

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
Accountability 152-01*

**1.0 General Guidelines**

- 1.1 An accountability officer will be responsible to run the command board once on scene. The designated accountability officer will then determine if he or she has all of the accountability tags of all the firefighters present on the fire ground.
- 1.2 If the designated Accountability Officer is not on scene, the Incident Commander shall appoint one from the available personnel on scene.
- 1.3 It shall be the responsibility of the Accountability Officer to conduct a PAR check at his or her discretion or every twenty (20) minutes at a minimum.
- 1.4 All firefighters will be issued an accountability tag once they are accepted into the company and they cannot be present on the fire ground without it.
- 1.5 The accountability system will be in effect on every fire call. If **Officer In Charge** or the Accountability Officer does not conform to this, they can face disciplinary action.
- 1.6 All late arriving firefighters will report to the designated staging area for orders. Upon arriving at the scene, the firefighter must hand his or her accountability tag to the Incident Commander or the designated Accountability Officer.
- 1.7 If a late arriving firefighter does not report to the Incident Commander or the designated Accountability Officer, he or she can face disciplinary action.
- 1.8 Under no circumstances will any personnel leave the scene of an incident without the permission of the Incident Commander. If a firefighter is excused from the fire ground for any reason, that firefighter will retrieve his or her accountability tag before leaving.
- 1.9 All firefighters shall work in teams of two or more. Each team must have a portable radio. All radios shall be on Laflin Private for all incidents in Laflin Borough. For incidents out of town, all radios shall be switched to a designated fire ground.
- 1.10 A command post, rehabilitation area, and staging area must be established on all major incidents.
- 1.11 All firefighters riding the engine must hand their accountability tag to the appointed

accountability officer so it can be placed on the accountability collection board that is located in the E1 side compartment and setup at command post.

- 1.12 All unqualified firefighters and juniors on the fire ground **must** stage at the engine.
- 1.13 It shall be the responsibility of the Fire Chief and Line Officers to insure that all members are trained to this S.O.G.
- 1.14 Any member that does not follow these guidelines shall be subject to disciplinary action that may result in immediate suspension or termination.

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
Apparatus/POV Guidelines 152-02*

**1.0 Emergency Vehicles**

- 1.1 Emergency vehicles of the Laflin Fire Company shall be driven to all emergency incidents with the emergency lights and siren on.
- 1.2 It is recommended that the air horns be used upon the arrival of all intersections and areas of traffic when responding to an incident.
- 1.3 All drivers will operate the apparatus with due regard, stopping at intersections until it is clear to proceed, while responding to emergencies.
- 1.4 When an incident commander on the scene has ordered all units to “reduce their rate,” it is the policy of this Hose Company that all emergency lights and siren will be turned off and the apparatus will obey all traffic laws while en-route to the scene.
- 1.5 Emergency vehicles are not to respond emergent while en route to any non-emergency incident, and they must also obey all traffic signs and signals.
- 1.6 All members must be seated and belted when the apparatus is in motion. Refer to the seatbelt Guideline for more information.
- 1.7 All apparatus must be washed or, at a minimum, rinsed off after every call that the apparatus becomes dirty due to the weather, etc, daytime duty driver can detail.
- 1.8 All drivers must be approved by the fire chief only as drivers of LVFD vehicles. As of 9/1/2012 all drivers must have an approved EVO class and a bi yearly Pen Dot physical. A copy of the physical must be kept in the drivers file. All costs of EVO classes and physicals will be paid by the LVFD. It is members responsibility to obtain an EVO class if LVFD is not coordinating a class. Company will remind drivers their physical is due, member is responsible to schedule and complete.
- 1.9 The Fire Chief reserves the right to terminate at any time the rights to drive company Vehicles for any reason.

**2.0 Privately Owned Vehicles (POV)**

**Eligibility:**

**2.1 Red Lights / Audible Warning Devices:**

2.1.1 Fire Chief, Assistant Fire Chief are eligible to run Red Lights

## **2.2 Blue Lights:**

2.2.1 All Senior Members are eligible as long as they have permission from the Fire Chief, fill out the proper forms to register their light with the department, and submit a copy of their vehicle information to the Fire Chief.

2.2.2 All Probationary and Junior Members are not eligible to use a red or blue light on their personal vehicles.

## **3.0 Conditions of Use:**

3.1 All members responding to the fire station or to the incident scene in privately owned vehicles using blue lights must obey all traffic laws, signs, signals, and regulations.

3.2 All members using blue lights when responding to an incident are only able to use them when they respond within the first ten (10) minutes from the initial dispatch.

3.3 All members are to respond to the station unless the apparatus has already gone en route to the scene.

3.4 All members who respond to the scene (POV) due to the apparatus already being en route shall park their vehicle in a safe manner, which will not interfere with incoming apparatus or otherwise instructed by a Line Officer, a Fire Police Officer, or a Police Officer.

3.5 Personnel should not respond to scenes in personal vehicles to areas not conducive or safe to have parked cars (i.e. Interstate 81 ), it is understood that a POV may need to be taken, but should be avoided

3.6 When informed via pager or any other manner, a response has been downgraded to non-emergency; all personnel responding in private vehicles shall stop using their blue lights.

3.7 The Fire Chief shall be informed anytime a department vehicle or fire fighter's privately owned vehicle is involved in an accident.

## **4.0 Failure to Comply**

4.1 Any member failing to comply with these guidelines may have this privilege revoked or suspended.

4.2 The use of Blue or Red lights and the use of a personal vehicle are a privilege, not

a right; the Fire Chief shall retain the right to revoke said privileges to any member at any time.

4.3 Whenever a member that is authorized to use a red or blue light is suspended or has their membership is terminated for any reason, that member's privilege is revoked automatically. The member then has twenty-four (24) hours to remove all lights and give written notification to the Fire Chief.

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
Disciplinary Actions and Report 152-03*

**1.0 RESPONSIBILITY**

- 1.1 The LVFD Fire Chief is responsible for enforcement, implementation and updating this policy.
- 1.2 LVFD chief and officers are responsible for enforcing this policy to all LVFD members.
- 1.3 Any member violating any portion of LVFD SOG or any company policy will be subject to discipline that may include expulsion from the company at the discretion and majority vote of the members of the LVFD

# LVFD DISCIPLINARY REPORT

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**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nature of Incident**

\_\_\_\_\_  
\_\_\_\_\_

**Officer Remarks**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Firefighter Remarks**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Signature of Firefighter

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
Drug and alcohol 152-04*

**1.0 General Guidelines**

- 1.1 The use of illegal drugs by any member shall not be allowed at any time and is grounds for immediate termination. We reserve the right to order a drug test at any time.
- 1.2 Random drug testing will be at the discretion of the Fire Chief or other company officer . Any member can be randomly chosen at any time to be drug tested.
- 1.3 Any member taking prescribed medication that may affect his/her ability to respond safely should refrain from emergency operations.
- 1.4 Members shall not respond to incidents, drive any apparatus, participate in training sessions, or interact with the public as representatives of the Fire Department while under the influence of alcohol or any drug or substance.
- 1.5 The odor of an alcoholic beverage on the breath of a member will be considered presumptive evidence of consumption or use. Any firefighter displaying signs of intoxication will be immediately ordered off of the emergency scene or training grounds.
- 1.6 If the fire company is hosting a social function at which alcoholic beverages will be consumed, the Fire Chief will appoint a duty crew to remain alcohol-free and available to respond to alarms.
- 1.7 It shall be the responsibility of the Fire Chief and Line Officers to insure that all members are trained to this S.O.G.
- 1.8 Any member that does not follow these guidelines or refuse testing shall be subject to disciplinary action that may result in immediate suspension or termination.

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
PPE Cleaning & Inspection 152-05*

**1.0 General Information:**

**1.1 Health Risks:**

- 1.1.1 Soiled protective equipment can expose emergency workers, their families, and the public to toxins and carcinogens that may enter the body through ingestion, inhalation, and absorption. For these reasons, laundering of protective clothing not be performed in a member's home.

**1.2 Performance and Safety:**

- 1.2.1 Protective clothing that is heavily soiled reflects less radiant heat, is more likely to conduct electricity, may lose flame resistance, and will have a shorter service life.

**1.3 Cleaning Frequency:**

- 1.3.1 Protective clothing and equipment should be cleaned as soon as possible after any use where it has been heavily soiled or potentially contaminated.

**1.4 Cleaning Guidelines:**

- 1.4.1 It is the responsibility of each member to keep their company issued bunker gear cleaned.

**1.5 Items to be Cleaned:**

- 1.5.1 Bunker Coat
- 1.5.2 Protective Hood
- 1.5.3 Helmet and Helmet Shroud
- 1.5.4 Bunker Pants
- 1.5.5 Boots
- 1.5.6 Gloves

**1.6 Responsibilities:**

- 1.6.1 Any member that does not follow these guidelines shall be subject to disciplinary action that may result in immediate suspension or termination.

# PPE Inspection Procedures

During inspections, personnel will use the following inspection criteria to evaluate the condition of protective clothing and equipment. Each item will be rated in one of four categories:

1. OK – In service
2. Needs cleaning.
3. Needs repair.
4. Needs replacing.

**Members shall use the following inspection procedures:**

## Helmet

1. Inspect all components, shells, suspensions, headbands, sweatbands, and any accessories for signs or dents, cracks, penetration, or any damage due to impact, rough treatment, heat, or wear that might reduce the degree of protection originally provided.
2. Inspect face shield for damage (i.e. cracks, poor visibility, etc.)
3. Inspect retro reflective markings for cleanliness and heat/burn damage.
4. Inspect for label markings.

## Protective Clothing (Coats, Pants, Hood)

1. Inspect garment label (Contains general information, warnings, care, maintenance, etc.)
2. Inspect garment for proper fit.
3. Inspect retro reflective markings on coat and pants for cleanliness, and heat/burn damage.
4. Inspect coat and trousers for minimum overlap of eight inches (8”).
5. Inspect wristlets on coat.
6. Inspect for cleanliness.
7. Inspect for complete moisture and thermal protection (Inspect fasteners and check for rips/tears, fraying, chemical damage, burns/heat damage).
8. Inspect seams. Seams should be intact and show no signs of excessive wear.
9. Inspect to ensure all pockets, kneepads, and other accessory items are firmly attached to the garment and show no signs of excessive wear.
10. Sleeve and pants cuffs should show no signs of fraying.
11. The entire garment should be free from excessive dirt or stains.
12. Where a fabric color change is noted, a condition that could be caused by high heat or ultraviolet exposure, the entire area should be checked for loss of tear strength.

## Gloves

1. Inspect for label markings.
2. Inspect for complete coverage or wrist area. Gloves shall extend not less than one inch (1") above wrist crease and shall be close fitting at the opening to restrict the entry of embers and other foreign particles.
3. Inspect for proper sizing.
4. Inspect gloves for complete thermal and moisture protection. (Check for rips, tears, cuts, worn seams, chemical and burn/heat damage.)

### **Structural Firefighting Boots**

1. Inspect for Label markings.
2. Check for proper fit.
3. Inspect for wear, punctures, or other damage.

### **Miscellaneous Equipment**

1. Inspect personnel accountability tags.
2. Inspect suspenders.
3. Inspect personal safety equipment.

Protective clothing and protective equipment shall be repaired in accordance with the manufactures requirements. If protective clothing and equipment cannot be repaired properly without decreasing the protective qualities, it shall be replaced.

Personal protective clothing and equipment that is damaged or otherwise defective to the point of voiding its intended protection shall be removed from service.

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
General Guidelines 152-06*

**1.0 General Apparatus Guidelines**

- 1.1 All members must return back to the station after major calls or any calls that require any type of cleaning or repacking of hose to place the apparatus in service. If a member does not return to the station without the approval of the highest-ranking officer on the call, they will not receive credit for that call.
- 1.2 Apparatus and its equipment shall be placed in service at the scene, if possible, before returning to the station.
- 1.3 Water tanks on the apparatus must be topped off after every use.
- 1.4 The Fire Chief shall be notified immediately of any apparatus being placed “Out of Service”.
- 1.5 Any member wishing to use a Hose Company vehicle for non-emergencies, parades or training must contact the Chief for approval. If the Chief cannot be reached then leave a message for him, and follow the Chain of Command to get approval.

**2.0 Improper Conduct**

- 2.1 The Fire Chief or a Line Officer shall immediately correct improper conduct by an individual.
- 2.2 The Fire Chief or Assistant Chief shall immediately correct improper conduct by a Line Officer.
- 2.3 Gross or willful failure to conform to these SOG’s or acts of an irresponsible or unsafe nature will be grounds to have a firefighter removed from the fire ground and possibly suspended or terminated from the department.
- 2.4 Any problems with a Chief Officer, Line Officer, or another firefighter shall be handled privately. If a member causes any type of disturbance on any type of incident, training class, or department function, or in public, that member will be reprimanded which may result in immediate suspension or termination.
- 2.5 The Fire Chief shall have the power to impose immediate punishment of any severity if a member is found to be grossly incompetent. The determination of gross incompetence is at the sole discretion of the Fire Chief and punishment can last until such time that proper procedures can be followed.

- 2.6 The order to remove an individual from the fire scene for unsafe acts, free-lancing and/or gross or willful misconduct shall be given by the Fire Chief or Fire Command.

### **3.0 Miscellaneous**

- 3.1 All members of the Laflin Fire Department , when engaged in any type of emergency services operation, shall follow the operating guidelines set forth in this manual.
- 3.2 All firefighters must wear full turnout gear when instructed to do so in this manual unless exempted by a Line Officer. Failure to do so will result in disciplinary action.
- 3.3 All firefighters shall don an SCBA for all alarms involving reports of fire, smoke, or hazardous materials unless exempted by a Line Officer or otherwise instructed to in this manual.
- 3.4 Under no circumstances will any personnel leave the scene of an incident without notifying a Line Officer and Incident Command.
- 3.5 Any member that does not follow these guidelines shall be subject to disciplinary action, which may result in immediate suspension or termination.
- 3.6 Upon extinguishment of the fire and the determination that the fire is out, overhaul should begin. Once overhaul has been completed to the point below which injuries to the respiratory system have been reduced, SCBA's may be removed. The Incident Commander, Fire Chief, Line Officer, or Safety Officer will make this decision.
- 3.7 Any injury occurring on the fire ground or training exercise shall immediately be reported to the Fire Chief. Necessary medical attention will be given depending on the degree of injury. The Fire Chief will complete an incident report as soon as possible.
- 3.8 On motor vehicle fires or accidents, full protective clothing will be required as described above. On response to the scene for a reported vehicle fire or accident with fire, the officer and his crew shall wear breathing apparatus before beginning any operation. Should approach of the vehicle be required, the SCBA shall be utilized.
- 3.9 At no time is a member to actively use his/her personal vehicle in an emergency or in training (carrying equipment, etc) without the prior approval of the **Fire Chief Only**. If a member does use his/her personal vehicle without approval from the Fire Chief, and it is damaged, it will not be covered by the Hose Company's insurance.
- 4.0 Any active member who responds to calls must be clean shaven. According to NFPA guidelines, no more than a "24 hour" growth of facial hair is allowed. Anyone who knowingly violates this SOG is subject to disciplinary action. LVFD Line Officers are responsible for enforcing policy to all LVFD members.

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
Portable Equipment 152-07*

***1.0 General Guidelines***

- 1.1 All portable equipment will be inspected and tested on a weekly or monthly basis. Equipment inspections may be delegated to fire department personnel or daytime drivers and responsibilities will be posted as such if not directly assigned by Fire Chief. The Fire Chief is responsible to oversee that the inspections are completed, copies of the inspection reports must be filed in the Fire Chief's office. .
- 1.2 All inspections, testing, and maintenance should be documented on the department inspection report form.
- 1.3 Any conditions discovered during the inspection requiring immediate action should be documented and corrective action taken. If a particular piece of equipment is defective or unsafe, the piece should be taken out of service and the Fire Chief notified. At this time arrangements be made with one of the officers to correct problem with the specific apparatus or equipment.
- 1.4 All equipment used at the emergency scene shall be inspected, sanitized, and serviced as required upon returning to the station.
- 1.5 Upon returning to quarters, apparatus will be returned to the condition it was in prior to the alarm. This may include refilling the booster tank, washing or replacing hose, repairing tools, and cleaning apparatus.
- 1.6 Portable equipment includes but is not limited to hand tools, hose, nozzles, adapters, extinguishers, radios, SCBAs, gas monitor, saws, rope, etc.

*Laflin Volunteer Fire Department  
Standard Operating Guideline April 2012  
Seatbelt Usage 152-08*

**1.0 RESPONSIBILITY**

- 1.1 The LVFD Chief is responsible for enforcement, implementation and updating this policy.
- 1.2 LVFD officers are responsible for enforcing this policy to all LVFD members.

**2.0 PROCEDURES**

- 2.1 All passengers and driver must be seated and belted whenever the vehicle is in motion.
- 2.2 The officer or designated officer shall ensure all Firefighters are seated and belted before the apparatus is allowed to move.
- 2.3 Upon confirmation that all personnel are properly seated and belted the officer shall give the order for the driver to go.
- 2.4 Seat belts may be removed when the vehicle is stopped and the parking brake is set or by direct order of the officer. This specifically refers to arrival at an emergency where one or more personnel are ordered to depart the vehicle for a specific assignment and the vehicle is being positioned elsewhere.

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
Traffic Vests 152-09*

**1.0 General Guideline**

- 1.1 Federal regulation (23 CFR 634) mandates that anyone working in the right-of-way of a federal-aided highway must be wearing high-visibility clothing that meets the requirements of ANSI / ISEA 107; 2004 edition class 2 or 3. This requirement will apply to all emergency responders of the Laflin Fire Department.
- 1.2 The approved traffic vests must be worn by all members of the Laflin Fire Department when responding to any type of incident on any federal-aided highway (i.e RT315 ,Laflin Road, Interstate 81, Interstate 476 etc.).
- 1.3 It is recommended that due to the increased visibility, the approved traffic vests are to be worn by all members on all motor vehicle accidents, regardless of the location.
- 1.4 The only exception to the above guidelines is any incident that may involve fire. These vests are not flame retardant and may fail or ignite when they come in contact with a flame.
- 1.5 It shall be the responsibility of the Fire Chief and Line Officers to insure that all members are trained to this S.O.G.
- 1.6 Any member that does not follow these guidelines shall be subject to disciplinary action.

*Laflin Volunteer Fire Department  
Standard Operating Guidelines April 2012  
Training 152-10*

**1.0 Training Officer ( Coordinator)**

- 1.1 It shall be the duty of the Department Training Officer (coordinator) to schedule state Certified training classes and in house training. The Training Officer will also maintain the personnel files/equipment sign outs of each member. A Line Officer or applicable member will be appointed to this position by the Fire Chief. If person is a line officer they will hold the title of “Training Officer”, if a member, they will hold the title of “Training Coordinator”.

**2.0 Training Certificates**

- 2.1 Training records and certifications shall be kept in each individual's personnel file. Copies of such records and certifications shall be given to the Department Training Officer.
- 2.2 If the certificate is forwarded to the department, the certificate will be copied and then the original copy will be distributed to the member.

**3.0 In House Training**

- 3.1 All In House Training must be documented in the permanent yearly log book. It is members responsibility to verify you have been signed into the book.
- 3.2 All active personnel are urged to attend In House Training.
- 3.3 All In House Training sessions will be posted on the bulletin board, emailed, or on the company web site ([www.laflinfire.com](http://www.laflinfire.com)). Any of these will be considered notifications.

**4.0 Driver Training**

- 4.1 Driver Trainees must be at least 21 years of age, possess a valid PA Driver's License, and has completed an EVO Training Course before becoming eligible for driver's training.
- 4.2 The Fire Chief along with the input from the officers shall have the final approval on qualifying Driver Trainees. A PenDot Physical paid for by the Department every two years and EVO class is required as of 9/1/12 to be considered a company driver.
- 4.3 Any qualified driver may take out anyone wishing to be a qualified driver as long as they

meet the above requirements with the approval of the Chief.

- 4.4 All Driver Trainees must complete pump training before they can be qualified to drive the company vehicles. A certificate is required. Pump Operations I is required. Pump Operations II is preferred.
- 4.5 All Driver Trainees and all qualified drivers shall submit a copy of their driver's license to the Chief yearly or on request. If a member's license is suspended for any reason, they must notify the Chief immediately. If a driver does not notify the Chief and drives a company vehicle without a valid license, their membership in the department will be immediately terminated.
- 4.6 The Fire Chief shall retain the right to disqualify any member as a Driver or Driver Trainee at any time.

## **5.0 Cost of Training**

- 5.1 It is the responsibility of the member to pay for any class that they wish to attend, and upon successful completion of the class, they will be reimbursed provided that they furnish a certificate.
- 5.2 In some circumstances, and at the discretion of the Fire Chief, the Hose Company will pay for the class up front. If the student does not complete the class and is unable to furnish a certificate, they will be responsible to pay back the Hose Company. If the cost of the class is not repaid within six (6) months, the member will be placed on probation and not be in good standing until the debt is repaid. Any member who leaves the department in less than 1 year after any LVFD paid training course, member agrees to reimburse the department the cost of the training taken.

## **6.0 General Training Guidelines**

- 6.1 Any members wishing to attend training outside this Hose Company must first get approval from the Fire Chief. If a member fails to get approval for training and attends the class, they will not be covered by the department's and the borough's insurance.
- 6.2 If a member has been away from the Hose Company for a period longer than one year, they must first meet with the Fire Chief and Line Officers to talk about remedial training on various aspects. After the member has attended the State and in-house training deemed necessary by the Fire Chief, the member will be reinstated to active status.
- 6.3 Any line officer must have minimum qualification of Essentials of Firefighting or higher. 180 hour Academy course and (or) FF 1 is preferred. All line officers must attend a minimum of 8 hours documented training per year to be considered for a line officer position in the following year.

# **Laflin Fire Department**

## **SUGGESTED OPERATING GUIDELINES**

Updated April 2012

### **Structure Fires**

GENERAL: These documents represent a series of best practices. The document is intended only for the use of this agency and not for any other public agency. The document is not intended to be relied upon by any individual, public or private, or agency. The documents achieve the best practice. Failure to adopt the NFPA (standard may not be used in court or in any other forum against these agencies or against any individual, other than used by these agencies. The imposition of discipline by these agencies against any individual under control of these agencies is not proof of the failure to comply with the standard of care, but only with these agencies practices. In many cases these practices strive to exceed the standard practice. Adoption of the NFPA (standards), when done, is not recognition of the standard but an attempt to) is not the failure to meet a standard of care but a conscious choice of which practices are the best practices for these agencies.

### **OFFENSIVE MODE OF OPERATION**

The Engine Company on an offensive operation will be responsible for assisting in the rescue of any trapped occupants, establishment of a water supply, advancement of initial attack lines as well as backup lines, support of fire department connections and assisting the Ladder Company with overhaul after the fire is controlled. The crew of the Engine Company will operate as a team and share these duties as per their riding assignments to complete these tasks.

### **DEFENSIVE MODE OF OPERATIONS**

The Engine Company on a defensive operation will again be responsible for assisting in the rescue of any trapped occupants, establishment of a water supply, support of fire department connections, as well as supplying the Truck Company with water for master stream operations, setting up master streams off the engine, and protection of any

exposures. The crew of the Engine Company will operate as a team and share these duties as per their riding assignments to complete these tasks.

## **RESIDENTIAL / SMALL COMMERCIAL ASSIGNMENTS**

### **1. DRIVER/OPERATOR**

The driver/operator is responsible for supplying all hand lines or master streams with water, delivered at the proper flows. The driver/operator will supply the initial crews with tank water until the supply line is charged.

### **2. OFFICER**

The Engine Company officer shall directly supervise the operation of the initial attack crew and direct entry and attack operations. He shall develop tactics to complete strategy developed by the I.C. The officer and crew will enter at the main entrance on the first floor and work in conjunction with the Truck Company. The Engine Company officer on his size up shall determine the size of the initial attack line to be used by using the NFA formula. The Engine Company officer shall carry a portable radio, f/e tool, hand light, and SCBA.

### **3. HYDRANT MAN**

The hydrant man shall be responsible for the establishment of the water supply from the water source to the fire or from the fire to the water source as determined by the Engine Company officer. The supply man will charge the supply line at the direction of the operator in a forward lay. At the completion of this task he will report back to the Engine and assist with Attack 1 with setback line (if used), otherwise, join up with Attack 1 (if possible/necessary).

### **4. ATTACK ONE**

The firefighter will be responsible for advancement of the initial attack line determined by the Engine Company officer. In cases where long stretches are needed and a

setback line is required, he will be responsible for the advancement of the line called for by the engine officer, while his partner is responsible for advancement of the setback line. The Attack 1 shall carry a portable radio, hand light, attack line, and SCBA.

## **5. ATTACK ONE PARTNER**

The firefighter will be responsible to assist his partner in the advancement of the initial attack line that is determined by the Engine Company officer. In cases where the setback line is needed he will be responsible for the advancement of the setback line while his partner is responsible for advancement of the attack line called for by the engine officer. The Attack 1 shall carry a hand light, attack line, and SCBA.

## **RESIDENTIAL / SMALL COMMERCIAL**

### **ENGINE COMPANY ASSIGNMENTS: NOTHING SHOWING OR INVESTIGATION**

**FIRST DUE ENGINE:** Proceed into scene and investigate with Truck Co.

Engine Co. officer responsible to give accountability tags to Command (if on scene).

**SECOND DUE ENGINE:** Stand by at primary water supply. Engine officer and crew will remain with Engine (unless otherwise notified by Command).

**THIRD DUE ENGINE:** *Stage* outside operating area (min. 1 block away). Engine officer and crew will remain with Engine. (Unless otherwise notified by Command)

### **ENGINE ASSIGNMENTS: SMOKE OR FIRE**

**FIRST DUE ENGINE:** *Establish* water supply...advances first attack line (attack 1). Engine Co. officer must notify incoming units if they cannot accomplish above tasks. Engine Co. officer is responsible to give accountability tags to Command (if on scene).

**SECOND DUE ENGINE:** Establish water supply if not already complete. If water supply is complete, support hydrant assist valve...crew reports to first due Engine and pulls second attack line (attack 2). Engine officer responsible to give accountability tags to Command.

**THIRD DUE ENGINE:** If first and second due Engine assignments are met, then find secondary water supply and Engine will stage at that hydrant. Third due Engine crew will report to Command. Driver/Operator and 1 firefighter will remain at the Engine. Third due Engine operator is responsible to report to his/her Engine officer the location of secondary hydrant. Engine officer responsible to give tags to Command.

\*\* Assignments are subject to change by Command Officer\*\*

\*\* If assignment of previous engine is not met, then you need to complete that assignment. \*\*

## **LARGE COMMERCIAL / SINGLE & MULTI STORY ASSIGNMENTS**

### **1. DRIVER/OPERATOR**

The driver/operator is responsible for supplying all hand lines or master streams with water, delivered at the proper flows. The driver/operator will supply the initial crews with tank water until the supply line is charged. When supplying a standpipe system or sprinkler system, the operator will charge the standpipe or sprinkler connection at 150 psi. He shall add 5 lbs. psi additional per each floor in elevation based on location of operation.

### **2. OFFICER**

The Engine Company officer shall directly supervisors the operation of the initial attack crew and direct entry and attack operations. He shall develop tactics to complete strategy developed by the I.C. The officer and crew will enter at the main entrance on the first floor and work in conjunction with the Truck Company. The Engine Company officer on his size up shall determine the size of the initial attack line to be used by using

the NFA formula. The Engine Company officer shall carry a portable radio, f/e tool, hand light, SCBA and **appliance bag**.

### **3. HYDRANTMAN**

The supply man shall be responsible for the establishment of the water supply from the water source to the fire or from the fire to the water source as determined by the Engine Company officer. The supply man will charge the supply line at the direction of the operator in a forward lay. At the completion of this task he will report back to the Engine and assist with Attack 1 with setback line (if used), otherwise, join up with Attack 1 (if possible/necessary).

### **4. ATTACK ONE**

The firefighter will be responsible for advancement of the initial attack line determined by the Engine Company officer. In cases where long stretches are needed and the setback line is required, he will be responsible for the advancement of the line called for by the engine officer, while his partner is responsible for advancement of the setback line. If the structure is equipped with

a standpipe system, the firefighter will utilize this connection prior to advancing the attack line. The Attack 1 shall carry a portable radio, hand light, SCBA, and **2 ½ in. high rise pack**.

### **5. ATTACK ONE PARTNER**

The firefighter will be responsible to assist his partner in the advancement of the initial attack line that is determined by the Engine Company officer. In cases where the setback line is needed he will be responsible for the advancement of such while his partner is responsible for advancement of the attack line called for by the Engine officer. The Attack 1 shall carry a hand light, SCBA, and **2 ½ in high rise pack**.

## **LARGE COMMERCIAL / SINGLE STORY STRUCTURE**

## **ENGINE ASSIGNMENTS: NOTHING SHOWING/INVESTIGATION**

**FIRST DUE ENGINE:** Proceed to scene and investigate with Truck Co. The Engine crew will use **2 ½ in. high rise packs**. Engine Co. officer gives accountability tags to Command (if on scene)

**SECOND DUE ENGINE:** Stand by at primary water supply. The Engine Co. officer and crew will report to Command with **2 ½ in. high rise packs** (possible attack 2). Engine Co. officer gives accountability tags to Command (if on scene).

**THIRD DUE ENGINE:** Stage with second due Engine (possible hydrant assist assignment). The Engine Co. officer and crew will report to Command with **2 ½ in. high rise packs**. Engine Co. officer gives accountability tags to Command (if on scene).

## **ENGINE ASSIGNMENTS: SMOKE/WORKING FIRE**

**FIRST DUE ENGINE: Establish** water supply. Engine officer and crew will establish set back line (or attack line) to fire area. Engine Co. officer gives accountability tags to Command (if on scene).

**SECOND DUE ENGINE: Responsible** for FD connections. The Engine Co. officer and crew will report to Command with **2 ½ in. high rise packs**. If first due assignments are not completed, this crew will become attack 1 and need to connect to setback line. Engine Co. officer gives accountability tags to Command (if on scene).

**THIRD DUE ENGINE: Find** and stand by at secondary water supply. Engine Co. officer and crew report to Command for assignment with **2 ½ in. high rise packs**. May be attack 2 and need to connect to setback line. Engine Co. officer gives accountability tags to Command (if on scene).

**\*\*All assignments subject to change by the Command Officer\*\***

\*\* If assignment of the previous Engine is not met, then you need to complete that assignment. \*\*

## **LARGE COMMERCIAL / MULTI STORY**

### **ENGINE ASSIGNMENTS: NOTHING SHOWING/INVESTIGATION**

**FIRST DUE ENGINE: Proceed** to scene and investigate with Truck Co. Engine Co. operator is responsible for the FD connections. Engine crew will use **2 ½ in. high rise packs**. Engine Co. officer gives accountability tags to Command (if on scene).

**SECOND DUE ENGINE: Stand** by at primary water supply. Operator may assist first due operator with first due FD connections. Engine Co. officer and crew will report to Command with **2 ½ in. high rise packs** (possible attack 2). Engine Co. officer gives accountability tags to Command (if on scene).

**THIRD DUE ENGINE: Stage** with second due Engine (possible hydrant assist assignment). The Engine Co. officer and crew will report to Command with **2 ½ in. high rise packs**. . Engine Co. officer gives accountability tags to Command (if on scene).

### **ENGINE ASSIGNMENTS: SMOKE/WORKING FIRE**

**FIRST DUE ENGINE: Establish** water supply. The Engine operator is responsible for FD connections. Engine officer (**with appliance bag**) and crew (**with 2 ½ in. high rise packs**) establish initial attack line (attack 1).

**SECOND DUE ENGINE:** Stand by at primary water supply. Operator may assist first due operator with first due FD Connections. Engine Co. officer and crew will report to

Command with **2 ½ in. high rise packs** (possible attack 2). Engine Co. officer gives accountability tags to Command (if on scene).

***THIRD DUE ENGINE:*** Find and stand by at secondary water supply. The Engine Co. officer and crew will report to Command with **2 ½ in. high rise packs**. Engine Co. officer gives accountability tags to Command (if on scene).

**\*\*All assignments subject to change by the Command Officer\*\***

**\*\* If assignment of the previous Engine is not met, then you need to complete that assignment. \*\***

# **Laflin Fire Department**

## **SUGGESTED OPERATING GUIDELINES**

Updated April 2012

### **Vehicle Fires**

#### **1.0 Purpose**

- 1.1 The following is a guideline for Engine Companies operating at vehicle fire incidents

#### **2.0 Responsibility**

##### **2.1 First Due Engine**

The first due engine position on a vehicle fire should be in a shielding position to support safety of the engine crew on busy highways or roadways.

The positioning of the engine in a parking lot or non-traveled road should be placed in a manner in which the engine does not box itself in and become an exposure.

##### **2.2 Engine Officer**

The engine officer as the first officer on scene shall make a rapid size-up And report to incoming units and or chief officers.

The engine officer should call for a 1¾-inch preconnects at least one hundred (100ft) long or longer. This hose line should be the smallest pulled.

##### **2.3 Engine Crew**

The engine crew depending on size will receive its assignments from the engine officer, the most senior member, or the driver or by seat Assignments on the engine.

The engine officer depending on crew size will assign Attack 1. They will Be responsible for attacking the seat of the fire.

If it is an engine compartment fire attack 1 should attack the fire at a

45-degree angle toward the front end.

If it is an interior compartment fire attack 1 should work from the side of The vehicle.

It is the responsibility of the engine crew to open up the vehicle if the truck rescue companies are not on scene.

A straight stream pattern will be used on all vehicle fires till the initial fire Has been knocked down.

Attack team 2 should stand by with at minimum of an ABC extinguisher if appropriate.

Attack Team 2 should also ready themselves to take off another 1 ¾ hand line if the engine officer or the fire command request a second hose line.

If the engine compartment cannot be opened safely attack the fire through the wheel wells or hit the front of the vehicle through the grill area.

All engine crewmembers shall have an airpack and on air during active fire and overhaul.

### **3.0 Addition Consideration**

All firefighters on engine compartment fire **SHOULD NOT BE IN FRONT OF THE FRONT OR REAR BUMPER**; they will **EXPLODE** under heat or fire.

When opening the engine compartment it should be open from the sides if possible.

The trunk of the vehicle should be opened on all vehicles. When opening the trunk the officer in charge of the company or fire command should be there to look for any other issues, which may be of concern.

All firefighters should also be aware of exploding tires fuel tanks, drive shaft, and air bags.

Caution should be taken due to the potential of **CLASS D** metals or solids in vehicles. IF these materials are found burning, **CLASS D** extinguishing agents must be used.

Caution should also be taken for possible air bag system deployment during the incident.

**Laflin Fire Department**  
**SUGGESTED OPERATING GUIDELINES**  
**Updated April 2012**

Operation: Brush Fires

**1.0 Purpose**

- 1.1 The following is a guideline for Engine Companies operating at brush fire /rubbish incidents

**2.0 Responsibility**

**2.1 First Due Engine**

The engine should never leave paved roads or gravel roadway that lead to dwelling or business to go into a wooded area.

The engine is responsible for extra hose, supplying brush trucks with water if needed.

Squad will be utilized to leave the roadways and entry the wooded areas.

**2.2 Engine Officer**

The engine officer as the first officer on scene shall make a rapid size-up and report to incoming units and or chief officers.

**2.3 Engine Crew**

The engine crew depending on size will receive its assignments from the engine officer, the most senior member, or the driver or by seat assignments on the engine.

The engine officer depending on crew size will assign Attack 1.

The attack team should utilize one-inch (1") forestry hose to extinguish the fire.

Other crewmembers should use brooms, rakes, PWs or Indian tanks; to control the spread of the fire. Also they can be used to mop up small fires

The attack line should try to flank the head of the fire to cut off extension of it.

The Engine crew should also check snags and any other kind of exposure problems.

**Laflin Fire Department**  
**SUGGESTED OPERATING GUIDELINES**  
**Updated April 2012**

**Operation: Vehicle Rescue**

**1.0 Purpose**

- 1.1 The following is a guideline for Engine Companies operating at vehicle rescue incidents

**2.0 Responsibility**

**2.1 First Due Engine**

The first due engine position on a vehicle rescue should be in a shielding position to support safety of the engine crew and other on busy highways or roadways.

The positioning of the engine in a parking lot or non-traveled road should be placed in a manner in which the engine does not box itself or blocks the rescue or BLS vehicles.

The engine is responsible also for extra lighting, control of hazards such As fluids, wires, or any other hazards.

**2.2 Engine Officer**

The engine officer as the first officer on scene shall make a rapid size-up and report to incoming units and or chief officers.

The engine officer should call for a 1<sup>3</sup>/<sub>4</sub>-inch preconnect at least one hundred (100ft) long or longer if entrapment has occurred. If no entrapment an ABC extinguisher is to be used.

**2.3 Engine Crew**

The engine crew depending on size will receive its assignments from the engine officer, the most senior member, or the driver or by seat assignments on the engine.

The engine officer depending on crew size will assign Attack 1. They will be responsible for protecting the rescue crew and patient(s) from any fire hazards while rescue operations are on going.

Attack team 2 should stand by with at minimum of an ABC extinguisher if appropriate.

Attack Team 2 should also ready themselves to take off another 1 ¾ hand line if the engine officer or the fire command request a second hose line.

### **3.0 Addition Consideration**

The trunk of the vehicle should be opened on all vehicles. When opening the trunk the officer in charge of the company or fire command should be there to look for any other issues, which may be of concern.

All firefighters should also be aware of any hazards around them.

Caution should also be taken for possible air bag system deployment during the incident.

**Laflin Fire Department**  
**SUGGESTED OPERATING GUIDELINES**  
**Updated April 2012**

Operation: Hazardous Material Incidents

**1.0 Purpose**

- 1.1 The following is a guideline for Engine Companies operating at Hazardous Material Incidents.
- 1.2 Hazardous Material incidents must be treated as a defensive operation until it has determined which material or substance has been spilled or released. In the case of a common carrier, try to obtain a “BILL OF LADING”.
- 1.3 Once the material has been identified the mode will be determined by the incident commander.

**2.0 Responsibility**

- 2.1 **Engine Officer**- Upon arrival at a Hazardous Material incident first due the engine officer shall be responsible to identify the hazardous material and establish a hot, warm and a cold zone as recommended in the DOT manual. If the company is not first due the officer should report to the Incident commander with binoculars and the DOT manual.
- 2.2 **Engine Crew** -The engine crew should await orders from the engine Officer and report to the Incident command staging area to wait orders.

**3.0 Additional Consideration**

**All units incoming units will be staged away from the hazard till command has identified the hazards.**

**Laflin Fire Department**  
**SUGGESTED OPERATING GUIDELINES**  
**Updated April 2012**

SUGGESTED OPERATING GUIDELINES – April 2012

TITLE: MAYDAY,PASS ALARM INCIDENTS

PURPOSE: TO DEVELOP A CONSISTENT POLICY AND PROCEDURE IN REGARD TO THE TRANSMISSION OF A MAYDAY, PASS ACTIVATION

GENERAL: These documents represent a series of best practices. The document is intended only for the use of these agencies and not for any other public agency. The document is not intended to be relied upon by any individual, public or private, or agency. The documents achieve the best practice. Failure to adopt the NFPA (standard may not be used in court or in any other forum against these agencies or against any individual, other than used by these agencies. The imposition of discipline by these agencies against any individual under control of these agencies is not proof of the failure to comply with the standard of care, but only with these agencies practices. In many cases these practices strive to exceed the standard practice. Adoption of the NFPA (standards), when done, is not recognition of the standard but an attempt to) is not the failure to meet a standard of care but a conscious choice of which practices are the best practices for these agencies.

1.0 Purpose:

1.1 To provide a guideline for any incident that may injure, trap, disorient or distress a firefighter while operating at an emergency incident or training exercise.

1.2 MAYDAY will be recognized as the “Official” distress call for all companies operating at emergency incident or training exercise.

2.0 Responsibility

2.1 Transmitting a MAYDAY

2.1.1 Once a firefighter finds themselves in a situation where they have limited air supply, sustained an injury, become trapped or disoriented, or otherwise distressed, that Firefighter or their partner, must transmit a “MAYDAY, MAYDAY, MAYDAY” over the fire ground frequency.

2.1.2 Once the MAYDAY is acknowledged by Command, the firefighter should attempt to give the following information via radio.

2.1.3 The acronym LUNAR can be utilized. Give last known LOCATION, UNIT NUMBER, firefighter NAME, ASSIGNMENT, problem and special RESOURCES needed.

2.1.4 The firefighter or their partner should activate their PASS device.

2.1.5 Use available hand tools to bang floor/wall to assist the RIT team in locating the firefighter.

2.1.6 Attempt to maintain radio contact with IC and RIT team

3.0 Receiving a MAYDAY:

3.1.1 Once a MAYDAY has been transmitted, Command will take the following actions:

3.1.2 Acknowledge the MAYDAY

3.1.3 Make announcement over fire ground frequency that a MAYDAY situation exists and have all companies operating switch to the secondary fire ground frequency, the incident commander shall identify a secondary frequency at the beginning of the incident.

3.1.4 Only the incident commander and RIT team should remain on the primary fire ground frequency.

3.1.5 Activate RIT Team

3.1.6 Accountability Officer will oversee the secondary fire ground frequency and conduct a roll call of all companies operating in an attempt to gain PAR.

3.1.7 Assemble 2nd RIT team.

3.1.8 Give consideration to additional firefighting/EMS needs due to the MAYDAY situation.

4.0 Fire ground Responsibilities:

4.1.1 When a MAYDAY situation exists, it is expected of all firefighters to remain disciplined and continue their present assignment.

4.1.2 The only team to respond initially to a MAYDAY will be the RIT team.

4.1.3 All other companies operating must continue their assignments or report back to staging for another job assignment

4.1.4 In an effort to protect the distressed firefighter and RIT team members, aggressive hoseline and ventilation tactics may be deployed.

4.1.5 During a MAYDAY incident, suppression and ventilation are of primary importance, and offer the best opportunity to bring the MAYDAY situation to a safe conclusion.

4.1.6 During a MAYDAY incident, it is expected that all fire ground transmissions will be kept to a minimum by all companies as to lessen the burden on Command.

## 5.0 Terminating a MAYDAY Incident:

5.1.1 Once the MAYDAY situation is concluded, Command will transmit an announcement over the secondary fire ground frequency that the “MAYDAY situation has terminated” and that normal operations may continue.

Laflin Fire Department

SUGGESTED OPERATING GUIDELINES – April 2012

TITLE: COMMAND PROCEDURES

**PURPOSE: TO DEVELOP A COMMON AND CONSISTENT COMMAND POLICY THAT PROVIDES SCENE SAFETY, ACCOUNTABILITY AND FAVORABLE INCIDENT TERMINATION**

**GENERAL:** These documents represent a series of best practices. The document is intended only for the use of these agencies and not for any other public agency. The document is not intended to be relied upon by any individual, public or private, or agency. The documents achieve the best practice. Failure to adopt the NFPA (standard may not be used in court or in any other forum against these agencies or against any individual, other than used by these agencies. The imposition of discipline by these agencies against any individual under control of these agencies is not proof of the failure to comply with the standard of care, but only with these agencies practices. In many cases these practices strive to exceed the standard practice. Adoption of the NFPA (standards), when done, is not recognition of the standard but an attempt to) is not the failure to meet a standard of care but a conscious choice of which practices are the best practices for these agencies.

## 1.0 PURPOSE

1.1 Effective functioning at the scene of an emergency requires clear, decisive action and command responsibility. The Incident Command System will establish the guidelines normally utilized in making decisions at the scene of a fire or other emergency situation. This system establishes guidelines that will be employed to control a majority of emergency situations.

1.2 The purpose of the guideline is to:

1.2.1 Provide for the safety for personnel operating at an emergency incident through improving command and control.

1.2.2 Improve the use of resources and tactical effectiveness.

1.3 The Incident Command System identifies the suggested operating guidelines to be employed in setting up the command post and establishing command responsibility at the scene of an emergency.

## 2.0 RESPONSIBILITY

2.1 The responsibility of the Incident Command Structure may be broken down into five basic groups. The groups and their responsibilities are listed below.

2.1.1 **COMMAND** – Sets objectives and priorities and has overall responsibility at the incident.

2.1.2 **OPERATIONS** – Conducts tactical operations to carry out the plan, develop the objectives and directs all resources.

2.1.3 **PLANNING** – Develops the action plan to accomplish the objectives, collects and evaluates information, maintains resource status.

2.1.4 **LOGISTICS** – Provides support to meet incident needs, provides resources and all other services needed to support the incident.

2.1.5 FINANCE and ADMINISTRATION – Monitors cost related to incident, provides accounting, procurement time recording and cost analyses.

### 3.0 PROCEDURES

3.1 In order for the Incident Command System to effectively function, there needs to be general procedures in place. Below is a list of the procedures that must be employed at every emergency incident for the system to work efficiently.

3.2 1st officer has to assume initial command until relieved by an officer of equal or greater rank

3.3 Give a complete initial size-up:

- Type
- Size of building
- Fire and or smoke condition
- Exposures
- Life hazards
- Strategy
- Primary and secondary water supplies if available
- Special Considerations (Example; Truss Construction, Handicap, ect)
- Command I.D.
- Command Location

## Construction Types:

Type I Fire Resistive- fire confined to specific location in structure. Structural components protected from fire; Example: Empire State Building

Type II Non-Combustible- non protected structural members and fire can spread through common roof covering

Type III Ordinary- True masonry exterior walls with wood floor and roof system

Type IV Heavy Timber- Heavy or large mill type timber construction:

Type V Wood Frame- Wood frame exterior walls, floors, roofs, patricians; Example: Residential construction

- Number of stories 1, 2, 3, ect
- 1 appears to be 2
- Square footage if extensive

3.4 Identify the IC by unit number or town name

3.5 Sets up accountability to account for personnel and resources

3.6 Re-evaluates the progress of incident with in 10 minutes  
is based on reports coming from company officers)

(This

3.7 Identifying the structure sides starting on the address side as A and continue clockwise up to Side D.

3.8 Each level shall be designated a division and will be numbered to coincide with the floor number.

3.9 Deployment of incoming officers will be at the discretion of the IC. All Chief Officers shall report to the command area. Typically, the in town Fire Chief will assume the Operations Sector while the next in Chief Officer will assume the Command Sector, while the third due Chief assumes the accountability sector.

3.10 Command shall switch radio communications from the County channel to a local channel or a tac-channel for fire ground communications.

3.11 R.I.T shall operate on another channel other than the fire operations channel.

3.12 Multi-Story and Large Commercial structures, Command may setup operations in the lobby of the structure.

#### 4.0 MAYDAY EMERGENCY TRANSMISSION

4.1 In the event that a firefighter has transmitted a MAYDAY! refer to the MAYDAY procedure.

#### ADDITIONAL INCIDENT COMMAND INFORMATION

On Multi-Company Assignments, the first arriving unit or chief shall establish a command post. This command post shall have the radio designation, "Command of Venue," he or she shall be the sole incident commander. The incident commander is responsible for all operations at the incident scene. Upon assuming command, this individual shall operate from a stationary position, usually a command vehicle, apparatus cab with access to pre-fire plans, reference books, tactical work sheets, and adequate radios.

A company officer, arriving at an incident scene prior to a chief officer, finding a situation that requires their immediate participation in activities with the crew, may pass command to the next unit in or chief during the initial report.

A higher-ranking officer wishing to assume command from a subordinate shall report to the command post in person and gather a progress report from subordinate while assuming command. The subordinate may be reassigned as the ranking officer sees fit or retained as an aide in the command post.

All communications to and from the fire ground shall be made by and received by the command post. The command post shall make progress reports to and issue requests for additional resources from county fire radio. The command post will converse with county fire radio preferably on high power mobile radio; this is to ensure not tying up county radio with negative copy transmissions from portable units.

The incident commander is charged with coordination the initial activities of the first-in engine, truck, and Rescue Company. He/ she shall size up the incident situation and assign strategy accordingly

Early in the incident, the incident commander shall delegate responsibility for particular geographic and functional sectors or teams of the operation. These sector officers shall manage the personnel assigned to their given area or function. They shall make requests for additional resources, report completion of tasks and achievement of benchmarks, ECT.

Sector officers shall be physically present in the area they are assigned to manage. The radio designation for each sector officer shall reflect the geographic or functional operation they supervise.

FOR EXAMPLE:

Interior Sector/Team	Roof Sector/Team	Basement Sector/team7
Water Supply Sector	Water Supply Sector	HazMat Sector3
Staging Sector	Extrication Sector	Medical Sector:
Rehab Sector	Public Information Sector	Evacuation Sector
Police Liaison Sector	(as well as others, which may be required)	

Sectors that need to be used will be the sectors that are assigned by the Incident Commander. When companies from staging are sent to the fire ground, they shall be assigned to a sector or team (or ordered to form one).

Aides may be assigned to operate radios for the incident commander. A Police Dept. Officer shall be requested through county fire radio to operate any necessary police radios and to coordinate activities related to their expertise. Other necessary authorities will be requested and assembled for the conference at this location. All information related to the mitigation of the incident will flow through the personnel in the command sector. The

incident commander and their aides retain the designation, "Command Number of Venue despite the command vehicle's designation.

Throughout an operation, the incident commander continues to gather progress reports from the sector officers. They assign companies from staging to the sectors as required. When necessary, the plan of action is corrected and amended until goals of the plan are achieved. When all loss is stopped, the incident commander directs the sectors to a safe wrap-up and return to station.

# **Laflin Fire Department**

## **SUGGESTED OPERATING GUIDELINES**

**Updated April 2012**

**TITLE: RAPID INTERVENTION TEAMS**

**PURPOSE: TO PROVIDE A CONSISTENT OPERATING GUIDELINE, PROCEDURE AND RESPONSIBILITY WHEN PROVIDING RAPID INTERVENTION TEAMS SERVICES (RIT)**

**GENERAL:** These documents represent a series of best practices. The document is intended only for the use of this agency and not for any other public agency. The document is not intended to be relied upon by any individual, public or private, or agency. The documents achieve the best practice. Failure to adopt the NFPA (standard may not be used in court or in any other forum against these agencies or against any individual, other than used by these agencies. The imposition of discipline by these agencies against any individual under control of these agencies is not proof of the failure to comply with the standard of care, but only with these agencies practices. In many cases these practices strive to exceed the standard practice. Adoption of the NFPA (standards), when done, is not recognition of the standard but an attempt to) is not the failure to meet a standard of care but a conscious choice of which practices are the best practices for these agencies.

A RIT team is established at incidents where Immediate Life and Death Hazards (IDLH) exist. The primary purpose of the RIT team is to be readily available to initiate and effect a rescue of a downed, trapped, lost, disoriented, or an otherwise distressed firefighter.

**Minimum Staffing:**

The RIT team should consist of a minimum of four (4) interior-qualified firefighters. In addition, the officer can expand the team, as personnel availability exists. In the event the team cannot meet the minimum staffing, it is up to the RIT officer to make Command aware so that available personnel can be re-assigned to RIT functions as they become available.

The RIT officer can separate the team into two (2) functional groups as manpower permits. If two groups are to be operationalized, they must have a minimum of three (3) interior-qualified firefighters per team.

The above standards are minimum guidelines only, and situations may require the need for additional resources.

Staging:

- Upon arrival of the RIT team, a staging area will need to be established. The following considerations should be given when establishing the RIT staging area:
- The staging area should offer a view of two (2) sides of the incident, preferably where most fireground activities are occurring.
- The RIT staging should be separate from fireground staging.
- RIT staging should be located near the command post. If unable to do so, the officer will remain near the IC.
- All RIT members in staging will be required to wear full personal protective equipment, SCBA, portable radio and flashlight.

The following equipment list will be considered the Primary Equipment for RIT use. These tools represent the riding assignments of the Rescue Company when responding to RIT assignments.

Thermal Imaging Camera

Set of forcible entry irons

Cordless reciprocating saw

RIT Pack – SCBA

RIT Pack – Rope

Search Rope – one for each RIT team

Saws

Hooks

Ladders – minimum of 24’ extension and 16’ roof

Note: Dependent upon building size and construction, the RIT officer may ask command for an additional truck/ladder company to augment the availability of ladders on the fireground.

The following list will be considered the Secondary Equipment list and all items should be placed in staging.

Additional saws

Airbags

Hurst System – including portable power unit; extra hydraulic hose

Portable lighting

Electric cord reels

Electric reciprocating saws (2)

Torches

Additional forcible entry tools

Sump Pump

Extrication Blanket(s)

Hoseline – should be readily available for use if the RIT team is deployed on the fireground.

Pro-active Tactics while in Staging:

Once the staging area is established, there are several objectives that can be accomplished by the RIT team prior to an emergent deployment. This guideline suggests that the RIT team complete the following once the setup of staging is completed.

Size Up – the RIT team should perform a complete 360-degree walk around of the incident. The walk around should allow team members to obtain the following information or meet the following objectives:

- o Observe/Note fire and building conditions
- o Egress Points – note all egress points. Forcible entry can be accomplished at this time to provide for secondary egress points, including exterior basement doors and windows protected by steel bars/grates. All entry points should be cleared of obstructions.
- o Observe/Note where all initial companies are operating.
- o Note initial ladder placement
- o Utility Control – any obvious utilities can be controlled during this size up.
- o Note any special hazards
- o Give final report to IC upon completion of size up. Share same information with other RIT team members.

Continually monitor fire and building conditions, noting rapid changes.

RIT officer will monitor fireground frequency listening for any reported MAYDAY. All other team members will use a secondary fire ground frequency for any RIT communications. All RIT members should listen for any activated PASS device on the fireground.

Ladder Placement – the RIT team should ensure that ladders are placed to all levels where firefighters are operating. Ladders should be placed on all sides of the structure.

The RIT officer may divide the team into two (2) functional groups for deployment. The RIT officer will ensure that both groups have adequate equipment. IE: search rope

## MAYDAY Policy:

Each department must have an established MAYDAY policy in place. The policy should address the proper terminology to be used in case firefighters encounter a “distressed” situation. The policy should also address activated PASS alarms on the fireground.

For additional information on MAYDAY policies, please refer to the MAYDAY SOG

## Tactical Response to MAYDAY:

The following items should occur in the event a MAYDAY transmission is received:

All RIT members will switch their radios to the fireground frequency. It is recommended that all other fireground operations switch to a secondary frequency and a roll call of all firefighters should occur.

The RIT officer will attempt to obtain the following information from command:

- o Name of “distressed” firefighters
- o Location of assignment
- o Type of problem encountered
- o Special Needs

The RIT team will attempt to maintain radio contact with the “distressed” firefighter.

Command may request a 2nd RIT team once the primary team is deployed.

If the RIT team has been broken into two functional groups, the teams should attempt to enter the area from two different access points. IE: interior stairs and outside ladder.

Upon locating a “distressed” firefighter, the RIT team will provide Command with a status report, which includes: location, escape route, special needs which may include rescue/extrication and EMS needs.

Each RIT team deployed must use a search rope and standard “wall search” techniques.

The “distressed” firefighter should be removed as quickly and safely as possible.

#### Commercial/Large Incident Considerations:

The RIT officer may ask Command to assign a 2nd RIT team for incidents that occur in commercial buildings, or for incidents where excessive number of emergency responders may be operating.

#### High-Rise Considerations:

The RIT team will set up staging two (2) floors below the fire floor.

#### Disbanding RIT Assignments:

Once the RIT team is in staging, the team should remain intact until it's disbanded by Command. It is recommended that this not occur until life safety hazards have been eliminated or the incident is completely terminated.