-scene must arrange clean-up with the proper contractor.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **7.01.01 Rescue PPE** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This standard operating procedure/guideline addresses use of turnout gear, SCBA, PASS devices/alarms, and other equipment in rescue operations.

**Scope:**

This SOP pertains to all personnel in this organization.

**Procedure:**

The basic minimum protective clothing ensemble shall be worn by all members within the Hot Zone.

The minimum protective clothing ensemble may be altered to accommodate specific activities or hazards at the incident. Command shall determine the appropriate types of protective clothing to utilize. The type of protective clothing used may be changed to accommodate changes in the action plan or the status of the incident.

1. At incidents where there is an actual or potential threat from fire or explosion, full firefighting turnout gear must be worn within the Hot Zone including:
   i. Bunker pants, coat, and boots, and
   ii. Firefighting helmet with face shield, and
   iii. Firefighting gloves and hood.
   iv. SCBA with facepiece in place.
2. At incidents where there is an actual or potential threat from chemical exposure, chemically resistant clothing must be worn within the Hot Zone. This may necessitate the utilization of the HAZMAT team for entry.
3. At incidents where fire or chemical exposure is not likely or suspected, the Duty Uniform may be suitable PPE.
4. Leather work gloves, eye protection, respirators, or other PPE may be deemed necessary by Command.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **7.01.02 Lock-out/Tag-out Procedures** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

To control the hazardous energy of machines, equipment, and utilities during an emergency incident in which the unexpected start up and/or activation could cause harm to members of the department.

**Scope:**

This SOP pertains to all personnel in this organization.

**Procedure:**

Lock-out, along with tag-out, is the required guideline for isolating machines or equipment from energy sources. Locks shall be affixed in a manner that will hold the energy-isolating device in a “safe” or “off” position. This is known as Zero Mechanical State. Multi-lock hasps shall be used when the situation may require the application of more than one lock.

When in doubt as to the number of locks that may be used, apply multiple locks.
Example:

- Multiple crews working at same incident.
- Unit clears scene, new unit applies lock.
- Other companies or agencies responding and applying locks.
- Safety Officer applies a lock.

Tags do not provide the physical restraint provided by a lock. Use of tags alone may evoke a false sense of security. Tags must be secured to the energy-isolating device so that they cannot be accidentally detached.

WARNING: If a lock cannot be attached to the device, a tag shall be applied and a member with a portable radio shall be posted to provide security.

When more than one company is operating at an incident where lock-out/tag-out guidelines are in use, the Incident Commander shall assign the principal responsibility of energy control to the Commander of one company. If on scene, this responsibility shall be given to the Safety Officer.

INCIDENT TERMINATION

At the termination of an incident, the member assigned the principal responsibility of energy control shall be the last member to remove his/her lock. Prior to ordering the removal of the last lock, the IC shall conduct a personnel accountability of all members operating at the incident.

The Incident Commander shall consider the ongoing status of the energy-isolating device prior to terminating the incident. The IC shall decide if the equipment may be re-energized or if it shall be tagged out. When the energy-isolating device remains tagged out, the tag shall include information as to why it has been affixed and who is authorized to remove the tag. For example, the tag affixed to the main power disconnect of a malfunctioning elevator would state**, "To be removed by a licensed elevator mechanic ONLY"**.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **7.02.01 Ice Rescue** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for ice rescue.

**Scope:**

This SOP pertains to all personnel in this organization.

**Procedure:**

A response shall be dispatched to any emergency call received of a person or animal through the ice. To enhance service delivery and prevent avoidable accidents, the personnel may respond to reports of animals through the ice. We will respond to prevent civilians from attempting rescues. This will enhance our training and promote a positive public image. Response to animals through the ice shall be normal traffic.

RESCUE TEAMS

Two (2) Rescuers
Two (2) Line Tenders

Rescuer – Each rescuer shall be dressed in an ice rescue suit. The rescuer is to be secured to rescue rope with a locking carabiner attached to the ice rescue suit on one end and the other end attached to shore with a non-locking carabiner. The ice rescue suit harness worn by the rescuer provides the rescuer with a lifeline as well as providing a proper method for the line tenders to pull the rescuer and victim to safety with the rescue rope.

Line Tender – Line tenders shall be equipped with warm clothing, gloves, boots and hats. Each line tender shall wear a PFD. This will provide the line tender with buoyancy and stable footing on the ice.

SIZE-UP

Command shall set up a safe operating perimeter. All personnel working within this area shall wear an approved PFD. The area of operations shall be roped or barricaded and only emergency personnel allowed in the area.

A proper size-up of the situation is critical for a safe and effective ice rescue. Size-up shall include, but is not limited to, a survey of the following:

1. Ice conditions – areas of safe ice, easiest access and shortest distance to the victim.

2. Victim's condition – possible hypothermia and mental status.
3. Rescue personnel – available and/or additional personnel needed.
4. Rescue equipment – available and/or additional equipment needed.

OPERATIONS PLANS

Self-rescue – The first unit on the scene shall attempt to talk the victim into self-evacuation. This method works well when the victim is close to shore, responsive and is not showing any signs of hypothermia.

Reach – If the victim is in early stages of hypothermia, but is able to understand instructions and hold on, use some type of device (i.e. pike pole, etc.) to rescue the victim. This method also works well when the victim is close to shore and is responsive.

Throw - If the victim is in the early stages of hypothermia, but is able to understand instructions and hold on, use a water rescue throw line to retrieve the victim. Throw the water rescue throw line past the victim and over the victim's shoulder. Make sure that one end of the water rescue throw line is anchored by the rescuer. Have the victim wrap the water rescue throw line around their body and then pull the victim to shore.

Go - If the victim is unresponsive, then the rescue team shall have to retrieve the victim using the following procedures:

1. The primary rescuer, dressed in the proper equipment and tethered to shore, should walk toward the victim keeping a low profile with a shuffling step. When the ice becomes unstable, the rescuer should lie down and roll to the victim. If the rescuer breaks through the ice, the rescuer should continue toward the victim by swimming and/or crawling back onto the ice. When the rescuer reaches the victim, a separate rescue rope shall be secured around the victim and the rescuer shall give the okay signal by placing a hand on the head and lifting it into the air.
2. The line tenders shall free rope to the rescuers in a manner that provides no resistance on the line. When the rescuer gives the okay signal, the line tenders should pull in the slack and pull both the victim and rescuer to safety.
3. Okay signal – When the rescuer places a hand on top of their head, that is the signal to start pulling. If during the pull the rescuer again places a hand on top of their head, the pull shall cease immediately until the rescuer again signals okay by placing a hand on top of their head.
4. A second rescuer shall be dressed in the proper equipment and ready to respond in the event the primary rescuer has trouble.
5. A boat shall be at the site of an ice rescue. If the primary rescuer is unable to reach the victim, the second rescuer shall take the boat out to the primary rescuer and then, working as a team, they shall provide aid to the victim.
6. If a victim goes beneath the ice cap, the rescuer shall not enter the hole where the victim was last seen. The rescuer shall approach the holes and do a visual check for the victim. If the victim is seen, a rescue attempt shall be made. If the rescuer is unable to locate the victim, the rescuer shall exit the area.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **7.02.02 Water Rescue** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for water rescue.

**Scope:**

This SOP pertains to all personnel in this organization.

**Definitions:**

The following definitions are applicable to this procedure:

Hot Zone – Water to 20' on shore. Access limited to rescuers in appropriate PPE only. Should be marked as possible and access controlled by FD.

Warm Zone – Hot Zone to a location of appropriate dimensions for location of emergency response resources and command facilities. Access limited to emergency response personnel and others authorized by command. Should be clearly marked and access controlled by law enforcement.

Cold Zone – All areas outside of the Warm Zone and for public access.

Rescue – Victim is alive and visible to rescuers or victim was witnessed submerging and down time is less than 60 minutes.

Recovery – Obviously deceased body or victim has been missing/submerged for greater than 60 minutes.

Still/Standing Water – A lake, retention pond or similar body of water with no or limited current or movement.

Swift Water Rescue - Refers to rescue of live victims from flowing water in which the current, depth, floating or submerged hazards, contamination, and / or other risks exist for rescuers or victims.

Lead Agency – The agency in with statutory authority for the incident. This may be authority/responsibility determined by law, local emergency plan or SOP.

Flood Rescue - The evacuation and or rescue of persons and or property from a moving water situation. Floods may very well include swift water circumstances, but are usually referencing larger areas. Floods may result from weather or man made circumstances.

**Procedure:**

INCIDENT MANAGEMENT
Unified Command (UC) will be established at a central location immediately upon the arrival of the following components:

- Senior Local Fire District Officer
- Senior Police Officer
- EMS Supervisor

The Lead Agency in the UC will be incident dependent and will generally follow the following protocol:

- Active Rescue – Fire Department Senior Officer
- Recovery/Crime Scene/Missing Person – Police Department Senior Officer/Supervisor

Command Post Operations

- Determine the lead agency based on incident specific information.
- All UC components should operate from the CP
- Review the IAP with all UC components
- Review all incident facilities and locations.
- Due to extensive and mostly separate Police and Rescue activities it may be appropriate to create Police and Rescue Branches that will supervise agency specific groups and divisions rather than to supervise all operations with a single Ops Chief.
- Map/Chart the incident organization and scene to ensure that each area of responsibility is supervised as appropriate by a Branch, Division or Group

The Operations Chief will implement the overall IAP and coordinate actions through the Police and Rescue Branches.

The Planning Chief will monitor the overall situation, track assigned resources and coordinate activities for future operational periods

The Incident Safety Officer (ISO) will report to UC and independently review the IAP and overall activities for adherence to safe operating procedures. The ISO will also monitor environmental conditions and make suggestions on alteration of the IAP based on current or predicted conditions.

The Rescue Branch will coordinate all activities related to the physical rescue/recovery operation and will report to Operations.

The Police Branch will coordinate all activities related to scene control, investigation/intelligence and victim/family assistance.

RESOURCE ORDERING
Since most resources necessary for these incidents will be requested through the Wellston Fire Department, all resource ordering will be coordinated through the Fire Department component of UC. Resources ordered before the UC is established will be communicated at the initial meeting for coordination (ie. PD requests helicopter, EMS requests additional ambulances)

The use of mobile command post vehicles for police and fire is recommended in most cases for sufficient communications capabilities.

Resources which do not utilize common frequencies will either provide frequency information for programmable radios or dispatch a ground unit to the CP for communications.

RESPONSE ACTIONS

- Where possible, personnel should don correct PPE for the incident prior to response.
- Attempt to determine the exact location of visible victim(s), or the last known location of submerged victim(s).
- Consider alternate response for boats if water is not accessible from reported rescue site.
- Consider additional resources such as swiftwater, SCUBA or Aviation, based on incident specific reports.
- Consider locations for minimum facilities such as Command Post, Staging and Boats

Immediate Arrival Actions

- Deny access to the hot zone
- Remove spontaneous rescuers from hot zone if possible or without jeopardizing additional victims
- Locate the victim based on observation, witness or bystander reports
- Attempt to determine number of victims
- Question witnesses and hold for PD
- Make initial “rescue or recovery” determination.
- Determine incident type
    - Standing Water
    - Swift Water
    - Flood
    - Ice
- Request appropriate resources
- Develop and implement IAP after risk assessment using following incident specific guidelines

INCIDENT SPECIFIC GUIDELINES

1. Still/Standing Water Rescue
    a. Minimum Hot Zone PPE – Type III/V Rescue PFD (worn), rescue helmet
    b. Thermal protection is dependent on combined water and air temperatures.
        i. Appropriate thermal protection (drysuit, exposure/ice suit) is required when the combination of air and water temperature is below 130 degrees F.
        ii. Minimum body/thermal protection when temperature is above 130 degrees F would be shirt/shorts/tight fitting athletic shoes or water rescue boots.
    c. Surface Victim
        i. Reach with poles, ladders, inflated fire hose
        ii. Utilize throw bags
        iii. Prepare to deploy boats or PWC

d. Submerged Victim
    i. Immediately request dispatch of a Dive Rescue Team
    ii. Interview witnesses at location where they last saw the victim
    iii. Triangulate last known location by combining witness directions
    iv. Mark last known location with buoy for rescue divers
    v. Conduct search operations from the surface
    vi. Search operations should be conducted by walking into the water or using boats and conducting subsurface poling for the victim.
    vii. Investigation of contacts with unknown underwater objects should be made using extreme caution by a tethered swimmer.

2. Trapped Victim -Moving Water
    a. Immediately request the dispatch of a Swift Water Rescue Team
    b. Attempt to get PFD to victim
    c. Attempt to reach victim with throw lines
    d. Deploy shore teams to both sides of rescue if possible
    e. Deploy downstream shore teams with flotation and throw bags

3. Victim Recovery
    a. Lifesaving actions will commence immediately upon recovery of a victim within the “Rescue” time period as determined by UC.
    b. The UC will be notified immediately upon location of either a viable victim or an obvious body recovery.
    c. Rescue personnel will not immediately remove an obviously deceased victim without UC authorization.
    d. Operations will coordinate via Police and Rescue branches to allow for the use of rescue resources to conduct investigation activities.

4. Extended Operations
    a. When a rescue is not made in the “rescue” time period, UC will begin to consider extended operations.
    b. The Planning Chief will be provided with an overview of UC intentions and begin planning the next Operational Period.
    c. The Operations Chief will continue to implement the current IAP for the active Operational Period through Demobilization.
    d. If there will be a period of inactivity prior to the next Operational Period (i.e. suspension of search due to darkness), the Planning Chief (if possible) will develop an IAP, including required resources, prior to Demobilization.
    e. If the IAP for the next Operational Period is approved by UC prior to Demobilization, a short brief should be conducted with on-location resources to be utilized in that period. This brief should contain as a minimum:
        - Requested resources
        - Muster time
        - Muster location
        - Overview of planned actions

5. Demobilization
    a. UC will remain in place through the end of Demobilization

b. Operations will direct branches through Demobilization process
c. Divisions and groups will account for all resources and report through the chain of command
d. UC will ensure a final accountability of resources and equipment is conducted prior to termination.
e. UC will terminate the incident based on input from Branches through the Operations Chief.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **7.02.03 Rope Rescue** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for rope rescue.

**Scope:**

This SOP pertains to all personnel in this organization.

**Definitions:**

Rope Rescue is defined as any rescue effort that requires rope and related equipment to safely gain access to, and remove live victims from, high rise buildings, above or below grade structures, hazardous geographic areas with limited access such as cliffs, by means of rope system, where such operation shall be under the command of the Fire Department.

FIRST ARRIVAL
The first arriving Officer should assume Command after arriving on scene.

The Incident Management System process shall be used in mitigation of the rescue, with sector assignments to adequately manage the span of control.

Command should secure a witness as soon as possible after arriving on scene.

LOCATE THE VICTIM
In most cases, Command will have to send a reconnaissance team to the area of the victim to determine the exact location of victim and nature of injuries. Command may wish to designate this as Recon Group.

Recon Group should have EMS equipment to begin to administer first aid to the victim.

RESCUE OR RECOVERY
The Recon Group should advise Command whether the operation should be conducted in the rescue or recovery mode. If the operation is to be conducted in the recovery mode, Command may wish to leave the victim and any related equipment in place for investigative purposes.

ADDITIONAL RESOURCES
Recon Group should provide Command with enough information, or recommend the need for additional resources. Information that will be helpful in determining the need for additional resources would be:

- number of victims,

- location and condition of victims,
- estimated angle of terrain,
- distance to victim,
- quantity and type of equipment needed, and
- estimated time for rescue.

If needed, Command should put in an early call for additional resources. Additional crews sent in by Command to assist Recon Group should be designated in such a manner that it aids in the accounting of personnel. If additional resources are not needed after a call has been put in, Command may return those units to service.

ASSESS HAZARDS
Command shall designate a Safety Officer to identify potential hazards to rescuers. Safety Officer will be responsible for identify those hazards and making all members aware of those hazards. Safety Officer shall also be responsible for assuring that all safety procedures are adhered to.

ACTION PLAN
With the recommendation from Recon Group, Command will have to decide on an action plan.

PRE-RESCUE OPERATIONS
1. Make the General Area Safe.
    a. Command or his/her designee should begin to make the general area safe.
    b. This may include securing the area and not allowing civilian personnel into the area.
2. Make the Rescue Area Safe.
    a. Command or his/her designee should make the immediate rescue area safe.
    b. This may include removing all civilian personnel and all non-essential rescue personnel from the area.
    c. If it is not possible to secure all the hazards in the immediate rescue area, all personnel operating in that area shall be made aware of those hazards.
    d. Personnel accountability shall be utilized.
3. Pre-Rescue/Recovery.
    a. The rescue company will be responsible for gathering all equipment and personnel necessary to operate according to the action plan.
    b. The highest qualified rescue member shall conduct the rescue.
    c. Support personnel shall support the rescuers, during the actual rescue phase.
    d. An alternative action plan should be developed. This alternate plan should be communicated to all personnel operating in the rescue area.
    e. The Climber shall set the pace and scope of the rescue.

RESCUE OPERATIONS.
Rescue operations should be conducted from low risk to high risk. Rescues should be conducted with the least amount of risk to rescuers necessary to rescue the victim. The order of rescue from low risk to high risk could include:
- Talk the victim into self-rescue.

- If the victim is not exposed to a life-threatening situation, it may be possible to talk the victim into self-extrication.
- If the victim is exposed to a life-threatening situation, it may be best to advise the victim to stay in place until a rope rescue can be set up.
- For terrain less than 40o inclination (non-technical), most first responders have the equipment and training to assist the victim down.
- If the victim is ambulatory, he/she can walk down with the assistance of rescuers.
- If the victim is injured or unable to assist in their own rescue, he/she should be packaged properly in a stokes basket and carried to safety.
- A stokes extrication should be conducted with a minimum of three litter bearers.
- Bearers should face the direction of travel during the extrication. A belay line should be attached to the litter for assistance through unstable areas.

For terrain of greater than 40–60 degree inclination, more personnel should be called in to assist with the extrication. If the victim is ambulatory, he/she may be assisted down by rescuers with the use of a belay/tag line. If appropriate, rescuers should set up an anchor system for the belay. Rescuers shall use a belay line.

If the victim is not ambulatory, rescuers shall build an anchor system and prepare for a steep angle evacuation. The patient shall be packaged properly in a litter and prepared for the extrication. There shall be at least 3 litter attendants assisting with the litter evacuation. Attendants should face the anchor during the evacuation and be clipped into the litter. A separate raising/lowering line and belay line shall be set up for raising or lowering during steep angle evacuations.

Evacuations greater than 60 degrees are considered high angle operations and qualified personnel shall conduct the evacuation.

Command should decide the most appropriate method to extricate the victim. This may include putting the victim(s) in a harness and raising or lowering them, or packaging them in a litter for the raising and/or lowering. If possible, a separate anchor should be used for the working line and the belay line.

Proper care shall be taken to assure that the victim will not come out of the harness or litter used to extricate him/her.

Helicopter operations are considered high risk operations. Several factors must be considered before deciding on the use of a helicopter for extrications. Some of these factors are: time of day, condition of victim, difficult access to the victim, and the qualifications of pilot and rescuers.

If Command, in conjunction with the rescue team, decides to use a helicopter for extrication, a LZ shall be set up and a LZ Sector shall be established. LZ Sector should have communication directly with the pilot as well as Command.

TERMINATION
Personnel accountability – All personnel under Command shall be accounted for and any injuries shall be communicated to the Shift Commander.

Equipment accountability – All equipment used shall be accounted for a stowed away in their correct stowage kits or lockers. Damaged or suspect damaged equipment shall be stowed separately for processing at station.

Consider On-Scene debriefing if the situation allows.

Command is to ensure that the scene is secured and where necessary handed over to proper authority or to owner.

ADDITIONAL CONSIDERATIONS

- Heat. Consider rotation of crews.
- Cold. Consider effects of hypothermia on victim and rescuers.
- Rain/Snow. Consider the effects of rain or snow on the hazard profile.
- Time of Day. Is there sufficient lighting for operations extending into the night?
- Family. Consider the effect on family and friends; keep family informed.
- Media. Consider news media and if possible assign a Public Information
- Officer

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **7.02.04 Confined Space Rescue** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for confined space rescue.

**Scope:**

This SOP pertains to all personnel in this organization.

**Definitions:**

OSHA Regulations Standard 29 CFR 1910.146 Permit-Required Confined Spaces regulates entry into confined spaces for general industry and the rescue service and shall be considered the basis for confined space rescue operations. For the purpose of emergency response, a confined space is defined as:

- A space large enough for personnel to physically enter.
- A space not designed for continuous employee occupancy.
- An area with limited entry and egress.

Confined spaces include caverns, tunnels, pipes, tanks, mine shafts, utility vaults, and any other location where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements and attics. Confined space incidents may involve injured persons or persons asphyxiated or overcome by toxic substances. Pre-incident planning is an important factor in preparing to handle these types of incidents.

Due to the inherent dangers associated with these operations, the Risk Management Profile shall be applied to all confined space rescue operations and shall be continuously re-assessed throughout the incident. A phased approach to confined space rescue operations which include; Arrival, Pre-entry operations, Entry operations, and Termination, can be utilized to safely and effectively mitigate these high-risk / low-frequency events.

PHASE 1 – ARRIVAL

1. ESTABLISH COMMAND
    a. First arriving company officer shall assume Command and begin an immediate sizeup of the situation while isolating the immediate hazard area and denying entry to all non-rescue personnel.
    b. First arriving Rescue Company Officer should be assigned Rescue Sector. The Rescue Sector Officer should remain with his crew. Rescue Sector responsibilities include:
        i. Assuming technical rescue operations control.
        ii. Identifying hazards and critical factors.

iii. Developing a rescue plan and back-up plan.
iv. Communicating with and directing TRT resources assigned to Rescue Sector.
v. Informing Command of conditions, actions, and needs during all phases of the rescue operation.

c. Designate a Safety Officer. Considerations for Safety Officer include:
i. One of the Regional Special Operations qualified Safety Officers.
ii. A Special Operations qualified Battalion Chief and/or FIT.
iii. Any experienced TRT Company Officer assigned to the incident.
iv. A Safety Officer shall be established prior to the implementation of any rescue plan proposed by Rescue Sector.

d. Following the transfer of Command to a Command Officer, a Technical Advisor should be assigned to join the Command Team at their location to assist in managing personnel and resources engaged in the technical aspects of the incident. The Technical Advisor is responsible for ensuring that the rescue plan developed by Rescue Sector and communicated to Command is a sound plan in terms of the safety and welfare of both victim(s) and rescuers. Considerations for the Technical Advisor include:
i. A Special Operations qualified Battalion Chief and/or FIT.
ii. One of the Regional Special Operations qualified Safety Officers.
iii. Any experienced TRT Company Officer assigned to the incident.
iv. The Technical Advisor position within the Command Team should be filled prior to the implementation of any rescue plan proposed by Rescue Sector.

2. SIZE-UP
a. Secure a witness or responsible party to assist in gathering information to determine exactly what happened. If no witnesses are present, Command may have to look for clues on the scene to determine what happened.
b. Assess the immediate and potential hazards to the rescuers.
c. Isolate immediate hazard area, secure the scene, and deny entry for all non-rescue personnel.
d. Establish communications with victim(s) and determine if non-entry retrieval can be made.
e. Assess on-scene capabilities and determine the need for additional resources.

3. SECONDARY ASSESSMENT
a. Secure the entry permit and any other information about the confined space including diagrams showing entry and egress locations.
b. Determine what products may be stored in the confined space and conduct a HazMat assessment.
c. Determine known hazards present in the confined space; atmospheric, mechanical, electrical, etc.
d. Assess the structural stability of the confined space.

PHASE 2 – PRE-ENTRY OPERATIONS

It must be determined if this will be a RESCUE operation or a RECOVERY operation based on the survivability profile of the victim(s) which include factors such as the location and condition of the victim(s), and elapsed time since the accident occurred.

Pre-entry operations shall be conducted under the direction of Rescue Sector by trained Technical Rescue Technicians.

1. INITIATE FIRE DEPARTMENT CONFINED SPACE RESCUE PERMIT
    a. A confined space permit is required if the space has one or more of the following hazards:
        i. Atmospheric hazards
        ii. Configuration hazard
        iii. Engulfment Hazard
        iv. Any other recognized hazard
2. MAKE THE GENERAL AREA SAFE
    a. Establish a perimeter determined by factors such as atmospheric conditions, wind direction, structural stability, etc.
    b. Consider establishing a method to control rescue personnel entering the hazard zone.
    c. Stop all unnecessary traffic and park all running vehicles downwind.
    d. Provide for ventilation to general area if necessary.

3. MAKE THE RESCUE AREA SAFE
    a. Hazard Assessment / Atmospheric Monitoring
        i. Determine exactly what hazards and products are present and conduct atmospheric testing for oxygen level, flammability, and toxicity within the confined space. The hazards identified and the results of atmospheric testing will determine the proper level of PPE to be worn by rescuers.
        ii. Atmospheric monitoring shall be done continuously and readings shall be communicated to Rescue Sector at least every 5 minutes. Readings must be obtained by personnel with a thorough knowledge of atmospheric monitoring.
        iii. Implement Lock-Out / Tag-Out procedure if applicable.
        iv. Take appropriate measures to ensure the structural stability of the confined space.
        v. Any product that is in or flowing into the confined space must be secured and blanked off if possible.
    b. Ventilation
        i. Rescue Sector should assign personnel to establish the proper type of mechanical ventilation of the confined space considering the effects that positive and/or negative pressure ventilation will have on the atmosphere.
        ii. Consider positive and negative ventilation together in a push-pull configuration to obtain the greatest effect from ventilation. Consider negative pressure ventilation if there is only one entry point.
        iii. Ventilation personnel shall work closely with air monitoring personnel to ensure safe atmospheric conditions in the confined

space as well as the exhaust area and the general working area.

c. Equipment
    i. Personal Protective Equipment (PPE) shall include helmet, gloves, proper footwear, goggles, turnouts / Nomex or PBI jumpsuit, and a class III harness at a minimum. Additional PPE may be indicated by the hazard and atmospheric assessment.
    ii. Supplied Air Breathing Apparatus (SABA) or Self-Contained Breathing Apparatus (SCBA) shall be utilized by all entry and back-up personnel. SABA is the breathing apparatus of choice however, if SCBA must be used, personnel shall maintain line of sight and exit the confined space prior to low air alarm activation, following the 75%-25% rule.
    iii. Air monitoring device that monitors oxygen levels, flammability, and toxicity for the entry team.
    iv. Intrinsically safe communication equipment shall be available for entry personnel. If this equipment is not available, entry personnel may use a tag-line for communication or a message relay person.
    v. Intrinsically safe lighting equipment shall be available for entry personnel. If this equipment is not available, entry personnel may use cyalume type lighting sticks.
    vi. A retrieval system with a back-up system shall be readied and in place. This may include a vertical or horizontal haul system constructed of ropes, pulleys, and other hardware, with a minimum of a 2:1 mechanical advantage.

PHASE 3 – ENTRY OPERATIONS

Entry operations shall be conducted under the direction of Rescue Sector by trained Technical Rescue Technicians.

1. MAKE A SAFE ENTRY

Rescue Sector shall be responsible for entry operations. The rescue plan will be discussed by Rescue Sector, Safety, Command and the Technical Advisor. Rescue Sector shall ensure that all personnel operating in the confined space and the area immediately surrounding the confined space are accounted for and wearing appropriate PPE.

A. Conduct a system safety check prior to entry into the confined space.
B. Prior to entry, Rescue Sector shall ensure that an entry team and a back-up team are in place and have been briefed on:
    a. Anticipated hazards within the confined space.
    b. The space being entered including the configuration (if known).
    c. The rescue plan.
    d. The back-up plan.
    e. Emergency procedures.
    f. Time limits for the rescue operation.
C. Consider the use of rescuer tag-lines with the understanding that tag-lines may create an entanglement hazard.
D. Maintain constant communication with the entry team.
E. Entry personnel shall continually monitor atmospheric conditions inside the

confined space in regards to oxygen level, flammability, and toxicity.

F. Locate victim(s).

2. VICTIM REMOVAL
    a. Upon reaching victim, conduct a primary survey and initiate C-spine precautions. NOTE: due to the configuration of the confined space, optimum C-spine precautions may not be possible and should be addressed as soon as possible.
    b. When possible, provide respiratory protection for the victim(s). Rescuers shall not administer pure oxygen to a victim(s) in a confined space that has a potentially flammable atmosphere and rescuers shall not remove their breathing apparatus and give it to the victim(s).
    c. Conduct a secondary survey of the victim(s) looking for immediate life threatening injuries. If conditions permit, entry personnel should attempt to treat serious injuries prior to removal, while considering that it may be more appropriate to remove the victim(s) from danger prior to treatment.
    d. Properly package the patient for removal from the confined space. This may include using a backboard, stokes basket, KED board, LSP halfback, or similar device designed for extrication. Secure any loose webbing buckles, straps, or device that may hinder the extrication process.
    e. Rescuers should not allow the victim between the rescuer and the point of egress except in situations where it is necessary for one rescuer to pull the victim while another rescuer pushes the victim.

3. TREATMENT
    a. Immediately upon egress, the victim(s) shall be transferred to treatment personnel for ALS level examination.
    b. If the victim has been contaminated from product inside the confined space, a thorough decontamination of the victim should be conducted prior to transporting to the hospital.
    c. Provide ALS level treatment and transportation to a hospital as indicated.

PHASE 4 – TERMINATION

1. Ensure personnel accountability.
2. Remove all tools and equipment used in the rescue/recovery and return to proper apparatus. In cases of a fatality, consider leaving everything in place until the investigative process has been completed.
3. If entry personnel and/or equipment have been contaminated, proper decontamination procedures shall be followed prior to returning to service.
4. Consider a Post Incident Critique (may be more appropriate at a later date).
5. Return to service after turning the scene over to the responsible party and ensuring the scene is secure.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **7.02.05 Structural Collapse Rescue** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for structural collapse rescue.

**Scope:**

This SOP pertains to all personnel in this organization.

**Definitions:**

Phase I Arrive On-scene. Take Command. Size-Up.

ARRIVE ON-SCENE

A. First arriving company officer should take Command and begin an immediate size-up of the situation.
B. Spotting Apparatus. The first-in company should spot the apparatus in a position that it will not be affected by a secondary collapse of the structure. Consideration should also be given to traffic conditions and if they will be affected.
C. Staging. Command should institute staging procedures immediately. The management of emergency and civilian traffic is critical from the onset of structural collapse operations.
D. Assess the need for additional resources. Command should immediately begin to assess the need for additional resources. This includes the regional structure collapsed operations team. If additional resources are necessary, Command should put in an early call for them. At that time, Command should identify a staging area. If it is later determined that the additional resources are not needed, Command can return those units to service. Command should assess the need for outside heavy equipment early, and request mobile cranes, front-end loaders, etc., with large capacity. (Example: 110-ton crane).
E. Assess the Hazards. Command should do an immediate hazard assessment or should delegate that responsibility to a Safety Sector officer. Some hazards associated with structural collapse are: potential for secondary collapse, explosion with fire due to broken gas and electrical lines, falling debris, toxic atmosphere, etc.
F. Secure the Hazards. Safety Sector should secure all hazards as soon as possible. This will include shutting off the utilities (i.e., gas, electrical, water). If it is not possible to secure all hazards, Command should notify all rescue personnel operating on scene of the hazards present.

During Phase I of structural collapse operations, Command must consider the fact that if strong control of the incident is not gained quickly it could easily escalate into an out-of-control situation. A typical structural collapse operation will have a lot of unorganized, well-intentioned efforts by civilian personnel. This situation may make the entire operation unsafe. Command must focus attention early on building a good strong Command structure that will support a campaign operation.

Phase II Pre-Rescue Operations

A. REMOVAL OF SURFACE VICTIMS

Initial on scene companies should be directed in rescuing victims that can be seen on the surface. Rescuers must be aware of all the physical hazards present at the scene of a structural collapse.

B. ESTABLISH A PERIMETER

While initial rescue of surface victims is going on, Command should establish a perimeter around the whole collapse site and keep all incoming civilian personnel out of the immediate area.

C. ESTABLISH TRANSPORTATION CORRIDOR

During initial stages of a campaign operation, Command should attempt to ensure that there will be roadways into and out of the collapse site. This may include establishing liaison with the Police Department and having P.D. re-route all traffic well around the collapse site.

D. ESTABLISH VICTIM STAGING AREA

Command should designate Treatment and Transportation Sectors. An area should be established away from the hazards of the collapse to account for, treat, and transport victims.

E. REMOVE ALL CIVILIAN & NON-ESSENTIAL RESCUE PERSONNEL

After initial surface victim removal has been completed, Command should ensure that all personnel are removed from the collapse site. This will allow for the removal of all civilians and the re-grouping of rescue personnel so that a specific action plan can be instituted for the search and rescue of the remaining trapped victims. At this time, Command should order a personnel accountability report from sector officers. Members previously operating in the collapsed structure should be quickly debriefed as to building layout and possible location of victims.

F. ESTABLISH BUILDING TRIAGE TEAM

After all personnel have been removed from the collapse site, Command should establish building triage teams. This may include structural

engineers and/or Fire Department personnel that are specifically trained in the recognition of structural collapse. Prior to these teams engaging in triage activity, Command shall notify them as to the specific action plan and building marking system. If there is a possibility of hazardous materials involvement, Command should assign a HAZMAT Technician to each building triage team.

Phase III Rescue Operations

A. ESTABLISH ACTION PLAN FOR SEARCH TEAMS

After all personnel have been removed from the collapse site and all personnel accounted for, Command shall establish a specific action plan for the search and rescue of the remaining victims. This action plan shall be distributed to all rescue personnel that will be operating at the collapse site.

B. ESTABLISH ACTION PLAN FOR SEARCH & RESCUE

Prior to beginning search and rescue operations, Command shall design specific search teams. This may include personnel with technical search equipment (i.e., acoustic, fiber optic, etc.), dog teams, or firefighter using the hailing (call-out) method of searching for victims. After the building triage teams have completed evaluations of buildings, the search teams will conduct searches of those buildings. Search teams should use standard building marking system after building has been searched. If building triage teams determine that the building is structurally unstable, search and rescue teams shall not enter until appropriate shoring and stabilization has been accomplished.

After the removal of all personnel from the collapse site and before resuming building triage and search, a lobby control shall be established and no personnel will return to the collapse site without going through lobby control.

C. ESTABLISH RESCUE TEAMS

Rescue teams will follow search teams that have searched previously triaged buildings. Each rescue team shall consist of at least two (2) trained members of a Technical Rescue Team. If there is a possibility of hazardous materials involvement, each rescue team shall have at least one (1) HAZMAT Technician with air monitoring equipment. Rescue teams are not to attempt rescue in a building that has been determined to be unsafe by the building triage teams. Command should assign each rescue team a specific radio designation.

D. LOCATING VICTIMS

After the search teams have searched a building and received a "positive" find (i.e., acoustic or fiber optic positive reading), the building should be

verified again by another means if possible (i.e., search dogs or hailing system). If the building is known to have live victims trapped, rescue teams shall attempt to locate the victims. If the rescue team must support structural components of the building prior to entry, they shall do so and make the area as safe as possible.

E. BREACHING WALLS, FLOORS, AND ROOFS

If at all possible, rescue teams should attempt to gain access vertically. The horizontal breaching of walls should be done only if there is no other means to reach the void space that victims may be trapped in. Horizontal breaching of load bearing walls may precipitate a secondary collapse of the structure. The potential for secondary collapse is less if rescue teams breach structural members from above or below. Prior to breaching a structural load bearing member, a specially trained structural collapse specialist (structural engineer, architect, technical rescue specialist) should approve and oversee the breaching operation. If the atmospheric conditions are not known in the room of desired entry, a "pilot" hole shall be punched to monitor the atmosphere prior to breaching operations.

F. CONFINED SPACE ENTRY & RESCUE

After the victim has been located, the rescue team should treat that space the victim is located in as a confined space. Rescue team members should proceed with the rescue, following confined space rescue operation guidelines. The rescue team leader shall designate the proper method of entry into the space and shall ensure the safety of the entry rescuers. All spaces shall be monitored for flammable, toxic, and oxygen deficient atmospheres before entry is made. All members making entry shall be on SCBA with appropriate tender to rescuer ratio of 1:1.

G. RESCUE AND EXTRICATION OF VICTIMS

Once the rescue team has located the victim(s) an immediate assessment of the victim shall be done. Rescue teams should consider the effect lifting objects off the victim will have on that victim (i.e., crush syndrome). The rescuer shall determine the safest and most effective method of victim extrication. The rescue team leader shall ensure the safety of the extrication of the victim.

H. TRANSFER TO TREATMENT SECTOR

Once the victim has been removed to a safe location, he/she shall be transferred to the Treatment Sector for ALS assessment.

I. REMOVAL OF RESCUE TEAMS FROM THE BUILDING

After all located victims have been removed from the building, the rescue teams should "pull out" of the building and update the marking system. Rescue teams should keep in mind that any cribbing and shoring in place

should be left in place. The removal of those systems could precipitate a secondary collapse.

Phase IV Selected Debris Removal

LOCATING VICTIMS

If rescue teams have not been able to locate victims through other methods, then they should be located by removing debris. If there is a potential for live victims, rescue teams must be very careful when removing debris so as not to cause a secondary collapse or further injury to the victim(s).

If a victim location is known, either by family members or previously rescued victims, an attempt should be made to remove debris to reach that victim. In light-weight frame construction buildings, this could be accomplished by cutting and hand removing structural members. If the building is of reinforced concrete, it may require breaking large pieces into smaller and more manageable size pieces. This may also require the use of a crane to pick and move the structural components to reach potential victims.

Rescue team members should assist in the break-up and removal of structural components. A safety officer shall oversee all of these operations to ensure site safety for all operating personnel. If structural components are removed from the site, they should be marked in some way so as to I.D. them with the particular building for future investigative purposes.

As debris is removed, all operations should be stopped periodically to search (acoustic, dog team, hailing) for victims. After enough debris has been removed to reasonably ascertain that there are not any victims, then search and rescue operations can be suspended in that building.

Phase V General Debris Removal/Termination

Prior to beginning Phase V, Command shall call for a Personnel Accountability Report.

After it has been determined that no victims could be found alive in the building, a general debris removal can begin. If there is a potential for deceased victims to be trapped in the rubble, removal crews should be alert for signs of those deceased victims.

During general debris removal, if heavy equipment operators spot a sign of a deceased victim(s), a selected debris removal shall be conducted to remove the victim(s) respectfully. Coroner and/or other investigative personnel should be notified to handle the removal of the body(ies).

As debris is removed, each dump truck load shall be marked as to the general area found and final location of the debris. This will help investigators to complete their investigations and reports.

Command may elect to turn general debris removal over to the Responsible Party for final disposition of the building. If this is done, the R.P. should be notified of the proper handling of debris for investigative purposes.

Prior to termination of the incident, Command shall account for all personnel that have been operating at the collapse site. Each company officer should ensure crew and equipment accountability before returning to service. If Command has not previously addressed the issue of C.I.S.D., he/she may consider doing so during the termination phase.

Additional Considerations

- Heat. Consider rotation of crews.
- Cold. Consider the effect of hypothermia on victims and rescuers.
- Ambient Conditions. Consider the effects of rain or snow on the hazard profile.
- Time of Day. Consider having proper lighting on scene for night time operations.
- Family. Consider the effect on family and friends; keep family informed.
- Media. Consider news media; assign a P.I.O.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **7.02.06 Trench Rescue** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for trench rescue.

**Scope:**

This SOP pertains to all personnel in this organization.

**Definitions:**

Most trench operations should be handled under the Confined Space Rescue Standard Operating Guidelines. Like confined space rescue, trench work by contractors must be performed safely with adequate shoring material and rescue equipment. Any accident or fatality associated with a trench will also be thoroughly investigated by OSHA. The main goal of the Incident Commander shall be to prevent additional injuries to by-standers and rescue personnel.

FIRST ARRIVING UNIT

1. Establish incident command structure. Incident Command should be established immediately upon arrival at the scene to coordinate and control by-standers, other workers, and any specialized agencies that may need to be utilized. Remember that the Incident Commander is responsible for all people on the scene and the victim(s) fellow workers may have to be managed to prevent further injuries.
2. Apparatus should not be positioned closer than 300 feet from the scene. Personnel should walk to the collapse site.
3. Establish an off-site staging area for other responding apparatus.
4. Shut off parked apparatus if possible.
5. Request mutual-aid resources for assistance with trench rescue teams and equipment.

SIZE-UP

The Incident Commander must make a careful size-up before deciding on a commitment. It may be necessary to wait for additional resources before taking any immediate action. Citizens and co-workers will want immediate action taken to rescue victims, but this may cause an undue risk to fire department personnel.

The objective of the size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. A trench

rescue incident requires a more cautious and deliberate size-up than most fire situations.

If the victim(s) is yelling or speaking, their breathing is likely adequate. Death by suffocation can occur within 4 - 6 minutes, so in many cases, the victim that is totally buried is not likely to be a viable patient upon arrival of the fire department.

ACTION PLAN

1. Establish a Safety Officer
2. Establish an outer perimeter circle (Cold Zone)
    a. Eliminate sources of vibration out to 500 feet from the collapse site.
        i. Stop and shut off all construction equipment.
        ii. Halt any drilling and/or blasting operations being conducted in the area.
        iii. Stop and/or re-route traffic.
    b. Identify and communicate with witnesses to the incident.
    c. Contact the job foreman and engineer if on site, or obtain the phone number of the engineer in charge.
    d. Determine availability, quantity and size of onsite shoring material.
    e. Determine the time when the accident occurred.
3. Establish an inner perimeter circle (Hot Zone)
    a. Establishing an incident inner perimeter circle, a minimum of 100 feet around the trench collapse site. Complete outlining of the inner perimeter circle with fire-line tape and establish an entry/exit point into the collapse site.
    b. Approach site from the narrow end of the extrication.
    c. Conduct a visual inspection of the trench walls to determine type of soil involved in the trench collapse.
4. Attempt to identify the victim(s) location.
    a. Determine if available onsite shoring material is of sufficient quantity and size.
    b. Identify the number of victims.
    c. Establish the victim(s) condition if possible. (Do not enter any trench over 4 feet deep without adequate shoring for any reason.)
5. How is the victim trapped? (Rescue vs. Body Recovery)
    a. Totally buried.
    b. Depth buried.
    c. Trapped by utilities, if so notify proper utilities.
    d. Establish and maintain contact with victim(s) if not totally buried.

INCIDENT CONTROL

1. Immediately get non-entrapped personnel and workers out of the trench.
    a. Place a ladder in the trench at the short end to assist non-injured victims out of the trench.
2. Confirm the notification of proper utilities.
3. Begin clearing and leveling of the site for ground pads (4 X 8 sheets of plywood) utilizing:
    a. Fire department rescue personnel (leaving apparatus in staging area).

    b. Construction personnel can assist at ground level gathering lumber, hand digging, moving spoil piles, and moving excess construction materials away from emergency site, etc.
4. Ground pads (4 X 8 sheets of plywood) need to be installed ahead of the work areas. Personnel shall not walk around the trench site without the ground pads in place.
5. The location of any tension cracks shall be immediately transmitted to the Incident Commander and the safety officer.

SAFETY

1. Trench collapse usually occurs because of:
    a. Lack of shoring
    b. Shoring not properly installed
    c. Shoring being constructed of improper sized materials
    d. Placing the spoil pile too close to the edge of the trench
    e. Placing supplies too close to the trench
    f. Allowing operating equipment, construction operations, blasting or moving traffic to cause vibrations near the trench
2. All such operations within 300 feet of the trench should be stopped. Emergency response vehicles shall park at least 300 feet away from the trench.
3. Ground pads (4 X 8 sheets of plywood) or ladders should be placed adjacent to the trench wall to protect rescuers working around the trench.
4. It is imperative the safety officer work closely with the Incident Commander to ensure the safety of all personnel working in and around the trench site.
5. Air monitoring devices, rescue harnesses, SCBA, rescue rope and other personal protective equipment as outlined in the Confined Space Rescue Standard Operating Procedure shall be utilized.

USE OF NON-FIRE DEPARTMENT PERSONNEL

In some cases, it may be advantageous to use non-fire department personnel to evaluate hazards and perform certain functions for which they would have particular experience, ability or equipment. This practice should only be conducted under the supervision and direction of a qualified trench rescue team.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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| Section | **8.01.01 EOC Organization** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This standard operating procedure/guideline addresses functional structure of disaster operations to facilitate coordination with other community agencies and federal/state resources, including EOC functions (e.g., use of Emergency Support Function categories), staffing, and operational procedures.

**Scope:**

This SOP/SOG pertains to all personnel in this organization.

**Definitions:**

Emergency Operations Center (EOC) - An emergency operations center, or EOC, is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of an organization.

**General:**

The Emergency Operations Center (E.O.C.) is the Department's coordination center for emergency services during any major emergency. The E.O.C. is activated when ordered by the Fire Chief, Mayor, Safety/Service Director, or one of their designated representatives.

The E.O.C. is located at the Jackson County Emergency Management Agency.

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. When a major emergency or disaster strikes, centralized emergency management is needed. This facilitates a coordinated response.

The EOC operates under the National Incident Management System (NIMS).

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are among those performed in the EOC:

- Receiving and disseminating warnings.

- Developing policies.
- Collecting intelligence from and disseminating information to the various EOC representatives and, as appropriate, to County and State agencies, military and federal agencies.
- Preparing intelligence/information summaries, situation reports, operation reports and other reports as required.
- Maintaining general and specific maps, information display boards and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operations and logistical support of the departmental resources committed to the emergency operations.
- Maintaining contact with support EOC's, other jurisdictions and levels of government.
- Providing emergency information and instructions to the public.
- Making official releases to the media and the scheduling of press conferences as necessary.

Dispatch will continue to operate in a normal manner, except for policy guidance and special instructions received from the E.O.C. All requests for special assistance from the field and significant status information should be directed to the E.O.C. Frequent progress and status reports should be provided to the Fire Department E.O.C. staff. Policy guidance from E.O.C. will be relayed to field units through Dispatch.

ACTIVATION OF E.O.C.

The E.O.C. is activated only on orders of the Fire Chief, Mayor or Safety/Service Director. Notification of the activation of E.O.C. will be made to the Fire Chief (or Acting Fire Chief) directly or through Dispatch. Selected officers will be assigned to the E.O.C. and a shift schedule established when needed.

The Fire Chief or his designee will need to report to the E.O.C. A minimum of two additional personnel are required to operate the Fire Department position at E.O.C. on a 24 hour basis during an active incident. Additional and relief personnel will be assigned as needed.

EQUIPMENT NEEDED

Fire Department Staff reporting to the E.O.C. should take the following items:

- Portable radios
- Cellular telephones
- Note pads
- Pencils, pens

FIRE DEPARTMENT RESPONSIBILITIES IN E.O.C.

The Fire Department personnel assigned to the E.O.C. are responsible for:

- Obtaining and prioritizing resource needs for field incident commanders.
- Providing the City Command Staff information on field conditions.
- Interpreting directives from City Command Staff.
- Requesting policy direction from City Command Staff when necessary.
- Communicating policy directives to field forces.
- Providing liaison with other involved agencies.
- Maintaining constant awareness of field conditions and deployment.
- Obtaining authorization for expenditures for requested private sector resources needed to complete assigned functions.

All field Command Officers will keep the E.O.C. informed of conditions, progress, level of commitment, resource requirements and situation urgency during a major emergency. The Fire Department E.O.C. staff will ensure that command(s) will establish an E.O.C. liaison with the E.O.C. All significant changes in conditions will be directed to the E.O.C. by telephone, radio or through Dispatch. All requests for policy direction or additional resources (beyond normal levels) should be directed to the E.O.C. (particularly private sector resources).

The Fire Department Staff assigned to the E.O.C. will maintain a log of all major decisions by the Fire Department Staff, the Mayor or Safety/Service Director.

The log will indicate the time, the decision, and who made the decision. The E.O.C. staff should utilize the E.O.C. log sheets for this purpose.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.02.01 Disaster PPE** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This standard operating procedure/guideline addresses use of turnout gear, SCBA, PASS devices/alarms, and other equipment in disaster operations.

**Scope:**

This SOP pertains to all personnel in this organization.

**Procedure:**

The basic minimum protective clothing ensemble shall be worn by all members within the Hot Zone.

The minimum protective clothing ensemble may be altered to accommodate specific activities or hazards at the incident. Command shall determine the appropriate types of protective clothing to utilize. The type of protective clothing used may be changed to accommodate changes in the action plan or the status of the incident.

1. At incidents where there is an actual or potential threat from fire or explosion, full firefighting turnout gear must be worn within the Hot Zone including:
   i. Bunker pants, coat, and boots, and
   ii. Firefighting helmet with face shield, and
   iii. Firefighting gloves and hood.
   iv. SCBA with facepiece in place.
2. At incidents where there is an actual or potential threat from chemical exposure, chemically resistant clothing must be worn within the Hot Zone. This may necessitate the utilization of the HAZMAT team for entry.
3. At incidents where fire or chemical exposure is not likely or suspected, the Duty Uniform may be suitable PPE.
4. Leather work gloves, eye protection, respirators, or other PPE may be deemed necessary by Command.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.02.02 Disaster Personal Safety** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

General precautions and procedures for actions to reduce risk during disaster operations.

**Scope:**

This procedure applies to all personnel.

**Procedure:**

Reducing the hazards and risks from an incident can be accomplished by practicing preparedness in the workplace. To ensure adequate preparedness, the activities listed below should be considered:

1. Develop and maintain a capacity for at least 72-hour sustainability among employees and within facilities.
2. Stock adequate emergency supplies to support employees and visitors.
3. Periodically conduct/participate in drills to test employee readiness. These drills should be all-hazards based and include evacuation, shelter-in-place, and lockdown drills.
4. Provide employees with individual and family preparedness training.
5. Implement non-structural mitigation measures to protect employees, clients, and visitors, including preventing damage to equipment and other property. This may include fastening down file cabinets, electronic equipment, and items that can cause injury or damage.
6. Provide lift and carrier devices for the disabled or injured.
7. Periodically review hazard specific SOPs.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.02.03 Protection of Facilities and Equipment** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses methods to protect fire department facilities, apparatus, and equipment from hazard impacts before and during disaster response.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

All necessary precautions must be taken to protect fire department facilities and equipment during disasters. Personnel must realize that these resources will be in high demand in a disaster situation and must be appropriately cared for and utilized. This may require the utilization of law enforcement personnel to secure any buildings being utilized by the fire department or any apparatus/equipment this is being used/staged.

In addition, facilities and equipment should be made as safe as possible prior to a disaster. This could include securing filing cabinets to the wall, strengthening utilities such as natural gas or electrical service/generators, or moving heavy items off of upper shelves.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.03.01 Adjusted Levels of Response** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses changes in standard response strategies and resource levels.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

The objective of this procedure is to mobilize the resources of the entire Fire Department to an elevated level when circumstances require a commitment beyond normal capabilities.

The general categories of situations that would cause this are:

- One major incident affecting a localized or widespread area.
- Two or more working incidents causing a high demand for resources at different locations.
- Numerous simultaneous incidents causing a peak demand on the entire system.
- The Fire Chief or the Shift Commander may activate this procedure.

The purpose is to:

1) Analyze the emergency situation.
2) Determine what fire department and other department resources are needed for the emergency.
3) Place additional apparatus in service as deemed necessary.
4) Recall appropriate personnel resources as necessary.
5) Make fire department policy regarding the department's response and management of the emergency.
6) Prioritize response and resources as necessary.
7) Select and provide Command officers to staff the Emergency Operations Center if opened.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.03.02 Response Unit Routing and Placement** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses routing and placing equipment and personnel on the disaster scene to reflect the nature and requirements of the emergency situation.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

The Incident Command System (ICS) will help ensure that teams respond and use resources in a coordinated and organized manner. ICS formulates a logical flow of steps, and helps responding staff carry out their assignments in a controlled environment. It also expands and contracts the quantity of personnel at will without degrading the response teams and without losing command and control.

DEPARTMENT INITIAL RESPONSE ACTIVITIES

- When an imminent hazard warning is received, follow pre-planned precautionary measures to reduce negative impacts.
- If appropriate, be capable of fulfilling all responsibilities required of the City, including responding to the incidents, establishing the Emergency Operations Center (EOC), and maintaining essential functions.
- Recognize situations and requirements that need to be coordinated with, or referred to the EOC.
- As appropriate and whenever requested, be capable of supporting a multi-agency response.

COMMON RESPONSE ACTIVITIES

- Ensure assigned personnel remain ready and able to self-report for emergency duty in an incident should they be notified.
- Regularly create situation reports (SitReps) and send them to the EOC.
- Respond to requests from the City, County, and State when asked.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.03.03 Community Emergency Response Team (CERT)** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses integrating and working with CERTs and other emergency volunteer groups during disasters.

**Scope:**

This procedure pertains to all personnel in this organization.

**Definitions:**

Community Emergency Response Team (CERT) – A CERT is an organization of volunteer emergency workers who have received specific training in basic disaster response skills, and who agree to supplement existing emergency responders in the event of a major disaster.

CERT Member - A member of the Community Emergency Response Team. CERT members have received basic training in the areas of disaster preparedness, fire suppression, first aid, light search and rescue, team building, and the incident management system.

Emergency – Any situation that occurs suddenly or unexpectedly, and creates an urgent need for action that results in a 911 response.

Disaster – Any situation of widespread destruction, or of a large enough magnitude to overwhelm the Fire Department's ability to handle it in a given amount of time. This may or may not be an officially declared disaster during the initial response.

Spontaneous Volunteer – Any individual who spontaneously provides assistance during a disaster or emergency without any expectation to do so placed on them by any entity. These individuals may or may not possess the training, equipment, or physical or psychological ability to handle the tasks they are undertaking. These volunteers may or may not be members of CERT.

Activated Volunteer – A volunteer that has been requested by the Fire Department to assist in an emergency or disaster operation.

**Procedure:**

The incorporation of CERT member(s) into an emergency scene will be at the discretion of the Company Officer.

Any Company Officer may refuse to authorize the participation of a CERT member in emergency operations for good cause.

Only CERT members with appropriate ID can be activated as a volunteer. CERT members without proper ID or CERT members from other jurisdictions may be utilized, but only as a spontaneous volunteer. CERT members are issued gloves, helmets, goggles, and safety vests and should use these during emergency or disaster operations. Spontaneous volunteers may or may not possess such equipment.

Utilizing Spontaneous Volunteers

Upon arrival at an emergency scene or disaster site, a Company Officer may find CERT members and other citizens engaged in emergency activities as spontaneous volunteers. Depending on the scope of the incident, the Company Officer may wish to maintain the operation of those volunteers who are performing critical functions, or that can be utilized in other capacities. This will require a rapid size-up by the Company Officer to ascertain the scope of the situation, the degree of volunteer assistance needed, the type of volunteer, and any hazards that may affect the safety of the volunteer(s). If the volunteer(s) is with CERT, a CAN report should be requested. Following the CAN report, the Company Officer must either “disengage” the CERT member(s) and/or other spontaneous volunteers, or give them instructions on how they can continue to assist.

Utilizing Activated Volunteers

Activated CERT members can be utilized as part of a fire crew to assist with basic scene or supportive functions including:

- Basic first-aid
- Triage of victims
- Extinguishment of small incipient phase fires utilizing makeshift aids or fire extinguishers. (Note: No interior firefighting is allowed, and CERT members should not be in a position where smoke inhalation or heat endangers their safety.)
- Light Search and Rescue to include cribbing, leveraging, and removal of patients from danger.
- Setting up treatment, rehab, or similar sectors.
- Maintaining accountability for fellow CERT members
- Supervising CERT sectors or groups.
- Any other operation required to remedy a given scenario that does not directly endanger the CERT member or move outside of his or her scope of practice.

Note: Many members of CERT have skills beyond what is taught through the CERT program (e.g., physicians and other health professionals, heavy equipment operators, etc.). While these skills may be helpful during an emergency or disaster, they are outside of the CERT scope-of-practice and are not authorized activities as a CERT volunteer.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.04.01 Flood** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations in the event of a flood or flash flood.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

In the event a flood or flash flood warning is issued that affects the immediate area, the City will ensure that the appropriate information and instructions are broadcast by local radio and television stations. The nature of advice and instructions issued to the public will be dictated by the developing situation, and coordinated with the EOC prior to making an official news release. The EOC will be activated under circumstances dictating a major response is needed, or is anticipated to be needed, to deal with the situation.

Various departments/agencies have the responsibility for mitigating flood waters and protecting critical property and infrastructure as much as possible through:

- Diking
- Sandbagging
- Pumping

The Fire Department will assist by:

- Patrolling flooded areas
- Conducting search and rescue

Recommended Actions

- Activate the Emergency Operations Center (EOC)
- Establish remote command posts located as near to the scene as possible for coordination purposes
- Evacuate persons from the immediate areas.
- Contact transportation resources to provide transportation and implement as needed
- Contact mutual aid fire departments to obtain boats for evacuation if necessary
- Set up emergency shelters as needed
- Contact Red Cross for longer term temporary shelter for those persons whose homes are damaged and not habitable

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **8.04.02 Tornado** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations in the event of a tornado.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Storm Aftermath

All Fire Department personnel will report to the station to respond as directed by the Shift Commander or command staff.

In the event of a confirmed touchdown or significant damage from winds and other associated weather events, the EOC will be activated.

The primary immediate objective will be to secure the area and keep unauthorized personnel out of the affected area; keep as many routes open into the affected areas for rescue units and emergency equipment; direct all volunteers and equipment to the proper area for orderly assemblage and dispatching.

All traffic into the area should be stopped, except bonafide residents and emergency vehicles. The foremost concern will be to maintain order and effect the orderly ingress and egress of emergency personnel and equipment, keeping in mind that looting and criminal activities are a prime concern.

Mutual Aid Agreements

During disaster operations where existing local fire resources are exceeded, assistance will be requested from neighboring communities in which mutual aid agreements have been established. This includes utilization of the Statewide Mutual Aid System.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.04.03 Earthquake** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations in the event of an earthquake.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

ON-DUTY PERSONNEL PROCEDURES

During an earthquake, protect yourself.

1. If you are outside, stay outside. Stay in an open area away from buildings, trees and electrical lines.
2. If you are inside, stay inside. Crawl under a table or desk or brace yourself in a hallway, preferably in an interior doorway and away from glass.
3. If you are driving, safely pull over and stop. Stay clear of overpasses. Return to quarters if you are in the field to secure the station or office and begin earthquake procedures.

FIRE STATION

Immediately after an earthquake:

1. Open apparatus doors and remove apparatus.
2. Fire Department radio frequencies will be monitored at all stations.
3. All stations will be checked for damage with particular attention paid to gas, electrical and water utilities, shutting them off if necessary before responding to other emergencies.
4. Make contact with your family to ensure their safety.

DISTRICT INSPECTION

Complete a WINDSHIELD SURVEY of the district if requested by the Fire Chief, paying particular attention to known target hazards. Every attempt should be made to bypass smaller incidents and concentrate on major problems.

As an example, if the situation is going to get worse after you leave if you don't do something (natural gas leaking down line from a meter) then stop and do what you can,

then carry on with your survey. An accurate picture of the district in relation to damage is essential to efficient operations.

Report to Dispatch conditions encountered and call for additional help as necessary.

## OFF-DUTY PERSONNEL

During the earthquake, protect yourself and your family. (Review “On-Duty” Section)

Be prepared to report to work and carry out your duties after knowing the emergency needs of your family are being met. Off-duty personnel reporting for duty should bring enough food to last them a minimum 72 hours. If this is a major incident, purchasing food or meals on duty could become a problem.

Prepare your family and home before the earthquake strikes.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| Section | **8.04.04 Snow or Ice Storm** |
|---|---|
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations in the event of a snow or ice storm.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Snow or ice storms are highly likely in our area. These events have the potential to bring large amounts of snow or ice accumulation, accompanies by high winds and low temperatures. Accumulation may damage utility lines and disrupt transportation. Structural collapse is a possibility with heavy accumulations.

As heavy snow falls on highways, snow removal becomes essential to maintaining public safety. If blizzard conditions close highways and streets for several days, the demand for EMS services could increase dramatically. This is particularly true for situations where residents require regular treatment at health care facilities. At the same time, EMS responses take longer due to road conditions (increased travel times), there will also be an increase in demand for services. A pre-established network of four-wheel drive vehicles can help with these problems.

Before the storm:

1. Ensure that snow shovels are prepared.
2. Ensure that salt buckets are filled.
3. Ensure that extra gloves/hoods are available on each truck.
4. Attempt to secure additional staffing.
5. Prepare adequate cold weather clothing so that turnout gear does not have to be used for warmth on non-fire related calls.

During the storm:

1. Keep the ramp and sidewalks clear of snow if possible.
2. Keep updated on road conditions or closures.
3. Make contact with road crews early in an incident to ensure that apparatus can make it to the scene.
4. Be prepared to alter response procedures if necessary (four-wheel drive vehicle as first out apparatus).
5. Be prepared for increased EMS assistance calls.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.04.05 Drought and Extreme Heat** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations in the event of a drought.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Extreme heat is an additional stressor for personnel and equipment. Frequent crew rotation and air-conditioned rehabilitation facilities must be considered early on in an incident during extreme heat conditions. Fires that might be handled with a single alarm may need additional companies to provide more crews to minimize the potential for heat-related injuries (heat exhaustion and heat stroke). It is possible that a “cooling station” may be opened to provide relief. Such stations will need EMS support. EMS calls are also likely to increase, especially from elderly and others with respiratory and heart problems.

Droughts generally will reduce community water supplies. Provisions for additional water supply may be needed. These provisions may include acquiring additional water tenders (tankers) and large-diameter hose companies to supplement the existing water distribution system shortfalls. Beyond the challenge of providing sufficient water for structural suppression operations, departments may be requested to support subsistence effort for livestock, wildlife, or other nontraditional service requirements.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.04.06 Mass Casualty Incidents** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for mass casualty incidents.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

This policy shall provide a framework for critical decision-making at incidents that involve multiple patients. It gives information pertaining to the recognition and declaration of a MCI, along with describing how scene control will be maintained through the establishment of the appropriate ICS positions.

DEFINITIONS
MASS-CASUALTY INCIDENT - A mass casualty incident can be described as any incident that, due to the number and severity of patients, strains the department's ability to provide appropriate and timely patient treatment and transportation.
*For the purpose of this policy the Wellston Fire Department will define a mass-casualty incident as any incident that the Incident Commander determines will require the establishment of formal Triage, Treatment, and Transportation Units in order to provide rapid and appropriate patient care.*

*MCI Goals*

- Do the greatest good for the greatest number
- Make the best use of personnel, equipment and resources
- *Do NOT relocate the disaster*

*MCI Actions*

- *Triage*
- *Treatment*
- *Transport*

DECLARING A MASS-CASUALTY INCIDENT AND REQUESTING RESOURCES
It is anticipated that the majority of mass-casualty incidents that occur in the city of Wellston will initially be dispatched as a particular call-type, such as an MVC with injury. The presence of multiple patients will likely not be recognized or confirmed until the initial units arrive and assess the scene. Regardless of the initial call-type, the initial Incident Commander should declare a Mass-Casualty Incident once he recognizes the

presence of multiple patients and determines that there is a need for dedicated Triage, Treatment, and Transportation Units.

The declaring of an MCI and the ordering of Medic Units will take place in two separate requests from the Incident Commander. First, the Incident Commander will declare an MCI by notifying Dispatch.

Second, the Incident Commander will notify Dispatch of the number of Medic Units that they anticipate will be needed. When a request for Medic Units is made Dispatch will dispatch the Jackson County EMS Units that are available and fill the remainder of the Medic Units requested.

Example of a radio transmission declaring a MCI:
"*Command to Dispatch, this is an MCI. Dispatch five Medic Units to this location."*

ACTIONS AND RESPONSIBILITIES AT A MCI:
The operational areas at a MCI will typically be organized as Groups/Units. Each Group/Unit is responsible for completing their assigned tasks and it is the Group Supervisor's/Unit Leader's responsibility to ensure that all tasks are addressed. It is preferable that the Group Supervisor/Unit Leader positions be staffed by Company Officers as opposed to Medic Unit personnel; this will allow the Medic Unit crews to remain together while treating and transporting patients. The Shift Commander will assume the role of Incident Commander upon his/her arrival and may designate a company officer as the Medical Group Supervisor. Triage, treatment, and transportation areas should be identified over the radio, with the treatment and transportation areas located in close proximity to one another in order to facilitate the movement of patients.

TRIAGE
Patients will be classified (triaged) according to the START protocol for adults and Jump-START protocols for pediatrics. Minor (Green) patients should be directed to the triage area to undergo secondary triage. Delayed (Yellow) patients and Immediate (Red) patients should be taken directly to the treatment area.

TRANSPORTATION
During these extraordinary circumstances, Medic Units should anticipate transporting two non-ambulatory patients and one ambulatory patient, for a total of THREE patients per unit. The Transportation Unit Leader is responsible for logging patient names, destinations, and the identity of the transporting units as patients leave the transportation area. Medic Units must keep communication BRIEF with receiving hospitals while transmitting information, but should include the following data:

- Number of patients - Ambulatory status
- Brief Injury description - Adult/child/infant
- Triage Class (Red-Yellow- Green)

Mutual aid Medic Units will respond to the staging area unless otherwise directed by the Transportation Unit Leader.The Transportation Unit Leader should consider the use of mass-transit, including school buses, to move Minor (Green) patients to receiving hospitals. At least one Jackson County EMS or mutual aid EMS provider should accompany each load of patients to their destination.

STANDING ORDERS

Although ultimate responsibility for on scene assignments rests with the Shift Commander, the institution of standing orders will assist with equipment and task responsibilities. Company officers and Incident Commanders may deviate from these standing orders upon direct order or when circumstances dictate alternative actions. Personnel should understand that it is impossible for these standing orders to address all the needs and required actions on the incident scene. Rather, this serves as a blueprint for anticipated and standard actions that regularly have to be addressed at Mass-Casualty Incidents.

The following is a detailed breakdown of the expected actions of the first alarm units at an MCI:

Command Unit – Shift Commander – Incident Commander
*Operate and manage ICS and Safety functions.*

1st-In Fire Company
Officer - Triage Unit Leader
Firefighter - Triage
Firefighter - Triage
*The company will begin START triage. The company officer will become the Triage Unit Leader.*

2nd-In Fire Company
Officer - Treatment Unit Leader
Firefighter - Treatment
Firefighter - Treatment
*The company officer will establish the Treatment Unit and identify an appropriate location for a treatment area. This may require movement of patients from their current location to the treatment area.*

3rd-In Fire Company
Officer - Transportation Unit Leader
Firefighter - Transportation (possibly Air Ambulance Coordinator)
Firefighter - Transportation (possibly Medical Communications Coordinator)
*The company officer will establish the Transportation Unit and the Firefighter and Driver/Operator may assist with shuttling patients from the treatment area to the transportation area or one member may be assigned as the Air Ambulance Coordinator and one member may be assigned as the Medical Communications Coordinator.*

Medic Units
*The first arriving Medic Unit will be assigned to the Treatment Unit and additional Medic Units will transport patients to receiving hospitals or trauma centers as directed by the Transportation Unit Leader. The first arriving Medic Unit should be located near the treatment area and be used for supplies throughout the incident.*

Additional resources may be requested and assigned as directed by the Incident Commander.

INCIDENT COMMAND CONCEPTS

1. Incident Commander – The Incident Command System dictates that the first arriving company officer should establish Command. It is imperative that this company understand their command role is minimal and merely a formality early on in the incident. Incident Command at an MCI, when established by a fire company, should still conduct their primary standing orders. Formal, organized, and effective incident command will occur in the form of the Shift Commander. Once the Shift Commander arrives on scene and assumes command, he must determine the best location to establish the Command Post. The location of the Command Post is left at the discretion of the Incident Commander based on the circumstances present. Once a standard Command has been established, a green light should be displayed to indicate the location of the Command Post. Regardless of which location is chosen, the emphasis must be on establishing a strong comprehensive command presence.

Radio designation: “Command”

Duties of the Incident Commander:

- Operate and manage ICS and Safety functions.

2. Incident Safety Officer – The Incident Safety Officer (ISO) will be assigned by the Incident Commander and is responsible for assessing and correcting unsafe conditions and ensuring overall scene safety. The ISO reports directly to the Incident Commander and should be an Officer if possible. The ISO will be located at the Command Post and will maintain personnel accountability by collecting the accountability passports from all arriving units.

Radio designation: “Safety”

Duties of the Safety Officer:

- Monitor safe operations throughout incident.
- Stop unsafe actions immediately.
- Notify the Incident Commander of any unsafe actions.

3. Medical Group Supervisor – The Medical Group Supervisor is designated by the Incident Commander at larger MCI events and oversees the triage, treatment, and transportation of patients. The Medical Group Supervisor should be of paramedic level when available.

Radio designation: “Medical Group”

Duties of the Medical Group Supervisor:

- Communicate with the Incident Commander and request needed resources.
- Maintain an accounting of the resources assigned to the Medical Group.
- Direct the Triage, Treatment, and Transportation Unit Leaders.

4. Triage Unit Leader – The Triage Unit Leader oversees the separation and categorization of casualties and arranges for their transfer to the treatment area. He coordinates all triage activities, collects patient information, coordinates patient movement to the treatment area, and conducts a final sweep of the scene.

Radio designation: “Triage”

Duties of the Triage Unit Leader:

- Locate and triage patients.
- Direct personnel in the triage area.
- Communicate resource needs to the Medical Group Supervisor or Incident Commander.

5. Treatment Unit Leader – The Treatment Unit Leader establishes and manages the patient treatment area. This individual determines transportation priorities, establishes an adequate treatment area, ensures adequate supplies, and updates the Transportation Unit Leader of changing RED-YELLOW-GREEN numbers.

Radio designation: “Treatment”

Duties of the Treatment Unit Leader:

- Select a suitable location for treating patients.
- Ensure that all arriving patients have been triaged.
- Ensure that all patients in the Treatment Area are treated and reassessed.
- Assign Immediate, Delayed, and Minor Treatment Area Managers as needed.
- Direct personnel in the treatment area.
- Communicate resource needs to the Medical Group Supervisor or Incident Commander.

6. Immediate Treatment Area Manager – The Immediate Treatment Area Manager is assigned by the Treatment Unit Leader and oversees the treatment of all patients who are triaged as Immediate (Red).

Duties of the Immediate Treatment Area Manager:

- Ensure all Immediate (Red) patients are treated and re-assessed.
- Communicate resource needs to the Treatment Unit Leader.

7. Delayed Treatment Area Manager – The Delayed Treatment Area Manager is assigned by the Treatment Unit Leader and oversees the treatment of all patients who are triaged as Delayed (Yellow).

Duties of the Delayed Treatment Area Manager:

- Ensure all Delayed (Yellow) patients are treated and re-assessed.
- Communicate resource needs to the Treatment Unit Leader.

8. Minor Treatment Area Manager - The Minor Treatment Area Manager is assigned by the Treatment Unit Leader and oversees the treatment of all patients who are triaged as Minor (Green).

Duties of the Minor Treatment Area Manager:

- Ensure all Minor (Green) patients are treated and re-assessed.
- Communicate resource needs to the Treatment Unit Leader.

9. Transportation Unit Leader – The Transportation Unit Leader oversees the loading of ambulances and recording of patient destinations. He must ensure that contact with appropriate medical facilities by telephone or medical facility radio is accomplished to notify them of the MCI and to determine the number of patients they are capable of receiving. The Transportation Unit Leader should assign one crew member of the 3rd - In Engine to function as the Medical Communications Coordinator throughout the incident. The Transportation Unit Leader is responsible for directing ambulances to the appropriate medical facilities, tracking patient destinations, and assisting out of area units with directions.

Radio designation: “Transportation”

Duties of the Transportation Unit Leader:

- Select a suitable location for loading patients.
- Select an ambulance staging area.
- Direct personnel in the Transportation Area.
- Communicate resource needs to the Medical Group Supervisor or Incident Commander.

10. Air Ambulance Coordinator – The Air Ambulance Coordinator is assigned by the Transportation Unit Leader and oversees all aspects of air ambulance operations. This position will typically be filled by a crew member of the 3rd - In Engine. The Air Ambulance Coordinator will establish the landing zone (LZ), communicate with responding air ambulances, and oversee the movement of patients from the treatment area to the landing zone.

Radio designation: “Air Coordinator”

Duties of the Air Ambulance Coordinator:

- Select a suitable and safe location for a landing zone.
- Ensure that personnel operate safely in the area of the landing zone.
- Communicate needs and status to the Transportation Unit Leader.

11. Medical Communications Coordinator – The Medical Communications Coordinator is assigned by the Transportation Unit Leader and maintains communications directly with area medical facilities throughout the duration of the incident; he should be located in close proximity to the Transportation Unit Leader. This position will typically be filled by a crew member of the 3rd - In Engine.

Duties of the Medical Communications Coordinator:

- Notify area medical facilities of the MCI and ascertain the number of patients they can receive.
- Maintain on-going communications with receiving hospitals as needed.
- Assist the Transportation Unit Leader as needed.

12. Staging – Staging is the area in which available personnel, equipment, and apparatus are held awaiting deployment to an operational area. Staging is overseen by the Staging Area Manager (SAM).

Radio designation: “Staging”

Duties of the Staging Area Manager:

- Establish a check-in procedure for arriving and departing companies to track which companies are in Staging.
- Direct companies and equipment to designated operational areas as requested by the Incident Commander.
- Maintain an accounting of the equipment available in Staging and request more from the Incident Commander as needed (examples: Medic Units, medical supplies, tools, drinking water).

SPECIAL CONSIDERATIONS

Communications - Due to the possible size and configuration of an MCI, fire department personnel will be operating over a widespread area. In order to ensure incident control and accountability, it is essential that all fire companies maintain crew integrity and maintain communications with their immediate supervisor. Each company officer is responsible for keeping the Incident Commander informed of his company's location and reporting their arrival at their assigned operational areas.

Evacuation - The level of evacuation of an MCI should be based on the conditions present. Initially the only areas that will typically require mandatory evacuation would be where an imminent threat exists to patients or emergency personnel.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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|---|---|
| Section | **8.04.07 Aircraft Emergencies** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for emergency situations involving aircraft.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

GENERAL AVIATION FIREFIGHTING RESPONSE PLAN

Since an aircraft crash can occur anywhere in the metropolitan area, off-airport units need to be informed of some basic tactical information and guidelines when dealing with aircraft crash incidents.

There are two types of aircraft crashes:

1. High Impact
2. Low Impact

TACTICAL BENCHMARKS

Below listed are tactical benchmarks to consider for any type of aircraft accident.

1. The first arriving unit should assume command and determine if the flight crew has initiated emergency evacuation procedures. Fire Department personnel should make every effort to prevent an unnecessary evacuation by immediately contacting the flight crew and reporting exterior conditions to them.
2. If emergency evacuation is in progress, assist evacuation of passengers and/or provide them a path of egress. Create a path through the burning flammable liquid from the escape exit door to a safe area. If **Class B foam** is not available, use large volumes of water. Protect the aircraft fuselage from direct flame impingement since fire can burn through fuselages within 60 seconds. Ensure your own supply line. Master stream appliances utilizing fog patterns provide quick water in large volumes to protect passengers during evacuation.
3. Deploy an attack line to the aircraft's interior, without inhibiting passenger egress.
4. Provide interior ventilation as soon as possible inside the aircraft. Fatalities in survivable aircraft crashes are usually due to smoke inhalation. Use wide angle fog patterns from hand-lines to ventilate. Positive Pressure Ventilation (PPV) is beneficial, however may not be initially expedient. Pressurize from unburned area and provide ventilation exit in fire area. Ventilation should be started at the same time as the attack lines are put into operation, if possible.
5. Aircraft have common attic spaces, large open cargo areas (in belly), and sidewalls that can have running fires in these confined spaces. Consider using

penetrating nozzles to reach fire in confined spaces or any location where interior attack lines cannot be deployed.

6. Use ladders at the aircraft at the wing or other accessible points. Some aircraft may require aerial ladders to reach access points.
7. Obtain primary and secondary all clears. Never assume the absence of survivors.
8. Provide for interior lighting.
9. Request that law enforcement secure the scene and provide a holding area to assist in the control of the ambulatory passengers.
10. Establish both fire and medical sectors as soon as possible. Designate sectors for both sides of the aircraft to protect the escape routes and manage the evacuated passengers. Assign sectors to address scene lighting, extrication, treatment, transportation and site safety.
11. Consider establishing a branch level command system to address Fire and Medical Operations separately.
12. Ensure necessary amounts of foam extinguishing agents to amounts of flammable liquids on fire.
13. Maintain effective foam blanket to prevent ignition / re-ignition of fuel.
14. Maintain awareness of electricity generated by large aircraft. Aircraft generate sufficient electrical and hydraulic energy to seriously injure personnel and/or ignite fuel sources.
15. Jagged metal from aircraft can cut through protective clothing and hose lines.
16. To gain access into the fuselage, use the wing area or a platform ladder truck to work from. The optimum place to cut is around windows and roof area. Hydraulic powered tools and pry bars do not work well on aircraft metals due to the lack of solid supports to work against.
17. If saws are used for extrication or ventilation, arcing and sparking will need to be suppressed with water/foam from hand lines. Maintain integrity of foam blanket on flammable liquids. Be aware that aircraft have numerous high pressure hydraulic lines that operate at 3000 psi; these can cause serious injury if cut or broken under pressure.
18. Ensure back-up crew/s with charged hose lines in place to protect all personnel who will be working inside the spilled flammable liquid areas. All personnel working in these areas shall be fully turned out with protective gear and S.C.B.A. face piece on.
19. Have police secure a route of ingress / egress, to permit emergency equipment, particularly ambulances, unimpeded movement to / from the incident.
20. Do not allow any overhaul operations to take place until all investigative agencies are finished or unless needed to rescue victims or suppress fire.
21. Large aircraft have oxygen cylinders on board that can explode, become missiles, and/or accelerate the spread of fire.
22. Adopt a defensive mode of operation, as needed, to protect personnel and exposures.
23. Request Dispatch to notify the National Transportation Safety Board (NTSB).
24. Request Dispatch to notify area hospitals, Red Cross, County Emergency Disaster Coordinator, etc.
25. Have an airline representative report to the Command Post along with any other agency that can assist with the incident.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| Section | **8.04.08 Railroad Emergencies** |
|---|---|
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for railroad emergencies.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

The first arriving apparatus shall give an initial report on conditions. Some issues to report on include:

1. Are there any survivors (passenger or freight)?
2. On or off the tracks (Upright or not)?
3. Is the train on fire?
4. Any hazardous leaks
5. Exposures

A full size-up should be performed and any additional requests for assistance should be made. An operational perimeter should be set-up as well as a Command Post. The Incident Command System shall be utilized. First arriving apparatus or officer will assume command of the scene upon arrival at the incident site.

Upon Arrival

1. Have the Dispatcher notify the Railroad entities of the exact location and nature of the incident.
2. Coordinate with the train conductor, engineer and/or any available railroad personnel at the scene.
3. Request that all trains be stopped or diverted.
4. Request a railroad representative respond.
5. Request Police assistance as may be needed to handle the emergency.
6. Consider placing lighted red emergency flares on the tracks (in the center, between the rails) ¾ mile in each direction of the incident. This will notify oncoming trains to stop. Command may designate a person with a radio to stand by as a flagman with the flares until you are notified that oncoming trains have been stopped or diverted.
7. Request other assistance and additional equipment as needed to handle the emergency.
8. Obtain a copy of the shipping papers from the conductor or engineer to determine the nature of cargo in the involved railcars.

Note: All intersections with crossing arms have a large control box in the vicinity of the junction. Obtain Critical Call Center number and 4-digit DOT written on the control box. Notify Call Center A.S.A.P.

Safety
Responding personnel shall wear full protective clothing and self-contained breathing apparatus. The level of PPE may be reduced by Command after a full size-up is completed. Some situations involving cargo fires (when the cargo is a hazardous material) may dictate evacuation of the immediate and/or surrounding area.

Engine Fires
Coordinate with the conductor and/or engineer for shut-offs or other expertise. Use CO2 on electrical fires. Diesel engines utilize considerable quantities of diesel fuel on board. Handle these fires as you would a combustible liquids fire. Consider available water supply.

Tank Car Fires and Leaks
Identify the product, if possible. Be guided by the nature of the product. If technical assistance is needed consult the DOT hazardous material guideline book. Contact CHEMTREC. When hazardous materials are involved, A DEFENSIVE MODE RATHER THAN AN OFFENSIVE MODE MAY BE CALLED FOR. Evacuation may be necessary. Consider the use of master streams in place of hand lines. Consider the availability of water supply.

Passenger Train Considerations
When responding to an incident that involves a passenger train, it is important that the incident command system be utilized from the start of the operation – even through the assessment and analysis of the dispatch information as the call is received. It is important to determine the exact location of the crash as the derailment may have blocked crossing and roads that provide access to the scene.

The Incident Commander may be able to get information as to whether the train is occupied and an estimate of the potential number of victims from the 911 dispatcher. Unfortunately in many instances the exact number of passengers is known only to the conductor of the train who verifies the number of people aboard by collecting the tickets once the passengers have boarded. In any case, once it has been determined that there are passengers aboard and they are injured, the IC should decide if the following notifications are warranted:

1. The activation of a Mass Casualty Plan (numbers of victims to be given when a determination is made, but as quickly as possible)
2. Activation of appropriate box alarm.
3. Activation of ladder trucks/towers to gain access to the vehicles.
4. Activation of a special alarm for Technical Rescue Teams to assist with disentanglement.
5. Activation of the Jackson County EMA for additional resources if needed.
6. If the locomotive or the rail cars are on fire, the IC should consider the number of apparatus that may be needed for fire suppression
7. Traffic and access control from law enforcement.

Direction and Control

Direction and control of the fire ground operations is the responsibility of the Incident Commander. With a situation of this magnitude, the IC may consider establishing a unified command with key response agencies that are working at the scene. This may include Jackson County EMS, Wellston Police Department, and representatives from the Railroad. The Jackson County Coroner's Office may be added (if warranted).

The IC must be sure that the engine and the rail cars have been rendered safe to approach. The diesel engine of the locomotive must be shut down (either by the train crew or by activating the fuel-shut off switch on the side of each locomotive) and power to the cars must be disabled. Consider each car to have power until the absence of power is verified either by the IC or the Safety Officer.

The IC should consider establishing a division on each side of the train, if appropriate, and if access can be gained on each side of the train. This will allow responders to work independently without having to make their way through the train cars.

If a fire is involved the IC may designate a fire group to handle the extinguishment and work in cooperation with the rescue divisions. The IC should also consider assigning personnel to the following positions to assist in the management of the resources at the response:

1. A public information officer to handle media requests and manage the on-scene media
2. A Liaison Officer to work with the railroad
3. A Safety Officer for obvious reasons
4. A Logistics Section Chief to manage resource requests (may be obtained through
5. Jackson County EMA)
6. A Planning Section Chief to work on incident action plans for the upcoming operational periods (may be obtained through County EMA).

Railroad emergencies may be very complicated responses that take several hours if not days. The IC should consider this and should work to designate an operational period where replacements can be called in to take over the response after a certain number of hours.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **8.04.09 Explosion** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for explosions.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

It is the policy of the Wellston Fire Department to respond to all reports of explosion(s) as if they were caused by either

1. An explosive device.
2. An intentional chemical release or
3. An accidental chemical release.

The first arriving emergency unit will

1. confirm location
2. report estimated casualties/damage
3. determine wind direction/drainage

Upon confirmation of an explosion, incoming equipment should stage outside of the debris field and from an assembly point to capture walking wounded and witnesses who should be guided into the safety/holding area. Additional incoming equipment should be instructed to stage on other sides of the incident. Consider the need to activate the Mass Casualty Incident plan if needed.

Upon receipt of an alarm for an explosion, with or without fire, the following procedures are recommended:

1. The ranking fire official should be the incident commander.
2. All units should stage upwind/uphill and outside of the debris field.
3. Maintain radio silence when possible.
4. Protection can be afforded from such on-scene cover as terrain/structures.
5. The appropriate command officer will designate, in a manner appropriate to conditions found, a safe area for incoming units/personnel.
6. A patient collection point will be designated approximately 300' upwind and uphill from the blast area and staffed with a person who will direct the walking wounded to the triage, treatment and transport area in the warm zone.
7. Injured victims/personnel encountered in the Hot Zone should be extricated/extracted in a “Load and Go" manner. Remove patients to the designated safe area for treatment and transport. If practicable, note the location of the patient for evidentiary purposes.

8. Should no immediate safe area from explosive effects be readily available, 4 fire trucks aligned in a 12' - 20' square can provide limited protection for a brief time. The underside of the vehicles should be lined with materials suitable for reducing shrapnel, i.e. backboards and tarps, ladders and hose, etc.
9. Initial Recon Teams should respond in full protective equipment, affording limited protection against shrapnel, contamination and debris. There is a significant probability that additional devices and/or unconsumed remains of the original device will be present. Recon/search/secure personnel should not touch, jar, move or make loud noises in the area around these items.
10. A Liaison Officer should be appointed to receive incoming State and Federal officials. This person should be authorized to match up persons needing to exchange vital information, thereby insuring a smooth transition from local to state to Federal control.
11. A risk assessment protocol should be implemented addressing at least the following:
    - structural stability
    - contamination
    - additional devices
    - environmental concerns
    - command structure
    - personnel accountability
12. A crime scene/chain of evidence group should be formed consisting of representatives of each agency on scene. This will allow for the preservation and capture of evidence to occur with sufficient security to minimize contamination and maximize preservation of the crime scene. This should also provide for evidence which may leave the scene transported by runoff, clothing, equipment, and patients.

OPERATIONAL GUIDELINES

1. Avoid standing near glass surfaces/structures, i.e. windows, doors, sculptures, etc.
2. Practice appropriate hazmat scene protocol/discipline, i.e. wet areas, kicking up dust, sanitary hygiene practices, etc.
3. Command should deploy a minimum number of resources for Hot Zone Recon activities.
4. Recon activities should focus on personnel accountability, patient tracking, and structure assessment.
5. Periodically silence recon personnel to listen for sounds of trapped people, leaking gas, running water, etc.
6. Implement patient self-help activities by having those who can assist each other do so, guiding them into a patient collection/holding area. Ultimately pre-hospital treatment should be performed in a safe holding area prior to transport into a definitive care facility. Contaminated patients should receive gross field decontamination in accordance with established hazmat protocols. The holding area should be large enough to handle a landing zone (LZ).

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **8.04.10 Pipeline Emergencies** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for pipeline emergencies.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

Approximately 2.5 million miles of natural gas and hazardous liquid pipelines crisscross the United States. When compared to other options, pipelines are one of the safest and most economical means of transporting hazardous materials. The primary causes of pipeline incidents include corrosion; incorrect operation; material, weld or equipment failure; natural force damage like earthquakes and floods; excavation damage; and other outside force damage like vehicle collisions. Although pipeline incidents are relatively rare considering the total mileage of pipelines and the volume of products transported, pipeline incidents can have catastrophic consequences.

GUIDELINES

1. Notification
   Notify the pipeline company immediately in the event of an incident. The phone number on the pipeline marker will connect you with the company's 24-hour emergency gas control center.
2. Safe response
   Locate upwind, uphill and upgrade of the incident. Keep yourself and others out of harm's way.
3. Isolation and denial of access/entry
   Do not allow anyone to enter the hazard area. Use banner tape, vehicles or emergency response agencies as necessary.
4. Incident command system
   The pipeline company will establish a command post as a central clearinghouse for all emergency information. You will receive further instruction from the pipeline's Incident Commander. Pipeline operators will take necessary operating actions – starting and stopping equipment, closing and opening valves, and other steps – to minimize the impact of the leak.

HAZARDS

Encroachment – If you notice excavation near a pipeline right of way, check to see if the contractors have notified the company or One Call about their work.

Leaks – Leaks from pipelines are unusual. Your senses of sight, hearing and smell are the best way to recognize a pipeline leak.

Rupture – You will hear a loud roaring sound of escaping gas. A rupture does not always lead to a fire, but if it does ignite, it can result in a large flame burning at high temperatures. Be aware of the potential for secondary fires and disturbed earth in the vicinity of a rupture.

RECOGNIZING A LEAK

Look for

- A dense white cloud or fog
- Discolored or dead vegetation
- A pool of liquid on the ground
- Flames coming from the ground or an exposed pipeline valve
- A slight mist of ice or frozen area on the pipeline
- Continuous bubbling in wet, flooded area
- A rainbow or a sheen on water

Smell

- An unusual odor or scent of gas or petroleum

Listen

- An unusual hissing or roaring noise coming from a pipeline

LOCATING PIPELINES

- Pipelines are marked by above ground signs to indicate the general location, product type and the name and contact information of the company that operates the pipeline.
- Markers do not provide information on the depth or number of pipelines in the vicinity and do not indicate the exact position of the pipeline.
- Pipelines may not follow a straight path between markers.
- Pipeline markers are generally yellow, black and red in color.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **8.04.11 Severe Storms** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for severe storms.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

The shift commander on duty has the authority to implement the department's Severe Weather Operations procedure. It is advisable to do so after receiving the first call for service related to a Severe Weather event. The procedure shall remain in effect until terminated by the Shift Commander or other chief officer.

Whenever the Severe Weather Operations procedure has been activated, the Shift Commander shall staff the Station Radio. Depending upon staffing at station, the Shift Commander may assign a person to fill his position in the radio room. The station radio room shall be staffed by at least one person and preferably two persons. The Shift Commander may also elect to fill this position from a vehicle, such as SRU 1910.

All routine radio communications should be done on Talk Around 4 (Channel 8). Dispatch is tremendously busy during such events and only the most essential information should be communicated to them via repeater.

All radio communications shall be as brief as possible. The need for radio brevity and discipline cannot be overly stressed due to voluminous radio traffic.

The Shift Commander will assign which units to respond to which calls for service and track their times. Units should not self-initiate response; rather, they should wait until instructed to do so. This procedure is applicable to any and all calls for service that occur during severe weather, including fire and EMS calls.

Whenever possible, station service vehicles should be the first units to respond to calls of wires down, so as to keep fire apparatus available for other incidents of greater magnitude.

The person in charge of the first arriving unit at each incident will be responsible for completing the incident report for that incident.

Upon arrival and evaluating the situation, the first unit at the scene of a storm related incident shall BRIEFLY inform the Shift Commander of the conditions, and whether the

unit can handle the matter or if additional resources are required. Brevity is the key. The majority of situations can be reported using the following phrases:

"Unit 19xx can handle"
"Send x more unit(s) to assist"
"There is a power wire down, notify AEP to respond"
"The wires are blocking the road"
"The report is unfounded"
"There is no need for the fire department"

Any need to report a situation to a utility company shall be done through the Shift Commander. The Shift Commander will utilize whatever method of communication available to request the utility company (cell phone to company emergency number, cell phone directly to the utility company representative, radio to Dispatch, etc).

If an officer on the scene of wires down feels that cordoning off the area of the wire down with fire line tape is an option, then the officer has the discretion to make take that action.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| Section | **8.04.12 Radioactive Materials** |
|---|---|
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for the handling of incidents involving radioactive material and providing for the safety of personnel and citizens.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

RESPONSE GUIDELINES

1. Size-up:
   a) Determine nature and extent of problem.
   b) Determine if radioactive materials are present.
   c) If a target hazard is involved, check pre-plans and confer with building management. If a vehicle is involved, check bills of lading, placards and talk with the driver, if possible.

2. Report on conditions to the Incident Commander.
   a) Provide the Incident Commander with a situation status report and the exact location of the incident.
   b) Request the response of the Office of Civil Defense, the Jackson County EMA, and The Department of Defense's Radioactive Material Response Team.
3. Establish an operational perimeter. The distance involved should be at least Two thousand (2000) feet.
4. Establish a command post.
5. Request radiological monitoring equipment is brought to the scene.
6. Request other resources as may be required.

SAFETY

1. Keep personnel as far away as is possible from the involved material.
2. Fire personnel shall wear proper protective clothing. (FULL PROTECTIVE CLOTHING -- including breathing apparatus), while inside the operational perimeter.
3. Food, Water, Smoking. DO NOT EAT. DO NOT DRINK. DO NOT SMOKE IN THE AREA. Do not use any food or water that may have come into contact with suspected materials of the incident.

OPERATIONS

1. Fire department personnel shall not enter the warm or hot zone unless properly trained in the handling of radioactive material.
2. All members entering the operational area shall be in proper PPE. Under no circumstance shall any member not properly suited be allowed into the warm or hot zones.
3. Perform (if possible) a primary search and rescue of trapped persons. If any person is alive and trapped in wreckage, make every possible effort to rescue them.
4. Segregate and detain personnel who have had possible contact with the radioactive material until they can be examined further. Obtain names and addresses of all involved in the incident.
5. Remove injured from the area of the accident with as little contact as possible and hold at a transfer point.
6. Take any measures necessary to save life, but carry out minimal first aid and medical procedures until help is obtained from radiological team physicians or other physicians familiar with radiation medicine. When recommended by a doctor, an injured person should be removed to a hospital for treatment and the doctor or hospital should be informed when there is a reason to suspect that the injured person has radioactive contamination on his/her body or clothing.
7. Fight fires from as far upwind as possible, keeping out of smoke, fumes, or dust arising from the incident. Treat in the same manner as fires involving toxic chemicals. Do not handle suspected material; segregate clothing and tools used at fires until they can be checked by radiological emergency teams.
8. Request response of the appropriate law enforcement agency and coordinate in handling traffic and unauthorized personnel.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| Section | **8.04.13 Visiting Dignitaries** |
|---|---|
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for operations associated with visiting dignitaries.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

We will make all reasonable efforts necessary to provide for the protection of person(s) designated as dignitaries that may visit the City of Wellston. The Department shall also, at the request of an outside agency, coordinate its efforts to provide assistance in the protection of any person(s) designated as a dignitary.

Person(s) eligible for dignitary protection shall be as follows:

1. Those persons eligible for and currently receiving dignitary protection from the United States Secret Service;
2. Those persons eligible for and currently receiving dignitary protection from the United States State Department, Division of Diplomatic Security; and
3. Those persons so designated by the Fire Chief.

If the Department is the primary agency providing protection for the dignitary, the Fire Chief, or his designee, will ensure that an advance inspection of the sites and routes is completed to gather intelligence and evaluate the site(s). If assistance is being provided to another agency in the protection of a dignitary, the Fire Chief, or his designee, shall coordinate with the primary agency to obtain and distribute intelligence information pertinent to the dignitary's visit.

The Fire Chief, or his designee, will coordinate with and notify the designated ambulance and medical facilities prior to the dignitary's visit and coordinate and finalize the motorcade route to the medical facility of the dignitary's choice. In case of a medical emergency, the security detail will direct the motorcade to a prearranged emergency medical facility.

# WELLSTON FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|---|
| Section | **8.04.14 Disease Epidemics** |
| Adoption Date | **November 1, 2014** |

**Purpose:**

This procedure addresses considerations for biological incidents and disease/epidemic outbreaks.

**Scope:**

This procedure pertains to all personnel in this organization.

**Procedure:**

It is anticipated that most events involving biological agents will not generate a scene to which personnel could respond. This is the case because biological agents are slow acting and the public health surveillance systems may require days to detect patterns of causalities. It is also possible in a biological incident that victims at the scene may exhibit no symptoms.

The purpose of the bio-exposure information card is to capture information that may be used in epidemiological tracking. A copy of the bio-exposure information card is contained on page 2 of this procedure. The bio-exposure information card, when completed, will contain the following information:

Front of card
- Date of incident
- Victim name, address, phone number(s)
- Destination from scene
- Symptomatic/EMS evaluation (Y or N)

Back of Card
- Date of incident
- Probable exposure
- Location of exposure
- Notification of Health Department*
- Arrival/Departure airline

GENERAL

If the medical decision is to allow asymptomatic victims to leave the scene, or there are victims that are demanding to leave the scene, a bio-exposure card will be completed prior to their departure from the scene.

**WELLSTON FIRE DEPT BIO-EXPOSURE INFORMATION CARD (front)**

DATE OF INCIDENT:_____
NAME:_____
STREET_____
CITY_____STATE_____ZIP_____
PHONE(S) ( )_____ ( )_____
DEPART PHX / SCENE TO_____
SYMPTOMATIC YES NO
EMS EVALUATIONYES NO

**WELLSTON FIRE DEPT BIO-EXPOSURE INFORMATION CARD (back)**

DATE OF INCIDENT_____
PROBABLE EXPOSURE_____
LOCATION_____
MARICOPA COUNTY HEALTH NOTIFIED YES NO
HEALTH DEPT CONTACT NAME_____ ( )_____
**IF APPLICABLE:**
ARRIVAL AIRLINE_____FLIGHT #_____TIME_____
DEPARTURE AIRLINE_____FLIGHT#_____TIME_____