



Dickinson Volunteer Fire Department

Standard Operating Guidelines

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Dickinson Volunteer Fire Department, Inc.

ACCOUNTABILITY SYSTEM Standard Operating Guideline

1.00 PURPOSE

- 1.01 To establish a procedure to insure a system is in place to account for all emergency service personnel on the fire ground.

2.00 SCOPE

- 2.01 This guideline is applicable to all emergency service personnel who respond to emergency incidents.

3.00 RESPONSIBILITY

- 3.01 The fire chief is responsible to insure the safety of all fire department personnel.
- 3.02 Fire ground officers are responsible to carry out tactical operations. These operations must always be performed with first considering the safety and welfare of fire department personnel. The safety officer is responsible for fire ground safety during emergency incidents.
- 3.03 The Incident Command (IC) or Accountability Officer, if designated, is an individual assigned to the command post to receive Touch-N-Track (TNT) apparatus tags (those assigned to each individual fire department unit) from incoming Dickinson Volunteer Fire Department vehicles.
- 3.04 Firefighters are responsible to adhere to the procedures established within this guideline.

4.00 BACKGROUND

- 4.01 The firefighter "accountability system" provides for an organized mechanism to account for emergency personnel on scene. It also provides the IC with an organized focal point to determine resources available and monitor their deployment. It also makes fire ground officers accountable for individuals assigned to them by eliminating "free lancing" and fire department liability.

5.00 PROCEDURES

- 5.01 All fire department personnel issued personal protective equipment will receive a Touch-N-Track tag (TOUCH).
- 5.02 Firefighters responding to an incident on the apparatus will affix their TOUCH into the TNT box on the apparatus they respond on. If there is no TNT box on the apparatus that you respond on, then touch into the IC box. The officer on the apparatus is responsible to insure firefighters touch in on the TNT.

- 5.03 The officer of each responding piece of apparatus will report initial personnel staffing while responding. Example- "ENGINE 56 RESPONDING WITH 6". **Staffing will reflect only**

those firefighters capable of interior operations. Those in probationary status not having completed required training are excluded from the staffing count.

- 5.04 The TNT apparatus tag will be taken to the “incident command post” and will be touched in to the IC TNT box.

An officer on the first on scene apparatus is in the “FAST ATTACK” mode requiring action prior to the establishing of a Command Post (CP), he will insure the TNT box is left with the driver at the apparatus. As soon as practical, the TNT apparatus tag will be sent to the CP to insure accountability. **IF INTERIOR OPERATIONS ARE EMINENT, THE COMPANY OFFICER WILL, BY NAME, BE AWARE OF THE WHEREABOUTS OF ALL PERSONNEL UNDER HIS/HER COMMAND.**

- 5.05 When responding, all apparatus will acknowledge response and indicate their staffing. Incidents without VISIBLE smoke or fire or those requiring deliberate action, at the direction of the IC, will direct incoming companies to “LEVEL 1 STAGE”. Under “level 1”, staging only the first in apparatus will investigate or take action. All other apparatus will stage and remain uncommitted. **All personnel will remain on their respective apparatus.** Once the IC determines the apparatus required to complete the incident, he will hold the apparatus required and place the rest back in service and they can return to the station.

- 5.06 An incident on a limited access roadway, complex or one where more detailed information is required to locate the incident may require “LEVEL 2 STAGE”. When “level 2” staging, the apparatus will ordinarily park in the direction of travel and remain uncommitted until a specific assignment is given or is returned to service. On a “multi-alarm” incident, a “staging area officer” will be assigned to determine the resources in the staging area and report it to the IC/CP.

- 5.07 Personnel arriving in private vehicles will report to their company’s apparatus to check with IC to determine what equipment has to be taken to the fire ground as needed and to get SCBA or other tools, then report directly to the command staging area to be entered into the accountability system. NO personnel arriving in a private vehicle will assume any fire ground activity without first checking in with the accountability officer or IC.

- 5.08 All fire ground assignments will be made through the “incident command system”. Each fire ground team will have an officer or team leader who will direct a team and be responsible for the whereabouts of all team members.

- 5.09 Approximately every fifteen (15) minutes or during rapidly changing fire conditions, command may request a PERSONNEL ACCOUNTABILITY REPORT (PAR). This report indicates to command that all team members are accounted for. When command asks for a PAR, each team leader will respond back to command with the team’s name and number of personnel. In the event individuals are missing, RIT will be activated to assist in locating missing personnel as required.

- 5.10 Fire ground officer exiting the structure or “hot” zone will report to the command post to provide a status report to command, have status changed and moved to REHAB area. Once all

personnel on the team have been rehabbed and cleared by EMS, the team will return to the personnel staging area and report to accountability officer.

- 5.11 All personnel leaving the fire ground will report to their team leader and then the team leader will report to IC to be removed from the TNT system before leaving.
- 5.12 Personnel from mutual aid companies will be assigned as outlined above. In the event TNT is not used by the company, firefighters will be accounted for by writing their names on paper and given to accountability officer or IC.
- 5.13 Chief, officers or their designees are responsible to insure that TNT tags are appropriately assigned.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1ST Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

ACCOUNTABILITY SYSTEM Standard Operating Guideline

1.00 PURPOSE

- 1.01 To establish a procedure to insure a system is in place to account for all emergency service personnel on the fire ground.

2.00 SCOPE

- 2.01 This guideline is applicable to all emergency service personnel who respond to emergency incidents.

3.00 RESPONSIBILITY

- 3.01 The fire chief is responsible to insure the safety of all fire department personnel.
- 3.02 Fire ground officers are responsible to carry out tactical operations. These operations must always be performed with first considering the safety and welfare of fire department personnel. The safety officer is responsible for fire ground safety during emergency incidents.
- 3.03 The Incident Command (IC) or Accountability Officer, if designated, is an individual assigned to the command post to receive Apparatus tags with each Crew's personal accountability tag attached (those assigned to each individual fire department unit) from incoming Dickinson Volunteer Fire Department vehicles & from Mutual Aid Departments if requested.
- 3.04 Firefighters are responsible to adhere to the procedures established within this guideline.

4.00 BACKGROUND

- 4.01 The firefighter "accountability system" provides for an organized mechanism to account for emergency personnel on scene. It also provides the IC with an organized focal point to determine resources available and monitor their deployment. It also makes fire ground officers accountable for individuals assigned to them by eliminating "free lancing" and fire department liability.

5.00 PROCEDURES

- 5.01 All fire department personnel issued personal protective equipment will receive an Accountability tag.
- 5.02 Firefighters responding to an incident on the apparatus will affix their accountability tag on the apparatus tag they respond on. The officer on the apparatus is responsible to insure firefighters provide to him or attach their personal tag to the apparatus tag.

- 5.03 The officer of each responding piece of apparatus will report initial personnel staffing while responding. Example- "ENGINE 56 RESPONDING WITH 6". **Staffing will reflect only**

those firefighters capable of interior operations. Those in probationary status not having completed required training are excluded from the staffing count.

- 5.04 The apparatus tag will be taken to the “incident command post” and will be turned over to the Incident Commander or the Safety Officer if established.

When an officer on the first on scene apparatus is in the “FAST ATTACK” mode requiring action prior to the establishing of a Command Post (CP) the apparatus tag with each Crew members personal tag will be left with the driver at the apparatus. As soon as practical, the apparatus tag will be sent to the CP to insure accountability. **IF INTERIOR OPERATIONS ARE EMINENT, THE COMPANY OFFICER WILL, BY NAME, BE AWARE OF THE WHEREABOUTS OF ALL PERSONNEL UNDER HIS/HER COMMAND.**

- 5.05 When responding, all apparatus will acknowledge response and indicate their staffing. Incidents without VISIBLE smoke or fire or those requiring deliberate action, at the direction of the IC, will direct incoming companies to “LEVEL 1 STAGE”. Under “level 1”, staging only the first in apparatus will investigate or take action. All other apparatus will stage and remain uncommitted. **All personnel will remain on their respective apparatus.** Once the IC determines the apparatus required to complete the incident, he will hold the apparatus required and place the rest back in service and they can return to the station.
- 5.06 An incident on a limited access roadway, complex or one where more detailed information is required to locate the incident may require “LEVEL 2 STAGE”. When “level 2” staging, the apparatus will ordinarily park in the direction of travel and remain uncommitted until a specific assignment is given or is returned to service. On a “multi-alarm” incident, a “staging area officer” will be assigned to determine the resources in the staging area and report it to the IC/CP.
- 5.07 Personnel arriving in private vehicles will report to their company’s apparatus to check with IC to determine what equipment has to be taken to the fire ground as needed and to get SCBA or other tools, then report directly to the command staging area to be entered into the accountability system. NO personnel arriving in a private vehicle will assume any fire ground activity without first checking in with the accountability officer or IC.
- 5.08 All fire ground assignments will be made through the “incident command system”. Each fire ground team will have an officer or team leader who will direct a team and be responsible for the whereabouts of all team members.
- 5.09 Approximately every fifteen (15) minutes or during rapidly changing fire conditions, command may request a PERSONNEL ACCOUNTABILITY REPORT (PAR). This report indicates to command that all team members are accounted for. When command asks for a PAR, each team leader will respond back to command with the team’s name and number of personnel. In the event individuals are missing, RIT will be activated to assist in locating missing personnel as required.
- 5.10 Fire ground officer exiting the structure or “hot” zone will report to the command post to provide a status report to command, have status changed and moved to REHAB area. Once all

personnel on the team have been rehabbed and cleared by EMS, the team will return to the personnel staging area and report to accountability officer.

- 5.11 All personnel leaving the fire ground will report to their team leader and then the team leader will report to IC to be removed from the accountability system before leaving.
- 5.12 Personnel from mutual aid companies will be assigned as outlined above. In the event an accountability system is not used by the Mutual Aid company, firefighters will be accounted for by writing their names on paper and given to accountability officer or IC.
- 5.13 Chief, officers or their designees are responsible to insure that accountability tags are appropriately assigned.

Effective Date: 11-01-08; Amended 05-01-16 – (Sections 3.03, 5.01, 5.02, 5.04, 5.11, 5.12, 5.13)
Amended By: D.E. Spaulding, Safety Officer
Developed By: Weldon Glidden, 1ST Assistant Chief
Issued by Authority of: Keith D. Morgan, Fire Chief

Dickinson Volunteer Fire Department, Inc.

ADVERSE WEATHER OPERATIONS

Standard Operating Guideline

1.00 PURPOSE

- 1.01 To provides guidance for Dickinson Volunteer Fire Department personnel encountering severe weather conditions during field operations. This guideline assists in meeting the recommendations of NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program 2002 Edition, 4.3.2* “The fire department shall establish written policies for variations from standard operations. A.4.3.2 These variations include, but are not limited to, responding in congested areas, driving in adverse weather conditions, natural disasters, civil unrest or disorders, and other appropriate conditions.” It also serves as a component of occupational safety and risk management strategies (see NFPA 1500 Standard on Fire Department Occupational Safety and Health Program 2002 Edition).

2.00 SCOPE

- 2.01 This procedure shall act as a guide for all Dickinson Volunteer Fire Department personnel whenever inclement weather potentially impacts the safety or efficacy of operations.

3.00 BACKGROUND

- 3.01 Adverse weather is considered to be any weather conditions which create an increased risk when responding to or operating at an incident. This includes, but is not limited to: fog, heavy rain, hail, flooding, lightning, high winds, hurricane eye operations, and tornadoes.

4.00 PROCEDURES

- 4.01 Recommended procedures vary with the type of weather problems encountered. Heavy rain, hail, flooding, lightning, high winds, hurricane eye operations, and tornadoes are each considered. Officers should use the Risk versus Benefit model when making decisions regarding operations that expose personnel to adverse weather conditions. Officers must be prepared to alter, suspend or terminate operations should conditions change rapidly.
- 4.02 Fog: Fog is of concern mainly due to limited visibility during response to an incident scene, although sometimes heavy fog can contribute to slick road conditions. Apparatus operators

should remember that emergency lights and apparatus will be less visible to other drivers and should use due caution in regard to both limited visibility and slick roadways always remembering that other drivers may present a greater than normal hazard to responding apparatus during fog conditions. Heavy fog which restricts visibility may also present a safety hazard when during aerial operations around overhead wires or objects.

- 4.03 Heavy Rain: Heavy rain should not have any effect on fire or rescue functions except for an increased caution during response. Care should be taken to protect patients or victims.
- 4.04 Hail: When encountering hail conditions, all personnel will wear personal protective equipment, including eye protection, and officers should use discretion to determine fire department personnel should seek shelter.
- 4.05 Flooding: Company officers must exercise considerable judgment and discretion relative to personnel safety when entering flooded areas. In rapidly moving water more than twelve (12) inches deep, personnel should use a lifeline and wear Personal Flotation Devices (PFDs). In any water over twelve (12) inches deep, or where the water depth cannot be determined, PFDs shall be used. Particular care should be taken to avoid run-off areas, drains, open manholes, and ditches. Vehicles should not be driven into areas where water depth cannot be reliably determined.
- 4.06 Lightning: Lightning storms are common in and around the Galveston County area and are encountered frequently by fire/rescue units. Personnel not actively involved in emergency operations should remain inside apparatus or structures during frequent local lightning. In addition, personnel should adhere to the following safety rules:
- A. When there is no shelter, avoid the highest object in the area. If only isolated trees are nearby, the best protection is to crouch in the open, keeping twice as far away from isolated trees as the trees are high;
 - B. Aerial, ground ladder and other elevated (including rooftop) operations, should be halted during lightning conditions;
 - C. Avoid hilltops, open spaces, wire fences, metal clothes lines, exposed sheds, and any electrically conductive, elevated objects;
 - D. Avoid carrying or using long or metallic tools;
 - E. Pump operators should seek shelter in a fully enclosed cab. If it is imperative to remain at the pump panel, do not lean against the apparatus and minimize physical contact with the apparatus.
- 4.07 Wind: Sustained wind conditions can be very hazardous. Personnel operating out in sustained wind conditions or gusts above 30 MPH will wear helmets, bunker coats and eye goggles (or other eye protection as determined by the authority having jurisdiction) for protection from flying debris. Personnel should comply with apparatus manufacturer recommendations, if any, concerning high wind operations. In the absence of manufacturer recommendations, the following guidelines for vehicle operation during high wind operations should be followed:
- A. At sustained wind speeds above 35 MPH, aerial operations should be halted.
 - B. At sustained wind speeds above 50 MPH, only critical fire/rescue operations should be undertaken, and all vehicles with high profiles and light-weight (Haz Mat units, rescues, etc.) should not be used.

C. Driver-Operators and officers must recognize that wind speeds are difficult to estimate and may vary depending upon location, geography and structure density. Wind gusts may be sudden and substantially higher than sustained wind conditions. In addition to the guidelines listed above, the decision to alter, suspend or terminate operations should include consideration of the following factors:

1. Flying debris
2. Vehicle stability while driving, ability to stay within the driving lane
3. Personnel footing and stability outside the vehicle
4. Diminished visibility
5. Proximity to power lines
6. Presence of downed power lines.

Whenever a jurisdiction makes the determination to discontinue operations and shelter all vehicles and personnel, Dispatch shall be notified immediately. Driver-Operators and officers must further realize that the risk to personnel increases in the presence of a combination of adverse conditions (such as high wind, lightning, localized flooding). At all times, personnel must weigh the benefits of a given operation against the risks presented by adverse weather conditions.

- 4.09 Hurricane Eye Operations: Operations during the eye of a hurricane should be limited to re-securing the fire station, if necessary, and assisting citizens who come to the fire station when it would be a danger to release them. All such activities during the hurricane eye will be undertaken only if operations can be accomplished in a safe manner.
- 4.10 Tornadoes: When a tornado or funnel cloud is observed in the field, companies should move away from it at right angles to its direction of travel, if possible. If proximity to the tornado prevents escape, the apparatus should be abandoned and personnel should seek shelter in a sturdy building or a ditch or culvert and keep together. If a tornado is observed from quarters, personnel should mount the apparatus and move away as indicated above, provided it is safe to do so. If time does not permit escape, personnel should seek shelter in a predetermined "safe room" within the fire station.
- 4.11 General: Any severe weather conditions encountered should be reported immediately to Dispatch and the Chief. Safety of personnel and members of the public must be the first priority of officers commanding units in the field. Attention to debris, downed power lines, drainage collection and blocked accesses is required. Damage to equipment and apparatus due to weather must be documented.

Effective Date: 11-01-08; Amended 11-19-08 – Section 4.05
Developed By: Weldon Glidden, 1st Assistant Chief
Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

DISCIPLINARY ACTION Standard Operating Guideline

1.00 PURPOSE

- 1.01 The purpose of this guideline is to establish procedures for disciplinary action.

2.00 SCOPE

- 2.01 This guideline affects all Dickinson Volunteer Fire Department members.

3.00 RESPONSIBILITY

- 3.01 It is the responsibility of all members of the Dickinson Volunteer Fire Department to follow the department's constitution, by-laws and standard operating guidelines (SOG's).
- 3.02 It is the responsibility of all Dickinson Volunteer Fire Department officers to follow the department's constitution, by-laws and SOG's and to insure that all members follow the department's constitution, by-laws and SOG's.

4.00 BACKGROUND

- 4.01 In order to carry out the mission statement of the department, it is imperative that all department personnel follow the department's constitution, by-laws, SOG's and the department's chain of command when dealing with emergency and non-emergency activities. When a personnel problem arises, the following steps will be followed.

5.00 PROCEDURES

- 5.01 When a personnel problem arises, an officer in charge or an officer who witnessed the problem will speak to the violator in private. The officer will speak precisely about what action(s) have created the problem and suggest how the individual should correct the problem. The officer then will contact the Fire Chief or Assistant Chief and inform them of the problem, who the violator is and corrective actions. If a fire fighter witnesses a violation, the fire fighter needs to bring the violation to the attention of the first available officer they see or contact one as deemed necessary.
- 5.02 If the individual continues the infraction or a more serious violation occurs, another private conference will be held. Immediately following the conference, a written notice of deficiencies and the expected improvements required will be provided to the individual and a copy of the

same will be placed in his/her file. This file note will remain for a six (6) month period at which time it will be removed if the individual's performance has improved or has remained satisfactory.

- 5.03 If steps 1 and 2 fail to correct the problem, or if a more serious violation occurs, the officer will prepare written charges outlining the infractions and previous efforts to correct them. One copy will be forwarded to the members of the board of directors, the president and the fire chief.
- 5.04 An officer may invoke a suspension at the 2 and 3 steps. Suspensions should be proportionate to the offense and discipline shall be progressive in nature.
- 5.05 The president, fire chief or line officer will have the authority to authorize an initial suspension for improper conduct. The suspension will not exceed seven (7) days. It will be reviewed by the president, fire chief and a member of the board of directors during this time.
- 5.06 Any member on suspension is prohibited from responding to calls, riding the apparatus, attending any department's activities and will not be allowed on any property owned or inhabited by the Dickinson Volunteer Fire Department.
- 5.07 Officers may invoke a work project instead of suspension when deemed appropriate. Any work assignment must be completed in a specific time frame and appropriately documented.
- 5.08 Any member receiving three (3) suspensions in a twelve (12) month period may be subject to dismissal from the Dickinson Volunteer Fire Department. The member will be required to attend a disciplinary hearing at which time the actions of the individual will be reviewed. The review board will be appointed by the president and will consist of five (5) individuals, two (2) of which will be the President of Dickinson Volunteer Fire Department and also the Fire Chief or his designee, one (1) individual at large and two (2) officers selected from departments other than the Dickinson Volunteer Fire Department. Written results of the hearing will be given to the president, fire chief, five (5) review board members, DVFD secretary, member involved and a copy to be placed in the members personnel file.
- 5.09 Any activities which are deemed to be criminal in nature will be referred to the appropriate law enforcement agency for appropriate action. Members charged with a crime unrelated to a fire department activity may be suspended. It will be addressed on a case by case basis or if felony charges are filed against a member they will be suspended from all fire department functions and activities until the charges settled. Suspensions will be reviewed on a case by case basis by the president, fire chief or his designee and a board director. Members charged with criminal offenses related to fire company business or activities will result in an immediate and indefinite suspension from the department pending the outcome of the charges.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

DISCRIMINATORY WORKPLACE HARASSMENT POLICY/COMPLIANCE PROCEDURES Standard Operating Guideline

1.00 PURPOSE

- 1.01 The purpose of this Guideline is to clearly establish the Dickinson Volunteer Fire Department commitment to provide a work environment free from harassment, to define discriminatory harassment and to set forth the procedure for investigating and resolving internal complaints of harassment.

2.00 SCOPE

- 2.01 This guideline applies to all terms and conditions of volunteer membership including but not limited to disciplinary action, reinstatement, training, appointment or election to office.
- 2.02 Harassment of an applicant, member by another member or officer based on race, religion, color, national origin, disability, medical condition, marital status, sexual orientation, gender or age is explicitly in violation of State and Federal law and will not be tolerated by the Dickinson Volunteer Fire Department.
- 2.03 Personnel found to be participating in any form of job based harassment or retaliation against members shall be subject to disciplinary action up to and including expulsion from the Dickinson Volunteer Fire Department.

3.00 RESPONSIBILITY

- 3.01 Because of the tremendous importance of a workplace free from any form of harassment, this guideline shall be reviewed by all new members. Additionally, at least annually, all members will review this guideline ensuring that its contents are known by the personnel.

4.00 BACKGROUND

- 4.01 All jobs within an emergency service organization are extremely important to the public safety of our community. It is critical that all emergency service personnel treat other emergency service personnel with dignity and respect. Because of the unique circumstances present in many emergency service jobs, it is the responsibility of each and every member to make sure

that there is not inappropriate behavior occurring in the station or at any official function of the Dickinson Volunteer Fire Department. Inappropriate behavior which impacts the workplace or has potential to impact the workplace will not be tolerated.

5.00 DEFINITIONS

- 5.01 Verbal Harassment – Epithets, derogatory comments, slurs, or otherwise offensive words or comments on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age, whether made in general, directed to an individual or group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words or race oriented stories.
- 5.02 Physical Harassment—Assaults or blocking movement, leering or physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age. This includes pinching, patting, grabbing, inappropriate behavior at any Dickinson Volunteer Fire Department function, meeting or incident.
- 5.03 Visual Harassment—Derogatory, prejudicial, stereotypical or otherwise offensive posters, photos, cartoons, notes, bulletins, drawings or pictures on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age. This applies to both posted material in or on equipment of the Dickinson Volunteer Fire Department, apparatus or property in the workplace.
- 5.04 Sexual Harassment—Any act which is sexual in nature and is made explicitly or implicitly a term or condition of membership, is used as the basis of membership decision, unreasonably interferes with an individual’s work performance or create an intimidating, hostile or offensive environment.

6.00 PROCEDURES

- 6.01 Confrontation—if any person feels he or she is the victim of any form of harassment, he or she should inform the person participating in the behavior that he or she finds it offensive. This one-to-one confrontation has been demonstrated to be an effective way to end harassing behaviors. If inappropriate behaviors do not stop, the offended individual can either initiate an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature, the members are not required to confront an offending party prior to initiating this complaint procedure.
- 6.02 Informal Complaint—any member or applicant who believes he or she is a victim of discriminatory workplace harassment should make a complaint orally and/or in writing to any of the following: President, Fire Chief or Assistant Chiefs.
- 6.03 Any officer who observes inappropriate behavior or receives a harassment complaint shall immediately notify one of the following: President, Fire Chief or Assistant Chiefs.
- 6.04 Formal Complaint (Preliminary Complaint) - any member or applicant who alleges to be a victim of discriminatory workplace harassment should, within 30 days of the alleged incident: Contact the President, Fire Chief, or Assistant Chiefs. The preliminary complaint can be verbal or written.
- 6.05 Extension of Time—the party in charge of investigating the complaint may extend the time requirements set forth in this procedure when he or she determines it is in the best interest of fairness and justice to the parties involved.

- 6.06 Review of Preliminary Complaint—upon notification of a harassment complaint, the officer or assigned member shall conduct a preliminary determination as to whether there is any merit of the complaint. If no merit is found, the officer or assigned member may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.
- 6.07 Formal Complaint—If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, the President and/or his designee will promptly issue written notice of the right to file a formal written complaint via hand delivery or certified mail, return receipt. The complaint shall be signed and shall describe in detail the facts asserted to constitute harassment. The complaint shall be filed within ten (10) calendar days after being notified or the right to file a formal complaint.
- 6.08 Upon receipt of a formal complaint, the President, Fire Chief, or appointed designee, will contact the alleged, who will be informed of the basis of the complaint, will be given a copy of the same, and afforded an opportunity to respond. The response shall be in writing, addressed to the President, Fire Chief, or appointed designee and received within seven (7) calendar days after being notified of the complaint.
- 6.09 Review of the Response and Findings—upon receipt of the response, the President, Fire Chief, or appointed designee may further investigate the formal complaint. Such investigation may include an interview with the complainant, the accused harasser(s) and other persons determined to have any relevant information concerning the complaint. This may include victims of similar conduct.
- 6.10 Factual information gathered through investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual and sexual conduct and the context in which the alleged incident(s) occurred.
- 6.11 The results of the investigation and determination as to whether harassment occurred shall be final and binding and will be reported to the appropriate parties including the complainant, the alleged harasser(s), and the President within twenty (20) calendar days from the receipt of the response.
- 6.12 Disciplinary Action—if harassment is determined to have occurred, the President or appropriate officer shall recommend prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including suspension or expulsion from the department. Copies of the final report, including disciplinary action taken will be distributed to both parties.
- 6.13 Retaliation—Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including expulsion from the department. The President or designated appointee will take reasonable steps to protect the victim from any retaliation as the result of communicating a complaint.
- 6.14 Confidentiality—Confidentiality will be maintained to the fullest extent possible in accordance with applicable State, Federal and Local laws.

- 6.15 False Complaints—Any complaint made by a member of the Dickinson Volunteer Fire Department regarding job-based harassment, which is conclusively proven false, shall result in discipline. This discipline may include dismissal from the department. This section is not to discourage personnel from making complaints regarding job-based harassment; however, false complaints adversely impact the workplace and the career and reputation of the accused, even when disproved, and will not be tolerated.
- 6.16 Limitations- The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religious creed, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual preference, gender or age. All other complaints shall be handled through the chain of command.
- 6.17 Distribution- This guideline shall be disseminated to all members by posting on bulletin boards. Specific training will be provided on this subject matter.

Effective Date: 11-01-08

Developed by: Weldon Glidden, 1st Assistant Chief

Issued by authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

ENGINE RIDING POSITIONS Standard Operating Guideline

1.00 PURPOSE

- 1.01 To establish a standard operating guideline for personnel when riding in apparatus. All personnel will have their seat belts on before the vehicles leave the station. This is the overall responsibility of the officer in charge of the vehicle and each member riding on the vehicle.

2.00 SCOPE

- 2.02 This guideline affects all Dickinson Volunteer Fire Department personnel who respond to emergency and non-emergency incidents as well as any other departmental activity requiring use of apparatus.

3.00 RESPONSIBILITY

- 3.03 Fire Officers are responsible for supervising fireground operations and the supervision of personnel under their command. All firefighters are responsible for understanding each assignment. If a Chief or Assistant Chief is riding in one of the jump seats, they have the right and responsibility to take command of the apparatus if the person in the captain's seat and/or driver is not following orders from Incident Command (IC).

4.00 BACKGROUND

- 4.01 It is imperative to have harmony when arriving on the fireground. IC will give tasks for the first, second and third responding engines and rescue vehicles. The officers in charge of the engines and rescues vehicles will assign individual tasks to members on their respective vehicles.

5.00 PROCEDURES

- 5.01 The following procedures are based on the availability of personnel. The basic response is dependent on three (3) firefighters. The officer in charge may deviate from these procedures as circumstances may dictate.

1. DRIVER: Safely operates and positions the apparatus on the fireground. Upon arrival, the driver engages the pump and sets up tank operation. A steady water supply shall be acquired as soon as possible by connecting the supply line (5") to the intake. Communications shall be established with the officer and second in Engine Company. The driver will direct the second in engine company officer if he needs 5" hose laid to him, 3" hose from second engine to first engine, etc.

2. OFFICER: Responsible for determining initial apparatus placement. Will transmit size-up upon arrival and may request additional units if deemed necessary. Dependent on manpower, he may be required to assist in the advancement of the first attack line and/or assist in forcible entry. If IC has not been established upon the officer's arrival, the officer will be IC. If IC has been established by non-Dickinson Volunteer Fire Department personnel, the officer can request passing of IC or a unified command can be established.

3. JUMP SEAT PERSONNEL: Dons SCBA immediately and the proper Personal Protective Equipment for structural firefighting. The personnel will get their assignments from the truck officer. Example- get attack lines, set up ventilation etc. Equipment--- SCBA, hand-light, hose line with nozzle, radio, halligan tool, etc.

4. HYDRANT PERSON: This position is responsible for the supply line layout. Adapters and appliances are located in the engine's hydrant bag shall be removed to make the hydrant connection. Upon radio, visual or verbal instructions from the engineer, the hydrant will be opened completely; if radio is available, the engineer will radio for hydrant to be opened. Once the water is flowing, proceed to the fireground; help with others' duties assign by officer. Equipment- hand-light, hydrant bag, radio, etc.

Effective Date: 11-01-08; Amended 11-19-08 Section-5.01(1), 5.01(2), 5.01(4)

Developed By: Weldon Glidden, 1ST Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

FIREFIGHTER/FIRE OFFICERS' RESPONSIBILITIES FOR ARSON DETECTION Standard Operating Guideline

1.00 PURPOSE

- 1.01 To establish responsibilities for the detection of arson.

2.00 SCOPE

- 2.01 Fire ground officers are responsible to see that evidence is preserved at the scene of any incident. Firefighters, under the direction of fire officers, must perform their duties but, must be aware of the importance in the detection of arson at an incident.

3.00 RESONSIBILITY

- 3.01 All fire ground officers and firefighters.

4.00 BACKGROUND

- 4.01 Arson is one of America's fastest growing crimes. The vast destruction of property, termination of life and the endless suffering are all part of the arson problem. To curtail this crime, the arson investigator requires all pertinent information from the receipt of the alarm to the extinguishment of the fire. This guideline will assist in providing information which may lead to the conviction of an arsonist.

5.00 PROCEDURES

- 5.01 As a firefighter/fire officer en-route to an alarm, all senses should be sharpened on approaching a fire scene, making a mental note of the weather conditions, persons or vehicles in the area, color of smoke, as well as the amount of smoke and general location of the fire upon arrival.
- 5.02 Once in operation on the fireground, the firefighter/fire officer should note the spread of the fire, if there are multiple fire locations and positions of doors and windows, noting which required forcible entry and which were opened.
- 5.03 The firefighter/fire officer should be aware of strong odors such as hydrocarbons or polar solvents which would not ordinarily be present.
- 5.04 The firefighter/fire officer should note any suspicious persons, who may be familiar at multiple fire scenes, persons overly willing to assist or willing to offer information about the incident. The firefighter/fire officer should immediately report this information to the Incident Command (IC).

- 5.05 If the fire is of suspicious origin, the fire officer shall provide security to the structure, scene and/or vehicle and notify, through Dickinson Police Dispatch, the on-call Dickinson Public Safety (DPS) Fire Investigator for further investigation. This will also include all fires in which there are any serious injuries, fatalities or large dollar values.
- 5.06 Overhaul operations, only essential to prevent additional fire spread will be performed. DO NOT DISTURB the potential crime scene. If the DPS Fire Marshal or a representative requests a crew and engine to stand-by to assist in an investigation (i.e. manpower, lighting etc.), the IC will designate a crew and engine to assist in the investigation.
- 5.07 Upon returning to the station, written documentation of the events that transpired will be initiated and completed for future reference. The reports will be compiled by the DPS Fire Marshal's Office and kept on record until needed or deemed unnecessary by the investigating department.
- 5.08 **NO** information as to the suspected cause of the fire or other information relative to the incident will be released to anyone, including the media, by Dickinson Volunteer Fire Department personnel except by the Fire Chief (or his representative) or the DPS Fire Marshal's Office.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1ST Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

FIREFIGHTER RESPONSE WITH PERSONAL VEHICLES **Standard Operating Guideline**

1.00 PURPOSE

- 1.01 To establish guidelines for Dickinson Volunteer Fire Department personnel when responding to alarms with their personally owned vehicles (POV's).

2.00 SCOPE

- 2.01 This guideline affects all fire department personnel who respond in their personal vehicle to emergency calls for Dickinson Volunteer Fire Department. **No member of the Dickinson Volunteer Fire Department is allowed to run lights and sirens to any call.** When an officer arrives on location, if they have lights on their POV, they may use them to mark the location of the call for incoming units or to control traffic.

3.00 RESPONSIBILITY

- 3.01 All fire department personnel who use their POV when responding to emergency calls have the responsibility to arrive in a safe manner. Once on scene they have the responsibility to position their vehicle in a manner that will not hinder emergency operations.

4.00 BACKGROUND

- 4.01 It is imperative that all fire department personnel arrive safely to insure that the alarm assignment is fulfilled. Many times firefighters take unnecessary risks when responding to alarms in their private vehicles. In addition, many emergency operations have been hampered by fire department personnel inappropriately parking vehicles.

5.00 PROCEDURES

- 5.01 When responding to alarms, all firefighters must exercise care. Responding as a firefighter does not relieve the driver from the duty to drive with due regard to the safety of all persons, nor does it exempt the driver from complying with all Texas Motor Vehicle Laws.
- 5.02 All personnel will respond directly to the station to ensure that the apparatus positions are filled and that the officer has a measurement of available personnel.
- 5.03 Officers may go directly to scene if the incident has occurred within their route to the station. If one officer is going direct, then he/she will state if they need additional personnel to go directly

to the scene or report to their station. Safety Officers may go to the scene directly unless otherwise directed by Incident Command (IC).

- 5.04 When parking at the scene, no private vehicle shall be parked within 100 feet of the incident nor shall it be positioned as to restrict the normal flow of traffic.
- 5.05 Due to the length of some emergencies, do not park in a manner which would block a public or private driveway without appropriate consent.
- 5.06 Avoid parking in such a manner that would restrict access to fire hydrants or exposures that would potentially restrict the mobility of emergency vehicles.
- 5.07 After arriving on scene in a personal vehicle, all personnel MUST report to **incident command** to receive job assignment and for accountability.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

INCIDENT COMMAND SYSTEM Standard Operating Guideline

1.00 PURPOSE

- 1.01 To establish guidelines to manage all emergencies using the “Incident Command System” (ICS).

2.00 SCOPE

- 2.01 All fire department personnel within the chain of command will operate under the incident command system.

3.00 RESPONSIBILITY

- 3.01 The fire chief is responsible for the management of all emergency incidents. In his absence, the next ranking fire ground officer will take the management role.
- 3.02 When multiple agencies are involved in an incident, a unified command will be utilized.
- 3.03 All fire ground officers are responsible to understand the ICS and assume the appropriate role within the system.
- 3.04 Firefighters are responsible to adhere to the procedures within this guideline.

4.00 BACKGROUND

- 4.01 The effective functioning of emergency services at incidents requires clear decisive action on the part of incident command (IC). This procedure identifies the standard operating guideline (SOG) to be employed in establishing command and operating a command post (CP). It also fixes responsibility for the command function and its associated duties on one individual at any time during the operation.
- 4.02 The IC is responsible for the command functions at all times. As the identity of the IC changes, through transfers of command, this responsibility shifts with the title. The term “Command” in this guideline refers jointly to both the person and the function. Identity of the IC will be as per “chain of command”.

CHAIN OF COMMAND

A. There will be an IC at all incidents within the jurisdiction of the Dickinson Volunteer Fire Department.

B. The first arriving officer will be the IC at all incidents. A senior or officer of equal rank can become IC only when the original IC wishes to transfer command or feels they need to transfer

command due to the situation going beyond the level of knowledge or training. An officer can relieve an IC if they feel the person is endangering fire personnel, not following good firefighting techniques or seems impaired.

5.00 PROCEDURES

5.01 COMMAND PROCEDURES ARE DESIGNED TO ACCOMPLISH THE FOLLOWING:

A. Fix the responsibility for command on a certain individual through a standard identification system depending on the arrival sequence of members, crews and officers.

B. Insure that strong, direct and visible command will be established as early as possible in the operation.

C. Establish an effective framework outlining the activities and responsibilities assigned to command.

D. Provide a system for the orderly transfer of command to subsequent arriving officers.

E. Command is responsible for four basic objectives:

1. Providing for the safety and welfare of firefighting personnel.
2. Removing endangered occupants and treat the injured.
3. Stabilization of scene.
4. Conserving property after fire control is achieved.

F. Command is responsible for the following functions as required by the circumstances of the situation.

1. Assume and confirm command and take an effective position.
2. Rapidly evaluate the situation (size-up).
3. Initiate, maintain and control the communication process.
4. Identify the overall strategy, develop an attack plan and assign units.
5. Develop an effective fireground organization.
6. Provide continuing command within the framework of S.O.G.'s.
7. Coordinates the transfer of command as needed.
8. Request and assign additional resources as needed.
9. Return all companies to service and terminate command.

G. All of these functions are responsibilities of command, whether or not command is transferred from one individual to another. The first four functions must be addressed immediately from the initial assumption of command.

1. ESTABLISHING COMMAND

The first officer to arrive at the scene SHALL assume command and remain in command until relieved by a ranking IC if necessary or until the incident is terminated.

2. INITIAL REPORT

The individual assuming command shall transmit a brief initial radio report including: Initial identification on scene, confirming assumption of command and location; (i.e. 501, 502, 508, 521 etc..... on scene assuming command); Building description (occupancy, size, arrangement, construction and address); Obvious fire conditions; Action taken (brief description); Any obvious safety concerns.

3. RADIO DESIGNATION

The radio designation "COMMAND" will be used once command has been established. On a large or multiple incidents location (i.e. "Marion Street Command") may be utilized. This designation will not change through the duration of the incident.

4. COMMAND OPTIONS

In cases when the initial arriving incident commander is an officer, efforts should automatically be directed towards establishing a "command post" and fulfilling the listed command functions. Command Post can be "A" side of structure.

The establishment of a "command post" is a priority at all working fires. The location of the incident commander in a vehicle which provides lighting, communications, equipment reference items and limited isolation from distractions will make command more effective.

H. When command is initially assumed, incident command must decide on an appropriate commitment for responding resources which will usually fall into three general modes listed below:

1. NOTHING SHOWING MODE: These situations generally require investigation by the first arriving engine while holding staged units at a distance. Normally IC should check the location while utilizing a portable radio to command the incident.
2. FAST ATTACK MODE: Situations which require action to stabilize the situation; such as interior fires in residences, apartments or small commercial occupancies, require that IC quickly decide how to commit resources. Where a fast interior attack is critical, utilization of the portable radio will permit the necessary involvement in the attack without neglecting command responsibilities.
3. COMMAND MODE: Situations that require a strong command by virtue of the size of the fire, complexity or type of occupancy or the possibility of extension require strong, direct, overall command at the onset. In such cases, IC will initially assume a command position and maintain that position until relieved of command if necessary.

IC assuming command has a choice of modes and degrees of personnel involvement in the attack, but continues to be fully responsible for the identified tasks to the command function. In all cases, the initiative and judgment of the IC are of great importance. The

modes identified are not strict rules but, general guidelines to assist the incident commander in planning appropriate actions.

4. PASSING COMMAND: In certain situations it may be advantageous for the first arriving IC to “pass command” to the next arriving officer. This is indicated when the initial commitment of the first arriving resources requires their involvement in operations (i.e. a large building or an immediate rescue situation) and the next arriving officer is on the scene or close behind.

The initial arriving IC will give an initial on scene radio report and advise the command will be passed. The initial arriving officer retains responsibility for command until the next unit arrives and acknowledges the transfer. The dispatcher will confirm that the next unit officer assumes command.

5. TRANSFERS OF COMMAND: The actual transfer of command will be regulated by the following procedures;

- a. The IC assuming command will communicate with the person being relieved by radio or preferably face-to-face on arrival.
- b. The person being relieved will brief the IC assuming command indicating the following:
 1. General situation status.
 2. Location, extent, conditions.
 3. Effectiveness of control efforts.
 4. Safety considerations, including name of “safety officer, deployment and assignments of operating resources and appraisal of needs for additional resources at the time.
- c. The person being relieved should review any other important information with the next IC. Information like Utility companies, mutual aid departments in route, etc....

The IC should eliminate all unnecessary radio traffic while responding unless such communications are required to insure that command functions are initiated and completed. This requires the person initially in command to give a clear on- scene report and continue to give updated progress reports as needed.

The arrival of a ranking officer on the fireground does not necessarily mean command has been transferred to that officer. Command is transferred only when deemed necessary.

The response and arrival of additional officers on the fire ground strengthens the overall command function. All officers will exercise their command prerogative in a

supportive manner that will insure a smooth transition and effective on-going function of command.

The person relieved of command will be utilized to the best advantage by the officer assuming command.

In cases where an individual is effectively commanding a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that person to continue as IC. In these cases, the arriving ranking officer may assume a supportive role in the overall command functions.

6. COMMAND FUNCTION

It is the responsibility of IC to develop an organizational structure, using standard operation procedures to effectively manage fireground operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may continue through a number of phases, depending on the size and complexity of the particular situation. The objective must be to develop the command organization at a pace which stays ahead of or even with the tactical development of resources.

The basic configuration of a command structure includes three levels:

a. STRATEGIC LEVEL- overall incident command

The “strategic level” involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to the tactical level units.

b. TACTICAL LEVEL- direction of divisions or groups

The “tactical level” includes intermediate level officers directing activities toward specific objectives. Tactical level officers include officers, in charge of grouped resources operating in assigned areas or providing special functions at the scene of the incident. The accumulated achievement of tactical objectives should accomplish strategic level objectives.

c. TASK LEVEL- unit activities

The “task level” refers to those activities normally accomplished by individual units or specific personnel. Task level activities are routinely supervised by company officers. The accumulated achievement of task level activities should accomplish tactical objectives.

The most basic structure for a routine incident involves only two levels. The role of command combines the “strategic and tactical” levels. Units report directly to command and operate at the “task” level.

In more complex situations, command should group units to work in sectors. The sector officers operate at the “tactical” levels, directing the work of several groups and units or performing specialized functions as requested by command. Command continues to operate at the “strategic” level, determining and directing the overall strategy to deal with the incident.

7. COMMAND POST (CP) ORGANIZATION

The responsibilities assigned to command often require the involvement of more than one individual to manage command functions. The officer in command of a working incident is routinely assisted by other assigned personnel in managing information at the CP, gathering information by reconnaissance, assisting with communications and providing liaison. The CP organization may be expanded through the involvement of the other officers and staff personnel to provide “incident planning” and/or “technical support” at the CP. The roles of the individuals performing these functions may vary, depending on the situation.

As the fire ground organization grows in complexity, the IC may implement an additional intermediate level within the CP.

The “control level” involves the use of the “operations officers” who provide direct supervision over “division/group officers” and handle radio communications for the IC to be removed from the immediate pressures of radio traffic and focus on the strategic aspects of the overall situation and management of the organization.

- a. STRATEGIC LEVEL-Incident Command
- b. CONTROL LEVEL- Operations Officers
- c. TACTICAL LEVEL- Sectors/Divisions/Groups
- d. TASK LEVEL- Groups/Crews

Operations officers function within the CP and assume responsibility for major segments of the fire ground organization.

The function of operations officer is frequently initiated when a ranking officer assumes responsibility for the overall incident command and elects to have the relieved officer to communicate to the division/group chiefs. The relieved officer becomes the “operations officer.”

Additional operations officers may be assigned to subdivide responsibilities within the CP. IC may assign any available individuals to the function as operations officers.

8. OFFICER ASSIGNMENTS

Each officer is responsible for the direction of division/groups and functions. These should normally be grouped according to their similarities and related natures to provide the most effective organization.

OPERATION OFFICER EXAMPLES:

- a. RESCUE—all direct actions working within an established perimeter at a motor vehicle accident.

- b. OPERATIONS—all sectors involved in direct fire suppression actions and/or working within fire ground perimeter.
- c. SAFETY—assigned to supervise all aspects of safety.
- d. STAGING—assigned to area to coordinate the use and deployment of apparatus and personnel.
- e. RE-HAB—assigned to insure all personnel are monitored and provided necessary rehabilitation as required once relieved
- f. ACCOUNTABILITY—assigned to coordinate the process of accounting of all personnel involved in all aspects of an emergency operation.
- g. EMS—assigned to coordinate use of EMS resources for civilian and emergency service personnel.
- h. WATER SUPPLY—assigned to coordinate rural water supply operations including but, not limited to tanker shuttle or long LDH layouts. Additional officers may be utilized within water supply (i.e. fill site or dump site officers).

9. OFFICER ASSIGNMENTS/DOCUMENT THE INCIDENT

On all incidents, the chief officers from mutual aid companies, unless otherwise directed, will report to the command area for briefing and assignment. The IC will make operations officer assignment based on the need of the specific incident. For ease of identification, command vests will be worn over PPE's. (Note: vests can not be worn in fire area).

Chief Officers from mutual aid companies may be utilized to assist the IC in documenting fire ground strategy and tactics through the use of a command board or tactical worksheet.

On all incidents, the fireground accountability system will be utilized to monitor personnel on the fire ground and to monitor their task/assignment.

10. PERSONNEL STAGING AND ACCOUNTABILITY

The officer in charge of the apparatus involved in a “fast attack” mode requiring actions prior to the establishing of a command area will insure Touch-N-Track /accountability tags are left on the apparatus. As soon as practical, the driver or other personnel will deliver the Touch-N-Track box/tags to the command area to insure accountability. IF INTERIOR OPERATIONS ARE IMMINENT, THE COMPANY OFFICER WILL, BY NAME, BE AWARE OF THE WHEREABOUTS OF ALL PERSONNEL UNDER HIS/HER COMMAND.

With the exception of personnel arriving on the first piece(s) of apparatus, personnel equipped with SCBA and other miscellaneous hand tools will report with their company officers to the

PERSONNEL STAGING AREA near the command post. Once in this area, personnel will provide their Touch-N-Track box/ accountability tags to the assigned “accountability officer” and will wait for assignment. Based on strategic decisions, tactical assignments will be made by IC using available resources from the staging area. All movement of personnel will be reflected on the Touch-N-Track box, accountability board, command board or tactical worksheet.

Personnel arriving in personal vehicles will report to the IC to fulfilled assignments that need to be staffed. If all assignments have been filled, the firefighter will take instructions from IC. UNDER “NO” CIRCUMSTANCE WILL PERSONNEL BECOME DIRECTLY INVOLVED IN THE INCIDENT BEFORE REPORTING TO THE IC.

Personnel returning from a completed assignment will return to the STAGING AREA to insure the change in their status is reflected. Personnel will then report to the “rehab’ area to monitor their condition. Once cleared at the rehab area, personnel will report back to the STAGING AREA for further assignments.

Effective Date: 11-01-08; Amended 11-19-08 – Sections 5.01(E), 5.01(E)(3), 5.01(H)(5)(b)(2), 5.01(H)(7)
Developed By: Weldon Glidden, 1st Assistant Chief
Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

INCIDENT COMMAND SYSTEM Standard Operating Guideline

1.00 PURPOSE

- 1.01 To establish guidelines to manage all emergencies using the “Incident Command System” (ICS).

2.00 SCOPE

- 2.01 All fire department personnel within the chain of command will operate under the incident command system.

3.00 RESPONSIBILITY

- 3.01 The fire chief is responsible for the management of all emergency incidents. In his absence, the next ranking fire ground officer will take the management role.
- 3.02 When multiple agencies are involved in an incident, a unified command will be utilized.
- 3.03 All fire ground officers are responsible to understand the ICS and assume the appropriate role within the system.
- 3.04 Firefighters are responsible to adhere to the procedures within this guideline.

4.00 BACKGROUND

- 4.01 The effective functioning of emergency services at incidents requires clear decisive action on the part of incident command (IC). This procedure identifies the standard operating guideline (SOG) to be employed in establishing command and operating a command post (CP). It also fixes responsibility for the command function and its associated duties on one individual at any time during the operation.
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command due to the situation going beyond the level of knowledge or training. An officer can relieve an IC if they feel the person is endangering fire personnel, not following good firefighting techniques or seems impaired.

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4. Conserving property after fire control is achieved.

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1. Assume and confirm command and take an effective position.
2. Rapidly evaluate the situation (size-up).
3. Initiate, maintain and control the communication process.
4. Identify the overall strategy, develop an attack plan and assign units.
5. Develop an effective fireground organization.
6. Provide continuing command within the framework of S.O.G.'s.
7. Coordinates the transfer of command as needed.
8. Request and assign additional resources as needed.
9. Return all companies to service and terminate command.

G. All of these functions are responsibilities of command, whether or not command is transferred from one individual to another. The first four functions must be addressed immediately from the initial assumption of command.

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2. INITIAL REPORT

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3. RADIO DESIGNATION

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4. COMMAND OPTIONS

In cases when the initial arriving incident commander is an officer, efforts should automatically be directed towards establishing a "command post" and fulfilling the listed command functions. Command Post can be "A" side of structure.

The establishment of a "command post" is a priority at all working fires. The location of the incident commander in a vehicle which provides lighting, communications, equipment reference items and limited isolation from distractions will make command more effective.

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 3. Effectiveness of control efforts.
 4. Safety considerations, including name of “safety officer, deployment and assignments of operating resources and appraisal of needs for additional resources at the time.
- c. The person being relieved should review any other important information with the next IC. Information like Utility companies, mutual aid departments in route, etc....

The IC should eliminate all unnecessary radio traffic while responding unless such communications are required to insure that command functions are initiated and completed. This requires the person initially in command to give a clear on- scene report and continue to give updated progress reports as needed.

The arrival of a ranking officer on the fireground does not necessarily mean command has been transferred to that officer. Command is transferred only when deemed necessary.

The response and arrival of additional officers on the fire ground strengthens the overall command function. All officers will exercise their command prerogative in a

supportive manner that will insure a smooth transition and effective on-going function of command.

The person relieved of command will be utilized to the best advantage by the officer assuming command.

In cases where an individual is effectively commanding a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that person to continue as IC. In these cases, the arriving ranking officer may assume a supportive role in the overall command functions.

6. COMMAND FUNCTION

It is the responsibility of IC to develop an organizational structure, using standard operation procedures to effectively manage fireground operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may continue through a number of phases, depending on the size and complexity of the particular situation. The objective must be to develop the command organization at a pace which stays ahead of or even with the tactical development of resources.

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The “task level” refers to those activities normally accomplished by individual units or specific personnel. Task level activities are routinely supervised by company officers. The accumulated achievement of task level activities should accomplish tactical objectives.

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In more complex situations, command should group units to work in sectors. The sector officers operate at the “tactical” levels, directing the work of several groups and units or performing specialized functions as requested by command. Command continues to operate at the “strategic” level, determining and directing the overall strategy to deal with the incident.

7. COMMAND POST (CP) ORGANIZATION

The responsibilities assigned to command often require the involvement of more than one individual to manage command functions. The officer in command of a working incident is routinely assisted by other assigned personnel in managing information at the CP, gathering information by reconnaissance, assisting with communications and providing liaison. The CP organization may be expanded through the involvement of the other officers and staff personnel to provide “incident planning” and/or “technical support” at the CP. The roles of the individuals performing these functions may vary, depending on the situation.

As the fire ground organization grows in complexity, the IC may implement an additional intermediate level within the CP.

The “control level” involves the use of the “operations officers” who provide direct supervision over “division/group officers” and handle radio communications for the IC to be removed from the immediate pressures of radio traffic and focus on the strategic aspects of the overall situation and management of the organization.

- a. STRATEGIC LEVEL-Incident Command
- b. CONTROL LEVEL- Operations Officers
- c. TACTICAL LEVEL- Sectors/Divisions/Groups
- d. TASK LEVEL- Groups/Crews

Operations officers function within the CP and assume responsibility for major segments of the fire ground organization.

The function of operations officer is frequently initiated when a ranking officer assumes responsibility for the overall incident command and elects to have the relieved officer to communicate to the division/group chiefs. The relieved officer becomes the “operations officer.”

Additional operations officers may be assigned to subdivide responsibilities within the CP. IC may assign any available individuals to the function as operations officers.

8. OFFICER ASSIGNMENTS

Each officer is responsible for the direction of division/groups and functions. These should normally be grouped according to their similarities and related natures to provide the most effective organization.

OPERATION OFFICER EXAMPLES:

- a. RESCUE—all direct actions working within an established perimeter at a motor vehicle accident.

- b. OPERATIONS—all sectors involved in direct fire suppression actions and/or working within fire ground perimeter.
- c. SAFETY—assigned to supervise all aspects of safety.
- d. STAGING—assigned to area to coordinate the use and deployment of apparatus and personnel.
- e. RE-HAB—assigned to insure all personnel are monitored and provided necessary rehabilitation as required once relieved
- f. ACCOUNTABILITY—assigned to coordinate the process of accounting of all personnel involved in all aspects of an emergency operation.
- g. EMS—assigned to coordinate use of EMS resources for civilian and emergency service personnel.
- h. WATER SUPPLY—assigned to coordinate rural water supply operations including but, not limited to tanker shuttle or long LDH layouts. Additional officers may be utilized within water supply (i.e. fill site or dump site officers).

9. OFFICER ASIGNMENTS/DOCUMENT THE INCIDENT

On all incidents, the chief officers from mutual aid companies, unless otherwise directed, will report to the command area for briefing and assignment. The IC will make operations officer assignment based on the need of the specific incident. For ease of identification, command vests will be worn over PPE's. (Note: vests can not be worn in fire area).

Chief Officers from mutual aid companies may be utilized to assist the IC in documenting fire ground strategy and tactics through the use of a command board or tactical worksheet.

On all incidents, the fireground accountability system will be utilized to monitor personnel on the fire ground and to monitor their task/assignment.

10. PERSONNEL STAGING AND ACCOUNTABILITY

The officer in charge of the apparatus involved in a “fast attack” mode requiring actions prior to the establishing of a command area will insure accountability tags are left on the apparatus. As soon as practical, the driver or other personnel will deliver the apparatus tag with the Crew's personnel tags to the command area to insure accountability. IF INTERIOR OPERATIONS ARE IMENENT, THE COMPANY OFFICER WILL, BY NAME, BE AWARE OF THE WHEREABOUTS OF ALL PERSONNEL UNDER HIS/HER COMMAND.

With the exception of personnel arriving on the first piece(s) of apparatus, personnel equipped with SCBA and other miscellaneous hand tools will report with their company officers to the

PERSONNEL STAGING AREA near the command post. Once in this area, personnel will provide their accountability tags to the assigned “accountability officer” and will wait for assignment. Based on strategic decisions, tactical assignments will be made by IC using available resources from the staging area. All movement of personnel will be reflected on the accountability board, command board or tactical worksheet.

Personnel arriving in personal vehicles will report to the IC to fulfilled assignments that need to be staffed. If all assignments have been filled, the firefighter will take instructions from IC. UNDER “NO” CIRCUMSTANCE WILL PERSONNEL BECOME DIRECTLY INVOLVED IN THE INCIDENT BEFORE REPORTING TO THE IC.

Personnel returning from a completed assignment will return to the STAGING AREA to insure the change in their status is reflected. Personnel will then report to the “rehab’ area to monitor their condition. Once cleared at the rehab area, personnel will report back to the STAGING AREA for further assignments.

**Effective Date: 11-01-08; Amended 11-19-08 – Sections 5.01(E), 5.01(E)(3), 5.01(H)(5)(b)(2), 5.01(H)(7)
Amended 05-01-16; Section 10
Amended By: D.E. Spaulding Safety Officer
Developed By: Weldon Glidden, 1st Assistant Chief
Issued by Authority of: Keith D. Morgan, Fire Chief**

Dickinson Volunteer Fire Department, Inc.

INTERNET USE POLICY Standard Operating Guideline

1.00 PURPOSE

- 1.01 The internet provides a source of information that can benefit every professional discipline represented in the Dickinson Volunteer Fire Department. It is our policy that members whose job performance can be enhanced through use of the internet be provided access and become proficient in its capabilities. This policy document delineates acceptable use of the Internet while using department owned, assigned or leased equipment, facilities, internet addresses, or domain names.

2.00 BACKGROUND

- 2.01 The internet is comprised of thousands of interconnected networks which provide digital pathways to millions of information sites. Because these networks subscribe to a common set of standards and protocols, users have worldwide access to internet hosts and their associated applications and databases. Electronic search and retrieval tools permit users to gather information and data from a multitude of sources and to communicate with other internet users who have related interests.
- 2.02 Access to the internet provides government agencies with the opportunity to locate and use current and historical data from multiple sources worldwide in their decision-making processes. Members are encouraged to develop the skills necessary to effectively utilize these tools in the performance of their duties.

3.00 SCOPE OF POLICY

- 3.01 This policy applies to internet access only.
- 3.02 The following internet users are covered by this policy:
1. Members of the Dickinson Volunteer Fire Department.
 2. Visitors who may access the internet via the fire department's computer network.
- 3.03 This policy applies to internet access when using fire department equipment and facilities, whether owned or assigned, and performed using internet protocol addresses and domain names registered to the fire department.

4.00 POLICY

- 4.01 The Dickinson Volunteer Fire Department promotes internet use that enables members to perform missions and encourages its members to develop internet skills and knowledge. If a member's supervisor determines that internet access is in the best interest of the fire department, the member will be permitted, within the limits set forth below, to use the internet on personal time

to build his/her network search and retrieval skills. Users are advised not to use the Internet for any purpose which would reflect negatively on the fire company.

4.02 The following uses of the internet are not allowed:

1. Access, retrieve or print text and graphics information which exceeds the bounds of generally accepted standards of good taste and ethics. This includes pornography, child pornography or any other sexually explicit websites.
2. Engage in any unlawful activities or any other activities which would in any way bring discredit on the Dickinson Volunteer Fire Department.
3. Engage in any activity which would compromise the security of any fire department computer. Host log-in passwords will not be disclosed or shared with other users.

5.00 USER RESPONSIBILITIES

5.01 Users are responsible for:

1. Following existing security policies and procedures in their use of internet services and will refrain from any practices which might jeopardize the company's computer systems and data files, including but not limited to virus attacks, when downloading files from the internet.
2. Learning about internet etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files from other computers.
3. Familiarizing themselves with any special requirements for accessing, protecting and utilizing data, including Privacy Act materials, copyrighted materials, and procurement sensitive data.
4. Conducting themselves in a way that reflects positively on the fire department since they are identified as Dickinson Volunteer Fire Department personnel on the internet even though they may be using the internet for personal reasons, as stated above.
5. Individuals using fire department or personnel computers to access the internet from locations requiring a City of Dickinson computer access line (such as Central Fire Station) will be monitored by system or security personnel with the City of Dickinson. Use of this system constitutes consent to security monitoring and employees should remember that most sessions are not private.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Page 2 of 2

Dickinson Volunteer Fire Department Internet Acceptable Use Policy Member Agreement

Name: _____

Address _____

I accept responsibility to abide by the Dickinson Volunteer Fire Department's Internet Access policy and procedures as stated in this agreement. I understand that the use of the internet and access to it is a privilege not a right, and I agree:

- to use the internet for appropriate educational purposes and research;
- to be considerate of other users on the internet and use appropriate language;
- not to intentionally degrade or disrupt internet services or equipment. (This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws);
- to immediately report any security problems or breaches of these responsibilities to appropriate person. If the computer has access through the City of Dickinson internet connection and server (includes all computers at City of Dickinson Central Fire Station 1), contact the City Information Technology Director. If the computer does not access through the City of Dickinson internet connection and server, contact the Dickinson Volunteer Fire Department Fire Chief.
- to comply with all of the rules and expectations, administrative procedure and internet etiquette; and
- not to divulge personal information such as addresses and telephone numbers over the internet.

I understand that I have no right to privacy when I use the Dickinson Volunteer Fire Department's internet, and I consent to staff monitoring of my communications.

I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of internet access and possible disciplinary action.

Member's Name: (please print) _____

Signature: _____ Date: _____

Effective Date: 11-01-08; Amended 11-19-08

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

LDH FORWARD LAYOUT Standard Operating Guideline

1.00 PURPOSE

- 1.01 To establish a standard operating guideline for layout of large diameter hose (5").

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 Company officers are responsible for supervising all firefighters during emergency operations. All firefighters are responsible to understand and perform assigned duties pertaining to the layout of supply lines.

4.00 PROCEDURES

- 4.01 The hydrant person "catches" the hydrant in the normal fashion, allowing sufficient hose to permit the hydrant hook-up.
- 4.02 Remove the "hydrant bag" from the engine and place it near the hydrant. Various adapters in the bag can be used to make the hydrant connection.
- 4.03 The 5" hose will be removed from the hose bed and the hydrant person will wrap the hydrant and notify the driver by voice or hand signal to proceed to the scene.
- 4.04 If the hydrant is equipped with a 4 ½" steamer outlet, the 4 ½" NST x 5" Storz outlet adapters shall be utilized. When no steamer connection is available, the 2 ½" x 5" Storz outlet adapters shall be used.
- 4.05 The layout of 5" hose on a layout shall not exceed 10 mph.
- 4.06 Once the apparatus is in position on the fireground, the supply line must be disconnected at the nearest coupling. If more hose is needed to make the pump connection, another section shall be used to complete the connection. The supply line will be connected into the gated intake valve.
- 4.07 Once all connections are complete, the hydrant person, upon a signal from the pump operator, by either radio, verbal or hand signal will fully open the hydrant. When opening the hydrant the firefighter shall stand behind the hydrant to prevent an injury if the coupling disconnects.
- 4.08 Upon completing the hydrant operation, the hydrant person will report to the fireground to get assignments from officer.

4.09 If the supply line is to be picked up by the second engine crew, the hydrant person will connect their hose to the end of first engine and finish the lay. The officer with the second engine crew will radio the first engine crew that the lay has been completed and relay to first engine crew when they are ready to open the hydrant.

Effective Date: 11-01-08; Amended 11-19-08 – Sections 4.02, 4.05

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

MULTI-STORY/LARGE STRUCTURE FIRE RESPONSE Standard Operating Guidelines

1.00 PURPOSE

- 1.01 To provide a set of standard operating guidelines for the response to and attack of a multi-story or otherwise large structure.

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 Fire officers are responsible to see that all personnel are cognizant of this guideline and to direct companies upon arrival at the reported incident

4.00 BACKGROUND

- 4.01 Multi-story/ large commercial structures provide problems for fire department personnel. Access to areas of involvement may be time consuming as well as difficult. The following procedures will insure that all priorities have been considered.

5.00 PROCEDURES

- 5.01 Response to multi-story or commercial structure alarms will have all units respond unless directed to disregard by Dickinson Volunteer Fire Department officer, senior fire fighter or Dickinson Public Safety personnel. If engine is in service, it will be up to the officer in charge to continue **normal traffic** or disregard all units.
- 5.02 On fire alarm in which the call has been received from the facility to the Dickinson Police Department or the alarm company of a "false alarm" or malfunction, a reduced alarm assignment with the minimum of one (1) engine and/or officer will be sent to verify and investigate. All other units will reduce traffic to normal traffic until otherwise told by incident command.
- 5.03 On the response, the first in engine officer will confirm the type of incident and if there is smoke or fire showing, give a size-up. The engine will provide a pre-connected line (minimum 1 ¾") and other necessary tools to the reported fire area. The operation shall include the establishment of a water supply to the interior of the structure to supply interior attack lines.

This may come in the form of supplying the fire department connection (if standpipe is available) or the advancement of 3" from the engine to the fire area along with a high rise pack. The first in engine crew can lay a 5" line. They can hook up to the hydrant, if manpower

is available. If manpower is not available, then the second in engine crew can hit the hydrant and establish a sustained water supply. Incident Command (IC) will make the call if 2-1 3/4" will be used or if attacking the structure fire on tank water only and if the attack will be "Defensive or Offensive." It is strongly recommended that on this type of fire an interior attack be made only when a sustained water supply is established i.e. tanker, hydrant.

- 5.04 Personnel on the second in engine will support "engine operations" and, if necessary, develop a secondary water supply. Truck operations include search and rescue, ventilation, forcible entry, salvage and overhaul operations.
- 5.05 When smoke and fire is evident, either on the initial dispatch or report from the IC, the first in engine will drop a supply line (5") to be supported by the second arriving engine company.
- 5.06 Officer from the third in engine shall radio to the IC when they have arrived on scene and await their assignments.
- 5.07 If it is evident that the first arriving apparatus can not handle the incident, additional departments shall be called for mutual aid via IC to Dickinson Police Department Dispatch. IC will inform the Dickinson Police Dispatcher what department and what type of apparatus is needed to respond to the incident location.
- 5.08 If additional units are needed to work on an interior operation, an interior staging area should be established if possible with officers being designated to command areas (floors or portion of a building with clear cut objectives to be obtained).

Effective Date: 11-01-08; Amended 11-19-08 – Sections 5.01, 5.02

Developed By: Weldon Glidden, 1ST Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

NATURAL GAS EMERGENCIES Standard Operating Guidelines

1.00 PURPOSE

- 1.01 To establish guidelines for response to natural gas emergencies.

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 The fire chief is responsible to insure appropriate response to natural gas emergencies.
- 3.02 Fire ground officers are responsible to insure appropriate actions are taken to resolve natural gas emergencies. Firefighters are responsible to adhere to the procedures established within this guideline.

4.00 BACKGROUND

- 4.01 Natural gas is a colorless, odorless gas. An odorant is added by the gas company. It is lighter than air and will rise if escaping under pressure. The flammable limits of natural gas are 4% to 14%. It produces 1000BTU's per cubic foot.

5.00 PROCEDURES

- 5.01 Upon being dispatched to a natural gas emergency, the Incident Commander (IC) will insure a full first alarm fire and EMS assignment (if available) has been dispatched.
- 5.02 The first in engine will approach the area with caution. All other apparatus will stage approximately one (1) block away from the area to await assignments. Command will be established. If medical attention is required, the EMS officer will coordinate the appropriate treatment. Once the IC has determined the nature of the emergency and the services required, he will direct and place apparatus outside the "hot zone". To determine the **"HOT ZONE"** the IC shall refer to the "North American Emergency Response Handbook."
- 5.03 ESCAPING GAS OUTSIDE A STRUCTURE

The IC will:

- A. Determine the nature of escaping gas. Ordinarily this will be done by sensing obvious odor and the sound of escaping gas.
- B. Insure the gas company is notified by contacting the Dickinson Police Department dispatcher.
- C. Restrict access to the area.
- D. Eliminate ignition sources.
- E. Secure flow if possible by shutting the meter valve or plugging line.

5.04 ESCAPING GAS INSIDE A STRUCTURE

The IC will:

- A. Determine the nature of the escaping gas. Ordinarily this will be done by sensing the obvious odor and the sound of escaping gas.
- B. Insure the gas company is notified by contacting the Dickinson Police Department dispatcher.
- C. Shut off the flow of gas to the structure by shutting off the master shut cock at the meter.
- D. Insure ventilation is initiated using natural ventilation.
- E. Insure personnel do not operate any electrical switches.
- F. Insure personnel are in full protective clothing and SCBA.
- G. Insure to have a safety line, in place and charged. NO smaller than 1 ¾”.

5.05 BURNING GAS OUTSIDE A STRUCTURE

The IC will:

- A. Protect exposures and recognize the high radiant heat hazard.
- B. Secure the supply of gas by shutting the master shut cock, if safe to do.
- C. Contact gas company.

5.06 BURNING GAS INSIDE A STRUCTURE

The IC will:

- A. Shut off the flow of gas and extinguish the fire.
- B. Protect the exposures.
- C. Shut off the gas to any meters that were exposed to high heat.
- D. Shut off gas to appliance, if only appliance is involved.
- E. Contact gas company.

- 5.07 No attempt will be made by fire department personnel to re-light appliances, furnaces or any other natural gas supplied device. The IC will advise the owner/occupant to contact a certified repairman or the gas company to insure the system/appliance is suitable to return to service.

Effective Date: 11-01-08; Amended 11-19-08 – Section 5.03(E)

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

OUT OF TOWN RESPONSES **Standard Operating Guideline**

1.00 PURPOSE

- 1.01 To establish a procedure to insure safe, adequately manned response for mutual aid calls. Mutual aid responses are defined as all incidents outside the Dickinson Volunteer Fire Department fire district.

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 Fire officers or senior member on scene is responsible to insure that the apparatus responds in a safe manner and is properly manned.
- 3.02 Firefighters are responsible to adhere to the procedures established within this guideline.

4.00 BACKGROUND

- 4.01 When dispatched to all mutual aid calls, it is imperative that the response is safe, orderly and that the apparatus is properly manned. Meanwhile, we must insure that there is adequate coverage available to an emergency within our first due response area while on the mutual aid call.

5.00 PROCEDURES

- 5.01 Dickinson Volunteer Fire Department will designate one engine for response to mutual aid requests. The designated engine will respond to all mutual aid calls when requested by the Dickinson Police Department Dispatcher.
- 5.02 On all mutual aid calls, responding personnel will report directly to the station. A line officer may respond directly to the scene to advise responding units of their assignments upon arrival. The officer responding directly to the scene will need to contact Incident Command (IC) for instructions and number of personnel responding. A minimum of three (3) personnel is needed for a response. No other members may respond without permission of the Dickinson Volunteer Fire Department IC/officer on scene. This will be done by using the department's radio system. No cell phones, pagers or Nextel's will be used to call out additional personnel. The senior officer on the responding unit will select the crew. The officer needs to make sure that there is sufficient coverage available for any emergency within our

first due response area. Do not take all Officers and senior members. Any Officers not responding to the mutual aid call and available for other calls need to make contact via radio as to their responding status.

- 5.03 When acknowledging response to the communications center, the officer will inform the communications center of the number of personnel on the apparatus. (i.e. "Engine 53 responding with a crew of 6).
- 5.04 If the Dickinson Volunteer Fire Department is dispatched to another incident in their first due response area with a mutual aid response in progress, the unit at the mutual aid incident shall notify Dickinson Police Dispatch of their status (example – staging, rehab, suppression, etc.). The IC of the incident in the first due response area has the authority to recall the unit at the mutual aid incident. The IC at the mutual aid incident and the IC at the first due response area incident will be in communication with each other giving updates on the status of their respective scenes.
- 5.05 Freelancing will not be allowed on any emergencies. Of particular concern is freelancing on mutual aid responses. Due to the nature, they often involve multiple departments, may be long in duration and may be complex. Once on scene all personnel are required to report to the apparatus for accountability and specific assignments. All Dickinson Volunteer Fire Department personnel will be directed, assigned duties and tasks through the officer or senior member in charge of the engine company.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

PUBLIC SERVICE CALLS **Standard Operating Guideline**

1.00 PURPOSE

- 1.01 To define the category of calls referred to as “Public Service Calls” and to establish guidelines for handling such calls.

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 All fire ground officers.

4.00 BACKGROUND

- 4.01 Often the fire service is called upon to assist the public or other agencies in various capacities. Public assistance provides good public relations if handled properly and efficiently.
- 4.02 Public service calls are those that are considered non-emergency in nature nor life threatening. They include, but are not limited to, animal rescue, assisting invalids or the disabled when medical treatment/transport is not required, etc.

5.00 PROCEDURES

- 5.01 All public service calls will be considered as non-emergency calls. Warning devices such as red lights, sirens and air horns will not be used.
- 5.02 Personnel riding the apparatus will follow the standard operating guidelines for engine riding positions. While the call is non-emergency in nature, it is possible that while on the public service call an emergency call may be received and personal protective equipment will be essential.
- 5.03 A minimum amount of personnel two (2) should be used to complete the call. If a sufficient number is not available, pagers may be activated to get the needed personnel response. Notify the Dickinson Police Department Dispatcher of apparatus location and status.
- 5.04 Dickinson Volunteer Fire Department **DOES NOT** fill swimming pools. Therefore, such a

Page 1 of 2

request for public assistance will be courteously denied and alternatives explained to the party involved.

- 5.05 Any equipment utilized in the operations will be cleaned, maintained and inspected.
- 5.06 The service call will be properly logged in the Incident Response Book at the station if we are toned out by Dickinson Police Department. If an engine is used for a parade, public or

private events, the members who attend will fill out a roster sheet. Information needed is date, event description, times and members present to sign. The form will be put in the run sheet slot in the radio room at Central Fire Station.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

RAPID INTERVENTION TEAM (RIT) (Two in Two Out) Standard Operating Guideline

1.00 PURPOSE

- 1.01 The purpose of the “Rapid intervention Team” (RIT) is to have a fully equipped rescue team on-site, in a ready state, to immediately react and respond to rescue injured or trapped firefighters and/or civilians.

2.00 SCOPE

- 2.01 This procedure shall be implemented at all fires using offensive, defensive firefighting tactics and other incidents where fire department members are subject to hazards that would be immediately dangerous to life and/or health in the event of an equipment failure, sudden change of conditions or mishaps.

Examples of special hazardous operations include but, are not limited to:

- A. Hazardous Material Incidents
- B. Confined Space Rescue
- C. Offensive Interior Fire Operations
- D. Defensive Exterior Fire Operations
- E. Any other incident having significant risk

3.00 RESPONSIBILITY

- 3.01 The Incident Command (IC) will assign a crew, plus an ambulance if available, for rescue standby duties at the incident.
- 3.02 The RIT will consist of a minimum of two (2) firefighters. The type of EMS crew and treatment capability (BLS or ALS) will depend of the availability. The ambulance (for RIT) shall be in addition to any ambulances that are needed for transportation of civilians at the incident. The RIT ambulance can be used to transport patients only with the IC approval and the request of the senior medic on scene.

4.00 BACKGROUND

- 4.01 Fire departments may respond to incidents that present an unusually high risk to firefighter safety. This guideline identifies the requirements for and operations of standby rescue teams during fire operations and special hazard operations.

5.00 PROCEDURES

- 5.01 The IC will determine the standby location near the Command Post (CP), at the entry point or other selected location. RIT members will consist of experienced and trained firefighters. Members will assume a ready state, including full protective clothing and SCBA's for all personnel. For other types of incidents the protective clothing and equipment will be appropriate for the hazards.
- 5.02 The RIT will be assigned a radio and will closely monitor radio communications at all times. The team must be able to react immediately to a sudden emergency event at the incident site. It is imperative that the team do a size-up of the scene. In addition to the personal protective equipment listed above, rescue equipment shall include but, not limited to: regular and specialized rescue equipment.
- 5.03 RIT will be reserved for immediate life threatening situations, such as fire fighters lost, injured or other critical situation. The RIT could also be assigned to a civilian rescue situation, if needed, at the discretion of the IC. Another RIT will be activated to replace the one being used immediately by the IC.
- 5.04 During the course of an incident, the IC may elect to assign the RIT to a tactical function but, again shall activate another team, as long as the hazardous situation continues.
- 5.05 Command will assign "RIT SECTOR" to the RIT. The team will remain in the sector until needed or the incident is terminated. The only time the team will leave other than being called will be to do a "size-up" of the building to get an idea of the building size, construction, etc. They will, at all times, be in contact with the IC by radio.
- 5.06 Command may assign more than one team and ambulance for standby duties if necessary. For extremely hazardous rescues (i.e. confined space rescue) there shall be a minimum of two (2) firefighter rescuers on standby.
- 5.07 Command should assign the RIT from firefighters at the scene whenever possible. In other situations it may be necessary to call additional mutual aid companies for RIT duties.
- 5.08 Additional firefighters, including additional mutual aid, will be requested and sent to the rescue area as the emergency dictates.
- 5.09 This guideline is intended to increase the overall level of safety for fire department personnel operating at emergency incidents.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

RAPID INTERVENTION TEAM (RIT) (Two in Two Out) Standard Operating Guideline

1.00 PURPOSE

- 1.01 The purpose of the “Rapid intervention Team” (RIT) is to have a fully equipped rescue team on-site, in a ready state, to immediately react and respond to rescue injured or trapped firefighters and/or civilians.

2.00 SCOPE

- 2.01 This procedure shall be implemented at all fires using offensive, defensive firefighting tactics and other incidents where fire department members are subject to hazards that would be immediately dangerous to life and/or health in the event of an equipment failure, sudden change of conditions or mishaps.

Examples of special hazardous operations include but, are not limited to:

- A. Hazardous Material Incidents
- B. Confined Space Rescue
- C. Offensive Interior Fire Operations
- D. Defensive Exterior Fire Operations
- E. Any other incident having significant risk

3.00 RESPONSIBILITY

- 3.01 The Incident Command (IC) will assign a crew, plus an ambulance if available, for rescue standby duties at the incident.
- 3.02 The RIT and any Interior attack Team’s will consist of a minimum of groups of two (2) firefighters per group. The type of EMS crew and treatment capability (BLS or ALS) will depend of the availability. The ambulance (for RIT) shall be in addition to any ambulances that are needed for transportation of civilians at the incident. The RIT ambulance can be used to transport patients only with the IC approval and the request of the senior medic on scene.

4.00 BACKGROUND

- 4.01 Fire departments may respond to incidents that present an unusually high risk to firefighter safety. This guideline identifies the requirements for and operations of standby rescue teams during fire operations and special hazard operations.

5.00 PROCEDURES

- 5.01 The IC will determine the standby location near the Command Post (CP), at the entry point or other selected location. RIT members will consist of experienced and trained firefighters. Members will assume a ready state, including full protective clothing and SCBA's for all personnel. For other types of incidents the protective clothing and equipment will be appropriate for the hazards.
- 5.02 The RIT will be assigned a radio and will closely monitor radio communications at all times. The team must be able to react immediately to a sudden emergency event at the incident site. It is imperative that the team do a size-up of the scene. In addition to the personal protective equipment listed above, rescue equipment shall include but, not limited to: regular and specialized rescue equipment.
- 5.03 RIT will be reserved for immediate life threatening situations, such as fire fighters lost, injured or other critical situation. The RIT could also be assigned to a civilian rescue situation, if needed, at the discretion of the IC. Another RIT will be activated to replace the one being used immediately by the IC.
- 5.04 During the course of an incident, the IC may elect to assign the RIT to a tactical function but, again shall activate another team, as long as the hazardous situation continues.
- 5.05 Command will assign "RIT SECTOR" to the RIT. The team will remain in the sector until needed or the incident is terminated. The only time the team will leave other than being called will be to do a "size-up" of the building to get an idea of the building size, construction, etc. They will, at all times, be in contact with the IC by radio.
- 5.06 Command may assign more than one team and ambulance for standby duties if necessary. For extremely hazardous rescues (i.e. confined space rescue) there shall be a minimum of two (2) firefighter rescuers on standby.
- 5.07 Command should assign the RIT from firefighters at the scene whenever possible. In other situations it may be necessary to call additional mutual aid companies for RIT duties.
- 5.08 Additional firefighters, including additional mutual aid, will be requested and sent to the rescue area as the emergency dictates.
- 5.09 This guideline is intended to increase the overall level of safety for fire department personnel operating at emergency incidents.

Effective Date: 11-01-08; Amended 05-01-16 (Section – 3.02)

Amended By: D.E. Spaulding, Safety Officer

Developed By: Weldon Glidden, 1st Assistant Chief

Issued by Authority of: Keith D. Morgan, Fire Chief

Dickinson Volunteer Fire Department, Inc.

SAFETY PROCEDURES Standard Operating Guideline

1.00 PURPOSE

- 1.01 To establish the guideline to minimize the potential for firefighter injuries.

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 The fire chief is responsible for the safety of all firefighters.
- 3.02 The safety officer is responsible to oversee the safety program and serve as an aid and resource to the fire chief both administratively and on the emergency scene.
- 3.03 All fire officers within the chain of command will direct personnel within these established guidelines.
- 3.04 All firefighters will adhere to the following guidelines.

4.00 BACKGROUND

- 4.01 While firefighting is one of the most dangerous occupations, there is control over much of what and how the firefighters complete their tasks. A comprehensive safety program can assess risks and minimize injury or death.

5.00 PROCEDURES

- 5.01 All personnel on the fireground will wear personal protective equipment (PPE). If responding on the apparatus, the PPE will be in place prior to leaving the station. PPE consists of (turnout coat, turnout pants, fire service boots, nomex hood, helmet, firefighter gloves).
- 5.02 While responding to an incident, the driver has the option to wear or not to wear his PPE. Once he has established his initial flows, the pump operator will don his bunker pants and boots for personal protection.
- 5.03 The maximum manning on Engine 56, 54, 53 or rescue 1 is six (6). NO personnel will be permitted to ride the tailboard, hosebed or side step.
- 5.04 Upon crossing designated safety zone, personnel will be required to have full PPE as stated in procedure 1. Breathing apparatus (SCBA) will be worn and utilized upon entering a structure or vehicle that is reportedly on fire or otherwise contaminated environment.

- 5.05 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 injurious conditions to the respiratory system have been reduced, SCBA's may be removed. This decision will be made by the safety officer after informing incident command.
- 5.06 Any injury occurring on the fireground or training exercise shall be reported to the safety officer and the officer in charge. Necessary medical attention will be given depending on the degree of the injury by medical personnel on sight or the injured person will be removed to a medical facility by ambulance. An incident form will be completed as soon as possible by the safety officer or officer in charge.
- 5.07 When responding to a motor vehicle fire, the apparatus should be positioned, if possible, in front of the vehicle, away from the gas tank by approximately 75'. No less than (1)—1 3/4" line will be deployed.
- 5.08 All personnel actively involved in a motor vehicle rescue or any incident with the potential for contact with blood or any body fluids, latex gloves must be worn under leather or fire gloves. Latex gloves are on the apparatus.
- 5.09 Full PPE, including SCBA's, will be worn on all potential HAZMAT incidents. Apparatus and personnel should be positioned up wind. HAZMAT incident should be identified prior to any action being taken.
- 5.10 All personnel responding in private vehicles or driving department apparatus shall conform to the Texas Department of Motor Vehicle Laws.
- 5.11 When apparatus is required to back up, a member will be assigned to observe the rear of the apparatus. Of particular concern is when the apparatus is backing into the station. When the apparatus is in position to begin backing up, and the member is at the rear of the engine within view of the engineer, traffic will be stopped in both directions to allow for safe maneuvering. All "warning lights" will be in operation while backing into the station.
- If the apparatus is to be backed into the station from the apron and no personnel are watching while it's being backed in, the driver will do a complete walk around to make sure the area is clear to back in and all compartment doors closed.
- 5.12 For additional "safety" procedures refer to other guidelines on specific situations.

Effective Date: 11-01-08; Amended 11-19-08 – Section 5.04
Developed By: Weldon Glidden, 1st Assistant Chief
Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

SAFETY PROCEDURES **Standard Operating Guideline**

1.00 PURPOSE

- 1.01 To establish the guideline to minimize the potential for firefighter injuries.
- 1.02 It will be standard practice to implement a "Safety Sector/Section" at any first alarm or multiple alarm incident, special operations rescue, trench rescue, confined space rescue, and first alarm hazardous materials incidents. In addition, a Safety Sector/Section/Incident Safety Officer should be implemented at any incident of special hazard presenting an unusual risk to fire fighters, customers, or the general public.

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 The fire chief is responsible for the safety of all firefighters.
- 3.02 The safety officer is responsible to oversee the safety program and serve as an aid and resource to the fire chief both administratively and on the emergency scene.
- 3.03 THE SAFETY OFFICER/SECTOR REPORTS DIRECTLY TO COMMAND AND HAS FULL AUTHORITY TO TERMINATE, SUSPEND, OR ALTER ANY UNSAFE CONDITION OR ACTION.
- 3.04 Any LIFE THREATENING conditions will be corrected immediately and directly. Where time permits, Command must be notified. Corrective action will be initiated by Command immediately. In obvious life threatening situations that do not allow time for Command's intervention, the Safety Officer/Sector shall immediately stop any action, or countermand any order, under these circumstances by DIRECT and IMMEDIATE intervention (i.e., order crews out of a building, countermand an order for crews to go to the roof etc.). Such action may be taken with the understanding that the Safety Officer/Sector works for Command and is accountable to Command for actions taken. **COMMAND MUST BE IMMEDIATELY ADVISED OF ANY DIRECT INTERVENTION BY THE SAFETY OFFICER/SECTOR UNDER THESE CIRCUMSTANCES.** A change of strategy and/or tactics by Command or sector officers may be required as a result of the Safety officer's actions. Sector officers may have to be notified of hazards, required safety corrections, or updated on the strategic plan, tactics, and objectives.
- 3.05 The second approach is for non-life threatening situations and involves a more "one-on-one" correction of safety problems with individual firefighters, company officers, and/or sector officers (i.e. require SCBA, correct ladder position) and often does not affect incident strategy. This approach is the most frequent type of interaction. Where corrective action does not affect Command's strategy, Command may not need to be notified. Corrected items should, however, be noted for discussion at a critique of the incident.

- 3.06 All fire officers within the chain of command will direct personnel within these established guidelines.
- 3.07 All firefighters will adhere to the following guidelines.

4.00 BACKGROUND

- 4.01 While firefighting is one of the most dangerous occupations, there is control over much of what and how the firefighters complete their tasks. A comprehensive safety program can assess risks and minimize injury or death.

5.00 PROCEDURES

- 5.01 All personnel on the fireground will wear personal protective equipment (PPE). If responding on the apparatus, the PPE will be in place prior to leaving the station. PPE consists of (turnout coat, turnout pants, fire service boots, nomex hood, helmet, firefighter gloves).
- 5.02 While responding to an incident, the driver has the option to wear or not to wear his PPE. Once he has established his initial flows, the pump operator will don his bunker pants and boots for personal protection.
- 5.03 The maximum manning on Engine 56, 54, 53 or rescue 1 is six (6). NO personnel will be permitted to ride the tailboard, hosebed or side step.
- 5.04 Upon crossing designated safety zone, personnel will be required to have full PPE as stated in procedure 1. Breathing apparatus (SCBA) will be worn and utilized upon entering a structure or vehicle that is reportedly on fire or otherwise contaminated environment.
- 5.05 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 injurious conditions to the respiratory system have been reduced, SCBA's may be removed. This decision will be made by the safety officer after informing incident command.
- 5.06 Any injury occurring on the fireground or training exercise shall be reported to the safety officer and the officer in charge. Necessary medical attention will be given depending on the degree of the injury by medical personnel on sight or the injured person will be removed to a medical facility by ambulance. An incident form will be completed as soon as possible by the safety officer or officer in charge.
- 5.07 When responding to a motor vehicle fire, the apparatus should be positioned, if possible, in front of the vehicle, away from the gas tank by approximately 75'. No less than (1)—1 3/4" line will be deployed.
- 5.08 All personnel actively involved in a motor vehicle rescue or any incident with the potential for contact with blood or any body fluids, latex gloves must be worn under leather or fire gloves. Latex gloves are on the apparatus.

- 5.09 Full PPE, including SCBA's, will be worn on all potential HAZMAT incidents. Apparatus and personnel should be positioned up wind. HAZMAT incident should be identified prior to any action being taken.
- 5.10 All personnel responding in private vehicles or driving department apparatus shall conform to the Texas Department of Motor Vehicle Laws.
- 5.11 When apparatus is required to back up, a member will be assigned to observe the rear of the apparatus. Of particular concern is when the apparatus is backing into the station. When the apparatus is in position to begin backing up, and the member is at the rear of the engine within view of the engineer, traffic will be stopped in both directions to allow for safe maneuvering. All "warning lights" will be in operation while backing into the station.
- If the apparatus is to be backed into the station from the apron and no personnel are watching while it's being backed in, the driver will do a complete walk around to make sure the area is clear to back in and all compartment doors closed.
- 5.12 For additional "safety" procedures refer to other guidelines on specific situations.

Effective Date: 11-01-08; Amended 11-19-08 – Section 5.04
Amended 05-01-16 – Section 3.03 thru 3.07
Amended By D.E. Spaulding Safety Officer
Developed By: Weldon Glidden, 1st Assistant Chief
Issued by Authority of: Keith D. Morgan, Fire Chief

Dickinson Volunteer Fire Department, Inc.

STRUCTURAL FIRE RESPONSE Standard Operating Guidelines

1.00 PURPOSE

- 1.01 To insure that initial fireground operations will be handled by arriving apparatus on the scene as quickly and efficiently as possible.

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 All fire ground officers should be alert to conditions that reduce the response capability to lower numbers. The officer shall see that a vacant position is covered by another individual to insure completion of the assigned task.

4.00 PROCEDURES

- 4.01 Full personal protective equipment and SCBA are required as noted in the Safety Procedures Standard Operating Guideline.
- 4.02 Unless otherwise directed, a 5" line will be made from the nearest water supply. This is to be required on the report of "smoke visible" or "visible fire". If the length of the layout is prohibitive, the layout should begin from the nearest intersection enabling the second engine to pick up the supply line. If only three (3) personnel are responding on the engine, the layout line should be dropped at the hydrant or water source and the firefighter remounting the engine. The second in engine will be advised that it will establish the water supply or second in engine can lay a line from water source to the first in Engine Company.
- 4.03 After positioning the apparatus on scene, the engine pump operator shall establish water flow.
- 4.04 The officer shall see that the first suitable line (pre-connect) shall be stretched to the building. The line shall no be smaller than 1 3/4". Dependent on manpower, this will be accomplished by the firefighters riding in the jump seat. Which ever pre-connect is pulled either the 150' or 200'.
- 4.05 The hydrant person will return to the engine once the water flow is established.
- 4.06 On all structural fire calls, a pre-connected line will be stretched to the building or the fire floor. It shall be charged unless otherwise ordered by the officer. The intent of this evolution is to provide a hose line at the entrance of the structure. Situations can occur when there is not a

standpipe system and the structure is large, requiring the use of a 3" line, therefore a 3" line with a hi-rise pack shall be advanced.

- 4.07 It is imperative that engine company duties are performed as soon as possible upon arrival.
- 4.08 The second due engine will insure a water supply is established.
- 4.09 The third arriving engine/rescue company, will ask for assignment thru the Incident Command (IC). Examples: RIT, ventilation etc.
- 4.10 If there is a fourth arriving engine, personnel should report with their officer to the IC or designated staging area on the fireground with equipment. The officer in charge of fourth arriving company will keep its crew together so to lessen the chance of freelancing.
- 4.11 If it is determined that additional apparatus will be required, a staging area will be established by the IC. All incoming apparatus will report to this area known as "apparatus staging area". The officer assigned to this area will be known as the "staging officer".

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1ST Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

SUPPORT OF POLICE AGENCIES DURING SPECIAL OPERATIONS Standard Operating Guidelines

1.00 PURPOSE

- 1.01 This is a guideline to assist Dickinson Volunteer Fire Department personnel in making decisions to support police agencies during special operations.

2.00 SCOPE

- 2.01 The Dickinson Volunteer Fire Department's role in supporting police operations is to:
- A. Provide special assets and equipment managed by the fire department.
 - B. Provide fire suppression services (stand-by for tear gas, etc.).
 - C. Assist with hazardous materials identification, containment and advice on proper handling.
 - D. The Dickinson Volunteer Fire Department, when assisting police, will not involve personnel in active danger areas. Personnel and apparatus are to be staged in cleared or safe areas. The staging will be set by the law enforcement agency in control and the senior officer from the Dickinson Volunteer Fire Department on scene.

3.00 RESPONSIBILITY

- 3.01 The responding fire officer will report to the Incident Command (IC) to determine what type of assistance they are to provide. This can include equipment requests, safe staging areas input to determine fire or explosive potentials and hazmat potentials.

4.00 PROCEDURES

- 4.01 Responding apparatus responding to active police actions will stage in a safe staging area.
- 4.02 Equipment delivery such as fans, ladders, SCBA's, forcible entry tools, etc., may be requested for use in police operations. The fire department's role is to deliver the equipment to a safe staging area near the incident and instruct law enforcement officers in its use.
- 4.03 Hazmat response will consist of fire personnel providing materials identification using the "North American Emergency Response Guidebook" with recommendations for safe zones, hot zones, evacuation distances, etc. Also provide information to contact hazardous materials clean-up teams.
- 4.04 Fire suppression will only be done when law enforcement and the fire department officer verifies the area is secured and safe for suppression to be done.

- 4.05 Communications will be minimized to prevent citizens, news media and felons' access to any police agency tactical operations. Landline telephone communications or (if necessary) cellular telephone can be used. If communication is being done by NEXTELS (bump phones), they will be taken off speaker phone mode.

- 4.06 The senior fire department officer will assume command of the department personnel and equipment. They will work with Dickinson Police Department's or other law enforcement agency officer in charge in either a unified command or a working branch of the IC structure.

Effective Date: 11-01-08

Developed By: Weldon Glidden, 1ST Assistant Chief

Issued by Authority of: Jasper Liggio, Fire Chief

Dickinson Volunteer Fire Department, Inc.

VEHICLE RESCUE RESPONSE Standard Operating Guidelines

1.00 PURPOSE

- 1.01 To establish a standard operating guideline for response to a motor vehicle accident.

2.00 SCOPE

- 2.01 All fire department personnel.

3.00 RESPONSIBILITY

- 3.01 Fire officers are responsible to coordinate motor vehicle rescue operations in mutual understanding with local EMS and law enforcement agencies. Fire officers will establish rescue objectives which do not conflict with emergency medical care. Firefighters will perform tasks to accomplish these objectives.

4.00 BACKGROUND

- 4.01 Vehicle rescue incidents can occur at any time. Since every incident is not the same, a clear cut chain of command and clearly defined objectives must be established to facilitate a quick, safe rescue. The fire department's major areas of involvement will be hazard control, stabilization, extrication and support services such as lighting and manpower.

5.00 PROCEDURES

- 5.01 On all motor vehicle accidents that an Engine is responding to, a minimum crew of 2 (two) firefighters is required. Rescue 1 will respond when a crew is on board or requested by Incident Command (IC), Medic 1 or dispatcher states extrication is needed.
- 5.02 Upon approaching the scene, the officer on scene will establish communications with EMS, police and other fire department responding apparatus, providing an initial assessment. The officer should take into consideration the possible presence of hazardous materials and downed power lines.
- 5.03 Apparatus should be positioned to provide maximum protection of all personnel. Warning lights will remain on during the entire operation. The engine should be staged so it blocks traffic to insure personal safety of all responders and also to allow a complete size-up of scene.
- 5.04 Once the apparatus is positioned, the engine officer will make an on-site assessment and assume command of the incident along with Medic 1 or Dickinson Public Safety officers and

with input from the law enforcement agency that is in charge of the accident. The following objectives shall be considered when deploying personnel; hazard and traffic control, vehicle stabilization, gaining access to patients, extrication, patient removal, and removal of wreckage.

The cargo storage portion of the vehicle (trunk, pickup truck box, van body or trailer) will be inspected for hazardous materials.

- 5.05 All personnel will wear full personal protective equipment (PPE), including eye protection. Latex gloves will be worn under fire service gloves if there is a possibility of B&B exposure.
- 5.06 An equipment staging area will be established where all vehicle rescue equipment will be deployed. This area should be in relative close proximity to the rescue without causing any unusual hazards.
- 5.07 Light will be provided through the onboard fire apparatus lighting and portable lighting.
- 5.08 Once the fire potential is evaluated by the officer, a charged hose line, no smaller than 1 3/4" will be placed in service with the firefighters wearing full PPE and SCBA if requested by the I.C. This line will remain deployed until the incident is terminated.
- 5.09 Should the scope of the rescue be beyond the capabilities of on-scene resources, IC will request the dispatch of additional fire, rescue or EMS.
- 5.10 Through the use of the incident command system (ICS), the IC will assume command of the rescue operation. The chief EMS officer will provide input to the IC and coordinate the delivery of emergency medical services.
- 5.11 All activities related up to the removal of the patient from the wreckage will be the responsibility of the fire department personnel and the responding medic crew. EMS personnel will be allowed access to the patient once the hazards are controlled.
- 5.12 If the EMS group needs the patient to be sent to a medical center by Air Ambulance. The appointed department will contact dispatch to have an Air Ambulance sent to a preset landing zone (LZ). An engine will go to the LZ and a radio channel will be set (either ITAC1, CWFIRE, etc.) EMS will give patient update and Dickinson Volunteer Fire Department will give LZ location and hazards.
- 5.13 Once the patient is removed, the fire department will remain until such time as the wreckage is removed or relieved by the law enforcement agency having jurisdiction.
- 5.14 IC or his designee will insure that all information is gathered at the scene. If this is impossible or impractical, upon returning to the station, he insures that this information is acquired from the EMS or law enforcement agency.
- 5.15 Upon returning to the station, the apparatus and portable equipment will be cleaned and serviced as required. Any equipment damaged or broken will be set aside and tagged out of service (OOS) and notification will be made (bulletin boards, e-mail, etc.). Also if any equipment is placed out of service, IC or senior officer will be notified so it can be relayed to the officer that is in charge of that equipment.
- 5.16 A brief critique of the incident should be done to see what, if any, problems occurred.

Effective Date: 11-01-08
Developed By: Weldon Glidden, 1st Assistant Chief
Issued by Authority of: Jasper Liggio, Fire Chief