MISSION, VISION, VALUE

MISSION STATEMENT

We, the members of the Greenfield Fire Territory, are committed to protecting life, property and the environment. We are committed to reducing risk to our community through fire prevention inspections and public education. We hereby make a commitment to be proactive in the quality of services we provide through continuous training and education.

VALUES STATEMENT

Professional # Leadership # Integrity # Teamwork # Compassionate

VISION STATEMENT

To be a community focused, value centered and efficient emergency service for those that we are sworn to protect.

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Chapter 2 - Organization and Administration

Physical Asset Management

200.1 PURPOSE AND SCOPE

This document provides procedures for managing the Department's physical assets.

200.2 INVENTORY CONTROL

The Fire Chief or the authorized designee should establish an accurate inventory-control and record-keeping system for tracking the department's physical assets. The Fire Chief or the authorized designee will reconcile the physical asset/inventory list with the City Clerk on an annual basis.

200.2.1 INITIAL INVENTORY

(a) When developing a new inventory control system, asset counts can be divided into smaller tasks and spread out over time.

(b) Additionally, a risk-based approach may be used to determine which capital assets to count first and which ones to count later. Where the risk of loss is high, inventory counts should be scheduled as soon as possible.

(c) Upon acquisition of a new physical asset, an inventory record should be created and the appropriate information documented before placing the asset into operation or service, in accordance with the Physical Asset Management Policy.

200.2.2 INVENTORY REVIEW

An inventory review of all physical assets should be conducted at least annually. The purpose of the inventory review is to maintain an accurate and complete record of department physical assets. Both the initial inventory and all inventory reviews should be supervised by a person designated by the Fire Chief or the authorized designee.

200.3 DISPOSAL OF PHYSICAL ASSETS

In order to accurately track and classify how a physical asset is disposed of, including sale, donation, transfer, salvage, or scrap, members responsible for recording the disposal should use the inventory-control and record-keeping system so that the transfer may be accurately classified.

200.4 LOSS, DAMAGE, OR DESTRUCTION

Members should report the loss, damage, or destruction of department physical assets not assigned to them under the Use of Department-Owned and Personal Property Policy to their commanding officer, the Fire Chief, the appropriate committee chairperson, or the authorized designee for review and investigation according to the Physical Asset Management Policy.

Members experiencing loss, damage, or destruction of physical assets assigned to them should make all reports according to the Use of Department-Owned and Personal Property Policy.

200.5 SURPLUS OR OBSOLETE ASSETS

Physical assets that are no longer utilized by the department should be identified and classified as surplus or obsolete and stored or disposed of by the Fire Chief, the appropriate committee chairperson, or the authorized designee according to the Physical Asset Management Policy.

Report Writing and Documentation

201.1 PURPOSE AND SCOPE

This document provides procedures for preparing reports and other documentation required by the Department.

Corresponding Policies:

Post-Incident Analysis
Fire Investigations

201.2 INITIAL STEPS

(a) Determine whether a government, agency, or other form exists. If so, ensure that the correct form is used and that all required information is provided.

(b) Where there is no applicable form, refer to the relevant policy or procedure to ensure that all necessary facts and information are gathered and documented.

(c) In gathering facts and information, follow the basic rule of who, what, when, where, why, how, and how many.

(d) In all reports, be accurate in all facts and information.

(e) In completing reports, remember that the report should give the reader as complete a picture as possible of the subject of the report.

(f) Battalion Chiefs are responsible for oversight for all reports on their shift.

201.3 EMS PATIENT CARE REPORTS

A Patient Care Report (PCR) shall be completed for every patient response (836 I.A.C. 1-1-5). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport, or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse care and/or transportation (836 I.A.C. 1-1-5).

Greenfield Fire Territory EMS personnel, shall do an ePCR (EMS Report) on all EMS calls except for the following:

(a) Disregard by law enforcement

(b) Disregard by other EMS agency. There will be no self-disregards in reporting.

(c) Property damage vehicle accidents with definition as follows: A vehicle collision in which no party involved had a visible injury or a verbal complaint.

(d) A patient lift assist without reported injury by the person who fell.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the department's incident reporting system to document that assistance was

offered and declined. The department's reporting requirements concerning personal identification information, including a person's name, age, date of birth, and sex, should be followed.

The PCR should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving hospital after the patient arrives and a completed PCR must be provided within 24 hours (836 I.A.C. 1-1-5).

An EMS evaluation, performed by a qualified department member, may or may not be required for non-medical requests for assistance, such as "service calls" or "back-to-bed" requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the local or regional EMS authority, department EMS supervisors, and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

201.3.1 EMS NARRATIVES

(a) Incident Tab

1. Response
    (a) Incident Date (automatically populated from log-in)
    (b) Run Type
    (c) Priority
    (d) Shift (automatically populated from the login screen)
    (e) Unit (automatically populated from the login screen)
    (f) Vehicle (automatically populated from the login screen)
    (g) EMD Complaint (why you were called)
    (h) Mutual Aid (the Mutual Aid cell is activated depending on the Run Type. Use the drop-down menu to choose the appropriate type.)
2. Scene
    (a) Location Type
    (b) Location Name (if applicable)
    (c) Address 1 (imported from CAD or in the same format)
    (d) Address 2 (includes P.O. Box or APT #)
    (e) City
    (f) State
    (g) County
    (h) Zip Code
    (i) Zone (geographical area of run or the department being assisted)
3. Personnel Information

(a) Personnel assigned to the ambulance as well as GFT personnel performing patient care should be documented in the report. Check the proper assignment for each member chosen. (Automatically populated from the login screen, but the assignment must be chosen inside the report).

4. Disposition
   (a) Transported Due to (reason for choosing destination)
   (b) Level of Service (provided by GFT personnel)
   (c) Refusal Reason (if applicable)
   (d) Transferred To (if applicable)
   (e) Transferred Unit (if applicable)
5. Destination
   (a) Destination Type
   (b) Destination Name
6. Incident Times
   (a) Call Received Time / Call Received Date
   (b) Dispatched Time / Dispatched Date
   (c) En Route Time / En Route Date
   (d) On Scene Time / On Scene Date
   (e) At Patient Time / At Patient Date
   (f) Depart Scene Time / Depart Scene Date
   (g) At Destination Time / At Destination Date
   (h) Call Closed Time / Call Closed Date
7. Mileage
   (a) Scene (beginning) or Start (beginning)
   (b) Destination (hospital) End (hospital)
   (c) Mileage is not recorded when the patient is not transported in a GFT ambulance.
8. Additional Factors
   (a) Additional Agencies (includes other fire departments and police agencies)
   (b) Additional Responders (only includes GFT personnel)
   (c) Delays
   (d) Additional Comments (if applicable)
9. NFIRS

10. Incident Type
    (a) Injury or Death
    (b) Property Use
    (c) Aid (Mutual Aid – Use the drop-down menu to choose the appropriate type.)
    (d) Host Agency (agency you assisted, if applicable.)
    (e) Host Incident # (if applicable – use the last7 digits of our CAD number)
    (f) Primary Action
    (g) Additional Action (please include transport if applicable)
11. Apparatus Count
    (a) Suppression (count only apparatus on the scene to extinguish fire)
    (b) EMS (total number of GFT apparatus performing EMS service)
    (c) Other (all GFT apparatus not counted in the groups above)
12. Personnel Count
    (a) Suppression (count only personnel on the scene to extinguish fire)
    (b) EMS (total number of GFT personnel performing EMS service)
    (c) Other (total number of GFT personnel not counted in the above groups) * Check the box for Counts Include Aid Received when applicable.

(b) Patient Tab

1. Demographics
    (a) Last Name
    (b) First Name
    (c) Middle Name
    (d) SSN (if available)
    (e) Date of Birth
    (f) Age (automatically calculated by software)
    (g) Gender
    (h) Race
    (i) Ethnicity
2. Contact
    (a) Address 1 (patient's billing address)
    (b) Address 2 (includes P.O. Box or APT #)
    (c) City

(d) State

(e) County

(f) Zip Code

(g) Resident Status

(h) (If you have information for the patient's phone #, Driver's license,

(i) Driver's license state, and doctor information enter it in this area)

3. Medication / Allergies / History

(a) List any current medications using check boxes

(b) List any allergies using check boxes

(c) List any pertinent medical history using check boxes (write-in boxes are available for all groups)

4. Personal Items

(a) List any personal items belonging to the patient that you removed or relocated while giving patient care i.e. watch, ring, purse, and wallet. Document who they were given to and list any pertinent comments.

(c) Vitals Tab

1. At minimum 1 set of vitals per SOR patient and 2 sets for transported patient

2. Time and date when vitals were taken

(d) Flow Chart Tab

1. Treatments

(a) List any and all treatments

(b) Include time, date and General Information for all

2. Treatments PTOA

(a) List any and all treatments performed PTOA

(e) Assessment Tab

1. Initial Assessment

(a) List any and all findings of the Initial Assessment

2. Ongoing Assessment

(a) List any and all findings of any Ongoing Assessments

(f) Narrative Tab

1. Clinical Impression

(a) Primary Impression

(b) Chief Complaint

(c) Secondary Impression (if applicable)

(d) Secondary Complaint (if applicable)

(e) Chief Complaint System

2. Supporting Signs/Symptoms (at least one set)

(a) Primary

(b) Signs/Symptoms

3. Injuries/Other Factors

(a) Patient Injured

1. (if Yes then list details in fields below)

(b) Medical/Trauma

(c) Barriers of Care

(d) Alcohol/Drugs

(e) Pregnancy

(g) Narrative

1. Enter an informative and complete narrative.

(h) Specialty Patient Tab

1. List any information that is pertinent to your patient care.

(i) Billing Tab

1. Demographics

(a) Primary Payer

1. (if Medicare/Medicaid are primary payer enter the policy numbers in the appropriate fields. There is no need to enter them again below.)

(b) Primary Insurance

(c) Policy Number

(d) Group Number (if applicable)

(e) Secondary Insurance (if applicable)

(f) Policy Number

(g) Group Number (if applicable)

(h) Relationship (relationship of the patient to the insurance policy owner)

(i) Last Name

(j) First Name

(k) Middle Name

(l) Address 1 (mailing address of the policy owner)

(m) Address 2 (includes P.O. Box and APT #)

(n) City

(o) State

(p) County

(q) Zip Code

(r) Insured SSN (if available)

(s) Insured DOB (if available)

2. Consumables

(a) List items and quantities used during patient care that are not reusable.

1. This is not only for our use, but must be included for billing.

(j) Signatures Tab

1. Billing Authorization Section 1

(a) Alert and oriented patient - read the Authorization for Billing paragraph to the patient and have them sign in the box below. The Billing Authorization and HIPAA Acknowledgements must be checked.

2. Billing Authorization Section 2

(a) Patient unable to sign with Authorized representative present – The representative must check the appropriate box to indicate their type of representation and sign in the box below.

(b) Printed Name (representative's name)

(c) Reason unable to sign

3. Billing Authorization Section 3

(a) Patient unable to sign without an authorized representative present – EMS Personnel Signature

(b) Printed Name (EMS Personnel signing)

(c) Reason Unable to sign

(d) Facility Representative Signature

(e) Printed Name (Facility Representative signing)

(f) Title of Representative

4. Facility Signatures

(a) Receiving Physician/Nurse Signature

(b) Printed Name (Receiving Physician/Nurse)

5. Providers

(a) Provider Signature

(b) Printed Name (Provider signing)

(c) Provide signatures and printed names for both primary and secondary providers if they were both involved in patient care.

6. Refusal (if applicable)

(a) Read or allow the patient to read the five statements and initial on the lines provided.

(b) Have patient sign, print, and date

(c) Provider's Signature and date

(d) Witness Signature and Relationship to patient. (if applicable)

All reports will be completed, synchronized, and locked by the end of your shift.

201.4 FIRE INCIDENT REPORTS (NFIRS)

All applicable sections and coding boxes of the NFIRS or state Fire Incident Report should be thoroughly completed. In addition to the prescribed sections, there may be space for, or the Department may require, a narrative. Narratives may also be required of the commanding officers for stations or units. The narrative should include but is not limited to:

- Initial information provided to responding units by dispatch.
- Information gathered upon arrival.
- Initial actions, including but not limited to tasks and assignments.
- What actions were taken to complete or attempt to complete assignments and tasks.
- Evaluation of the incident and actions taken. If decisions were made to not take a specific action or tactic, it should be noted.

Additional information may include to whom the property was turned over, civilian and Firefighter casualties, residents displaced, and other agencies that may have responded.

First arriving officer is responsible for NFIRS report completion, except for the 'fire' tab that is completed by the investigator. Battalion Chiefs are responsible for oversight for all reports on their shift.

(a) BASIC-1 TAB

1. INCIDENT

(a) Incident Number

(b) Incident Type

(c) Alarms

(d) Station (responding to the run)

(e) Shift

(f) District (the run occurred in)

(g) Injury or Death

(h) Action Taken – 1 (for EMS: ALS, BLS)

(i) Action Taken – 2 (include (34) Transport Person if applicable)

2. AID

(a) Aid Given/Received

(b) Aided Agency (if Aid Given or Received)

(c) Their Incident # (may use the last 7 digits of our CAD #)

(d) Aiding Agencies (if applicable)

3. LOCATION

(a) Location Type

(b) Property Use

(c) Mixed Use (if applicable)

(d) Detector (if applicable)

(e) Number/Milepost

(f) Prefix

(g) Street or Hwy

(h) Street Type

(i) Suffix (if applicable)

(j) Apt/Suite/Room (if applicable)

(k) City

(l) State

(m) County

(n) Zip Code

(o) Cross Street (if Location Type = "Intersection" or directions)

4. DATES and TIMES

(a) Alarm Time / Alarm Date (must be prior to Dispatch Time)

(b) Arrival Time / Arrival Date

(c) Controlled Time / Controlled Date (if applicable)

(d) Last Cleared Time / Last Cleared Date

5. PERSON / ENTITY {Do not fill out for EMS runs due to HIPAA}

(a) Title (if applicable)

(b) First Name
(c) Last Name
(d) Suffix (if applicable
(e) Business Name (if applicable)
(f) Phone Number
(g) Affiliation (to the business)
(h) Number/Milepost
(i) Prefix
(j) Street or Hwy
(k) Street Type
(l) Suffix (if applicable)
(m) Apt/Suite/Room (if applicable)
(n) City
(o) State
(p) County
(q) Zip Code
(r) P.O. Box (if applicable)

6. OWNER
   (a) Title (if applicable)
   (b) First Name
   (c) Last Name
   (d) Suffix (if applicable
   (e) Business Name (if applicable)
   (f) Phone Number
   (g) Number/Milepost
   (h) Prefix
   (i) Street or Hwy
   (j) Street Type
   (k) Suffix (if applicable)
   (l) P.O. Box (if applicable)
   (m) Apt/Suite/Room (if applicable)
   (n) City

(o) State

(p) Zip Code

7. LOSS

(a) Estimated Property Losses (if applicable)

(b) Estimated Property Value (if applicable)

(c) Estimated Content Losses (if applicable)

(d) Estimated Content Losses (if applicable)

(b) BASIC-2 TAB

1. APPARATUS and PERSONNEL(List all units on the run)

(a) Apparatus

(b) Apparatus Use

(c) Personnel (List each on the apparatus for the run)

(d) Dispatch Time / Dispatch Date

(e) En Route Time / En Route Date

(f) Arrival Time / Arrival Date

(g) Clear Time / Clear Date

(h) Apparatus Actions

2. RESOURCE COUNTS

(a) Suppression Count, Apparatus (if zero enter o don't leave blank)

(b) Suppression Count, Personnel (if zero enter o don't leave blank)

(c) EMS Count, Apparatus

(d) EMS Count, Personnel

(e) Other Count, Apparatus (if zero enter o don't leave blank)

(f) Other Count, Personnel (if zero enter o don't leave blank)

3. AUTHORIZATION: REPORT WRITER

(a) Report Writer Name

(b) Report Writer Assignment

(c) Date

4. AUTHORIZATION: OFFICER IN CHARGE

(a) Officer In Charge Name

(b) Officer In Charge Assignment

(c) Date

5. NARRATIVES

   (a) On the basic tab narrative, the officer for the first arriving apparatus and IC shall write a narrative that describes the overall incident.

   (b) On the units tab narrative, the officer for each apparatus shall write a narrative describing the actions of their crew at the scene.

Depending on your answers in Basic-1 other tabs will become active and must be completed. The best rule of thumb is to not leave any boxes empty and the report will, most likely, pass the validation.

All reports shall be completed, synchronized, and locked by the end of your shift.

201.5 FIRE INVESTIGATION REPORTS

The information and format of fire investigation reports is informed by NFPA 921 – The Guide for Fire and Explosion Investigation, as well as legal precedent that calls for using a scientific approach to origin and cause determination. The fire investigation report should reflect the use of the scientific method by the investigator to reach a conclusion.

A complete fire investigation report should contain the following information:

(a) A detailed summary of the incident

(b) List of participating investigators and their role in the investigation

(c) Description of the structure or vehicle being investigated

(d) Exterior observations

(e) Interior observations

(f) Witness interviews and statements

(g) Background information

(h) Evidence collected, including how it was processed and laboratory results (includes photographs and sketch of scene)

(i) Analysis of origin and cause

(j) Conclusion

201.6 PERSONNEL CHANGES

For all personnel changes, the chief officer responsible for administration should coordinate with the human resources department, if available, to confirm that a report form is established for personnel changes. The form should provide for, at a minimum:

(a) The name of the member who is the subject of the personnel change.

(b) Reference to any policies, procedures, or other operating documents providing authority to make the personnel change. List any relevant sections or subsections. For personnel changes made by an officer pursuant to discretionary authority, any policy, procedure, or other operating document granting discretionary authority should

be referenced, as well. Examples of other operating documents include but are not limited to:

1. Interim orders or directives.
2. Employee agreements, memorandums, or letters of understanding.
3. Local ordinances.
4. Relevant statute, regulation, or administrative rulings, such as a decision from a state public employment relations commission.

(c) The reason for the personnel change.

(d) The effective date of the personnel change.

(e) Whether the personnel change is permanent or temporary and, if the change is temporary, the anticipated end date of the change.

(f) Confirmation that all applicable policies and procedures were followed.

Personnel changes include but are not limited to:

(a) Station transfers that are ordered or permitted outside of any regular station transfer calendar.

(b) Shift changes that are ordered or permitted outside of any regular shift change calendar.

(c) Initial assignment.

(d) Suspensions.

(e) Promotions.

(f) Demotions.

(g) Terminations.

201.7 UNIVERSAL PRACTICES

(a) Reports may be considered public records and may be subject to public disclosure and subpoena during legal proceedings and administrative hearings.

(b) All reports should be written in the first person and active voice based on the authors personal knowledge and observations. To the extent the report contains knowledge or observations of third parties, the report should identify the individual upon whom the author relies providing such information in their report and identifying that information which came from the third party.

(c) Sentences should be clear and concise using standard English.

(d) Correct grammar and spelling should be used.

(e) Avoid the use of abbreviations, jargon, and slang.

(f) Always proofread your reports and documents.

(g) Do not cut and paste from one report to another.

(h) Do not use all bold or capitalized fonts.

(i) When possible, or at least periodically, have a peer review reports and give constructive feedback.

201.8 CORRESPONDING PROCEDURES

Administrative Investigations and Interviews
Discipline
Personnel Complaints
Personnel Evaluations

Chapter 3 - General Operations

Incident Command and Control

300.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures to establish command for Greenfield Fire Territory units responding to emergency incidents.

Corresponding Policies:

Emergency Response
Fireground Accountability
Incident Management
Staging

300.2 FIRST FIVE MINUTES

The first arriving department unit should contact the Communications Center and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)

The Incident Commander (IC) should:

#Establish the department personnel accountability system.

#Perform or direct another member to perform a 360 assessment of the incident and report the results to the IC.

#Declare an offensive or defensive strategy.

#Confirm scene safety for all Emergency and Medical Services (EMS) incidents.

#Begin incident stabilization (reactive mode to proactive mode).

#Assign critical tasks.

#Call for any additional resources as appropriate.

#Refer to the Unified Command Procedure if the incident involves multiple jurisdictions or multiple agencies/organizations within a single jurisdiction.

300.3 PROCEDURES

300.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Apparatus should respond to the scene and position to fulfill its assignment, or stage, as directed by the IC.

(a) Initial arriving apparatus should leave access for later arriving units.

(b) Apparatus not immediately required for stabilization of the scene should stage in an area that allows critical units access to the scene.

(b) Personnel

1. Personnel should be in personal protective equipment (PPE) suitable for the response.

300.3.2 OPERATIONS

(a) The first Greenfield Fire Territory officer on the scene of a multi apparatus response shall initiate command, excluding EMS runs that are not MVC's.

1. Give an initial size up report on fire control channel that shall include the following items in order: (for calls of service related to fire)

(a) Building or area description

1. ~ SIZE (small, medium, large, mega)

2. ~ HEIGHT (number of stories)

3. ~ OCCUPANCY TYPE (state what the building is)

(b) b. Describe the problem

1. ~ SMOKE/FIRE CONDITIONS (WORKING FIRE)

2. ~ LOCATION (alpha, bravo, charlie, delta, and which floor)

(c) Initial IAP

1. ~ TASKS (laying supply line and attack lines)

2. ~ LOCATION (where are you attacking from)

(d) Declaration of strategy

1. ~ OFFENSIVE

2. ~ MARGINAL

3. ~ DEFENSIVE

(e) Resource determination

1. ~ Call additional units

2. ~ Call for a second and/or third alarm

(f) Assume and name command

1. ~ Give apparatus number and name command

2. ~ Command will be named by the street name

2. Give an initial size up report on fire control channel that shall include the following items in order: (for calls of service related to MVC)

(a) Wreckage description

1. ~ NUMBER OF VEHICLES INVOLVED

(b) Describe the problem

1. ~ TYPE OF COLLISION (head on, T-Bone, rear-end) ~ AMOUNT OF DAMAGE (small, moderate, large)
2. ~ OBVIOUS ENTRAPMENT

(c) Resource determination

1. ~ Call additional units
2. ~ Call for a helicopter or other specialized services

(d) Assume and name command

1. ~ Give arriving apparatus number and name command
2. ~ Command will be named by the street name

(b) A secondary report shall be given by the I.C. after they have performed the 360 and assessed the scene including: (ideally should be done within 1 minute of of the initial size up report)

1. New information as a result of the 360 and scene assessment (for calls of service related to fire)
   (a) number of stories on Charlie side if different than Alpha side
   (b) presence of a basement or cellar
   (c) problem and location if different from initial report
   (d) any immediate life safety or rescue issues
   (e) any other critical factors
2. New information as a result of the 360 and scene assessment (for calls of service related to MVC)
   (a) number of patients total
   (b) number of serious patients
   (c) confirm entrapment
   (d) any immediate life safety or rescue issues
   (e) any other critical factors

(c) The transfer of command shall go as follows:

1. The IC will brief the officer assuming command with the following:
   (a) Fire location, extent, conditions, extension, effectiveness of control efforts.
   (b) Deployments and assignments of operating companies
   (c) Appraisal of needs for additional resources

2. The IC shall review the tactical worksheet with the ranking officer if one is being utilized.
3. The ranking officer shall announce over the radio to fire control that command is being transferred.
    (a) Give the unit number of new IC
    (b) Announce the strategy
4. The arrival of a ranking officer on the scene does not mean command is being transferred unless the above outlined procedure has been followed.

(d) Arrival of ranking officers

1. Other arriving ranking officers will be assigned in the following positions based on the need and complexity of the incident.
    (a) FIT (Support) officer
    (b) Safety
    (c) Senior Advisor
    (d) Division Commanders
    (e) Accountability

300.3.3 COMMAND STRUCTURE

The incident command staff and responsibilities should be as follows depending on the size and complexity of NIMS type I, II, and III incidents:

(a) Incident Commander:

1. Assume an effective command position
2. Transmit a size-up report
3. Rapidly evaluate the situation
4. Plan the overall strategy for the incident
5. Assign units as required
6. Establish the most advantageous command structure
7. Establish incident communications
8. Provide progress reports (fire out, extrication complete, etc.)
9. Review and evaluate strategy as needed
10. Request and assign additional units as needed
11. Direct support agencies
12. Establish liaison with other agencies, officials, property owners l. Return companies to service and terminate command

(b) Operations section:

1. Manage incident tactical activities
2. Coordinate activities with the Incident Commander
3. Implement the incident action plan
4. Assign resources to tactical areas
5. Build an organizational structure utilizing branches and groups
6. Provide clear tactical objectives to branches and groups
7. Control staging and air operations
8. Provide for life safety
9. Determine needs and request additional resources
10. Consult with and inform other sections and command staff

(c) Logistics section:

1. Provide for medical care of personnel and REHAB
2. Provide and manage needed supplies and equipment
3. Coordinate with planning section for future resource needs
4. Provide any needed communication equipment
5. Provide fuel and needed equipment repairs
6. Obtain specialized equipment and expertise as requested
7. Provide food and associated supplies
8. Secure any needed or fixed facilities
9. Coordinate immediate critical incident stress debriefing
10. Supervise assigned personnel

(d) Planning section:

1. Evaluate current strategy and planning with IC
2. Maintain resource status and personnel accountability
3. Refine and recommend changes to the incident management plan
4. Evaluate incident organization and span of control
5. Forecast possible outcomes
6. Evaluate future resource requirements
7. Utilize technical assistance as required
8. Evaluate tactical priorities, critical factors and safety
9. Gather, update, improve and manage information
10. Coordinate with outside agencies for planning needs

11. Plan for incident demobilization
12. Maintain incident records

(e) Finance/administrative section

1. Coordinate with logistics for procurement of services and supplies
2. Document all financial costs of the incident
3. Analyze and manage legal risks
4. Serve as IC's liaison to elected officials, litigators, etc.
5. Monitor and coordinate emergency services to the rest of the community to ensure adequate coverage
6. Manage post incident analysis preparation

(f) The use of groups/sectors in the command organization and structure provides a system of dividing the incident scene into smaller units or areas.

1. Groups/sectors should be named by the tactical assignment
   (a) Suppression or Attack
   (b) Search and Rescue
   (c) Extrication
   (d) Treatment
   (e) Triage
   (f) Accountability / Staging
   (g) Ventilation
   (h) Salvage and Overhaul
   (i) Rehab
2. General communications within the group should be face to face, with the officer transmitting via radio to command.
3. Responsibilities of the group leader/officer shall include, but not limited to the following:
   (a) Maintain communication with assigned personnel
   (b) Maintain communication with IC
   (c) Constantly monitor hazardous situations and conditions
   (d) Direct personnel to complete assigned tasks
4. The general span of control is 3 – 7. When the number of groups exceeds this, then divisions should be formed.

(g) The use of Divisions in the command organization and structure provides a system of maintaining span of control for medium to large scale incidents.

1. Divisions should be named for their geographical location:
    (a) Alpha, Bravo, Charlie, Delta – when referring to a side of a building
    (b) North, South, East, West
    (c) Floor number, in multistory buildings
2. General communications within a division should be face to face if possible. Otherwise a separate fire ground channel could be utilized.
3. Responsibilities of the division leader/officer shall include, but not limited to the following:
    (a) Maintain communication with assigned group leaders
    (b) Maintain communication with IC
    (c) Constantly monitor hazardous situations and conditions
    (d) Direct group leaders to complete assigned tasks
4. The general span of control is 3 – 7. When the number of divisions exceeds this, then branches should be formed.

(h) The use of branches in the command organization and structure provides a system of maintaining span of control for large scale incidents.

1. Branches should be named by the objective of the branch such as:
    (a) Fire suppression
    (b) Search and rescue
    (c) Medical
    (d) Haz-mat
2. Branches should be made up of 3 – 7 divisions
3. When branches are implemented, command shall notify division leaders of their branch and a separate fire ground channel should be assigned to the branch if possible.
4. Divisions should then report to the branch officer instead of directly to command, division officers shall notify their group officers of the change.
5. Responsibilities of the branch leader/officer shall include, but not limited to the following:
    (a) Maintain communication with division officers
    (b) Maintain communication with IC
    (c) Monitor safety conditions within the branch

(i) Geographical designations should be as follows:

1. The front of the structure shall be the (Alpha) side, then going in a clock wise manner the following sides will be designated as (Bravo), (Charlie) and (Delta).

2. In a case where a building sits on the corner of two streets, then the address side is the (Alpha) side.

300.4 UNIFIED COMMAND (UC)

(a) Before continuing to participate in a UC in another jurisdiction, the Greenfield Fire Territory should satisfy the following requirements:

1. Have the authority or functional responsibility to participate in the incident.
2. Have an area of responsibility that is affected by the incident or response operations.
3. Have the authority for commanding, coordinating or managing a major aspect of the response.
4. Have the resources, including funds to support participation in the response organization.

(b) The department UC representative(s) should:

1. Be trained in the Incident Command System.
2. Have decision-making authority and capacity for the full duration of the incident.
3. Have the authority to commit and direct Greenfield Fire Territory resources, including funding, to the incident.
4. Maintain any other credentials or qualifications required by law or policy for participation in a UC.

Apparatus Driving Safety

301.1 PURPOSE AND SCOPE

Greenfield Fire Territory uses the following procedure when units engage in an emergency response at the highest level.

Corresponding Policies:

Apparatus/Vehicle Backing
Emergency Response
Fire Apparatus Driver/Operator Training
High Visibility Safety Vests
Staging
Vehicle and Apparatus Inspections, Testing, Repair and Maintenance
Vehicle Safety Belts

301.2 FIRST FIVE MINUTES

The Engineer should:

#Take reasonable steps to see that all cabinets and doors are closed and all appliances and tools are secured before the apparatus moves.

#Check the apparatus bay and the apron and roadway for any persons, vehicles or obstructions which could block response.

#Activate the apparatus emergency lights, siren and any other audible device as required by law and policy.

#When practicable, the OIC will operate the radio to allow the Engineer to concentrate on driving.

#Notify the Communications Center that the unit is responding.

#Take reasonable steps to see that all crew members are aboard and seated with seat belts fastened.

301.3 PROCEDURES

(a) Personnel

1. The Engineer should:

(a) Notify the Company Officer whenever it reasonably appears the apparatus is unsafe for service. The Company Officer should direct that the apparatus be removed from service until the issue is satisfactorily resolved.

(b) Continuously operate the emergency lights, siren and any other audible device as required by law and policy.

(c) When entering an intersection where the driver has the right-of-way, he or she shall maintain a speed that will allow for evasive maneuvers if needed.

(d) Drive with regard for safety to avoid potential accidents, adjusting speed according to:

- Weather conditions.
- Traffic conditions.
- Road conditions.

(e) If a traffic signal pre-emption system is used, pay close attention to the traffic signal and approach at a speed that gives the system time to switch to green before entering and proceeding through the intersection.

(f) Remain aware of oncoming and cross traffic; don't rely solely on a traffic signal to determine when it is safe to proceed.

(g) Slow to a stop at all red lights, stop signs and intersections where traffic in approaching lanes cannot reasonably be accounted for and confirm that oncoming and cross traffic has given right-of-way by stopping or pulling over before proceeding.

(h) Stop at all unguarded and all activated railroad crossings.

(i) Stop for all stopped school buses with activated warning lights.

(j) Remain aware of other responding units that may be approaching intersections.

(k) Passing must occur on the left. If it is not possible to pass on the left then reduced speed and extra caution shall be used while making a pass on the right.

(l) No one shall drive any vehicle the wrong way on I-70 unless it has been confirmed from fire control that the traffic lanes have been shut down and there are no visible vehicles moving in the lanes of traffic. Once these criteria have been met, any person driving a dept. vehicle the wrong direction shall drive in the right hand lane with extreme caution.

(m) Not cross the medians on the interstate except for extenuating life or death circumstances, and then extreme caution shall be used. Otherwise, medians shall be crossed at appropriate turn around locations.

(n) If following another apparatus or emergency vehicle, keep a safe stopping distance and take reasonable steps to see that the unit is visible to oncoming traffic.

(o) Be mindful of potentially shifting water in any onboard tanks and its impact on handling of apparatus.

(p) Be knowledgeable of:

1. The operation of their apparatus and all of its components.
2. Proper apparatus placement at an emergency scene.

3. The Greenfield Fire Department response area.
4. Rules and regulations regarding emergency vehicle operation

(q) Obey all traffic laws in non-emergency situations

(r) Firefighters shall have successfully completed a Driver/Operator course

(s) Whenever apparatus are backing, a spotter must be utilized, when available. If a spotter is not available, the Engineer must conduct a 360 prior to backing.

2. Occupants should:

(a) Remain seated with safety belts fastened anytime the apparatus is moving.

(b) Take reasonable steps to secure any unsecured equipment within the passenger compartment so items do not become projectiles if the Engineer makes an abrupt maneuver or the apparatus is involved in an accident.

(c) Notify the Engineer of any observed unsafe conditions that cannot reasonably be made safe by the occupant.

(d) Avoid distracting the Engineer while the apparatus is in motion.

301.4 UNIVERSAL PRACTICES

(a) The first priority should be the safe arrival of the apparatus and crew members at the emergency scene.

(b) Apparatus equipped with a traction control switch should be operated with the traction control engaged unless automatic tire chains are actively in use.

(c) The engine retarder should be turned off when roads are wet or otherwise slippery.

Basic Apparatus Response

302.1 PURPOSE AND SCOPE

This document is to establish basic apparatus response for the Greenfield Fire Territory. The guideline will not address every response that may be required from Greenfield Fire Territory. The officer in charge may use their judgement and discretion from time to time depending on each situation, however in most cases this guideline should be a sufficient resource for apparatus responses.

302.2 PROCEDURE

(a) The following response times shall be followed unless unforeseen circumstances interfere:

1. Between the hours of 0700 and 2200 apparatus shall be en route within 1 minute of dispatch.
2. Between the hours of 2200 and 0700 apparatus shall be en route within 2 minutes of dispatch.
3. Any apparatus not responding within 3 minutes of initial dispatch time will receive a second tone out by fire control

(b) The GFT response area will be divided into 2 districts. District 1 will be all areas South of McKenzie Rd. (C.R.100 N.) District 2 will be all areas North of McKenzie Rd. (C.R.100 N.) In cases where the call is at an intersection on the line, all calls East of St. Rd. 9 will be a district 1 response and all calls West of St. Rd. 9 will be a district 2 response.

(c) An engine should respond to all calls on the interstate and park between the Firefighters and on coming traffic in the 'fend off' position

(d) In some cases trucks will be left unmanned on station, when this happens those trucks will be marked out of service with fire control. When personnel arrive back at the station, those trucks will be marked back in to regular service.

(e) In cases of severe winter weather, Grass 422 and the district engine will respond on all runs to assist with snow for victim removal.

(f) Apparatus response:

1. Emergency medical – basic life support:
   (a) 1 ambulance
2. Emergency medical – advanced life support:
   (a) 1 ambulance and 1 engine
3. Vehicle crash – checkout
   (a) 1 ambulance

4. Vehicle crash – Serious P.I. / potential serious P.I. a. 1 ambulance, 1 engine, 1 rescue and BC
5. Vehicle fires – city
    (a) 1 ambulance and 1 engine
6. Vehicle fires – township
    (a) 1 ambulance, 1 engine and 1 tanker
7. Structure fire alarm – city
    (a) 1 ambulance, 1 engine, 1 ladder and BC
8. Structure fire alarm – township
    (a) 1 ambulance, 1 engine, 1 tanker and BC
9. Working structure fire – city
    (a) First alarm
        (a) 3 engines, 1 ambulance, 2 ladders and BC
        (b) Working fire: Add 1 ambulance and 1 engine
    (b) Second alarm
        1. 3 engines, 1 ladder
    (c) Third alarm
        1. 3 engines, 1 ladder
10. Working structure fire – township
    (a) First alarm
        1. 3 engines, 1 ambulance, 3 tankers, 2 Ladders and BC
        2. Working Fire: Add 1 ambulance and 1 engine
    (b) Second alarm
        1. 3 engines, 2 tankers
    (c) Third alarm
        1. 3 engines, 2 tankers
11. Investigate gas, CO, power lines, transformers, electrical
    (a) 1 engine, 1 Ladder and BC
12. Field fire – city
    (a) 1 engine and 1 grass rig
13. Field fire – township
    (a) 1 engine, 1 tanker and 1 grass rig
14. Fuel spill

(a) 1 engine and 1 rescue

15. Hazardous materials incident

(a) 2 engines, 1 medic, 1 rescue and BC

16. Special rescue – ropes, confined space, trench, building collapse, water a. See SOG chapter 10

17. Open burn/trash fire

(a) 1 engine

Fireground Accountability

303.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenfield Fire Territory personnel accountability and safety. This procedure should be implemented at all incidents.

Corresponding Policies:

Fireground Accountability
Incident Management
Rapid Intervention, Two-In/Two-Out
Tactical Withdrawal

303.2 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit should:

#Contact the Communications Center and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)

The IC should:

#Establish the department accountability system for all personnel on-scene and advise incoming units of the accountability location. The accountability location should be at the incident command post.

#When practicable, assign an accountability officer on incidents that expand beyond the initial arriving unit.

303.3 PROCEDURES

303.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Apparatus should have the apparatus passport tag. This tag should be updated any time there is a change in personnel assigned to the unit and should be provided to the IC or Accountability Officer, if one is assigned, upon request.

(b) Personnel

1. All Firefighters will be issued 2 accountability tags.
   (a) All tags shall be attached to the underside rear rim of their helmet near the center.
2. All radios will be assigned by seat of the apparatus starting with radio A for the officer's seat and going clockwise.

3. All apparatus will have a "passport" attached to the dash on the officer side.
4. The OIC will make truck assignments at the beginning of every shift.
5. Every Firefighter assigned to an apparatus will place one accountability tag on their seat assignment on the "passport" of the apparatus.
6. No Firefighter should perform any task requiring use of the personnel accountability system without the tags.

(c) Level I Accountability

1. At small incidents (one or two apparatus) the passports may remain on the apparatus and serve as a list of on scene personnel.
2. Personnel arriving in personally owned vehicles must report to the IC and present an accountability tag.

(d) Level II Accountability

1. At larger incidents the IC shall use level two accountability.
2. The IC shall designate an accountability officer. Their duties shall be as follows:
   (a) Collection of all passport tags and individual name tags for the purpose of building a complete list of Firefighters operating on the scene.
   (b) Track and assign on scene resources as requested by the IC
3. Late arriving apparatus or personnel shall report to the assigned accountability officer with their accountability tag and/or passport and wait for an assignment.
4. All personnel should be assigned to a group with one group leader / officer and no more than five members. (1 leader and 5 members)
5. All groups shall have a clear designation as to their tactical assignment (attack group, ventilation group, search group....)
6. Groups may, if needed on larger incidents, be assigned to a division (interior division, roof division, division A.....)
7. If an entry officer is designated, that officer may collect a second accountability tag at the entry point for purposes of tracking and timing Firefighters and exposure time.
8. Personnel Accountability Reports (PAR) will be ordered, as the IC requires, using the group or division designations. (i.e. "Ventilation group from command, do you have PAR?" / "Roof division from command, do you have PAR?")
9. If a PAR roll call is needed, the accountability officer and IC shall work together using the complete list of Firefighters working on scene to account for all personnel.

(e) At the completion of all incidents, Firefighters shall report to staging and collect their accountability tag and/or passport tag before returning to service

(f) If a Firefighter loses an ID tag, then they should report to the Battalion Chief to obtain a replacement tag in a timely manner.

(g) Division/Group Supervisor

1. Each Division/Group Supervisor should have a command board relative to the personnel assigned to him/her.

303.3.2 OPERATIONS

(a) Incident Commander

1. The IC is responsible for the overall accountability of all personnel assigned to the incident. The IC is directly responsible for the accountability of personnel working independently of a company, crew, team, division or group including:
   (a) The Incident Safety Officer.
   (b) The Engineer.
2. The IC should:
   (a) Maintain the personnel accountability system throughout the duration of the incident.
   (b) Expand the accountability system as the incident expands, including assigning additional accountability officers, as appropriate.

(b) Division/Group Supervisor

1. The Division/Group Supervisor should be responsible for the accountability of the companies and crews assigned to his/her division or group.
2. The Division/Group Supervisor should:
   (a) Maintain visual or radio contact with all companies and crews assigned to the division/group.
   (b) Know the location and tasks of all assigned resources.
   (c) Remain in his/her assigned area to maintain close accountability of assigned resources.
   (d) Obtain Personnel Accountability Reports (PARs) with conditions, actions, needs and reports of all assigned resources, as necessary.

(c) Company Officer

1. The Company Officer should be responsible for the personnel assigned to his/her company.
2. The Company Officer should:
   (a) Maintain unit integrity by ensuring all members enter and leave any IDLH environment or assignment area together.
   (b) Know each assigned Firefighter's location and task assignment.
   (c) Maintain contact by sight, sound or touch with each Firefighter and monitor crew air consumption to ensure an adequate exit air supply.
   (d) Maintain the accountability system assigned to the crew.

3. The Company Officer will provide a PAR following the completion of an assignment and exiting the structure.

(d) Firefighter

1. The individual Firefighter should:
    (a) Ensure his/her electronic or manual accountability tags are correct and placed in the correct location.
    (b) Stay with assigned company.
    (c) Maintain awareness of his/her air consumption to ensure an adequate exit air supply.
    (d) Notify the Company Officer of any reasonably identified situation that may be detrimental to the operation, such as:
        (a) Low air supply.
        (b) Inability to complete an assignment.
        (c) Evidence of collapse.
        (d) Hostile fire event.
        (e) Deteriorating conditions.

(e) Personnel Accountability Report (PAR)

1. The passive personnel accountability system should be reviewed or a PAR requested by the IC and/or Safety Officer whenever these situations occur:
    (a) Report of a missing, trapped or injured Firefighter
    (b) Change from offensive to defensive mode
    (c) Unexpected catastrophic event occurs such as:
        (a) Flashover
        (b) Backdraft
        (c) Structural collapse
        (d) Mayday
    (d) An emergency evacuation
    (e) A fire is declared under control
    (f) Anytime the IC feels that it is appropriate
2. Non-emergency radio traffic should be held until the PAR is completed.
3. A PAR report should include the following information:
    (a) Unit designation.
    (b) Number of personnel.
    (c) Assigned task and location.

Rapid Intervention Team (RIT)

304.1 PURPOSE AND SCOPE

This document provides on-scene procedures for Rapid Intervention Team units operating on incidents requiring a RIT.

Corresponding Policies:

Emergency Response
Fireground Accountability
Incident Management
Rapid Intervention/Two-in Two-out

304.1.1 DEFINITIONS

Immediately dangerous to life and health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Mayday - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

PAR - Personnel Accountability Report.

Rapid intervention team (RIT) - A formalized designated team of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

RIT Leader - Leader coordinating RIT operations with RIT Officer in the event of a Mayday and the RIT Team is activated. The RIT Leader will be the second arriving Chief Officer, Liaisons with the Incident Commander.

RIT Officer - Officer in charge of the 3-4 person RIT Team.

304.2 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit should contact the Communications Center and provide the following information:

(a) Unit on-scene

(b) Initial scene size-up

(c) Unit assuming incident command (IC)

(d) Request for an initial RIT assignment together with any additional RITs required

#As soon as practicable, the RITOfficer should perform a 360 assessment to identify exit and entrance obstacles for removal by the RIT team and areas to establish a means of escape including:

(a) Burglar bars and window guards.

(b) Visibly secured roll-up and steel doors.

(c) Locations for placement of ladders on all sides of the structure.

(d) Below-grade access points.

304.3 PROCEDURES

RIT shall be established on all working fire incidents involving an interior attack.

RIT shall come from the closest mutual aid department that participates in RIT training and has interoperable equipment.

304.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Apparatus carrying RIT personnel should stage at a location that allows later-arriving units access to the scene, while allowing assigned personnel adequate access to tools and equipment for RIT operations.

(b) Personnel

1. RIT personnel should be in full structural firefighting personal protective equipment (PPE) with a self-contained breathing apparatus (SCBA). Each RIT member should have a portable radio. At least one member of the team should have a thermal imaging camera (TIC).
2. Except for the operations listed below and whenever practicable, the RIT should not be assigned to any duties that divert attention or resources away from their primary mission of responder rescue.

(c) RIT positions, assignments and tools should be as follows:

1. Ideally RIT shall be comprised of four Firefighters and no less than three.
2. The following positions shall be established and pre-assigned for 4-5 members:
   (a) Firefighter #1 (Radio call is Rescue 1)
      1. Tasks
         (a) Search
         (b) Locate down Firefighter
         (c) Assist in extricating
         (d) Pack Tracker
   (b) Firefighter #2(Radio call is Rescue 2)
      1. Tasks
         (a) Search
         (b) Locate down Firefighter

(c) Assist in extricating

(c) Firefighter #3 (RIT Officer)

1. Tasks

(a) Attach search rope to outside of structure and rope bag to self

(b) Monitor progress of personnel conducting search

(c) When down Firefighter is found, secure rope bag to stable Object

(d) Relays benchmarks to RIT Leader

(e) Establishes egress location and plan

(f) Requests additional resources if needed

(g) TIC

(h) Rope Bag

(d) Firefighter #4 (Radio call is Air Supply)

1. Tasks

(a) Establish and maintain air supply for down Firefighter.

(b) RIT Pack

(e) Firefighter #5 (Radio call Rescue 3)

1. Tasks

(a) Stages at entry point

(b) Monitors radio traffic

(c) Organizes back-up RIT team

(d) Gathers any additional equipment

3. The following positions shall be established and pre-assigned for 3 members:

(a) Firefighter #1 (Radio call is Rescue 1)

1. Tasks

(a) Search

(b) Locate down Firefighter

(c) Assist in extricating

(d) Pack Tracker

(b) Firefighter #2 (RIT Officer)

1. Tasks

(a) Attach search rope to outside of structure and rope bag to self

(b) Monitor progress of personnel conducting search

(c) When down Firefighter is found, secure rope bag to stable Object

(d) Relays benchmarks to RIT Leader

(e) Establishes egress location and plan

(f) Requests additional resources if needed

(g) TIC

(h) Rope Bag

(c) Firefighter #3 (Radio call is Air Supply)

1. Tasks

(a) Establish and maintain air supply for down Firefighter

(b) RIT Pack

304.3.2 OPERATIONS

(a) Rapid Intervention Team

1. All RIT shall be in full PPE and ready to act
2. The RIT Officer shall report to IC as soon as possible and obtain a situation report.
3. The remaining members shall deploy the designated tarp and prepare all necessary equipment near the most likely entrance in the event of a MAYDAY without interfering with fire ground activity.
4. Upon arrival, the RIT should pull or assemble the RIT cache. The RIT cache should include, but is not limited to:

(a) TIC

(b) Handlights

(c) Extra SCBA or RIT pack for rescue

(d) Extra full air bottles for RIT personnel

(e) Rope and webbing

(f) Saws

(g) Hand tools for prying, forcing and access

(h) Pack Tracker II

5. Once the RIT staging area is established, the location shall be given over the radio.
6. When practicable, the RIT should take steps to remove barriers to structure access identified in the 360 assessment or discovered during fireground activity to enable quicker entry and exit. The RIT should communicate its intentions to

the IC or RIT group supervisor before taking any action. This includes, but is not limited to:

(a) Removing burglar bars and window guards

(b) Unlocking/forcing and controlling locked doors

(c) Deploying ground ladders to provide additional points of entry and exit

(d) Setting up or calling for additional scene lighting

7. Two team members will perform a walk around of the structure at least every 10 minutes; more often at the discretion of the RIT Officer.

8. The RIT should monitor fireground communications and the location and assignments of crews working on the fireground. The RIT should also observe fire and flowpaths.

9. THE RAPID INTERVENTION TEAM IS TO STAY FOCUSED ON RIT ACTIVITIES ONLY.

10. The RIT shall remain on scene until released by Incident Command.

11. RIT activation:

(a) Upon notification of a lost, trapped or injured Firefighter, the RIT should be activated. The RIT assignment should be limited to locating, assessing and removing the Firefighter who has become lost, trapped and/or injured.

(b) Responsibilities of the Incident Command

1. Acknowledge the MAYDAY call with the Firefighter in trouble and write down "Who, What, Where" information

2. Activate the RIT for entry into the structure

3. Assign RIT Leader if not already done.

4. After RIT is activated request Dispatch Controller initiates alert to all fire ground crews.

5. Institute a Silent Personnel Accountability Report (PAR) check to ensure all other personnel are accounted for.

6. Notify Fire Control of the RIT activation:

(a) Confirm Dispatch has upgraded to next alarm (additional RIT and EMS.) Request 5 minute benchmarks throughout RIT activation.

7. Confirm other units operating on the fire ground maintain their current assignments.

(c) Responsibilities of RIT Leader (2nd Chief Officer)

1. Assume command of the MAYDAY/RIT Team.

2. Co-locate with the IC.

3. Maintain situational awareness of the overall incident progress.

4. When the RIT is activated, advise the RIT of elapsed time in 5 minute intervals.

(d) Tactical benchmarks for RIT Officer after activation (documented by RIT Leader):

1. RIT deployed
2. Entry location identified, with personnel entering
3. Changes in status and/or condition
4. Firefighter(s) located
5. Confirmation of entrapment
6. Air supply established
7. Any delay in victim removal
8. Victim name confirmed
9. Planned exit location
10. Start of Firefighter(s) removal from structure
11. Exit from structure
12. Firefighter to EMS

12. De-escalation of Emergency procedures and RIT activation.

(a) Upon achieving the bench mark of "Firefighter Rescued," the IC shall complete the following:

1. Notify Fire Control that "Firefighter rescued" benchmark reached, and that "Firefighter(s) Rescued" shall be toned-out and announced

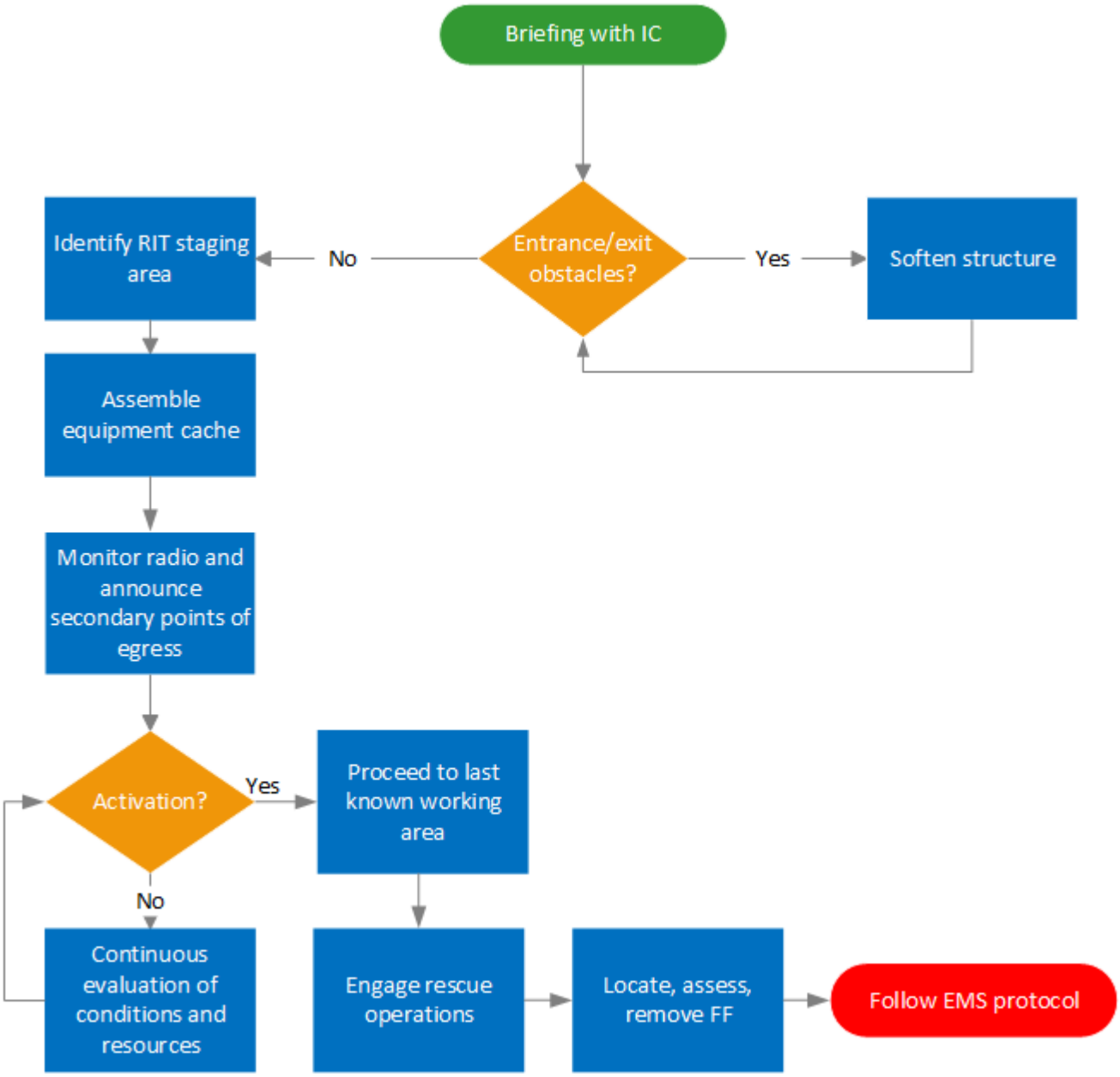
(b) Initiate another PAR for confirmation of all personnel

(c) Original RIT team to stand down and be replaced with a fresh team

(d) Normal firefighting operations to resume as soon as possible

(e) Critical Incident Stress Management (CISM) Team should be considered.

304.4 PROCEDURE DECISION TREE



Mayday

305.1 PURPOSE AND SCOPE

This document provides Mayday procedures for Greenfield Fire Territory personnel operating at emergency incidents.

Corresponding Policies:

Fireground Accountability
Fireground Communications
Incident Management
Rapid Intervention, Two-In/Two-Out

305.2 FIRST FIVE MINUTES

Some situations which would call for a MAYDAY:

(a) Imminent collapse

(b) Collapse has occurred

(c) Firefighter becomes lost or trapped or is missing

(d) Unconscious/seriously injured Firefighter

(e) At the discretion of the Firefighter- A MAYDAY called too early is always better than a MAYDAY called too late.

In the event one of the above occurs you should transmit a fire ground MAYDAY using these steps:

The Firefighter calling the Mayday should:

#Remain calm.

#Locate his/her radio.

#Confirm the radio is on the correct channel.

#Activate the emergency call button, or key the mic, on the radio.

#Transmit, "Mayday, Mayday, Mayday."

#Once the Mayday is acknowledged, describe the problem and give a report.

#Who–Your Name and apparatus

#What – What is wrong and What do you need

#Where- Where are you

#If possible, state air status

#Activate the Personal Alarm (or Alert) Safety System (PASS) device.

#Keep the RIT Officer/RIT leader updated on your situation

#Practice air management procedures.

Upon receiving a Mayday call from a Firefighter or receiving notice from the Communications Center or on-scene personnel that a Firefighter is calling a Mayday, the Incident Commander (IC) should:

#Acknowledge the Mayday and clear all radio traffic. Example: "Command to all units, clear the radio for a Mayday transmission, Command to all units, clear the radio for a Mayday transmission. Mayday unit go ahead with your message."

#Activate the Rapid Intervention Team (RIT).

#Order all units to Conduct a Personnel Accountability Report (PAR).

#Contact the Communications Center and request an additional alarm assignment and confirm that an Advanced Life Support (ALS) ambulance capable of immediate transport is on the scene or enroute.

#Assign the mayday operations to the safety officer.

305.3 PROCEDURES

305.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Stage an on-scene or arriving ALS ambulance to treat and transport Firefighters calling the Mayday.

(b) Personnel

1. Personnel should avoid any radio traffic while the Mayday is transmitted and acknowledged and limit radio traffic to necessary communications while the Mayday is active.
2. Personnel should continue to carry out their assigned tasks unless otherwise directed. If awaiting assignment, personnel should not engage in any fireground activity until directed by the IC or a supervising officer.

305.3.2 OPERATIONS

(a) The IC or a Group/Division supervisor should:

1. Try to assist a Firefighter calling a Mayday by:
   (a) Communicating self-help techniques to assist with the rescue.
   (b) Using the Mayday Firefighter's own company to assist with the rescue.
   (c) Using a company already working inside the hazard zone to assist with rescue.
2. The Firefighter who called the mayday should do the following to assist with the rescue:

(a) If possible (no glove removal) activate radio Emergency button to activate channel priority

(b) Remain calm and practice air conservation

(c) Use any other means of signaling for help

(d) Attempt to self-rescue or mitigate the emergency

(e) Maintain radio contact with the Incident Commander (IC) and provide updates on your condition

(f) See Firefighter Basic Self-Survival Techniques

3. Monitor current fireground operations and alter as needed, including ordering evacuation.

4. Maintain communications and command discipline.

5. Clear the Mayday when the situation that gave rise to the Mayday has been controlled and any necessary treatment is under way by contacting the Communications Center and advising that the Mayday incident is concluded.

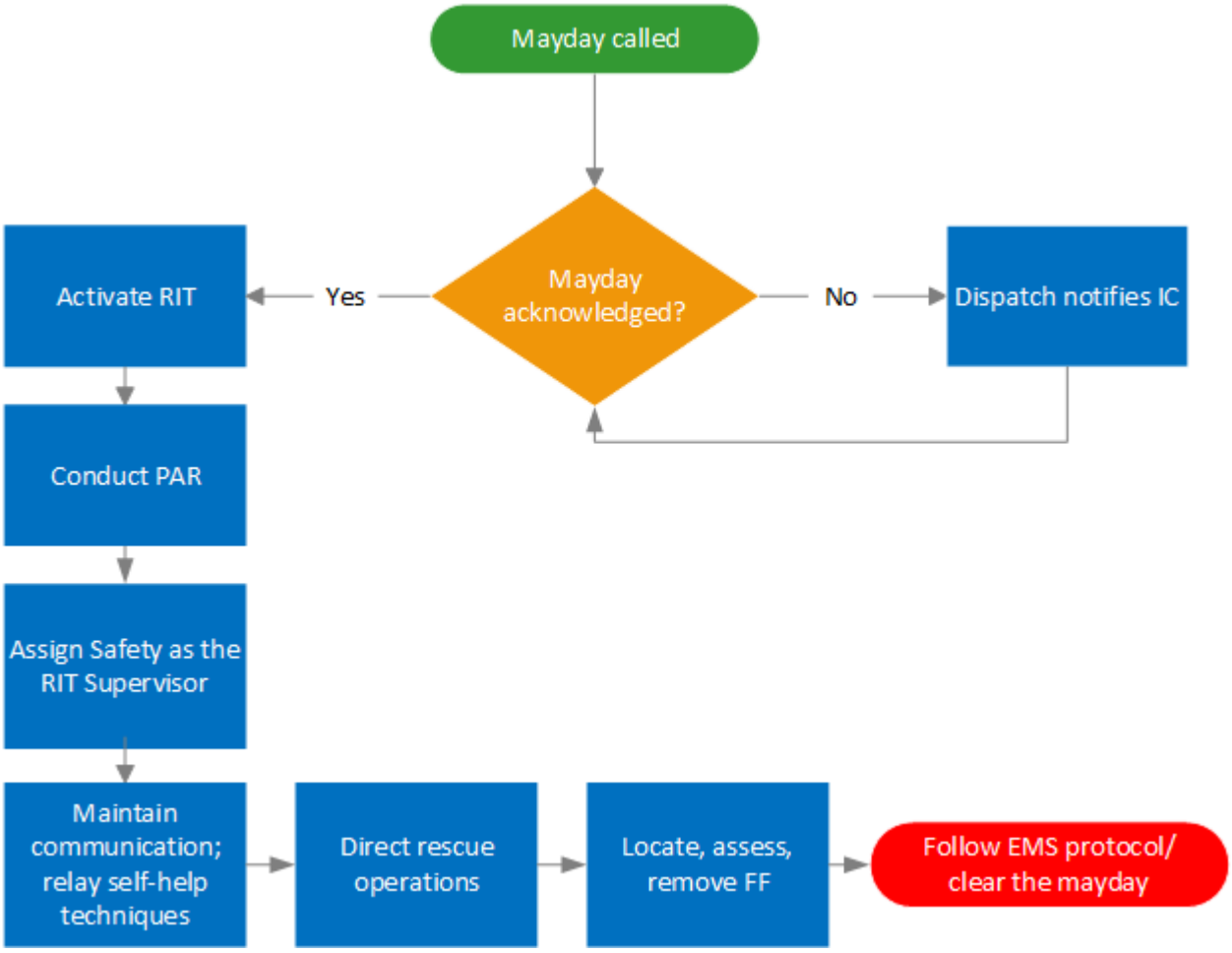
6. The IC should develop and communicate the strategy and Incident Action Plan (IAP) for the next operational period in the incident.

305.4 UNIVERSAL PRACTICES

1. Personnel who know the exact location of a member calling a Mayday and who determine that a rescue can be made should communicate with the officer coordinating the Mayday response before engaging in the rescue.

2. Group/Division supervisors and Company Officers should take reasonable steps to see that assigned personnel are following Rule of Air Management (ROAM) practices.

305.5 PROCEDURE DECISION TREE



Firefighter Basic Self-Survival

306.1 PURPOSE AND SCOPE

The document establishes guidelines for basic Firefighter self-survival.

306.2 PROCEDURE

(a) Basic self-survival responsibilities:

1. At all times maintain situational awareness
    (a) Know what is burning above and below you
    (b) Frequently look up to monitor overhead conditions
    (c) Know more than one avenue of egress
2. No freelancing- only enter the hot zone when assigned
3. All members entering the hot zone shall have full PPE and a portable radio
4. Minimum crew size is two and crews shall remain intact
5. Crews shall manage their air. Reserve air is for emergency situations not for routine egress. DO NOT WAIT FOR THE LOW AIR ALARM TO SOUND BEFORE EXITING THE STRUCTURE/HOT ZONE.

(b) General guidelines for lost, trapped or separated Firefighters are as follows:

1. Call for help at the first indication of trouble- DO NOT WAIT, see BP-6.02
2. Orient yourself to your surroundings
3. Crews stay together
4. Follow the hose or lifeline out
    (a) Most often the female end of the hose coupling (end with lugs) points to the exit
5. Search for an exit
    (a) Avoid changing direction of travel as much as possible
    (b) Check for windows periodically above you as you are crawling
6. If trapped, retreat to a safe refuge
    (a) Under a sturdy table
    (b) In a doorway
    (c) Get as far away from the fire as possible, closing doors behind you as you go.
7. Stay calm and conserve air. If you run out of air, better breathing air may be available in these places:
    (a) Plumbing drain vents

(b) Dryer vents

(c) Between walls

(d) Unopened cabinets

8. Leave flashlight on and pointed toward the ceiling
9. Attempt to make tapping noises with a tool

Fireground Communications

307.1 PURPOSE AND SCOPE

This document provides on-scene communication procedures for Greenfield Fire Territory units operating on emergency incidents.

Corresponding Policies:

Fireground Accountability
Hazardous Materials Response
Incident Management
Rapid Intervention/Two-In Two-Out
Staging

307.2 FIRST FIVE MINUTES

When practicable and when applicable, the following communications should include, but not be limited to:

#Communications to the Communications Center from the first arriving Greenfield Fire Territory unit:

(a) Unit on-scene

(b) Initial scene size-up

(c) Unit assuming incident command (IC)

(d) Declaration of a working incident

(e) Request for a fireground channel together with any additional channels which may be required due to the size and nature of the incident

(f) Location of primary (Level 1) staging area

(g) Cancel or request additional resources and next level alarms as required due to the size and nature of the incident and based on results of a 360 assessment.

(h) Rapid Intervention Team (RIT) request

(i) Declaration of command mode

(j) Declaration of an offensive or defensive strategy

#Communications from the Communications Center to the IC and incoming units:

(a) Fireground operations channels

(b) Location of the primary (Level 1) staging area

(c) RIT assignment

(d) Confirmation of additional resources and alarms requested

#Communications from the IC to incoming units:

(a) Instructions to any units needed to immediately operate at the scene, including:

1. Where units should position
2. Task assignments
3. Structure entry points
4. Advise as to any special tools or equipment personnel may need to accomplish assigned tasks
5. Department accountability system check-in location

307.3 PROCEDURES

307.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. When responding to a structure fire apparatus radios should be tuned to the fireground operations channel while en route and on-scene. Officers should acknowledge assignments clearly and concisely to avoid unnecessary radio traffic but otherwise should generally avoid using the fireground operations channel while en route unless called.

(b) Personnel

1. Personnel operating within an immediately dangerous to life and health (IDLH) environment should each have a portable radio tuned to the fireground frequency.
2. Personnel operating on the fireground should keep radio communications to a minimum when possible.

307.3.2 OPERATIONS

Fireground communications may include:

(a) Emergency Traffic Declaration

1. A request for an emergency traffic declaration should be reserved for situations involving immediate danger to personnel. Examples of situations that warrant an emergency traffic declaration include:
   (a) Structure evacuation
   (b) Unexpected building collapse or sudden change in conditions
   (c) Serious injury to personnel
   (d) Motor vehicle accident involving fire department equipment that results in injuries
   (e) An unstable situation in which personnel are being assaulted or physically threatened
2. A member requesting an emergency traffic declaration should radio IC with a transmission similar to: "Incident Command from Engine 1 with Emergency

Traffic." Personnel should take a short pause, then go ahead with emergency traffic.

3. The IC should acknowledge and repeat the emergency transmission and take any necessary action.
4. When an emergency traffic declaration is made all other radio traffic should be held until the emergency traffic message is delivered and acknowledged.
5. Once the emergency traffic is completed, the member making the emergency traffic declaration should conclude the message with a transmission similar to "All clear, resume radio traffic."

(b) Mayday from a lost, injured or trapped Firefighter

1. Mayday communications should follow the Mayday procedure and Rapid Intervention/Two-In Two-Out policy.

(c) Personnel Accountability Report (PAR) Communications

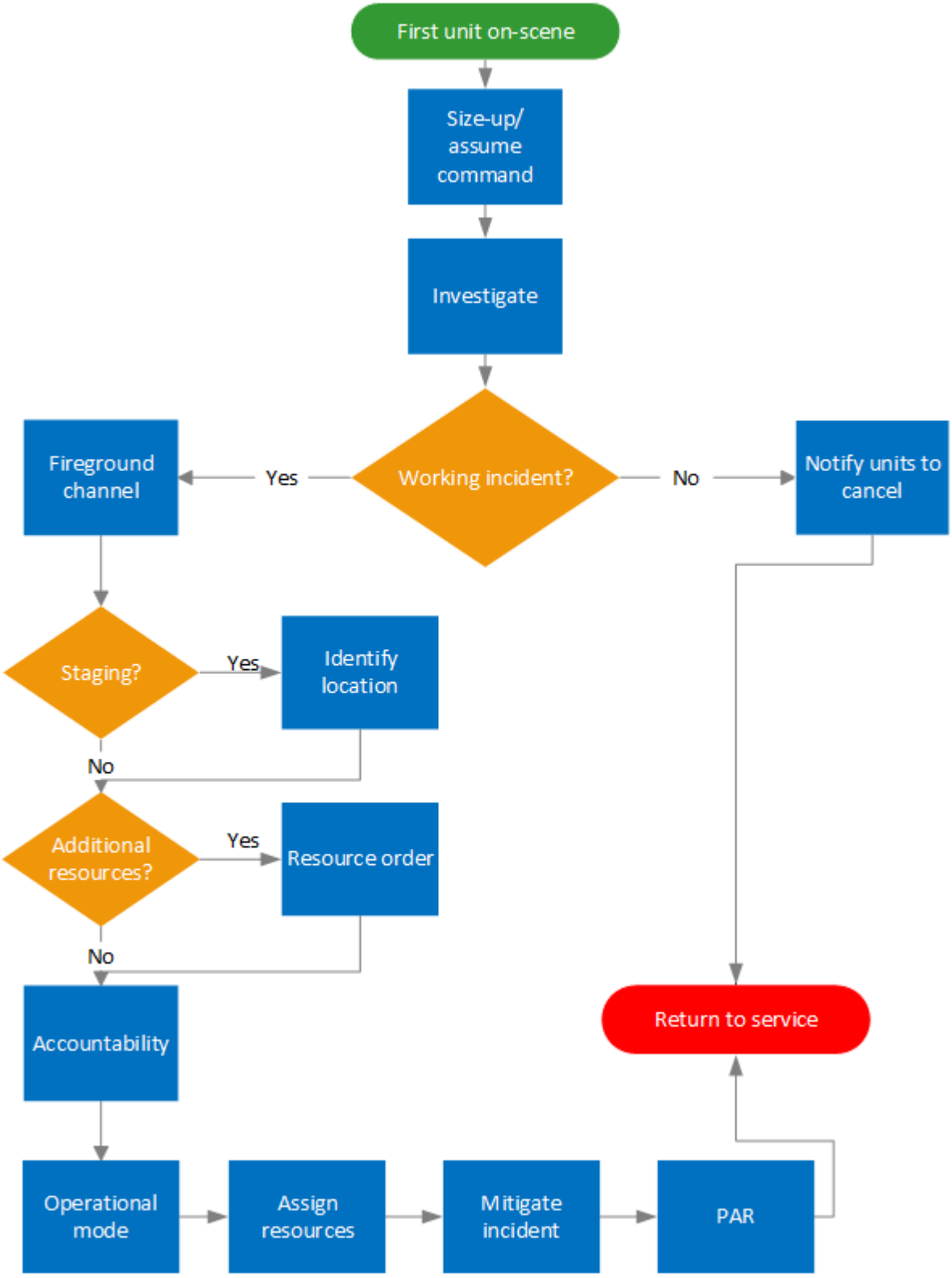
1. Incident on-scene and working time should be tracked by the Communications Center and prompt the IC every 10 minutes for a status report. The IC should use this time prompt to determine whether a PAR should be called. When the IC requests, all non-emergency radio traffic unrelated to the PAR should cease until the PAR is concluded. The company officer or crew leader should respond with this information:
   (a) Unit number or designation
   (b) Number of personnel
   (c) Location
   (d) Current assignment/function

307.4 UNIVERSAL PRACTICES

1. Radio communications on the fireground should be National Incident Management System (NIMS) compliant.
2. Personnel operating on the emergency scene should remain aware of radio traffic and wait for breaks to avoid "walking over" other transmissions, unless there is a need to request an emergency traffic declaration.
3. Radio transmissions should be made using plain language and unit designations instead of names. Use of codes should be avoided in all transmissions.
4. Personnel should acknowledge receipt of transmissions/orders and repeat. The repeat doesn't need to duplicate the original message word for word, but it should be a brief and concise summary of the message's intent. For example:
   - "Engine 1, from Command, take a 1 ¾" pre-connect to the door on Side Charlie." "Engine 1 copies, 1 ¾" pre-connect to Door Side Charlie."
5. Personnel should decide what to say before pressing the transmit button.

6. When practicable, personnel should hold the radio microphone a few inches from the mouth to avoid audio distortion.
7. Personnel should not hold a portable radio with the antenna touching or very close to exposed skin, especially the eyes or face, when transmitting.
8. Portable radios should not be operated in an explosive atmosphere unless they are rated as intrinsically safe for fireground operations.

307.5 PROCEDURE DECISION TREE



General Strategy and Tactics

308.1 PURPOSE AND SCOPE

This document establishes basic guidelines for fighting structure fires. The strategy and tactics may be adjusted depending circumstances of the incident or based on the judgment of the officer in charge.

Corresponding Policies:_

Fireground Accountability

Emergency Response

Incident Management

Rapid Intervention/Two-In Two-Out

308.2 PROCEDURE

308.2.1 NOTHING SHOWING

(a) Nothing showing: For alarms after hours refer to Commercial Alarm System Activations

1. The first arriving apparatus shall:
   (a) Give a size-up report and establish command according to the Incident Command and Control Guideline
   (b) Investigate for cause of the call, or assign to next apparatus.
2. Second arriving engine should report to level I staging unless directed otherwise by IC
3. The Ladder should position in front of the structure unless directed otherwise by IC. Once the Ladder is in place, the ladder power and PTO shall be activated.
4. Ambulances that respond from GFD should park in the cold zone and pair up with the engine from their station. Mutual aid ambulances should ` park in the cold zone and prepare for patient treatment and transport.

308.2.2 RESIDENTIAL STRUCTURE FIRES

(a) Working fire or smoke showing in residential houses with an offensive strategy in place: (The Hancock County Field Operations Guide can also be referenced for the following assignments)

   (a) The first arriving engine shall:
      (a) Give a size-up report and establish command according to the Incident Command and Control Guideline

(b) The first officer on the scene shall make the determination of an offensive, defensive or marginal strategy based on the Safety and Risk Management Profile Guideline. Announce the strategy in the size-up report.

1. Any offensive attack should be done aggressively to minimize risks to Firefighters.

2. The presence of a flow path should determine coordinated ventilation and suppression operations to, as much as reasonably practicable, limit fire growth and protect personnel and building occupants.

(c) Request additional resources in the size-up report or prior to arriving on the scene.

1. example: Fire control, Engine 21. (pause for control to acknowledge) Engine 421 is on the scene of a medium size, 2 story house with a working fire on the Bravo side. E-421 will be laying a supply line and attacking the fire with a 1 3/4" line to the Alpha side. We will be in the offensive strategy. E 421 will have Main St. command.

(d) The officer shall walk around entire building before assigning tasks to the Firefighters in the hot zone. The Firefighters should be stretching hose lines and preparing for the operation while the OIC is performing the 360.

1. EXCEPTION: On extremely large buildings or strip malls the OIC may request in coming units to get a report on the sides of the structure that have not been seen. Extreme caution will be used entering the hot zone in this situation prior to a 360 report.

(e) When the 360 is complete the IC shall come back on the radio and give an updated report according to the Incident Command and Control Guideline.

1. example: Fire control Main St. Command. The 360 is complete this structure will have a walk-out basement on the Charlie side. Start utilities.

(f) When the engine is staffed with 4 Firefighters the C seat will wrap the hydrant, make the connection and charge the supply line when the driver is ready. The driver will make the supply line connection to the truck and charge the attack line. While the officer is performing the 360, the seat B Firefighter will stretch the attack line and make entry with the officer for offensive strategy fires. The seat C Firefighter will assume position at the entry door for door control and assist with getting hose to the interior crew.

(b) Second arriving engine shall:

(a) Announce order of arrival on the fire ground channel and secure a secondary water supply. This may consist of leaving the engine on the next available hydrant, laying in or reverse laying supply hose, and connecting a supply hose from their engine to the first due engine based on the fire flow requirements of the situation.

(b) When the engine is staffed with 4 Firefighters the officer, seat B and seat C Firefighters will stretch a second attack line from the first due engine and make entry to protect the egress route of interior operating crews. Once the fire is controlled by the attack line and danger to interior operating crews is grossly reduced, then the second engine crew can assist the ladder crew with search after first communicating with the IC. The driver will prepare the secondary water source if needed, otherwise the driver may perform exterior horizontal ventilation that is coordinated with fire attack.

(c) Third arriving engine shall:

(a) Announce order of arrival on the fire ground channel and assume the RIT function and RIT officer will have face to face meeting with IC if possible.

(b) The RIT crew shall perform a 360 and make an action plan that takes in to account for potential hazards identified on the 360.

(c) The RIT crew shall throw ladders for secondary egress for crews operating above the first floor. Ladder placement shall be communicated through the IC. Ladder placement shall be done at the bottom of window sills in an exaggerated position with special care placed on not breaking any in-tact windows.

(d) The RIT crew will stage in the warm zone after initial tasks and preplanning are complete.

(d) Fourth arriving engine shall:

(a) Announce the order of arrival on the fire ground channel.

(b) The crew will perform salvage and overhaul duties if the fire is under control upon their arrival. Otherwise they may be asked to establish another water supply and assist with fire control and exposure protection.

(e) First arriving ladder shall:

(a) Announce the order of arrival on the fire ground channel and position in front of the structure so the ladder is capable reaching two sides of the building.

(b) When staffed with two Firefighters, the officer and driver will force entry and make entry with the first engine crew for search and rescue. When the ladder is staffed with 3, the officer and seat B will make entry and the driver will throw ladders to second floor windows below the sill in exaggerated position for rescue and/ or emergency egress with special care placed on not breaking any in-tact windows. When staffed with 4, the seat C Firefighter will assist with search.

(f) Second arriving ladder shall:

(a) Announce the order of arrival on the fire ground channel and position the vehicle at the nearest crossroad if applicable.

(b) The full crew will assist with search and rescue if required, otherwise vertical or horizontal ventilation will be completed. All ventilation will be coordinated with fire attack. Utility control will be accomplished if needed, with the exception of pulling an electric meter.

(g) GFD Medics will generally not respond to structure fires within our primary response district unless off station or returning from another call. Should this happen, the medic crew will automatically pair up with their engine to perform engine duties. However, GFD medics may respond for mutual aid to other districts for structure fires. In that case the following guideline will apply.

(h) First arriving ambulance:

(a) Announce order of arrival on the fire ground channel and position truck to allow access for responding engines and ladders.

(b) Identify closest hydrant location if first on the scene. Crew will perform EMS related duties if patients are present. If no patients are present then the crew will join with the first ladder to perform search and rescue.

(i) Second arriving ambulance:

(a) Announce order of arrival on the fire ground channel and position truck to allow access for responding engines and ladders.

(b) Meet with IC. If no EMS duties are required then the driver will collect accountability tags for IC or accountability officer and the medic will be the outside RIT leader listening specifically for any mayday transmissions.

(j) Tanker responsibilities will be as follows for rural fires:

(a) Tankers will announce their order of arrival on the fire ground channel

(b) The first tanker will establish supply lines to the first engine for nurse pumping.

(c) The second tanker will set up their dump tank and assist the engine driver in setting up for a drafting operation. After they dump they will proceed to the nearest fill site and establish the location with IC or water supply sector.

(d) The third tanker and beyond will dump their water and follow the tanker route to the fill site and back until no longer needed.

308.2.3 COMMERCIAL AND APARTMENT FIRES

(a) Working fire or smoke showing in commercial and apartment buildings with an offensive strategy in place: (The Hancock County Field Operations Guide can also be referenced for the following assignments)

1. The first arriving engine shall:

(a) Give a size-up report and establish command according to the Incident Command and Control Guideline

(b) The first officer on the scene shall make the determination of an offensive, defensive or marginal strategy based on the Safety and Risk Management Profile Guideline. Announce the strategy in the size-up report.

1. Any offensive attack should be done aggressively to minimize risks to Firefighters.

2. The presence of a flow path should determine coordinated ventilation and suppression operations to, as much as reasonably practicable, limit fire growth and protect personnel and building occupants.

(c) Request additional resources in the size-up report or prior to arriving on the scene.

1. example: Fire control, Engine 421. (pause for control to acknowledge) Engine 421 is on the scene of a medium size, 2 story apartment building with a working fire on the Bravo side. E-421 will be laying a supply line and attacking the fire with a 1 3/4" line to the Alpha side. We will be in the offensive strategy. E-421 will have Main St. command.

(d) The officer shall walk around entire building before assigning tasks to the Firefighters in the hot zone. The Firefighters should be stretching hose lines and preparing for the operation while the OIC is performing the 360.

1. EXCEPTION: On extremely large buildings or strip malls the OIC may request in coming units to get a report on the sides of the structure that have not been seen. Extreme caution will be used entering the hot zone in this situation prior to a 360 report.

(e) When the 360 is complete the IC shall come back on the radio and give an updated report according to the Incident Command and Control Guideline.

1. example: Fire control Main St. Command. The 360 is complete this structure will have limited access on the Charlie side. Start utilities.

(f) When the engine is staffed with 4 Firefighters the C seat will wrap the hydrant, make the connection and charge the supply line when the driver is ready. The driver will make the supply line connection to the truck and charge the attack line. While the officer is performing the 360, the seat B Firefighter will stretch the attack line and make entry with the officer for offensive strategy fires. The seat C Firefighter will assume position at the entry door for door control and assist with getting hose to the interior crew.

2. Second arriving engine shall:

(a) Announce order of arrival on the fire ground channel and secure a secondary water supply and prepare to pump to the FDC if one is present. If no FDC is present, then the secondary water supply may consist of leaving the engine on the next available hydrant, laying in or reverse laying supply hose, and connecting a supply hose from their engine to the first due engine based on the fire flow requirements of the situation.

(b) When the engine is staffed with 4 Firefighters the officer, seat B and seat C Firefighters will stretch a second attack line from the first due engine and make entry to protect the egress route of interior operating crews. Once the fire is controlled by the attack line and danger to interior operating crews is grossly reduced, then the second engine crew can assist the ladder crew with search after first communicating with the IC. The driver will prepare to pump the FDC if present or establish the secondary water source if needed, otherwise the driver may perform exterior horizontal ventilation that is coordinated with fire attack.

3. Third arriving engine shall:

   (a) Announce the order of arrival on the fire ground channel.

   (b) If an additional water source is needed then it will be established, otherwise the driver will join the rest of the crew with the engine parked in a level 1 staging area.

   (c) The crew will stretch a hand line or take water cans depending the potential for fire involvement and if initial fire control and containment has been achieved to check for fire extension and search in exposures. Generally the first exposure to be checked will be the floor above the fire floor and then Bravo 1, Charlie 1, or Delta 1 based on the location of the initial fire.

4. Fourth arriving engine shall:

   (a) Announce order of arrival on the fire ground channel and assume the RIT function and RIT officer will have a face to face meeting with IC If possible.

   (b) The RIT crew shall perform a 360 and make an action plan that takes in to account for potential hazards identified on the 360.

   (c) The RIT crew shall throw ladders for secondary egress for crews operating above the first floor. Ladder placement shall be communicated through the IC. Ladder placement shall be done at the bottom of window sills in an exaggerated position with special care placed on not breaking any intact windows.

   (d) The RIT crew will stage in the warm zone after initial tasks and preplanning are complete.

5. Fifth arriving engine shall:

   (a) Announce the order of arrival on the fire ground channel.

   (b) The crew will perform salvage and overhaul duties if the fire is under control upon their arrival. Otherwise they may be asked to establish another water supply and assist with fire control and exposure protection or salvage and overhaul.

6. First arriving ladder shall:

(a) Announce the order of arrival on the fire ground channel and position in front of the structure so the ladder is capable reaching two sides of the building.

(b) When staffed with two Firefighters, the officer and driver will force entry and make entry with the first engine crew for search and rescue. When the ladder is staffed with 3, the officer and seat B will make entry and the driver will throw ladders to second floor windows below the sill in exaggerated position for rescue and/ or emergency egress with special care placed on not breaking any in-tact windows. When staffed with 4, the seat C Firefighter will assist with search.

7. Second arriving ladder shall:

(a) Announce the order of arrival on the fire ground channel and position the vehicle at the nearest crossroad if applicable.

(b) The full crew will assist with search and rescue if required, otherwise vertical or horizontal ventilation will be completed. All ventilation will be coordinated with fire attack. Utility control will be accomplished if needed, with the exception of pulling an electric meter.

8. GFD Medics will generally not respond to structure fires within our primary response district unless off station or returning from another call. Should this happen, the medic crew will automatically pair up with their engine to perform engine duties. However, GFD medics may respond for mutual aid to other districts for structure fires. In that case the following guideline will apply.

9. First arriving ambulance:

(a) Announce order of arrival on the fire ground channel and position truck to allow access for responding engines and ladders.

(b) Identify closest hydrant location if first on the scene. Crew will perform EMS related duties if patients are present. If no patients are present then the crew will join with the first ladder to perform search and rescue.

10. Second arriving ambulance:

(a) Announce order of arrival on the fire ground channel and position truck to allow access for responding engines and ladders.

(b) Meet with IC. If no EMS duties are required then the driver will collect accountability tags for IC or accountability officer and the medic will be the outside RIT leader listening specifically for any mayday transmissions.

11. Tanker responsibilities will be as follows for rural fires:

(a) Tankers will announce their order of arrival on the fire ground channel

(b) The first tanker will establish supply lines to the first engine for nurse pumping.

(c) The second tanker will set up their dump tank and assist the engine driver in setting up for a drafting operation. After they dump they will proceed to the nearest fill site and establish the location with IC or water supply sector.

(d) The third tanker and beyond will dump their water and follow the tanker route to the fill site and back until no longer needed.

308.2.4 DEFENSIVE FIRE OPERATIONS

(a) For working fires that will be in the defensive strategy the following guidelines will apply. As with all guidelines, the OIC may encounter certain situations that would require deviation for life safety and property conservation purposes:

1. The first arriving engine shall:

(a) Give a size-up report and establish command according to the Incident Command and Control Guideline

(b) The first officer on the scene shall make the determination of an offensive, defensive or marginal strategy based on the Safety and Risk Management Profile Guideline. Announce the strategy in the size-up.

(a) example: Fire control, Engine 421. (pause for control to acknowledge) Engine 421 is on the scene of a medium size, 2 story apartment building with a fully involved working fire. E-421 will be laying a supply line and attacking the fire with master streams to the Alpha side. We will be in the defensive strategy. E-421 will have Main St. command.

(c) The officer shall walk around entire building before assigning tasks to the Firefighters in the hot zone. The Firefighters should be stretching hose lines and preparing for the operation while the OIC is performing the 360.

1. EXCEPTION: On extremely large buildings or strip malls the OIC may request in coming units to get a report on the sides of the structure that have not been seen. Extreme caution will be used entering the hot zone in this situation prior to a 360 report.

(d) When the 360 is complete the IC shall come back on the radio and give an updated report according to the Incident Command and Control Guideline.

1. example: Fire control Main St. Command. The 360 is complete this structure will have exposures being threatened on Bravo side.

(e) When the engine is staffed with 4 Firefighters the C seat will wrap the hydrant, make the connection and charge the supply line when the driver is ready. The driver will make the supply line connection to the truck and charge the deck gun when appropriate. While the officer is performing the 360, the seat B Firefighter will stretch the 2.5" attack line and position for life safety and property conservation. The seat C Firefighter will then pull a second 2.5" attack line or stretch a 3" line and place the RAM nozzle in position for life safety and property conservation.

2. Second arriving engine shall:

   (a) Announce order of arrival on the fire ground channel and secure a secondary water supply and prepare to pump to the first ladder if an elevated water stream will be required. If an elevated master stream will not be required then be prepared to support the first engine with additional water supply or additional attack or master stream lines.

   (b) When the engine is staffed with 4 Firefighters the officer, seat B and seat C Firefighters will stretch another attack line from the first due engine and focus on protecting the most impinged exposure first. Depending on the first ladder staffing, one or more Firefighters from the second engine may be used to help search and evacuate the most impinged exposures first.

3. Third arriving engine shall:

   (a) Announce the order of arrival on the fire ground channel. Based on fire flow requirements of the building fire and exposures involved or threatened, the third engine will approach toward the opposite side of the scene from the current operating companies and secure a third water source.

   (b) The officer of the third engine will become the division officer based on the side of the structure he is located on until relieved by a chief officer. The second ladder will also report to his division as well.

4. Fourth and Fifth arriving engines shall:

   (a) Announce order of arrival and that they are in a level 1 staging position on the fire ground. They will remain in that position until given an assignment or division to report to by the IC.

5. First arriving ladder shall:

   (a) Announce the order of arrival on the fire ground channel and position for rescue in exposures first and fire attack/exposure protection second.

   (b) When staffed with two Firefighters, the officer and driver will fly the ladder for rescue, fire attack and exposure protection based on needs of the situation.

   (c) When the ladder is staffed with 3, the officer and seat B will make entry to the most threatened exposure first for search, evacuation and check for extension and the driver will fly the ladder for tactical priorities. When staffed with 4, the seat C Firefighter will assist with search in the exposure.

6. Second arriving ladder shall:

   (a) Announce the order of arrival on the fire ground channel and based on the incident and tactical priorities position the truck on the opposite side of the scene from the companies already working and team up with the third engine.

(b) The crew will operate according to the tactical priorities of the incident that need accomplished and will report to the division commander based on the side of the structure they are operating on.

7. GFD Medics will generally not respond to structure fires within our primary response district unless off station or returning from another call. Should this happen, the medic crew will automatically pair up with their engine to perform engine duties. However, GFD medics may respond for mutual aid to other districts for structure fires. In that case the following guideline will apply.

8. First arriving ambulance:

   (a) Announce order of arrival on the fire ground channel and position truck to allow access for responding engines and ladders.

   (b) Identify closest hydrant location if first on the scene. Crew will perform EMS related duties if patients are present. If no patients are present then the crew will join with the first ladder to perform search and rescue.

9. Second arriving ambulance:

   (a) Announce order of arrival on the fire ground channel and position truck to allow access for responding engines and ladders.

   (b) Meet with IC. If no EMS duties are required then the driver will collect accountability tags for IC or accountability officer and the medic will be the outside RIT leader listening specifically for any mayday transmissions.

10. Tanker responsibilities will be as follows for rural fires:

    (a) Tankers will announce their order of arrival on the fire ground channel

    (b) The first tanker will establish supply lines to the first engine for nurse pumping.

    (c) The second tanker will set up their dump tank and assist the engine driver in setting up for a drafting operation. After they dump they will proceed to the nearest fill site and establish the location with IC or water supply sector.

    (d) The third tanker and beyond will dump their water and follow the tanker route to the fill site and back until no longer needed.

11. Fire attack should be done according to Firefighter safety and tactical priorities with a crew of at least 2 intact. An intact crew of 2 or more means that all members will have visual, verbal or physical contact at all times. A Crew of at least 2 Firefighters shall be ready in full gear standing by in the warm zone ready to assist the interior crew if needed:

    (a) Rescue

    (b) Fire control/extinguishment

    (c) Property conservation

    (d) Evacuation of the hot zone will be done as follows:

(e) BACK OUT- When Firefighters are ordered to back out of a structure fire or any hot zone area, they shall hastily gather tools and equipment and make their way out of the hot zone as soon as possible.

(f) EVACUATE- When the evacuation order is given by IC, the driver/operator of the first engine (engine pumping the fire) shall sound the air horns with three consecutive 2 second blasts. Firefighters in the hot zone shall immediately cease operations and vacate the hot zone via the quickest route possible. Once the crew is vacated and the OIC has accounted for personnel, a PAR report shall be given to command.

308.2.5 SEARCH AND RESCUE OPERATIONS

(a) Search and rescue is a hot zone operation and appropriate safety precautions shall be taken

(b) Search and Rescue shall be performed with a crew of at least 2 intact. An intact crew of 2 or more means that all members will have visual, verbal or physical contact at all times.

(c) Primary search:

(a) Performed quickly of main travel areas and open rooms as long as conditions allow for the possibility of a viable victim. When conditions are such that they are not survivable, a search shall not be performed until conditions have been rendered safe for Firefighters to enter.

(b) Start closest to the fire and work away from the fire

(c) Hose lines shall protect ingress/egress routes

(d) May be done 1 room at a time going in and out windows if access routes are already inaccessible (vent/enter/search)

(e) Should continue until all occupants are found or until conditions will no longer render safe operations

(d) Secondary search:

(a) A more thorough, detailed search after primary search

(b) Should be done by a separate crew of Firefighters than the crew who performed the primary search.

(c) Likely done after initial fire knockdown and ventilation

(e) CAN Reports shall be given to command as the search continues, especially when Firefighters go to another level in the building and when the assignment is complete.

(f) Evacuation of the hot zone will be done as follows:

(a) BACK OUT- When Firefighters are ordered to back out of a structure fire or any hot zone area, they shall hastily gather tools and equipment and make their way out of the hot zone as soon as possible.

(b) EVACUATE- When the evacuation order is given by IC, the driver/operator of the first engine (engine pumping the fire) shall sound the air horns with three consecutive 2 second blasts. Firefighters in the hot zone shall immediately cease operations and vacate the hot zone via the quickest route possible. Once the crew is vacated and the OIC has accounted for personnel, a PAR report shall be given to command.

308.2.6 HOSE PLACEMENT AND SELECTION

(a) Hose stream placement in the hot zone requires appropriate safety precautions and PPE

(b) The first stream shall be placed for life safety and property conservation:

(a) Between occupants and the fire

(b) Direct knock down of the seat of the fire

(c) The next streams shall be placed for safety of interior operating crews:

(a) Protecting egress routes and stairways

(b) Between the fire building and neighboring buildings

(d) Fires should be attacked from the unburned side of the building a. It is acceptable to darken down a fire by attacking it from the exterior or burnt side with a solid stream as long as Firefighters are not operating on the interior in the same compartment area

(e) Attack lines for commercial occupancies shall be 2 Y2" diameter hose.

(f) IC shall consider 2 Y2" attack lines for large single family homes with vaulted ceilings and large open spaces.

(g) Use of Yard lays:

(a) In multi-story commercial occupancies to use as a standpipe when no standpipes are present

(b) Long distance lays inside buildings or when buildings have a long set-back distance from the road.

308.2.7 VENTILATION

(a) Ventilation is a hot zone operation and appropriate safety precautions shall be taken with proper PPE.

(b) All ventilation procedures shall be coordinated with fire suppression

(c) Ventilation should be a priority to relieve smoke and hot gasses from the interior atmosphere for victim survivability and better working conditions for the Firefighters while water is being applied or shortly after water is applied to the fire.

(a) Once fire suppression has been made, hydraulic ventilation should be applied to improve search efforts and victim survivability.

(b) Personnel should engage in ventilation activities only at the direction of the IC. Ventilation should be coordinated with all other fire suppression and search and

rescue operations to minimize an unanticipated change in the flow path and to protect, as much as reasonably practicable, personnel and occupants.

(d) Vertical ventilation guidelines are as follows:

(a) Firefighters shall sound the roof prior to stepping off the ladder and sound the roof ahead of their path as they walk

(b) Firefighters shall provide a C.A.N. report to command: ~Conditions – of the roof and conditions in the attic space ~Actions – actions they have or are taking

(a) Needs – any needs required to perform/finish the task

(c) Firefighters shall be provided a second means of egress from the roof.

(d) Firefighters shall use a roof ladder.

(e) Firefighters shall take appropriate tools to complete the task. (chain saw, flat axe, long hook and haligan)

(f) A hose line may be used for safe egress, not for fire attack through the ventilation opening.

(g) The ventilation opening shall be of sufficient size and be directly over or as close as possible to the fire location

(h) Commercial strip mall type structures may require a trench cut be made for the purpose of controlling the fire however, this is a time consuming and manpower intensive task that IC should allow for in the IAP.

(i) Bow string truss and commercial light weight metal roofs shall only be ventilated from an aerial device. Firefighters shall not walk on a bow string truss and light weight metal roofs.

(j) Newer light-weight construction buildings that utilize 2x4 truss roof systems shall not be walked on by Firefighters if the fire has penetrated into the attic space.

(k) If the fire has already penetrated through any type roof, no Firefighter shall be on the roof for any reason.

(e) Horizontal ventilation guidelines are as follows:

(a) Windows and doors of the involved fire rooms should be opened or removed from the exterior as the attack team starts spraying water on the seat of the fire.

(b) All glass shall be removed from the opening.

(c) The Firefighter should be on the windward side of the window while breaking out the glass.

(d) Opened doors should be chalked open to prevent it from re-closing during firefighting operations. Firefighters should be mindful of the possible flow path created by this.

(f) Positive pressure/Negative pressure ventilation guidelines are as follows:

(a) The main fire should be under control and fire extension determined prior to use of PPV/NPV fans

(b) Generally PPV/NPV will be used to clear a building of residual smoke and steam

(a) The PPV fan should be placed 3'-4' in front of the door opening to form an air seal and then each room opened one at a time to clear smoke and steam from the structure

(b) The NPV fan should be hung at the top of the door jamb and then each room opened one at a time to clear smoke and steam from the structure.

(c) Commercial structures equipped with built in smoke/odor removal systems shall constitute a form of NPV

(c) Smoke/odor removal from cooking or appliance fires shall not be performed with gasoline powered fans.

308.2.8 FORCIBLE ENTRY

(a) Generally forcible entry is a hot zone operation and appropriate safety measures shall be taken with proper PPE.

(b) The Firefighters shall assess for back draft and other potentially hazardous conditions prior to forcible entry.

(c) Firefighters shall keep in mind the possibility of a victim lying on the other side of a door when forcing it open.

(d) The type and degree of forced entry should be according to the emergency incident.

(e) Firefighters should try to open a door prior to forcing it open.

(f) Firefighters shall use the appropriate tools for forcible entry.

(g) Knox box systems shall be considered on equipped structures before forcible entry actions are taken.

(h) Once the door is forced, it shall be pulled closed after a quick look and sweep for victims in the entry way until the fire attack crew is ready to make entry. Door control will be the responsibility of C seat Firefighter of first engine during fire attack.

308.2.9 GROUND LADDERS

(a) Ladders should be placed on two sides of the structure while Firefighters are operating on the roof

(b) Ladders should be placed for alternate means of egress when Firefighters are working on any floor above the first floor. Ladders shall be below the window sill in exaggerated position.

(c) The IC and operational crews shall be made aware of ladder placement

(d) Ladders that are in place shall not be moved until operations are complete except if a ladder placement becomes unusable as an escape route, then the ladder may be moved to a different location after notifying IC and the operational crew of the new ladder placement.

(e) Firefighters should avoid placing ladders in front of windows where they may potentially be exposed to fire or smoke.

308.2.10 SALVAGE AND OVERHAUL

(a) Salvage and overhaul operations are a hot zone operation and appropriate safety measures shall be taken with proper PPE until such time the working atmosphere meets the guidelines in SOG 3.03 (B) 1-5

(b) Salvage operations should begin as soon as possible.

(c) Firefighters should consider property conservation measures during overhaul operations and possibly during fire attack.

(d) Salvage should be done by:

  (a) Covering items with a tarp

  (b) Removing items to a safe location

(e) Overhaul shall be coordinated with the assigned investigator.

(f) Overhaul shall consist of but not limited to the following:

  (a) Removal of burnt or charred contents

  (b) Walls and ceilings shall be removed until clean undamaged structural components are found

  (c) Insulation in the immediate area shall be removed

  (d) All attic and void spaces shall be checked for fire extension

(g) Firefighters shall inspect the area for any signs heat and smoke:

  (a) Visually with and without the Thermal Imaging Camera

  (b) During overhaul, if a ceiling or walls are going to be removed, then the appropriate salvage measures shall be taken

  (c) If smoldering pockets of cellulose type insulation are found in the attic space, they shall not be sprayed by a straight/solid stream. Water shall be trickled over the spot and then removed.

308.2.11 UTILITY CONTROL

(a) Natural gas/LP

  (a) May be shut off at the meter/tank by a Firefighter

  (b) IC shall give the order for gas to be shut off

  (c) Firefighters shall not turn gas back on once its off

  (d) Gas company shall be notified if gas is shut off

(b) Electricity

  (a) Firefighters shall not remove any electrical meter

(b) Firefighters may shut off the main breaker in the panel box or shut off the exterior disconnect switch if one is available

(c) IC shall give the order for electricity to be disconnected

(d) The electric company that serves the location shall be contacted

(e) Firefighters shall not turn electricity back on

(c) Water

(a) Firefighters may shut off water with an appropriate wrench

(b) IC shall give the order for water to be shut off

(c) Firefighters shall not turn water back on

(d) The water dept. shall be notified

(d) When the gas or electric utility is turned off, the homeowner / occupant shall be notified.

308.2.12 LOSS ASSISTANCE

(a) Any situation that results in extensive damage, loss of personal belongings, or displacement may require loss assistance from Greenfield Fire Department.

(b) Loss assistance may require IC to take one or more of the following actions:

(a) Provide cell phone use

(b) Contact Red Cross

(c) Contact Township Trustee

(d) Request available Chaplain

(e) Request a CISM team.

(c) In an effort to provide good customer service to our citizens, the IC shall not leave any victim stranded.

(d) If the insurance company has not notified a contractor of their choice, IC shall call for a company to secure the scene to prevent theft.

308.3 LITHIUM ION BATTERY FIRE

(a) If Li-ion batteries are involved or suspected of being involved, consider the following:

1. Li-ion batteries are prone to thermal runaway. In cases of thermal runaway involving an ESS or where a battery cannot be removed from a building, vehicle, or other enclosure, personnel should use copious amounts of water to cool adjacent batteries, enclosures, and exposures to allow time for the battery to burn out. Some batteries may take several hours, or even days, to fully burn out.

2. If a large commercial ESS is involved in fire or off-gassing, personnel should remain at least 300 feet away from the involved equipment and use water to prevent fire spread, as needed.

3. Batteries that can be removed safely from a building or other enclosure should be submerged in water or placed in a containment device designed for that purpose.
4. For Li-ion fires inside a structure, additional hand lines may be necessary to achieve the fire flow needed to control the fire.
5. If practicable, Li-ion batteries should be removed before starting overhaul.
6. Members should not pick up or move Li-ion cells or battery packs by carrying them in their hands. When practicable, members should use non-conductive tools or carrying devices.
7. Do not use interior stairs to remove Li-ion batteries from a structure unless the batteries have been properly over-packed by HAZMAT specialists.
8. Due to the danger of re-ignition, full PPE including SCBA with face-piece should be worn at all times when working around or moving Li-ion batteries or devices that have been involved in fire or exposed to high temperatures.

308.4 PROCEDURE DECISION TREE

General Apparatus Placement

309.1 PURPOSE AND SCOPE

This document establishes guidelines for apparatus placement.

309.2 PROCEDURE

(a) General apparatus arrival in city limits:

1. First arriving engine should pull slightly past the scene to facilitate a quick look at 3 sides of the building. When applicable, the OIC may have the ladder be first in to the scene to avoid issues with driving around 5" hose laid by the engine, in this case see General Apparatus Placement Guideline.
2. The OIC shall establish command according to Initiating and Transferring Command Guideline
3. It shall be the responsibility of the first arriving engine to ensure water supply by:
   (a) Laying supply hose from the fire hydrant
   (b) Directing another responding apparatus to perform the task in a situation where the first engine encountered problems establishing the initial water supply. (Hydrant out of service, etc)
4. The Ladder should be close to the front of the building in an ideal location for the aerial device to reach 2 sides of the building, taking in to account for overhead obstructions. On commercial structures with large parking lots the tower should consider backing in towards the structure to gain maximum use of the aerial device.
5. Second arriving engine may consider approaching the scene from an opposite direction as the first due companies. If command has not assigned a task then see General Strategy and Tactics Guideline
   (a) When establishing back-up hose lines, refer to Water Supply Guideline
   (b) On commercial structures the engine should prepare to supply the building sprinkler or standpipe system, refer to Water Supply Guideline
   (c) Ambulances that respond from GFD should park in the cold zone and pair up with the engine from their station. Mutual aid ambulances should ` park in the cold zone and prepare for patient treatment & transport.
   (d) Staff vehicles should be placed in or near the cold zone so as not to be a hindrance to the scene operations.
   (e) All arriving off duty career and volunteer Firefighters shall report to the Accountability sector and keep personal vehicles away from the scene and parked on the same side of the road so as not to create a traffic jam.

(b) General apparatus arrival outside city limits:

1. First arriving engine should pull slightly past the scene to facilitate a quick look at 3 sides of the building unless the scene is off the road where the initial engine will have to pull down the driveway.
2. The OIC shall establish command according to Initiating and Transferring Command Guideline
3. It shall be the responsibility of the first arriving engine to facilitate water supply by:
   (a) Preparing for drafting operations
   (b) Laying supply hose in from the road when the need arises refer to Water Supply Guideline
   (c) Assisting the driver of Tanker 421 to establish supply lines to the engine for room and contents fires or fires that will require two hose lines or less. (less than 500GPM)
4. Second arriving engine should:
   (a) Prepare for relay pumping if necessary to the first arriving engine. Water Supply Guideline
   (b) If command has not assigned a task then see General Strategy and Tactics Guideline
   (c) When establishing back-up hose lines, refer to Water Supply Guideline
5. Tanker 421 should assist in establishing water supply operations by setting up the dump tank or pumping to the initial engine on a room and contents fire that will require two hose lines or less.
6. . Ambulances that respond from GFD should park in the cold zone and pair up with the engine from their station. Mutual aid ambulances should park in the cold zone and prepare for patient treatment & transport.
7. Staff vehicles should be placed in or near the cold zone so as not to be a hindrance to the scene operations.
8. All arriving off duty career and volunteer Firefighters shall report to the Accountability sector and keep personal vehicles away from the scene and parked on the same side of the road so as not to create a traffic jam.

(c) Fire Apparatus should not pull on to residential driveways unless directed to do so by the officer in charge or if the scene is not visible from the street. The exception to this would be ambulances, staff vehicles & Truck 22.

(d) For larger, multi story buildings, apparatus shall not park in collapse zones.

(e) Mutual aid for water supply, manpower, fill ins, 2nd & 3rd alarms should be called for as soon as possible.

Fire Flow for Structures

310.1 PURPOSE AND SCOPE

This document establishes guidelines for basic fire flow calculations for structure fires.

310.2 PROCEDURE

(a) It is the officers' and apparatus operators' responsibility to have a basic understanding of fire service hydraulics.

(b) Basic fire flow for a structure fire should be calculated to determine appropriate water supply and attack lines.

1. Length (x) width (/) 3 = GPM (per floor involved in fire)
    (a) Example: 40' (x) 30' = 1,200 sq. ft.
    (b) 1,200 (/) 3 = 400 GPM
2. Add the following to get the total fire flow required:
    (a) 25% for each floor above the fire floor, maximum is 2 floors
    (b) 25% for only 1 floor below the fire floor
    (c) 25% for each exposure within 100' of the fire building
3. This formula is not intended for exact measurements. It should be based on estimations.

(c) The following may be used as predetermined examples of square footage estimations:

1. Weston Village
    (a) one story – 1200 to 1500
2. Whitcomb Commons / Whitcomb Meadows
    (a) one story – 1500 to 1800
3. Winfield Park
    (a) one story – 1500 to 1800
    (b) two story – 900 to 1200 per floor
4. Chapman Estates
    (a) one story – 1500 to 2100
    (b) two story – 900 to 1500 per floor
5. Cricket Reel
    (a) one story – 1800 to 2400
    (b) two story – 1200 to 1800 per floor
6. Fieldstone / Summerset

(a) one story – 1200 to 1500 (per side on condominiums)

7. Sherwood Hills
   (a) one story – 1500 to 2100
   (b) two story – 900 to 1500 per floor
8. Hampton Place
   (a) one story – 1500 to 2100
   (b) two story – 1200 to 1800 per floor

Water Supply

311.1 PURPOSE AND SCOPE

This document establishes guidelines for water supply operations.

311.2 PROCEDURE

(a) Whenever possible 5 inch supply lines should be utilized in the city limits for water supply from fire hydrants.

1. Generally a forward lay will be utilized by the first responding engine.
2. The Firefighter at the hydrant is responsible for making the hose connections and activating the hydrant on the engineer's signal. a. The engineer shall say "Charge the hydrant" when they are ready for the hydrant to be charged.
3. The engineer is responsible for connecting the hose to the intake valve on the engine.
    (a) The bleeder valve shall be left open on the intake valve for disbursement of air in the 5" supply hose as it is charged.
    (b) The intake valve can be opened after the air has bled off.

(b) Drafting guidelines are as follows:

1. Generally when drafting, water can be lifted vertically up to 10 feet
2. Dump tank should be placed on level ground and in a location accessible by the tanker/tender trucks.
3. Multiple dump tanks should be utilized if the fire flow is greater than 400 GPM
4. Floating strainers should be used when drafting from a natural body of water. Low-level strainers should be used for dump tank drafting.

(c) If a dry hydrant is located within a 1,000 feet, then it should be utilized with a relay pumping operation rather than a tanker operation.

(d) Establishing a secondary water supply will be as follows:

1. The second engine shall be connected to its own hydrant or be able to draft from its own dump tank or natural body of water.
2. When the distance between the primary engine and secondary engine is 400' or less, then two 3" supply lines can be ran from the secondary engine to the primary engine.
3. When the distance between the primary engine and secondary engine is over 400', then a 5" supply line shall be ran from the secondary engine to the primary engine.
4. The secondary water supply is not established until all lines are charged. The primary engine may choose to leave the intake valve closed from the secondary engine until they are needed.

5. An engine that is established as a secondary supply truck shall not pump attack lines.

(e) When supplying a sprinkler system:

1. Two 3 inch supply lines should be utilized unless the fire department connection is equipped with a 5 inch intake connection.
2. Commercial - 150 PSI should be maintained at the connection unless there is a system pump, then resources may be reassigned to another task until additional resources are on scene and an engine can be dedicated to the fire department connection.
3. Residential – 60 PSI should be maintained at the connection.
4. Engines supplying sprinkler systems shall not pump attack lines.

(f) When supplying a stand pipe system:

1. Two 3 inch supply lines should be utilized unless the fire department connection is equipped with a 5 inch intake connection.
2. 150 PSI should be maintained at the connection, plus 5 PSI for every floor above grade that Firefighters are working on.
   (a) Example: A fire on the 3rd floor would require 160 PSI
3. Engines supplying stand pipes shall not pump additional attack lines.

(g) When supplying the tower truck for aerial operations:

1. A 5 inch supply line should be laid to the rear intake of the truck
2. 145 PSI should be maintained at the tailboard intake.

(h) The water pump capacity (GPM) compared to PSI is:

1. 100% pumping capacity @ 150 PSI
2. 70% pumping capacity @ 200 PSI
3. 50% pumping capacity @ 250 PSI

(i) When utilizing fire hydrants use this guideline:

1. 20 PSI residual pressure should be maintained at all times to prevent water main collapse and pump cavitation. If the incident requires more water, then additional hydrants of a different water main should be used
   (a) The operator may drop the residual pressure below 20 PSI in life safety situations.
   (b) IC shall be notified immediately of drop in residual pressure.
   (c) Operator shall return to 20 PSI residual pressure after life safety hazard is mitigated.
2. IC should request fire control to contact Greenfield Water Dept.
3. The following is a general fire hydrant guide:

(a) Yellow – 12" main = 1,100 – 1,400 GPM

(b) Black – 10" main = 1,100 - 1,300 GPM

(c) Green – 8" main = 1,100 – 1,200 GPM

(d) Red – 6" main = 900 – 1,100 GPM

(e) Blue – 4" main = 500 GPM or less

1. * these numbers are according to test records from Greenfield Water Dept.

4. The pump operator should get a static pressure reading when connecting to the fire hydrant to use the following chart for water supply:

(a) % intake drop additional water available

1. 0 – 10% 3 times GPM currently flowing
2. 11 – 15% 2 times GPM currently flowing
3. 16 – 25% same as GPM currently flowing
4. 25 + % less than GPM currently flowing

(j) When relay pumping

1. (2) 3" supply lines may be used for distances of 400' or less
2. Use 5" supply hose when length is over 400'
3. Pressure should generally be 60 PSI at recipient engine
4. Both recipient and supply engines should maintain 20 PSI residual pressure on the intake side of the pump

(k) Long supply hose lays will be done as follows:

1. The first arriving engine will wrap their 5" supply hose around the post with the red marker sign labeled "GFD 1".
2. The first arriving engine will then proceed to the scene and connect the 5" supply hose to their intake.
3. The second arriving engine will wrap the last hydrant with 5" supply hose and proceed to the red marker sign labeled "GFD 1".
4. The second engine will connect their supply hose to their intake and connect the first arriving engine's supply hose to their large diameter discharge.
5. When the second engine receives their water supply from the hydrant, they will relay pump to the first arriving engine.
6. Care should be taken to try to lay out all the supply hose from both engines as far to the side of the road as possible so as not to cut off access to the scene.
7. If access is cut off by supply hose, the first OIC who recognizes it shall let control know to reroute incoming apparatus a different direction to access the scene.

Attack Lines

312.1 PURPOSE AND SCOPE

This document establishes guidelines for attack lines.

312.2 PROCEDURE

(a) 1 ¾" attack hose

1. Speed lays should be a triple fold and be 200' long
2. Basic pressures should be:
   (a) Automatic nozzles – 75 to 100 PSI nozzle pressure
   (b) Smooth bore nozzles – 50 to 60 PSI nozzle pressure
3. Generally will flow 100 to 200 GPM
4. Only one line shall be pumped and nothing else unless a water supply has been established.
5. The Firefighters stretching the attack line shall snake out their hose in a wide 'S' pattern from the truck to the entry point with the first 50' coupling at the door for hose advancement into the structure.
6. When the hose line is ready to be charged, the Firefighter shall say "Charge the handline".

(b) 2 ½" attack hose

1. Cross lays should be flat loaded and be 200' long
2. Basic Pressures should be:
   (a) Automatic nozzles – 80 to 100 PSI nozzle pressure
   (b) Smooth bore nozzles – 50 to 60 PSI nozzle pressure
3. Generally will flow 200 to 300 GPM
4. Should only be pumped with a water supply established, unless the OIC determines that a quick knockdown can be obtained with a short burst of large GPM.
5. The Firefighters stretching the attack line shall snake out their hose in a wide 'S' pattern from the truck to the entry point with the first 50' coupling at the door for hose advancement into the structure.
6. When the hose line is ready to be charged, the Firefighter shall say "Charge the handline".

(c) Master streams

1. General master streams:
   (a) Deck gun

(b) Ladder pipes

(c) Portable monitor supplied by one or two 2 Y2" or 3" hose lines

2. Basic pressures should be:

(a) Automatic nozzles – 100 to 120 PSI nozzle pressure

(b) Smooth bore nozzles – 70 to 90 PSI nozzle pressure

3. Generally will flow 400 GPM or more

4. Master streams and attack lines shall not be pumped from the same engine at the same time.

5. Should only be pumped with a water supply established, unless the OIC determines that a quick knockdown can be obtained with a short burst of large GPM.

6. When the hose line is ready to be charged, the Firefighter shall be

(a) Specific when saying what needs charged. Example:

(a) "Charge the RAM Nozzle ".

7. The following chart may be used as a predetermined guide for smooth bore nozzles with 80 PSI nozzle pressure:

(a) Tip size - GPM

- 1 3/8" - 500
- 1 1/2" - 600
- 1 3/4" - 800
- 2" - 1000
- 2 1/2" - 1400

(d) Yard lays

1. Should be used for long distance attack lays to decrease friction loss or as a standpipe operation in multistory buildings without standpipes.

2. Generally should consist of 200' of 2 1/2 " hose line leading to a gated 'Y' then, 100' to 200' of 1 3/4" attack hose on each side.

3. Base pressure should be 150 – 175 PSI

(e) Foam Application

1. The AR, AFFF foam should be used for flammable liquid fires

2. The foam eductors should be set:

(a) 3% for hydrocarbons

(b) 6% for polar solvents

3. Pressure at the in line foam eductor should be 200 PSI

(a) At 3% 5 gallons of foam will generally last 80 seconds

(b) At 6% 5 gallons of foam will generally last 40 seconds 3. 1 3/4" attack lines should be used with a foam nozzle

4. The foam should be applied in the following ways:

(a) sweep or roll on method

(b) bank shot or bank down method

5. The purpose of foam is to form a barrier between the flammable liquid and flames. When applying be cautious not to disrupt the foam blanket.

6. AFFF foam shall only be used for incidents and not for training purposes due to new legislation passed in 2020.

(f) Establishing Back-Up Attack Lines

1. Back-up attack lines shall be at least a 50' longer line than the initial attack line.

2. Back-up attack lines require one of the following items to be satisfied to be a back-up attack line:

(a) A secondary water supply has been established to the primary engine from which the back-up line was pulled and pumped from.

(b) The back-up attack line has been pulled and pumped from a separate engine that has established its own water supply from a separate hydrant from the primary engine.

3. A back-up hose line without back-up water supply is just a second hose line and cannot be considered a back-up line.

4. Back-up or second hose lines shall protect egress routes and stairways for the initial attack crew.

Commercial Alarm System Activations

313.1 PURPOSE AND SCOPE

This document provides procedures for Greenfield Fire Territory personnel responding to alarm system activations at commercial locations.

Corresponding Policies:

Incident Management
Knox-Box Access
Staging

313.2 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit should contact the Communications Center and provide the following information:

(a) Unit on-scene

(b) Initial scene size-up

(c) Unit assuming incident command (IC)

#Perform or direct another member to perform a 360 assessment of the incident and report results to the IC.

#Establish the department accountability system for all personnel on-scene.

#Consult building pre-incident plan, if available.

#Contact building occupants and responsible party. If unoccupied, locate the key entry system.

#Gain access to the building and locate the fire control room, annunciator panel or fire alarm control panel.

#Assign crews to investigate annunciator panel indicators and attempt to isolate the alarm system device that caused the activation.

313.3 PROCEDURES

(a) Prior to the determination of a faulty alarm/suppression system, the investigation of a building should be considered a hot zone.

(b) When Firefighters arrive at an alarm call the following guideline should be used

  (a) Mobile Eyes should be checked for pre-plan information.

  (b) If building is closed use knox box for entry

  (c) If a knox box is not available, Firefighters shall perform an initial assessment from the exterior by looking through windows and assessing the roof and eaves of the building for signs of fire. Firefighters should also use the thermal imaging

camera. Firefighters shall also look for ways to gain access to the building (through open doors and windows)

(d) IC shall request a representative through fire control if information is not in responder.

(e) If signs of a fire are found, then forced entry should be made immediately and the General Strategy and Tactics Guideline shall be used

(f) If no signs of fire are found, then IC shall release all apparatus except one to stand by for a reasonable amount of time (minimum 20 minutes) for the representative to arrive.

(g) If fire control can not contact a representative, then IC shall have the discretion to leave the scene or if there is reasonable suspicion IC may direct the Firefighters to gain entry in the least invasive manner possible to check the premises for fire.

(a) The OIC shall complete a door hanger and leave on the front door of the business. In the notes section advise the business that access could not be obtained and they need to contact the Fire marshal between 0800-1600 Mon. – Fri.

(b) Emergency contact cell phone numbers for business owners may be found in the mobile eyes software for the OIC to make contact if fire control has no information on a representative.

(h) In a case where forcible entry has been utilized and the premises can not be secured, then the appropriate police agency shall be notified

(c) Faulty or disabled alarm and suppression systems

(a) A faulty or disabled alarm or suppression system should be described as but not limited to the following:

(a) Alarm systems that will not reset to normal status

(b) Alarm systems that continually activate after being reset

(c) Sprinkler systems that have been shut off or drained

(d) Partial sprinkler systems that have been shut off or drained

(b) The shift inspector or officer in charge shall serve a written order for fire watch on any open business or assembly with a faulty or disabled alarm or suppression system. The order shall accompany the report.

(a) Fire watch in occupancies with high life hazards shall be performed by a certified Firefighter that is equipped with a 2-way radio for communication with fire control. Occupancies considered to have high life hazards are described below in 4.a.-e below.

(b) Firefighters shall be contacted according to the over-time call in list if there is no response to the Active 911 notification. Part-time Firefighters shall also be included in the call-in. A sign in sheet shall be maintained during fire watch for tracking Firefighter's times. A copy shall be left with

the business and a copy turned in to the Fire Chief. Fire watch forms for tracking time are located on the Q drive.

(c) Fire watch in other low life hazard occupancies may be conducted by an employee of the business who's sole duty is to tour the building looking for fires. The employee must be equipped with a cell phone to contact 911.

(c) For businesses with high life hazards, the shift inspector or officer in charge shall contact the Fire Chief, or in his absence, the Fire Marshal for guidance on the incident.

(d) Businesses with high life hazards shall include but not be limited to:

(a) Hospital or nursing home

(b) Schools, churches or day cares

(c) Theaters, assembly properties

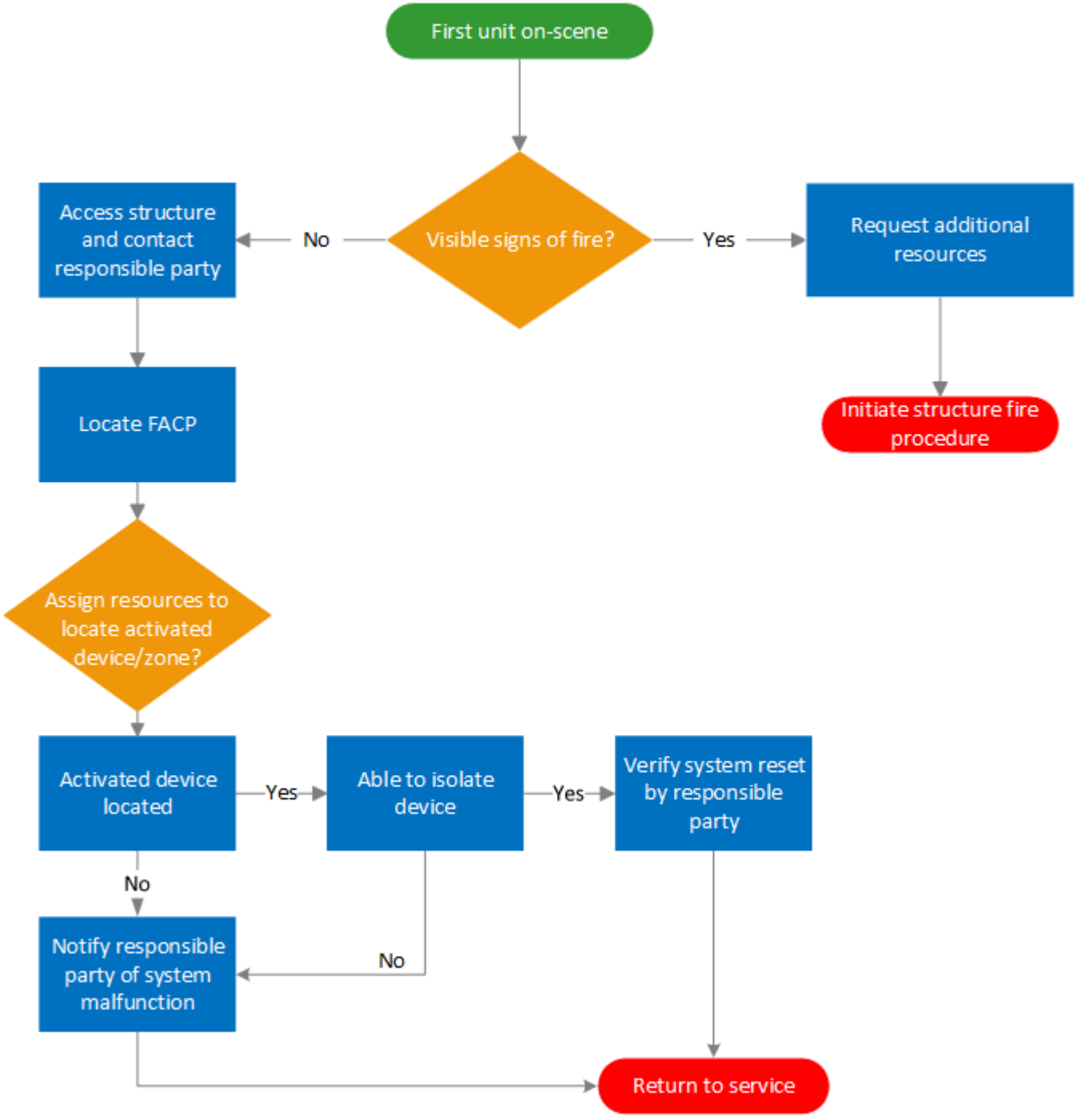
(d) Hotels, motels or homeless shelters

(e) Retail stores over 20,000 sq. ft.

(e) Firefighters shall not repair any alarm or suppression systems.

(f) All false alarms shall be documented on the Aladtec form.

313.4 PROCEDURE DECISION TREE



Traffic Collisions, Extrications, and Vehicle Fire Response

314.1 PURPOSE AND SCOPE

This document provides procedures for Greenfield Fire Territory personnel responding to motor vehicle collisions, extrications, and vehicle fires.

Corresponding Policies:

Emergency Response
Fireground Accountability
High-Visibility Safety Vests
Incident Management
Staging

314.2 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit should:

#Contact the Communications Center and provide the following information:

- Unit on-scene
- Initial scene size-up
  - Number of Vehicles Involved
  - Immediate Hazards
  - Amount of damage: light, moderate, heavy
  - Any Additional resource needs
- Unit Establishing Incident Command (IC)

#Confirm that at least one responding unit has foam capability.

The IC should:

#Establish the department accountability system for all personnel on scene.

#Perform or direct another member to perform a 360 assessment to identify:

- Number of Vehicles Involved
- Immediate Hazards
- Amount of damage: light, moderate, heavy
- Hazardous materials (HAZMAT) placards.
- Badges or labels indicating hybrid, electric, or alternative fuel vehicles such as:
  - Electric vehicle (EV)

- Hybrid
- High Voltage
- Zero Emission
- Compressed natural gas ("CNG" in blue diamond, passenger side rear)
- Liquid natural gas ("LNG" in black diamond on fuel tank and/or rear of vehicle)
- Liquid Propane Gas ("LPG" in blue diamond, rear of vehicle)
- Liquid/compressed hydrogen ("H2" in blue diamond, rear of vehicle)

- Overhead wires or other involved utility equipment.
- Leaking or venting motor fuel, liquid propane (LP) or compressed natural gas (CNG), or other HAZMAT conditions.
- Lithium-ion batteries off-gassing or showing signs of thermal runaway.
- Vehicle stability.
- Total number of victims and initial triage.
- Fallen utility lines.
- Any other conditions that could interfere with extrication operations or create an immediately dangerous to life and health environment.

#The first arriving certified paramedic shall be responsible for triage

- Most critical patients shall receive first care
- After triage, medic should resort to patient care

#If a commercial vehicle is involved, reasonable efforts to locate the driver should be made to determine what is being carried and the presence of hazardous materials.

#If any of the following indicators or conditions are present, develop an initial incident action plan and respond in accordance with the DOT Emergency Action Guide, alternative fuels emergency field guide used by the department, and the Hazardous Materials Initial Incident Response Procedure:

(a) A HAZMAT placard, material safety data sheet or notice

(b) A visible HAZMAT

(c) Presence of leaking motor fuel

(d) Leaking or venting LP or CNG tanks

(e) Badges or other indicators that the vehicle is alternative fuel, electric, or hybrid

(f) Lithium-ion batteries off-gassing or showing signs of thermal runaway

#If it reasonably appears hazardous materials are present, including leaking or venting motor fuel, LP, or CNG, suppression operations should not begin until the IC or the Incident Safety Officer approves.

#Call for any additional resources required.

314.3 PROCEDURES

Vehicle/Machinery extrication

314.3.1 RESOURCE DEPLOYMENT

Resources deployed during response to a traffic collision or vehicle fire should use the following procedures:

(a) Apparatus

1. When practicable, the roadway should be closed to all traffic. When road closure cannot be accomplished, apparatus should be placed according to the Traffic Incident Management System and Roadway Incidents Procedure.

(b) Personnel

1. Personnel should be in personal protective equipment (PPE) that is appropriate for the on-scene hazards unless otherwise advised by the IC.
    (a) For a vehicle fire, PPE should include a self-contained breathing apparatus (SCBA).
    (b) High visibility garments approved for roadway use should be worn by all personnel when not directly engaged in fire suppression activities.

314.3.2 OPERATIONS

If the vehicle is alternative, electric, or hybrid, carry out all operations according to the alternative fuel vehicle emergency field guide used by the department.

Traffic collision and vehicle fire response may involve the following operations:

(a) Vehicle disabling and immobilization.

1. When practicable and reasonable, the vehicle should be disabled:
    (a) Place vehicle in park and turn off ignition.
    (b) Disconnect the 12-volt battery
    (c) If the key is located, remove from the ignition. If equipped with a keyless start, move the key at least 20 feet from the vehicle to prevent unintended engagement of any proximity functions.
2. When practicable and reasonable, the vehicle should be immobilized:
    (a) Approach the vehicle at an angle to avoid bumpers and other parts launched by high pressure systems and tires that may explode.
    (b) Chock the wheels.

(c) Set the parking brake.

(d) Place vehicle in park transmission in park.

3. If un-deployed air bags are present, battery cables shall be cut, neg. first

(a) Maintain 5" clearance from side impact bags

(b) Maintain 10" clearance from the driver's air bag

(c) Maintain 20" clearance from the passenger's air bag

4. The rescue truck crew shall take care of hazard control and extrication if needed.

(a) Hazard control shall consist of:

(a) Disconnecting the battery, negative cable first (if needed)

(b) Spreading absorbent on fuel/liquid spills

(c) Removing glass, if necessary

(d) Stabilizing the vehicle with cribbing or struts

5. If a helicopter ambulance is needed:

(a) Request shall be made through command

(b) A landing zone shall be established at the hospital, scene, or near-by location

1. The landing zone should be a 100' X 100' square

2. IC or landing zone sector shall maintain communication

3. Each corner should be marked

4. Should be a minimum of 200' from patient care area

5. Do not shine lights at the aircraft

(c) Firefighters shall not approach a running helicopter without first getting approval from the pilot.

(b) Traffic collision with injuries

1. Standard EMS protocols for patient treatment and transport should be followed.

2. Responders should avoid placing themselves between the patient and any undeployed airbags that may be located within the vehicle passenger compartment.

3. Personnel should be aware of and look for cracked or overheated high voltage batteries as they can release toxic materials and fumes.

(c) Extrication

1. If extrication is required, personnel should refer to the Vehicle/Machinery extrication from the Technical Rescue Response Guideline.

314.3.3 VEHICLE FIRES

(a) Vehicle Fire

1. First water shall protect any trapped occupants for rescue.
2. A water supply should be established before beginning operations. At least one 1¾-inch hoseline should be deployed.
3. Personnel should approach the vehicle from the side or at an angle to avoid bumpers and other parts launched by high-pressure systems and exploding tires.
4. EVs may contain lithium-ion batteries, which are prone to thermal runaway. In cases of thermal runaway involving a battery that cannot be removed from a vehicle, personnel should use copious amounts of water to cool adjacent batteries, enclosures, and exposures to allow time for the battery to burn out. Some batteries may take several hours, or even days, to fully burn out.
5. Members should not pick up or move Li-ion cells or battery packs by carrying them in their hands. When practicable, members should use non-conductive tools or carrying devices.
6. Due to the danger of re-ignition, full PPE including SCBA with face-piece should be worn at all times when working around or moving Li-ion batteries or devices that have been involved in fire or exposed to high temperatures.
7. Do not remove the gas cap from vehicles on fire.
8. After the fire is out, battery cables should be disconnected, ground first.
   Fires involving lithium-ion batteries or mobility devices where there is not runaway should be extinguished by using copious amounts of water.
9. Due to the danger of reignition, full PPE including SCBA with facepiece should be worn at all times when working around lithium-ion that have been involved in fire or exposed to high temperatures.
10. For hybrid vehicles:
    (a) Extreme heat from the fire combined with water may cause hydrogen gas to be emitted from the high voltage battery.
    (b) The vehicle should be ventilated by opening the back hatch or trunk lid.
    (c) Firefighters shall not handle any high voltage components or wiring.
    (d) Firefighters should try to avoid pushing the vehicle, which could cause the generator to turn igniting another fire.
11. For liquid petroleum gas and liquid natural gas vehicles:
    (a) Pressure relief devices may create a lengthy blow torch.
    (b) If pressure relief fails to operate a BLEVE may occur.
    (c) Tanks should be cooled during firefighting operations.
12. All vehicle fires should be investigated.

(a) Request the shift investigator to come to the scene for an investigation if the cause of the fire is not obvious to the officer.

(b) If the cause of the fire is obvious to the officer they shall take pictures, get all information like VIN, insurance information and vehicle and driver information for the NFIRS Report. And fill out a vehicle fire Aladtec document.

(c) If an investigator is not available, the officer in charge should have the vehicle towed by a local towing company and a hold.

314.4 UNIVERSAL PRACTICES

(a) All department vehicles should have a current alternative fuel emergency field guide stored with the DOT Emergency Response Guidebook (ERG). This guide should be used to develop an initial incident action plan and for ongoing operations.

(b) The scene should be surveyed with a thermal imaging camera (TIC) to determine the location of any victims. For example, victims may have been ejected from a vehicle, landing away from the crash scene or hidden by trees and brush.

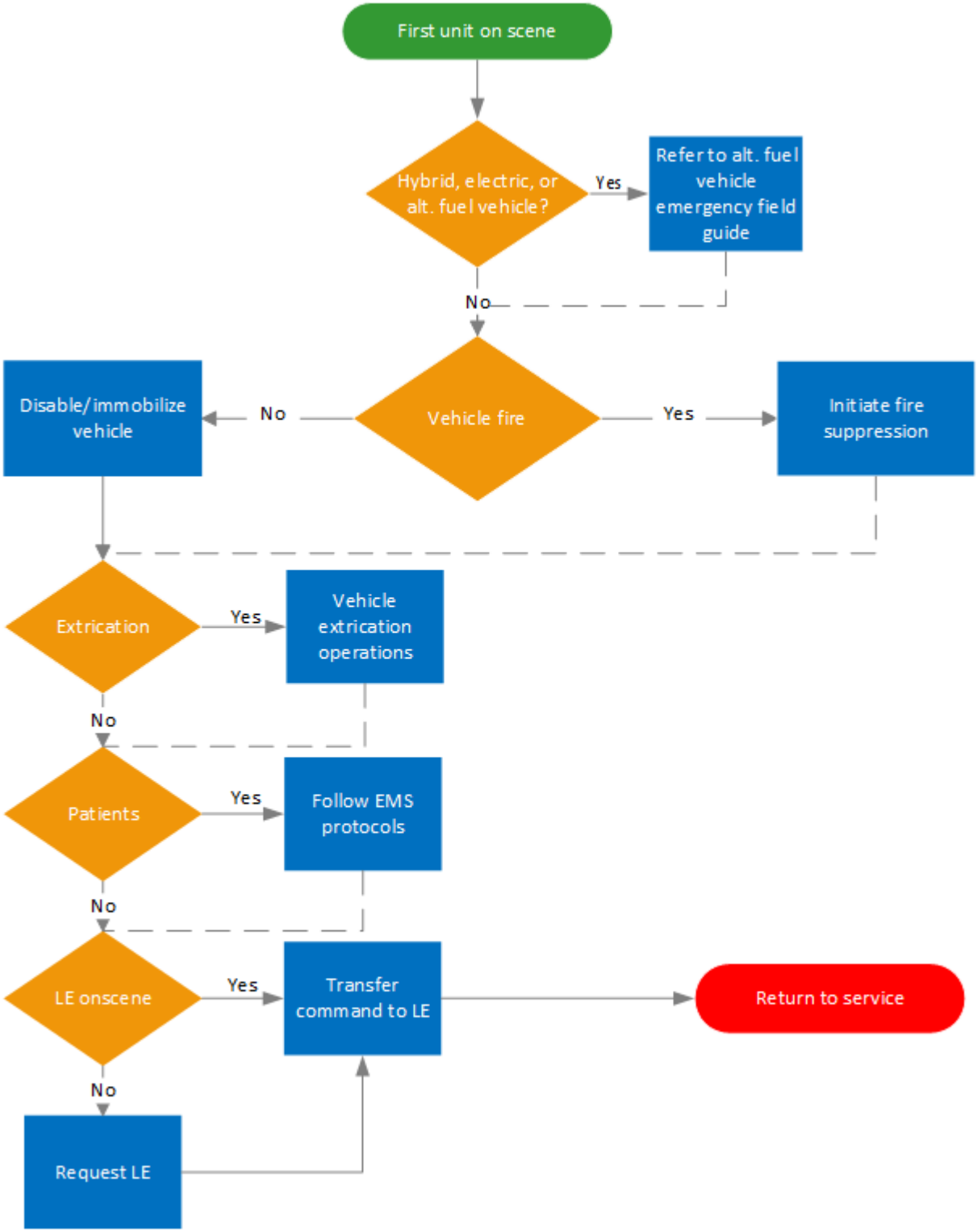
(c) Firefighters need to be aware of magnesium metal products used in vehicles and be prepared to use alternate extinguishing agents.

(d) When practicable, scene preservation practices should be used to preserve evidence in case law enforcement determines a criminal investigation is required. Personnel should disturb only what is necessary to complete rescue and fire suppression operations. For example, liquor bottles or drug paraphernalia found in a vehicle should be left undisturbed or moved only to complete operations.

(e) The IC should take reasonable steps to ensure that adequate gross decontamination is performed before releasing units from any scene where personnel were exposed to potentially harmful substances including:

1. Smoke.
2. Soot.
3. Body fluids.
4. Hazardous materials.

314.5 PROCEDURE DECISION TREE



School Bus Motor Vehicle Crash

315.1 PURPOSE AND SCOPE

This docuemnt establishes guidelines for responding to motor vehicle crashes involving school buses.

315.2 PROCEDURE

(a) Minimum PPE required at a motor vehicle crash shall be bunker pants/boots, helmet, gloves and high visibility vests. This does not include extrication.

(b) The rescue truck or engine shall park in the fend-off position to create a barrier between the accident scene and traffic flow.

(c) The first arriving apparatus should give an initial size up:

1. Immediate hazards
2. Number of vehicles involved
3. Amount of damage: light, moderate, heavy
4. Any obvious additional resources

(d) Command shall be established

(e) A secondary size up report should include:

1. Instructions to incoming apparatus
2. Additional resources needed
3. Number of patients

(f) The first arriving certified paramedic shall be responsible for triage

1. Most critical patients shall receive first care
2. After triage, medic should resort to patient care

(g) Before any patient care starts in a passenger compartment:

1. The vehicle shall be shut off and the keys removed from the ignition
2. The vehicle shall be stabilized

(h) The rescue truck crew shall take care of hazard control and extrication if needed. If extrication is needed refer to Vehicle/Machinery extrication.

(i) The engine crew shall assist in patient care and/or hazard control.

(j) Hazard control shall consist of:

1. Disconnecting the battery, negative cable first (if needed)
2. Spreading absorbent on fuel/liquid spills
3. Removing glass, if necessary
4. Stabilizing the vehicle with cribbing or struts

(k) If a helicopter ambulance is needed:

1. Request shall be made through command
2. A landing zone shall be established at the hospital, scene, or near-by location
   (a) The landing zone should be a 100' X 100' square
   (b) IC or landing zone sector shall maintain communication
   (c) Each corner should be marked
   (d) Should be a minimum of 200' from patient care area
   (e) Do not shine lights at the aircraft
3. Firefighters shall not approach a running helicopter without first getting approval from the pilot

(l) I.C. will request that a representative from the school respond to the scene if one is not already on scene or en route.

1. EMS personnel on the scene shall begin gathering information on the School Bus Incident Medical Release for any patient who has no injury or complaint.
2. Once all students are accounted for and information gathered, have school representative sign bottom of School Bus Incident Medical Release form(s) and retain for your report.
3. The ONLY people authorized to sign the Medical Release form for uninjured students are the Superintendent of Schools, School Principal, or the Director of Transportation for the school district.
4. Do not allow pupils to leave the bus unless absolutely necessary for their safety.
5. If students must be removed from the bus keep them together in a safe place until another bus comes for them.
6. Under no condition shall pupils be allowed to wander around, walk to their home or school, or be released to parents without approval from the Superintendent. Have them wait until another bus comes for them.
7. Students/passengers without injuries or complaints will be entered as ONE patient. Complete Incident tab as usual, patient name =school corp., Clinical Impression = No Complaints, Signs/Symptoms = No Complaints, Other Factors = Trauma. Write a supportive narrative, and get school representative to sign as Legal Guardian on the ePCR. MAKE SURE THE SCHOOL BUS INCIDENT MEDICAL RELEASE FORM GETS ATTACHED TO YOUR EPCR.

High-Rise/Mid Rise Fires

316.1 PURPOSE AND SCOPE

This document provides arrival and initial procedures for Greenfield Fire Territory personnel responding to a high-rise incident. This procedure should be implemented at all high-rise incidents.

Corresponding Policies:

Emergency Response
Fireground Accountability
Incident Management
Rapid Intervention/Two-In Two-Out
Staging

316.1.1 DEFINITIONS

Definitions related to this procedure include:

High-rise - For the purposes of this policy, a high-rise is any building four or more stories measured from the lowest point accessible by Department vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

316.2 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit should contact the Communications Center and provide the following information:

(a) Unit on-scene.

(b) Initial scene size-up.

(c) Location of a Level 1 Staging area.

(d) Unit assuming incident command (IC).

The IC should:

#Refer to any existing building pre-plan for site specific information and procedures.

#Initiate department personnel accountability system.

#Perform or direct another member to perform a 360 assessment and report the results to the IC. The 360 assessment should include, but not be limited to, the following information:

(a) Location of the fire control room and/or annunciator panel or fire control panel

(b) Identification of the fire floor or division

(c) Conditions on the fire floor or division and the floor above

(d) For buildings with multiple standpipes, identification of which riser requires water

(e) Floors or sectors where occupants are or may be in immediate danger

(f) Identification and location of attack stairs

(g) Identification and location of evacuation stairs

#Assign personnel as is practicable to make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger.

#Recall all elevators to the lobby.

#Call for additional resources that are required or anticipated. Consider the high level of equipment and personnel a high-rise fire demands and reflex time when requesting resources.

316.3 PROCEDURES

316.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Unless otherwise directed by the IC, the first and second due engines should establish a water supply and position to deliver water to the fire department connection (FDC) and aerial units. Leave space for aerial units.
2. Unless otherwise directed by the IC, the first due aerial should position in a location allowing for deployment of the ladder or tower and engaging in aerial operations.
3. Unless otherwise directed by the IC, second due aerial, third due engine and following apparatus should proceed to the Primary (Level 1) Staging location.

(b) Personnel

1. All responding personnel should be in full structural firefighting PPE, including SCBA, and escape harness and remain with their unit crew until assigned.
2. Companies not involved in initial fire attack should report to the base area for assignment. The officer of the first unit arriving at the base location should, unless otherwise assigned, assume supervision of the base area.
3. Elevators should only be used by personnel in accordance with any existing Greenfield Fire Territory elevator policy.
4. Personnel should gather and have with them all tools and resources reasonably anticipated as necessary to engage in high-rise firefighting operations. These include, but are not limited to:
   (a) Hand lights
   (b) At least one Thermal Imaging Camera (TIC) for each crew or team
   (c) Hand tools
   (d) Entry tools
   (e) Tools for breaching walls and ceilings
   (f) High-rise pack(s)

316.3.2 OPERATIONS

(a) The IC should direct incoming units according to the practice of ALS:

1. Attack

(a) After the second engine connects to the FDC, the first and second due engine companies should report to the IC prepared to immediately engage in initial fire attack.

(b) The initial fire attack should be performed by at least two companies.

(c) The attack companies should check the conditions on each floor while ascending to the floor below the fire floor via the attack stairway.

2. Lobby Control

(a) A Lobby Control Unit Leader should be assigned to control access to the lobby and elevators. Personnel should be assigned to the unit leader as required by the size and scope of the incident.

3. Staging

(a) This area should be located outside the building, away from a collapse zone and should be large enough to handle the anticipated personnel and equipment needed.

(b) Tasks

1. In addition to ALS assignments, the IC should consider the following task assignments based upon scene and fire conditions:

(a) Assigning units to continue evacuation for the safe exit of building occupants.

(b) Assigning units to search and rescue.

(c) Assigning units to ventilation and fire flow control.

(d) Coordinating adequate self-contained breathing apparatus (SCBA) supply and refill capabilities.

(e) Setting up exhaust fans and portable lighting as needed in the lobby and at the staging and base areas.

(c) Coordination of Operations

1. The IC should maintain communications between all of the following units to coordinate all efforts and, as much as is reasonably possible, control how the actions of these units impact the safety and effectiveness of the other operations:

- Fire attack and suppression
- Search and rescue
- Evacuation
- Ventilation
- Water supply

(d) Assignments

1. Fire Attack - Water on the fire is critical to mitigating the emergency. Due to reflex time, getting crews in place is of the upmost importance.
2. Lobby Control - Control access to and from the building. Ensuring elevators and building systems are being managed or have been assigned to another officer. Assign a Systems Control Unit Leader as resources allow.
3. Rapid Intervention Team - should be positioned on the staging floor before personnel enter into an immediately dangerous to life or health (IDLH) environment.
4. Staging - Should be established outside the building where incoming units are, as is reasonably practicable, clear of falling debris. The base assignment is responsible for assembling and deploying resources as requested by the IC. Rehab should be established in the staging area.

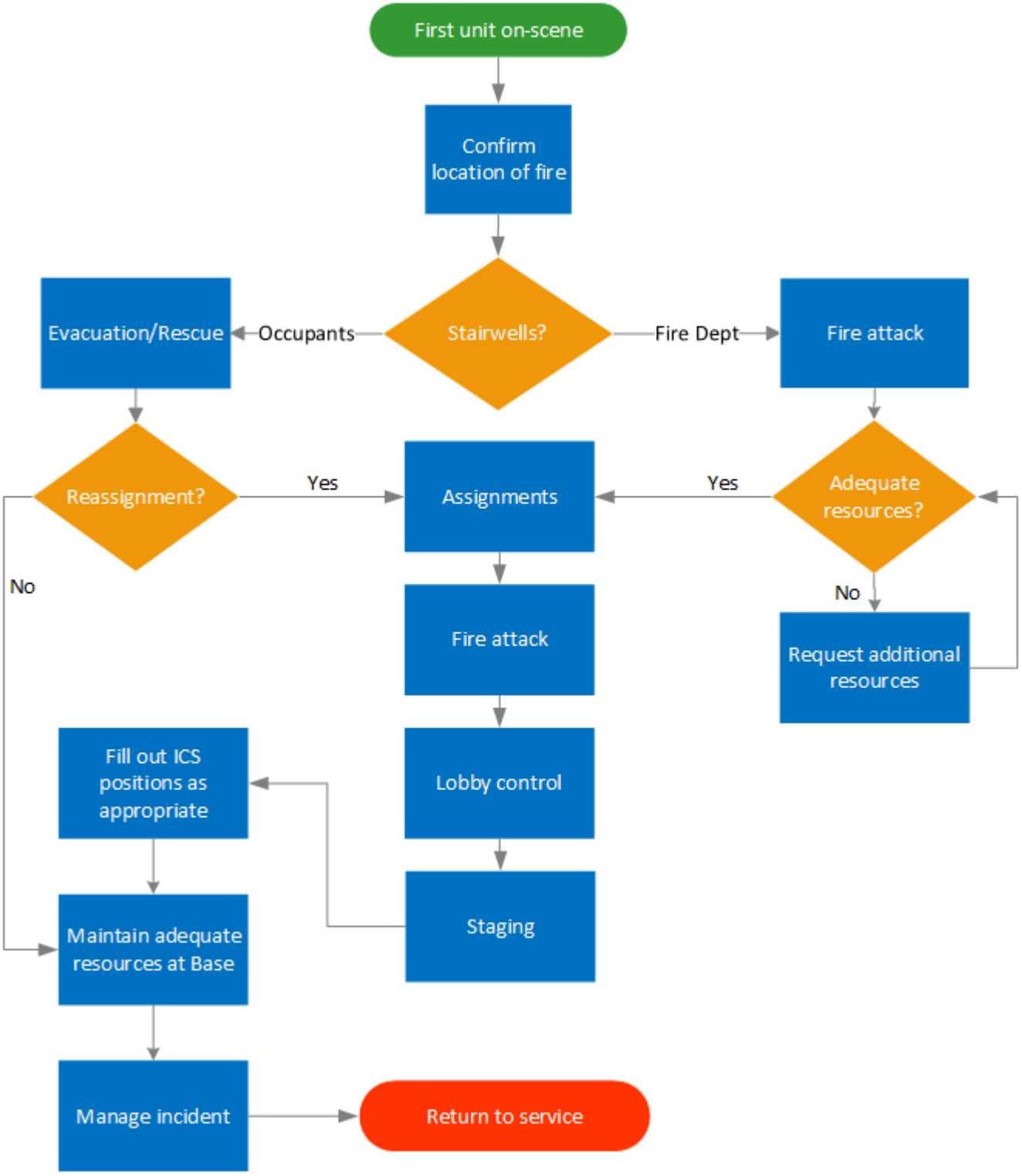
316.4 UNIVERSAL PRACTICES

(a) Ensure adequate resources are requested early in the event as high-rise incidents are time- and labor-intensive.

(b) Maintain awareness of varying wind conditions and flow paths that may be present during a high-rise incident. These changing conditions can impact personnel working in the building.

(c) Environmental and atmospheric conditions can vary dramatically at different heights within a high-rise structure. Consider using wind control devices, such as high-rise fire curtains, and high-rise nozzles when appropriate.

316.5 PROCEDURE DECISION TREE



Grass and Field Fires

317.1 PURPOSE AND SCOPE

This document provides arrival and initial procedures for Greenfield Fire Territory personnel responding to a grass/field. This procedure should be implemented at all grass/field fires.

317.2 PROCEDURES

(a) Due to the nature of field/grass fires Firefighters may wear bunker pants, boots, gloves, helmet with eye protection and nomex hood over the nose and mouth rather than the custom full PPE for structural firefighting. This will be at the discretion of the officer in charge.

(b) The following guideline shall be used when fighting a field/grass fire:

1. Fires spreading towards structures, vehicles, or other property should be stopped first.
2. Firefighters should extinguish the furthest spread finger with a direct attack and work their way back towards the head of the fire

(c) The tanker shall be staged on the road for water supply

(d) The only vehicle authorized to go off road is the grass rig

(e) Contact an investigator if the fire seems suspicious or has been started by an individual.

Technical Rescue Response

318.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenfield Fire Territory units operating at technical rescue emergencies, including, but not limited to high angle, confined space, machinery, wilderness, trench, water or building collapse rescues.

Corresponding Policies:

Confined Space Rescue Response
Elevator Entrapments
Incident Management
Staging
Swiftwater Rescue and Flood Search and Rescue Response
Trench Rescues

318.2 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit should contact the Communications Center and provide the following information:

(a) Unit on-scene.

(b) Initial scene size-up.

(c) Location of a Primary (Level 1) Staging area. Considerations should include, but not be limited to keeping responding units at least 500 feet from trenches, cave-ins or collapses to minimize vibration that could further destabilize incident conditions.

(d) Vehicle exhaust that can collect in low-lying areas and spaces with limited ventilation, including but not limited to trenches.

(e) Unit assuming incident command (IC).

(f) Requests for any immediately identifiable additional and/or specialized resources as the incident require

(g) Request additional resources as necessary.

The IC should:

#Perform or direct another member to complete a 360 assessment and report the results to the IC to identify:

(a) The nature of the incident.

(b) Victim location.

(c) Obvious scene and incident-related hazards.

(d) Appropriate places for positioning of apparatus and other required resources.

#Provide any necessary updates to the Communications Center based upon information identified by the 360 assessment.

#Advise incoming units required for immediate operations of desired placement and equipment needed.

#Determine the ability of responding personnel to engage in operations based on training and equipment.

#Contact the Communications Center to request any additional agency and outside resources required to begin operations.

#Designate an Incident Safety Officer.

#Control utilities. If machinery is involved, take reasonable steps to see that it is no longer energized and lockout/tagout procedures have been followed.

#Locate a responsible/reliable party and determine:

(a) The number, likely location and condition of victims.

(b) The cause of the incident.

(c) When the incident occurred.

(d) Presence of any additional hazards such as hazardous materials, landslide potential, explosion potential, etc.

#Initiate an initial Incident Action Plan and any required permit process for confined space rescue.

#Establish victim contact.

#If the incident involves any of the following, refer to the corresponding Greenfield Fire Territory policy:

(a) Confined Space Rescue

(b) Elevator Entrapment

(c) Swiftwater Rescue and Flood Search

(d) Trench Rescue

(e) Urban Search and Rescue

#Request additional resources as necessary.

318.3 PROCEDURES

(a) Apparatus

1. Apparatus should remain a safe distance from the scene.

    (a) Stage as directed by the IC. For trench, cave-in and collapse emergencies, if the staging area has not yet been established by the IC, when practicable, stage at least 500 feet away from the incident, to minimize vibration that could further destabilize the incident.

2. Early-arriving apparatus should be careful to leave access for later-arriving specialty units and ambulances.

(b) Personnel

1. Personnel should:

(a) Wear and use PPE appropriate for the hazard, including:

1. SCBA in oxygen-deficient and IDLH atmospheres
2. Personal flotation devices around water

(b) Avoid "tunnel vision" and unnecessary exposure to scene hazards, including:

1. Unstable trenches
2. Collapsed buildings
3. Confined spaces
4. Cave-in scenes

(c) Initiate victim rescue within the training and operational capabilities of on-scene personnel and equipment.

318.4 OPERATIONS

(a) Size-Up

1. Accurate scene size-up is critical to the successful outcome of the incident and the recognition of the hazard. The initial scene size-up by the first arriving unit, results of the 360 assessment and any additional size-ups should include:

(a) Scope, magnitude and nature of the incident.

(b) Location and number of victims.

(c) Time of day, area affected and complexity of incident.

(d) Risk vs. benefit analysis.

(e) Review of any pre-plans.

(f) Environmental factors.

(g) Patient contact/condition.

(h) Availability of needed resources.

(b) Scene control

1. Control the scene by establishing scene boundaries with a physical barrier. Consider requesting help from law enforcement to maintain scene boundaries.

2. If the hazard involves collapse, trench or cave-in, establish a 50-foot radius hazard zone and whenever practicable, control or eliminate all ground vibration within 500 feet of the collapse or cave-in.

3. For all other hazards, whenever practicable, establish a 200-foot minimum radius around the incident that is free from bystanders.
4. Other scene control considerations include, but are not limited to:
    (a) Control of all utilities.
    (b) Requesting the closure of roadways and railways and re-routing of air traffic that could further destabilize the scene.

(c) Air Monitoring

1. The IC should assign personnel to monitor air for deficient oxygen levels and presence of hazardous gas levels before entry by rescue personnel and during operations at confined space, trench cave-in and collapse scenes and conduct operations as conditions dictate.

(d) Resource Deployment

1. The IC should deploy resources to the incident according to strategic and tactical plans, the incident action plan (IAP), within the priorities established for the incident and with the safety of the public and responders always in the forefront.

318.5 VEHICLE/MACHINERY EXTRICATION

(a) Vehicle extrication shall be considered a hot zone operation.

(b) The following guideline shall be followed when vehicle extrication is required:

1. The OIC shall perform a 360 of the scene and develop their Incident Action Plan (IAP):
    (a) After 360 is performed, hazards are noted and IAP is developed, the OIC shall communicate the plan to Firefighters on the scene.
    (b) The IAP shall consider and include the following factors:
        1. hazards to Firefighters
        2. hazards to patients
        3. tactical plan
        4. tactical assignments
        5. mutual aid required (ambulances, helicopter, large wrecker, etc...)
2. 2. All vehicles shall be stabilized:
    (a) Use of cribbing
    (b) Rescue jacks
    (c) Tow truck/wench cables
3. Vehicle shall be shut off
4. Battery cables shall be disconnected, negative first

5. On hybrid vehicles, turn flashers on to test system to see if it is still energized. If the flashers go out, the system should be de-energized, however there still may be residual voltage from capacitors or auxiliary devices. Do not cut the main power cable! Attempt to locate Main disc.
6. Patients inside the vehicle shall be covered with the pyro blankets.
7. Tool staging, selection, and preparation should happen simultaneously with vehicle stabilization
8. Prior to cutting any part of a late model vehicle, the Firefighter using the extrication tool or the Safety Officer shall perform a "peel and peek" to identify any hidden potential hazardous devices that would cause injury to the Firefighter or patient if the device were cut or altered.
9. If manpower permits, each Firefighter should be assigned to a specific tool and that Firefighter should only enter the hot zone when work needs performed by their assigned tool, when they finish their assignment they shall return to the staging area established by the rescue officer and remain there in a ready position for the next assignment by the rescue officer.
10. A charged hose line should be in place for protection

(c) When the air bags are required for heavy lifting the following guideline shall be followed:

1. Extreme care shall be used when utilizing the air bag system
2. IC should request a wrecker of sufficient size as a secondary means of Lifting
3. The following factors shall be considered before using the air bags:
   (a) Safety of Firefighters and patient
   (b) The weight in the immediate area to be lifted, an educated guess can be made by knowing the total object weight (GVWR)
   (c) The maximum lifting force of available air bags.
   (d) The stability of the object to be lifted
   (e) Total height object must be lifted
   (f) Amount of total cribbing needed
4. When air bags are deployed for use:
   (a) One Firefighter shall be assigned to run the airbag controls, and should maintain face to face communication with the Firefighter in charge of patient care
   (b) A cribbing base may be built between the ground and bottom of the object to be lifted, depending on distance.
   (c) The air bag may be placed between the top of the cribbing and bottom of the object to be lifted. The rubber mat may be used between the airbag and bottom of object to be lifted for added protection of the air bag.

(d) At least 2 other cribbing bases shall be built to stabilize the object being lifted, prior to lifting the object.

(e) cribbing selected shall be of sufficient size to handle the load

(f) As the object is slowly lifted by the air bags, cribbing shall be added to the other bases as it fits. Lift an inch, crib an inch.

(g) High pressure bags may be able to be stacked:

1. maximum of two bags stacked
2. largest bag on the bottom
3. inflate the bottom bag first

(h) Medium or low pressure bags are not stackable.

(d) For victims entangled in machinery the following additional guidelines shall be performed:

1. The machinery equipment shall be locked/tagged out and blank/bleed procedures shall be performed if necessary.
2. OIC shall call for plant maintenance or engineering personnel to provide specific information related to the machinery involved.

(e) Any Firefighter operating on the scene shall only operate within their scope of training and ability:

1. Awareness level training:

(a) Size up the situation and identify vehicles/machinery involved

(b) Ability to identify needed resources

(c) Establish operational zones (hot, warm, cold)

(d) Ability to protect personnel from traffic hazards

(e) Ability to protect personnel from environmental hazards

(f) Prohibit entry to unsafe vehicle/machinery rescue area

2. Operations level training: (In addition to awareness)

(a) Ability to determine integrity of vehicles/machinery affected

(b) Ability to perform vehicle stabilization using cribbing and assist with performing various types of stabilization.

(c) Ability to operate hand and power tools for extrication through primary access points and assist with extrication from secondary access points.

(d) Ability to identify, contain and stop a fuel leak

(e) Ability to package a patient for extrication

(f) Identify frame and construction features of a vehicle

(g) Ability to use lock out/tag out tools

3. Technician level training: (In addition to awareness and operations)
    (a) Ability to use large wreckers to assist with incidents involving large transportation vehicles.
    (b) Ability to use and maintain power wenches
    (c) Ability to use air bags for lifting
    (d) Ability to operate hand and power tools for extrication through primary and secondary access points.
    (e) Perform vehicle stabilization on its roof and side using various types of stabilization tools and techniques.

318.6 CONFINED SPACE

(a) Confined space is any space not intended for continuous employee occupancy having a limited means of egress, and may have the potential for physical, chemical, or atmospheric engulfment
    1. The officer in charge is required to establish command and develop an action plan:
        (a) After 360 is performed, hazards are noted and IAP is developed, the OIC shall communicate the plan to Firefighters on the scene.

(b) After an initial size up has been completed, if there are no known hazards a non entry retrieval should be attempted.
    1. OIC shall consider filling the following positions for a confined space rescue:
        (a) Rescue Officer ~ certified to Confined Space Tech level
            1. over sees hot zone operations
            2. carries out the IAP
            3. oversees permit (if required)
        (b) Safety Officer ~ certified to Confined Space Tech level ~ performs safety checks on rope systems ~ oversees/performs air monitoring
        (c) Entry Supervisor ~ certified to Confined Space Tech level ~ controls entry point to confined space
        (d) Communications ~ ideally certified to confined space ops
        (e) Operator ~ communicates with rescue teams on communication system
            1. relays info. to Rescue and Entry Officers
            2. records entry/exit times
        (f) Air Cart Operator ~ ideally certified to confined space ops
            1. operates air supply cart
            2. monitors air usage of rescue teams

(g) fAir Cart Assistant ~ shuttles/fills air bottles

1. keeps a readily available supply of full bottles close to the air cart.

(h) Rescuers (2) ~ ideally certified to confined space tech ~ make entry for victim removal

(i) Backup Rescuers(2)~ ideally certified to confined space tech ~ be available for entry to assist or rescue the initial rescuers.

(j) Main Line Team (3) ~ certified to rope ops, ideally technician ~ build and operate main raise/lower rope line

(k) Belay Line Team (2)~ certified to rope ops.

1. build and operate a belay system for raise/lower operations

(l) Staging Officer ~ maintain a pool of certified and non-certified personnel available for assignment

2. Tactical considerations

(a) Scene safety

1. Establish staging and safety sector
2. Keep by-standers in the cold zone
3. Lock out/tag and blank/bleed tools shall be utilized
4. Firefighter accountability system

(b) Assess for resources required to safely mitigate the situation

1. Call for Hancock Co. TRT response.
2. Call for mutual aid tactical response from Indianapolis Fire Dept. if Hancock Co. TRT resources are not sufficient.

(c) If mutual aid is required, then unified command shall be in place

(d) Continuous size up of the incident

(e) Hazard control

(f) Transport of patient to a hospital

(g) Ventilation of confined space

(h) Interval or continuous air monitoring depending on situation

(i) Establish hot (100'), warm (200') and cold (500') zones

(j) The immediate area shall be evacuated and scene control measures put in to place.

(k) Only necessary Firefighters and equipment shall be in the hot zone, needed equipment shall be in the warm zone

(l) Bystanders and media shall be in the cold zone

(m) Do not allow sources of ignition within the hot zone

(n) Fire control measures shall be in place if needed

(o) Try to maintain 20 minute work periods for rescuers

318.7 WATER RESCUE AND ICE RESCUE

(a) The officer in charge is required to establish command and develop an action plan:

1. Scene safety
   (a) Establish staging, safety, rescue, up/down stream sector
   (b) Keep by-standers in the cold zone
   (c) Any Firefighter within 15' of the water shall wear a personal flotation device
   (d) During times of inclement weather, Firefighters working on shore may wear turn out gear for protection from the elements with a PFD under the turn out coat.
   (e) Turnout gear alone, is not appropriate PPE
2. Assess for resources required to safely mitigate the situation ~ Call for mutual aid tactical response water rescue from Indianapolis Fire Department.
3. If mutual aid is required, then unified command shall be in place
4. Continuous size up of the incident
5. Hazard control
6. Secure witnesses for location of victims if they go under water
7. Transport of patient to a hospital
8. Establish hot, warm and cold zones

(b) Basic rescue operations shall be followed in order: (swift water, top water, ice)

1. Talk – Attempt to talk the victim in to self rescue
2. Reach – If possible attempt to reach the victim with your hand or another object such as a pike pole
3. Throw – If the victim is out too far to reach, Firefighters should attempt to throw a throw bag or a personal floatation device
4. Row – A boat may be utilized to reach the victim
5. Go – If a boat is not available and it is not possible to row to a victim then putting a Firefighter in the water may be considered. This is a high risk operation and only Firefighters with proper training and equipment should be allowed to enter the water.

(c) Additional SOG's can be referenced in the Hancock Co. TRT SOG which has been adopted by GFT

(d) For ice rescue incidents:

1. Confirm with Fire Control that they have started a tactical response water rescue from Indianapolis Fire Department.
2. Any Firefighter attempting a rescue shall:
   (a) Have completed ice rescue training and proficient in the use of the proper equipment/PPE and Rope Technician certified.
   (b) Wear a Mustang ice rescue suit
   (c) Be tied on an attended rope tether to the suit's built in harness
   (d) Have additional rescuers dressed and ready to assist initial rescuer.
   (e) Crawl on the ice, no walking
3. Utilize the ice rescue sled for conscious and unconscious victims in broken or unstable ice.
4. Backboards may be used on solid ice in lieu of the sled.
5. When a Firefighter is attempting a rescue and falls through the ice, the second Firefighter shall bypass the first Firefighter, IF THEY ARE NOT IN DANGER, utilizing a separate pathway to rescue the victim first. Once the victim is on shore then the second Firefighter can assist the First Firefighter out of the water and back to shore.
6. When a rescue is required in a moving body of water, then the OIC shall establish up and down stream sectors to watch for hazardous conditions. (moving chunks of ice, logs, etc...)

(e) For flood water incidents:

1. If the flood water is moving then only Swift Water Technicians may enter the water.
2. For static flood water victim removal:
   (a) Only members of the TRT who are proficient in the use of the water rescue equipment/PPE, Rope Technician certified, and have completed water training, may enter the water.
   (b) Firefighters shall enter and exit the water in a single file line
   (c) The Firefighter leading the group shall use a pike pole to sound the ground ahead of them looking for holes, drop offs, and obstacles.
3. The boat may be operated by members of the TRT who have completed boat operations training.

318.8 TRENCH RESCUE

(a) A trench is a narrow excavation in relation to its length made below the surface of the ground. In general, the depth is greater than the width, but the width is not greater than 15 feet.

(b) An excavation is a man made cut, cavity, trench or depression in the earth's surface, formed by earth removal, and is usually wider than it is deep.

(c) The officer in charge is required to establish command and develop an action plan:

1. Scene safety
    (a) Establish staging and safety sector
    (b) Keep by-standers in the cold zone
2. Assess for resources required to safely mitigate the situation ~ Call for Hancock Co. TRT response
    (a) Call for mutual aid tactical response from Indianapolis Fire Department if Hancock Co. TRT resources are not sufficient
3. If mutual aid is required, then unified command shall be in place
4. Continuous size up of the incident
5. Hazard control
6. Transport of patient to a hospital
7. Establish hot (50'), warm (100') and cold (400') zones
8. Any Firefighter operating on the scene shall only operate within their scope of training and ability:
9. After an initial size up, ladders should be placed at both ends of the trench for victim self rescue and secondary egress for Firefighters
10. If a rescue task force will be required, the following scene preparation steps should be completed prior to their arrival:
    (a) ICS and zones established
    (b) The immediate area shall be evacuated and scene control measures put in to place
    (c) Firefighter accountability system
    (d) Stop any on-going rescue efforts by untrained people, shut down any operating equipment around the trench
    (e) Utilize the lock out/tag out tools on machinery and equipment
    (f) Trenches shall always be approached from the ends
    (g) No Firefighters or citizens shall enter an unprotected trench
    (h) Do not touch any equipment until it is verified that there is no contact with overhead power lines
    (i) Observe the lip of the trench and general area to help determine the location of the victim:
        1. Helmets
        2. Tools

3. Laser targets
4. Grade poles
5. Lunch boxes

(j) Identify and contact utilities through fire control

(k) Soil type, hazards and trench dimensions should be documented

(l) Only necessary Firefighters and equipment shall be in the hot zone, any needed equipment shall be in the warm zone

(m) Bystanders and media shall be in the cold zone

(n) All vehicles and equipment operating within 300' of the trench shall be shut down

318.9 HIGH/LOW ANGLE ROPE RESCUE

(a) The following guideline shall be used when a rescue is required either above or below grade with the use of ropes.

1. The officer in charge is required to establish command and develop an action plan:
   (a) Scene safety
      (a) Establish staging and safety sector
      (b) Keep by-standers in the cold zone
   (b) Assess for resources required to safely mitigate the situation ~ Call for Hancock Co. TRT response
      (a) Call for mutual aid tactical response from Indianapolis Fire Department Hancock Co. TRT resources are not sufficient
   (c) If mutual aid is required, then unified command shall be in place
   (d) Continuous size up of the incident
   (e) Hazard control (overhead lines, etc...)
   (f) Assembly and use of appropriate rope system and safety
   (g) Transport of patient to a hospital
   (h) Establish hot, warm and cold zones
2. High angle – more than 60 degrees and the use of ladders or an aerial is not practical to rescue the victim
3. Low angle – any angle less than 60 degrees (slopes, hillsides, etc...)
4. Additional SOG's can be referenced in the Hancock Co. TRT SOG.

(b) Any Firefighter operating on the scene shall only operate within their scope of training and ability:

1. Awareness level training:
    (a) Ability to size up potential and existing conditions
    (b) Ability to identify needed resources for safe and effective operations
    (c) Ability to control and manage the scene
    (d) Ability to recognize and mitigate general hazards
    (e) Ability to utilize PPE at a rope rescue scene
2. Operations level training: (in addition to awareness)
    (a) Ability to select, construct, and use rope mechanical systems
    (b) Ability to use appropriate edge protection equipment
    (c) Ability to construct single and multi point anchor systems
    (d) Ability to construct and use a proper belay system
    (e) Ability to use a lowering and raising system (low angle only)
    (f) Ability to properly tie any knot utilized for rope rescue
    (g) Ability to assure safety in rescue operations
    (h) Ability to package patient in stokes or harness
    (i) Ability to safely ascend or descend a fixed rope
    (j) Ability to care for and maintain all equipment
3. Technician level training: (in addition to operation and awareness)
    (a) Ability to safely construct a load distributing anchor system
    (b) Ability to properly construct and use a high line rope system
    (c) Ability to properly construct and use a moveable control point system
    (d) Ability to properly construct and use a rope raising system in high angle situation

(c) Scene safety:
1. Any Firefighter working near an edge shall be secured with some type of fall protection
2. Every component of the rope system shall include a backup
3. A safety officer certified at a minimum technician level shall be established
4. All Firefighters involved in the rescue shall be aware of the action plan
5. Before use of a rope rescue system it shall be double checked by at least 2 Firefighters operations level or higher

(d) Equipment used shall:
1. Meet equipment specifications of NFPA 1983

2. Systems constructed of 1/2" static kernmantle rope made of nylon fiber mono-filament
3. Rescues should use new, unused rope if available
4. Hardware supporting live persons on a rope shall be in excellent condition
5. Rescue rope shall be rated with a 15:1 safety factor
6. All life safety rope shall be removed from service after 7 years
7. Webbing shall either be tubular, spiral stitched nylon or be heavy flat webbing in which case it can be constructed of polyester
8. Prusiks cord should be 5mm or 7mm double braid kernmantle
9. Only locking rescue carabineers shall be used
10. Edge protection shall be used
11. All equipment shall be purchased from a reputable manufacturer that thoroughly tests their products and specifies a minimum strength
12. A rope log of all rope shall be maintained
13. A hardware log of all rope hardware shall be maintained

318.10 BUILDING COLLAPSE

(a) The following guideline shall be used when responding to any structural collapse incident

1. The officer in charge is required to establish command and develop an action plan:
    (a) Scene safety
        1. Establish staging and safety sector
        2. Keep by-standers in the cold zone
    (b) Assess for resources required to safely mitigate the situation ~ Call for mutual aid tactical response from Indianapolis Fire Department if GFT resources are not sufficient
    (c) If mutual aid is required, then unified command shall be in place
    (d) Continuous size up of the incident
    (e) Hazard control
    (f) Transport of patient(s) to a hospital
    (g) Establish hot, warm and cold zones
2. Apparatus shall be staged in a position outside of a secondary collapse Zone

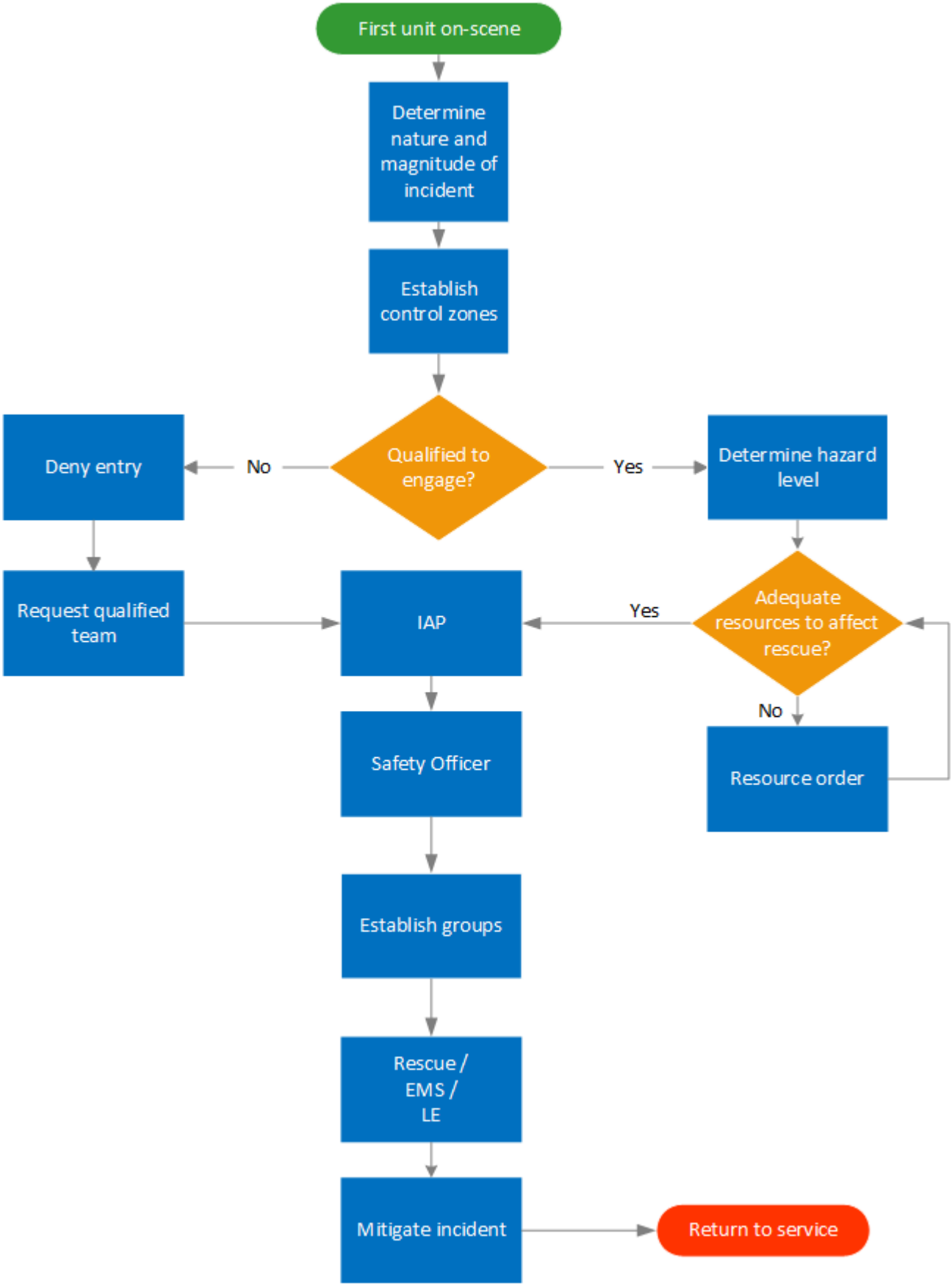
(b) Any Firefighter operating on the scene shall only operate within their scope of training and ability

(c) If a rescue task force will be required, the following scene preparation steps should be completed prior to their arrival:

1. Assess the incident for risk vs. benefit
2. Establish a perimeter/remove all civilian and non-essential Firefighters
3. Removal of surface/safe victims
4. Establish a victim staging area/triage sector
5. Establish a transportation corridor
6. Establish Firefighter accountability system
7. Establish resources for lumber and power equipment
8. Establish a level 1 and level 2 staging area

(d) When the mutual aid task force arrives, GFT Firefighters will operate under their SOG's

318.11 PROCEDURE DECISION TREE



Technical Rescue Response

Active Shooter and Other Violent Incidents

319.1 PURPOSE AND SCOPE

These procedures provide guidelines to members of the Greenfield Fire Territory when responding to an active shooter or other violent incident (AS/VI).

Corresponding Policies:

Fireground Accountability
Incident Management
Staging

319.2 DEFINITIONS

Casualty Collection Point (CCP) - A geographic location at or near the scene of an AS/VI and located in the cold zone, to which victims are extracted. Depending on the size of the incident, there can be multiple casualty collection points. This area should serve as the initial point where all patients will be formally triaged, treated and transported.

Operating Zones:

(a) **Cold zone** - Area outside of the immediate threat deemed safe for personnel to work at the CCP and triage, treatment and transport areas without concern for migration of the threat.

(b) **Warm zone** - Area that is relatively secure and that is entered by personnel, or entered in conjunction with law enforcement personnel, as part of a team to extract viable patients to the CCP.

(c) **Hot zone** - Area entered only by law enforcement personnel. This includes any area where a suspect or suspects may be located and not under the control of law enforcement.

319.3 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit responding to an AS/VI should attempt to accomplish the following as soon as reasonably practicable:

#Contact the Communications Center, and provide the following information:

(a) Unit on-scene

(b) Initial scene size-up

(c) Unit assuming incident command (IC)

(d) Location of a Primary (Level 1) staging area, which may be a stage-away area until the scene is deemed safe

(e) Whether incoming units should turn off emergency lights and/or sirens when nearing the scene

#If law enforcement is not yet on-scene, request an ETA and retreat to an area away from the line of fire or possible threat migration.

#Obtain information from dispatch if shooter detained and scene is safe.

(a) If not then develop a casualty collection point ****do not use police or fire stations****

(b) If deemed safe, evacuate wounded and facilitate transport

(c) As police units are pursuing the assailant, GFT units can start removing injured people to the treatment zone if accompanied by police units to provide force protection and GFT units must wear bullet proof vests.

#Coordinate with other responding agencies to establish a Unified Command (UC) and determine an appropriate location to establish a UC post.

#Determine if transport units are sufficient

(a) If not, establish treatment area in the warm zone shielded by fire apparatus

(b) Establish a one-way travel path for ambulances to arrive, pick up patient and proceed to the hospital

(c) As units are available, transport to appropriate trauma facility

(d) Relay number of patients transported to each facility to IC

(e) Limit each trauma facility to five (5) if possible

(f) Determine the need for helicopter ambulances and establish a landing zone where multiple aircraft can land in one area if possible

#Coordinate with UC to determine cold, warm and hot operating zones.

#Establish the Greenfield Fire Territory personnel accountability system and locate the tag-in board in the cold zone as soon as practicable after the operating zones are established.

#Coordinate with UC for scene entry and patient movement. This includes:

(a) Establishing a CCP.

(b) Establishing triage, treatment and transport groups/divisions.

(c) Initiating fire suppression, if necessary.

#Request additional resources, as needed.

319.4 PROCEDURES

319.4.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Placement of apparatus and ambulances should be at the direction of the Incident Commander (IC) or UC if one has been established. When reasonably practicable, the apparatus and ambulances should be staged and loaded in the cold zone.

2. Additional apparatus may be deployed as cover or concealment in warm or hot zones.

(b) Personnel

1. Personnel should be in Personal Protective Equipment (PPE) that is appropriate for the on-scene hazards unless otherwise advised by the IC.
2. Where practicable, fire and EMS personnel should not enter the warm zone before a UC is established. However, personnel may have to begin treating patients before the AS/VI is completely neutralized. Personnel should not engage in any activities in the warm zone unless directed by the Fire IC.
3. The hot zone should not be entered by personnel. Only law enforcement should work in the hot zone.
4. Personnel may be assigned to rescue task forces (RTFs) with law enforcement personnel.

319.4.2 OPERATIONS

(a) Coordination

1. UC should determine the safest paths for access and egress from the scene.
2. Extraction teams or RTFs should extract viable patients from the warm zone to the CCP.
3. All members should maintain situational awareness throughout the incident due to rapidly evolving scenes.

(b) Triage, Treatment and Transport

1. Personnel should establish triage, treatment and transport groups according to EMS protocols and the department AS/VI plan.
    (a) Triage should be conducted at the CCP.
    (b) Triage in the warm zone should be limited to determination of patient viability.
    (c) Treatment in the warm zone should be limited to hemorrhage control.
    (d) Transport should be to the nearest definitive care facility. Consideration of alternative transportation modes (e.g., law enforcement vehicles) should be based on local protocol and training.
    (e) Local hospitals should be notified of the incident and the potential for multiple trauma victims. Care must be taken not to overload one facility with all the patients.
2. Move non penetrating and /or ambulatory patients to cold zone a. local hospitals shall be used for persons not needing trauma facility
3. Multiple patients may need to be transported in same unit
4. Work as a team of two minimum

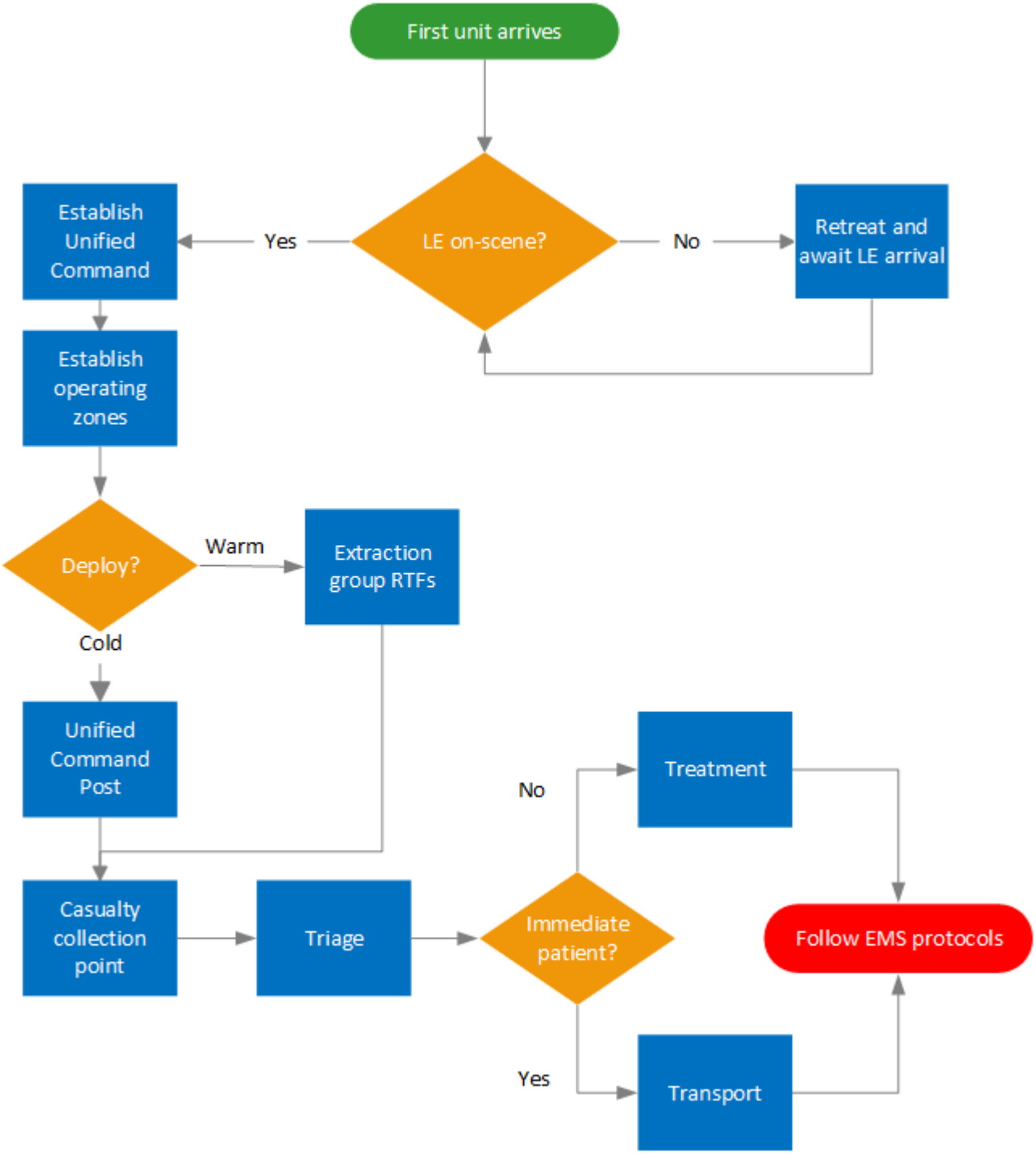
5. Evacuate yourself if you encounter a hostile person

(c) Firefighting operations shall be swift to extinguish the fire and retreat from the area as soon as possible.

1. The OIC should consider the use of master streams and deluge guns to accomplish a quick knock down.

2. Other non-essential functions normally performed on a fire ground may not be performed due to safety of personnel

319.5 PROCEDURE DECISION TREE



Aircraft Emergencies

320.1 PURPOSE AND SCOPE

This docuemnt establsihes guidelines for responding to aircraft emergencies.

320.2 PROCEDURE

(a) The first OIC on the scene shall establish IC and develop an action plan

1. Depending on the size of the incident command may be structured at a branch level to address fire and medical operations separately.

(a) Scene safety

1. Establish safety, staging and other sectors as needed
2. Firefighter accountability shall be in place
3. Establish hot, warm and cold zones
4. Keep by-standers in the cold zone

(b) Assess for resources required to safely mitigate the situation ~ Call for mutual aid response from Indianapolis, Fishers, Buck Creek, Indianapolis International Airport, and other resources as needed.

(c) If mutual aid is required then unified command shall be in place

(d) Provide for continuous size up of the scene

(e) Hazard control

1. Apply a foam blanket to spilled fuel
2. Do not cut any hydraulic lines
3. Be aware of oxygen cylinders on board
4. Be aware of charged electrical components
5. Jagged metal parts

(f) Patient care and transport

1. Have police assist in corralling the walking wounded
2. Have police assist in establishing in/out routes for ambulances and landing zones for helicopters.
3. Establish triage and treatment sectors

(g) Rescue of victims from the aircraft

1. Use ladders to reach emergency escapes
2. Use saws rather than hydraulic rescue tools
3. Cut around window and door openings
4. Use hose lines to secure egress routes

5. Provide for ventilation and interior lighting
6. Perform primary and secondary searches if possible.

(h) Fire attack and control

1. Establish water supply and use appropriate hose lines
2. Large amounts of flammable liquids on fire will require large amounts of foam extinguishing agents.
3. Have charged and staffed hose lines in place to protect Firefighters working in the hot zone.
4. Be aware of common attics, open sidewalls, and cargo areas in the belly of the aircraft.

2. Unless absolutely necessary, do not perform overhaul until the investigation is complete.

Hazardous Materials Incident Response

321.1 PURPOSE AND SCOPE

This document provides on-scene procedures for Greenfield Fire Territory units operating at incidents involving hazardous materials.

Corresponding Policies:

Hazardous Materials Response
Hazardous Materials Training
Incident Management

321.2 DEFINITIONS

Hazardous Materials Operational Zones:

Exclusion zone (hot zone) - The area with actual or potential contamination and the highest potential for exposure to hazardous substances.

Contamination reduction zone (warm zone) - The transition area between the exclusion and support zones. This area is where responders enter and exit the exclusion zone and where decontamination activities should take place.

Decontamination Corridor - An area set up in the warm zone providing a water wash for personnel leaving the hot zone.

Support zone (cold zone) - The area that is free from contamination that should be safely used as a planning and staging area.

321.3 FIRST FIVE MINUTES

Whenever practicable, the first arriving Greenfield Fire Territory unit should approach the scene from upwind and uphill and stage at a location estimated to be in the cold zone. Contact the Communications Center and provide the following information:

(a) Unit on-scene

(b) Initial scene size-up

(c) Primary (Level 1) staging location, which should be in the cold zone

(d) Unit assuming incident command (IC)

The IC should:

#Attempt to identify the hazardous material(s) involved in the incident through:

(a) Any available location pre-plan

(b) Material Safety Data Sheets

(c) Information from site representatives or vehicle operator

(d) Visible placards or signs

(e) The shape of tanks or other holding areas

(f) Reference to Emergency Response Guidebook that should be on all apparatus

#Perform or direct another member to perform a 360 assessment and report the results to the IC. Whenever available, personnel should use air monitors, such as four-gas monitors, to assist in determining levels of contamination. For hazardous materials response, the 360 assessment report should include, but not be limited to:

(a) Any leaking of liquids

(b) Any venting of gases or vapors

(c) Identification of the hazardous material

(d) Possible victims

#Contact the Communications Center and request additional resources necessary to contain and isolate the hazardous material, including any specialized resources such as hazardous materials response units available to the department from neighboring jurisdictions and county, state or federal agencies.

#Begin developing the initial incident action plan (IAP), taking into consideration:

(a) Incident name, agency or unified command and command post location.

(b) Information for responding units on the best route of travel, staging locations and minimum isolation distances to maintain the safety of responding members.

(c) The information available on the products involved or an indication that the products are not yet known.

(d) The incident control objectives and goals, including confinement and containment measures.

(e) An incident site safety plan and designation of an Incident Safety Officer.

(f) A communications plan, including radio frequencies and contact telephone numbers

321.4 PROCEDURES

321.4.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Apparatus should be positioned in the cold zone and, whenever practicable, upwind, uphill and upstream of any vapor cloud or spill.

(b) Personnel

1. Personnel should be wearing PPE appropriate for the hazard.
2. Personnel should engage only in operations in relation to their level of training and only when wearing PPE appropriate to the level of the incident.

321.4.2 HAZ-MAT OPERATIONS

(a) PPE will depend on the hazard. The Emergency Response Guidebook and the NIOSH Pocket Guide shall be used as a resource for PPE on any given incident

(b) On arrival the officer in charge shall:

1. Establish command
2. Give a size up report
    (a) Known or unknown hazardous material involved
    (b) Hazards to incoming units
    (c) Request a weather report from fire control
3. Attempt to safely identify the hazardous material
    (a) Utilize the binoculars
    (b) Emergency Guidebook
    (c) NIOSH Pocket Guide
    (d) Chemtrec 1-800-424-9300
    (e) Shipping papers (way bills, bill of lading, air bill)
4. Isolate the scene
    (a) Establish a perimeter as directed by the Emergency Response Guidebook
    (b) If the hazard is not identifiable then a minimum perimeter of 300 feet shall be established with continual observance of atmospheric monitoring.
    (c) Utilize the Police to establish a perimeter and secure the scene.
    (d) Establish hot, warm and cold zones
    (e) Provide for scene safety
        1. Firefighter safety
        2. Civilian safety
        3. Environmental safety
    (f) Tactical priorities shall be:
        1. Protection of life
        2. Spill Containment
        3. Decontamination

(c) All materials shall be presumed harmful until proven otherwise

(d) Greenfield Fire Territory will take an offensive or defensive role in hazardous materials responses.

(e) If a mutual aid hazardous materials response team is required, then GFT Firefighters will operate under their SOG's, as appropriate.

(f) Additional resources for hazardous materials

1. Chemtrec 1-800-424-9300
2. IDEM 1-888-233-7745
3. State Emergency Management Agency 1-800-669-7362
4. State Fire Marshall's Office 1-800-669-7362
5. Office of the Indiana State Chemist 1-800-893-6637
6. Indiana State Dept. of Health 317-233-1325

321.4.3 DECON OPERATIONS

(a) Resource Deployment

1. Apparatus
   (a) Equipment and support vehicles should stage in the support (cold) zone until the location for the decontamination corridor is established by the IC or the decon group supervisor. Once a location is identified only apparatus directly involved in decon operations should enter the warm zone.
2. Personnel
   (a) Personnel assigned to decon should wear PPE appropriate for the decon process and hazards involved.
   (b) Personnel assigned to perform emergency decon should be trained in decon procedures.

Personnel who enter the warm or exclusion (hot) zone at a hazardous materials incident risk becoming contaminated. Members who have worked in the hot zone should pass through the warm zone before entering the cold zone. The specific methods and operations used by the decon group, listed below, will depend on the circumstances surrounding the incident and the level of contamination.

(a) Locating the decon area

(a) Considerations for locating the decon area include:
   (a) Accessibility.
   (b) Surface material.
   (c) Lighting.
   (d) Drains and waterways.
   (e) Water supply.
   (f) Weather.

(b) Decon methods

1. The IC and decon group supervisor should consider employing one or more of the four universal decon methods, based upon the hazardous material and available resources:
    (a) Dilution: Use of water to flush the contaminant from a victim, member or piece of equipment.
    (b) Absorption: Use of an absorbent for picking up a liquid contaminant.
    (c) Chemical degradation: Use of another material to change the chemical structure and neutralize the hazardous material.
    (d) Isolation and disposal: Collection and disposal of hazardous material according to state and federal regulations.

(c) Decon Operations

1. There are three main types of decon. These are technical, emergency and mass decontamination.
    (a) Technical decon operations
        1. Apparatus which may have been contaminated should be cleaned in accordance with manufacturer's instructions and at a level necessary to remove the hazardous materials involved.
        2. The decon officer should determine if contaminated items are salvageable. Items that cannot be properly decontaminated should be disposed of in accordance with state and federal regulations. Items that can be decontaminated should be returned to the member after being properly decontaminated.
        3. Bags containing contaminated items should not be placed in command vehicle, ambulance or apparatus passenger compartments.
        4. Towels and other items used to dry off should also be placed in a bag for decontamination or disposal.
        5. All articles of contaminated structural firefighting PPE and uniform clothing should be placed in a bag, then sealed and tagged. The tag should list the contaminant, contents of the bag, member's name, along with the time and date.
        6. If a member's uniform has been contaminated, the member should proceed to a showering station. After showering, he/she should dry off and change into clean clothes. The decon group supervisor/ officer is responsible for ensuring that members who require showering are afforded all due privacy.
        7. After a member has been rinsed off and decontaminated as much as possible, the member should proceed to the final area where a decon team member will assist the member in removing his/her protective clothing.

8. At the entrance of the decon area the member should discard any tools and equipment at the edge of the corridor so that they can be decontaminated.

9. Establish a decon corridor within the contamination reduction (warm) zone. Whenever practicable, the decon corridor should be easily accessible to personnel leaving the hot zone and located up-wind and uphill of the hot zone and with good drainage.

(b) Emergency decon operations - Emergency decon should be used if an emergency occurs such as when a responder or civilian is in medical distress caused by the hazardous material or has been exposed to a highly toxic material.

1. Strip away contaminated clothing.

2. Thoroughly flush and wash using large volumes of water.

3. When practicable, runoff from emergency decon should be contained or directed to a holding area.

4. Isolate contaminated PPE, clothing and equipment according to the technical decon operations listed above.

(c) Mass decon operations - Mass decon is emergency decon conducted at the mass casualty incident level using emergency decon operations and based upon available resources:

1. Responders must quickly identify the problem and establish hot, warm and cold zones

2. Responders should communicate the need for assistance and what the victims must do.

(d) Non-Ambulatory victim decon operations

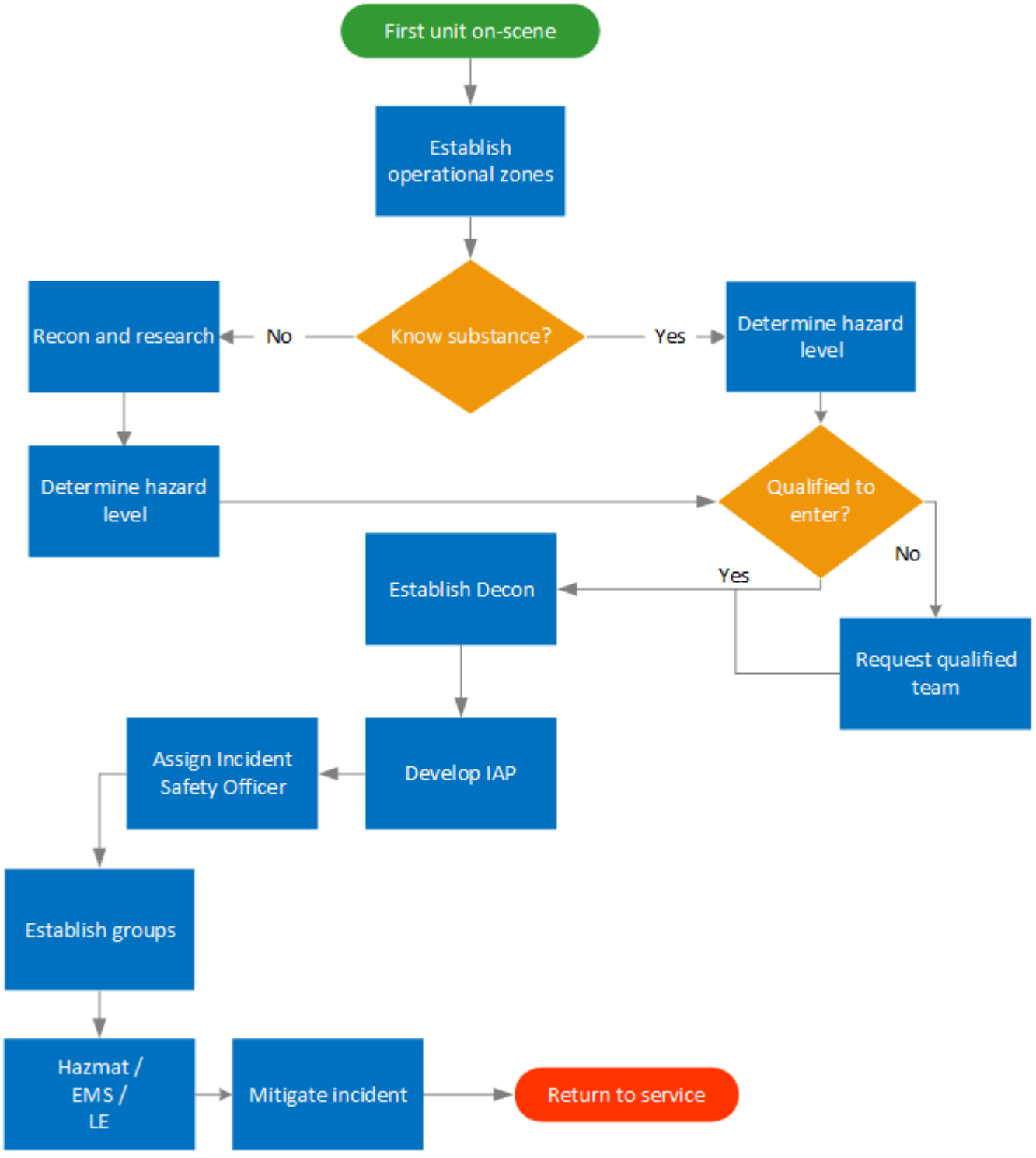
1. Get as much information about the status and needs of non-ambulatory personnel or civilian victims as possible from rescue personnel.

2. As much as practicable, decon should take into account the medical condition of the victim.

3. Victims should be placed on a backboard or roller system so the patient is not lying in dirty water or spent decon solution

321.5 PROCEDURE DECISION TREE - INITIAL OPERATIONS

Hazardous Materials Incident Response



321.6 PROCEDURE DECISION TREE - DECON OPERATIONS

Gas/Odor/CO Leaks

322.1 PURPOSE AND SCOPE

This document establishes guidelines for investigating gas/odor/CO leaks.

322.2 PROCEDURE

(a) When investigating gas/odor/CO leaks in a structure, it shall be considered a hot zone operation

1. Firefighters shall utilize the (4 gas) meters
2. If a structure is not evacuated, it shall be evacuated if the gas meter alarms for hazardous levels
3. For gas and CO alarms, the gas utility company shall be notified a. The officer in charge shall keep at least one engine on the scene to await the arrival of the gas company, when they arrive the scene may be turned over to them.
4. For odor calls the Firefighters should use extreme caution due to the wide range of possibilities of situations causing the problem
    (a) Firefighters should attempt to locate the source of the odor

(b) When investigating gas/odor leaks outside, it shall be considered a hot zone operation until otherwise deemed different

1. Firefighters shall utilize the (4 gas) meters
2. Apparatus shall be staged a safe distance upwind from a known leak
3. The gas utility company shall be notified immediately
4. The ERG, Wiser, NIOSH, or HazMat IQ shall be utilized for evacuation distances to create an evacuation zone around the leak.
5. The evacuation zones shall be totally isolated from the general public and be considered the hot zone.
6. IC shall plan for further evacuation as needed
7. If a valve is identified and accessible, Firefighters may shut it off with at least one hose line charged and in place for protection
8. If the leak is burning:
    (a) Unless there is an immediate threat to life, the fire should be extinguished by taking the fuel away.
    (b) Firefighters should take in to account the potential new problems created by extinguishing the fire and allowing the fuel to escape in to the atmosphere
9. Firefighters shall have hose lines in place for personal protection, not for spraying water at a leak

10. For odor leaks that turn out to be anhydrous ammonia:
    (a) Emergency Response Guidebooks shall be utilized
    (b) The scene shall be treated as a haz-mat scene

(c) Firefighters should use extreme caution when responding to any odor investigation call, and suspect a possible meth lab operation
    1. If a meth lab is discovered, Firefighters should avoid entering the area unless there is an immediate threat to life
    2. Firefighters shall call for the appropriate police agency immediately

Fuel Spill

323.1 PURPOSE AND SCOPE

This docuemnt establishes guidelines for responding to fuel spills.

323.2 PROCEDURE

(a) When fuel or a petroleum product is spilled or leaked on to the ground the following guideline shall be followed:

1. Minimum PPE shall include: bunker pants/boots, coat, helmet and gloves
2. The first priority should be to stop the spread of the leak by:
   (a) Plugging the source of the leak
   (b) Damming around storm drains and runoffs leading to water
   (c) Spreading absorbent on the body of the leak
   (d) Do not spray petroleum products off roadway surfaces on to the soil
3. The absorbent shall be left on the ground
4. Reportable spills are as follows:
   (a) 55 gallons or more
   (b) Any amount that has contaminated or threatens to contaminate waters of the state. (streams, rivers, lakes, ponds, drainage ditch)
5. Firefighters should have fire control contact Emergency Management or IDEM for assistance.
6. The officer in charge shall have at least one company remain on the scene until relieved by Emergency Management or IDEM.
7. The officer in charge is responsible for:
   (a) Obtaining the spiller's information for billing of materials
   (b) Obtaining replacement materials from the on scene spill recovery company
   (c) An inventory list of all materials used and any equipment that was ruined by the incident (turnout gear, etc...)
   (d) The officer shall gather all pertinent information and fill out the Aladtec form for hazardous materials billing.

WMD/Bomb Incident Response

324.1 PURPOSE AND SCOPE

This document establishes guidelines to provide a basic framework for response to bomb/WMD incidents.

324.2 PROCEDURE

(a) If no injuries are reported, companies shall respond non-emergent

1. All apparatus shall stage 500 feet from the reported building

(b) Due to possibility of remote detonation, portable radio use shall be kept to minimum, with no transmissions within 500 feet of reported building

(c) Incident commander shall coordinate with law enforcement in establishing unified command

1. Requests for additional resources shall be made through I.C.

(d) Be aware of secondary devices and report suspicious items to law enforcement

1. Do not disturb any items if all possible
2. Fire department personnel shall not actively search for devices

(e) A basic decontamination zone should be established

(f) One engine at minimum shall stage next to and connect to hydrant without charging on all bomb/WMD calls

(g) Consider mandatory evacuation

1. Use law enforcement if possible

(h) Should detonation occur with fire, concentration should be made to contain the fire and rescue victims

(i) All G.F.T. personnel shall be in full P.P.E with S.C.B.A.

(j) If multiple victims with similar symptoms are found after detonation isolate patients and decontaminate as needed.

1. Initiate mass casualty operations and notify local health department and hospital

(k) Keep bystanders away and do not offer any information to public

Electrical Line Down/Transformer Fires

325.1 PURPOSE AND SCOPE

This document establishes guidelines for responding to electrical lines down and transformer fires.

325.2 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit should contact the Communications Center and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)
- Confirmation that the power company is responding

The Incident Commander (IC) should:

#Perform or direct another member to perform a 360 assessment of the incident and report results to the IC.

#Establish the department accountability system for all personnel on-scene.

#Establish a restricted area based on the specific hazard. No person should be permitted to enter the restricted area unless directed by the IC.

#Contact the Communications Center to get an update on estimated time of arrival for power company and request additional resources as appropriate.

325.3 PROCEDURE

(a) For electrical lines down, transformer fires and pole fires the following guideline shall be followed:

  (a) Extreme caution shall be used when driving up on the scene

  (b) Minimum PPE shall include: bunker coat/pants/boots, helmet and gloves

  (c) When electrical lines are down:

    (a) Firefighters shall stay at least 20' from the downed line

    (b) Isolate the area

    (c) Isolate areas a sufficient distance under the lines in both directions

    (d) Assess for any exposures the lines may have energized and isolate them completely. Firefighters are not to touch any vehicle that has electrical lines down on it until the lines are determined to be off by the appropriate electrical company.

    (e) If safely possible to identify the pole owner have fire control contact the appropriate electrical company. If pole is not safely identifiable, then use

an educated guess to determine the pole owner and have control contact them.

(f) Firefighters shall stand by for the electrical company to arrive and render the scene safe.

(d) When a transformer or electrical pole is on fire:

(a) Apparatus shall be staged a safe distance from the power pole

(b) Isolate the area

(c) Isolate areas a sufficient distance in case of power line collapse

(d) Water shall not be sprayed at the lines or transformer

(e) Power lines, transformers and small secondary fires may be extinguished after the electrical company determines the power has been shut off.

(f) If safely possible to identify the pole owner have fire control contact the appropriate electrical company. If pole is not safely identifiable, then use an educated guess to determine the pole owner and have control contact them.

(g) Firefighters shall stand by for the electrical company to arrive and render the scene safe.

(e) The ground itself may become energized to deadly levels. If members must approach a site, they should walk slowly so the energized ground can be felt before it reaches lethal voltage. Members should not run, push or drag anything or anyone to or from a site as this may escalate the hazard.

(f) Generators and solar panels have the potential to "back feed" into wires, panel boxes and other utility related equipment. Check and confirm that solar power systems or generators are disconnected from the hazard before engaging in any activity.

Trash/Dumpster Fires

326.1 PURPOSE AND SCOPE

This document establishes guidelines for responding to trash/dumpster fires.

326.2 PROCEDURE

(a) Fire attack on trash/dumpster fires is a hot zone operation

(b) Apparatus should attempt to park upwind from the fire

(c) The following guideline shall be used for trash/dumpster fires:

1. Trash fires are illegal and shall be extinguished
2. In the event Firefighters encounter a belligerent citizen, the appropriate police agency shall be called.
3. Any dumpster fire next to a building shall be overhauled or moved a safe distance away from the building.
4. The officer in charge shall have fire control notify the owner of the dumpster
5. For repeat offenders burning trash, the following guideline should be used:
   (a) Take a picture of the trash fire and smoke with a cell phone camera.
   (b) Contact IDEM for appropriate action (317) 233-0178

(d) Greenfield Firefighters shall not get involved in neighborhood disputes

(e) Contact an Investigator if the fire seems suspicious or has been started by an individual.

Traffic Incident Management System and Roadway Incidents Procedure

327.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenfield Fire Territory units operating at roadway incidents.

Corresponding Policies:

Apparatus/Vehicle Backing
Emergency Response
Fire Apparatus Driver/Operator Training
High-Visibility Safety Vests
Incident Management
Staging
Vehicle Seat Belts

327.2 FIRST FIVE MINUTES

The first arriving Greenfield Fire Territory unit should:

#Contact the Communications Center and provide the following information:

(a) Unit on-scene

(b) Confirm a law enforcement response if law enforcement is not yet on-scene

(c) Initial scene size-up

(d) Advise incoming units as to the best route to approach the scene, considering response time and safe operation. In some cases the best route may be from the opposite direction and/or by use of exit ramps to enter the roadway and approach the scene.

(e) Unit assuming incident command (IC)

The IC should:

#Perform or direct another member to perform a 360 assessment and report results to the IC. The information gathered should include, but not be limited to:

(a) Physical size and length of the incident including number of lanes which may have to be closed in each direction to allow for safe operation.

(b) Number and type of vehicles involved.

(c) Estimated number of victims and initial triage of severity of injury.

(d) Whether the incident includes electrical hazards, fire, extrication and medical treatment.

#Consider establishing a unified command (UC), depending on the location, size and complexity of the incident.

#Locate areas for incoming units to establish a temporary traffic control (TTC) zone which should include the following:

(a) An advanced warning area where motorists should see that there is a roadway incident ahead.

(b) A transition area where motorists should be directed around the roadway incident.

(c) An activity area located away from the traffic path where responding personnel should be able to work as safely as is practicable.

(d) A termination area where motorists should be directed back into the normal flow of traffic.

#Develop an initial Incident Action Plan (IAP) based on available information and visible conditions.

#Contact the Communications Center to update any information and request any required additional resources.

327.2.1 INTERSTATE CALLS

An engine shall respond with the ambulance on the interstate for all EMS calls regardless if the call is ALS or BLS.

(a) The engine shall be parked 100' behind the ambulance, or between the scene and oncoming traffic, in the fend off position to allow for a safe zone for Firefighters to work in.

(b) At minimum, one lane of traffic shall be blocked by the engine. When necessary for Firefighter and victim safety, both lanes may be blocked by the engine.

(c) The engine response on the interstate shall include the rest areas.

327.3 PROCEDURES

327.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Whenever practicable, apparatus should be placed uphill and upwind of the incident when fire, smoke or hazardous materials including leaking fuel, is or may be present.

2. Whenever practicable, apparatus should be angled on the roadway with a "block left" or "block right" to minimize exposure of the crew and Engineer to approaching traffic and maximize the safe activity area. Leave space for additional resources including but not limited to heavy rescue units and emergency medical services.

3. On multi-lane roadways, the incident lane plus at least one additional lane should be blocked.

4. Whenever practicable, apparatus should be positioned to minimize head lights and scene lights from interfering with the vision of motorists.
5. When reasonably available, additional apparatus should be used to block traffic on higher-volume roadways.
6. Apparatus traffic direction devices should be activated and apparatus placed to enhance their visibility to motorists.

(b) Personnel

1. Personnel not directly exposed to fire, flame, excessive heat or hazardous materials should always wear high-visibility garments approved for roadway use.
2. Personnel should use extreme caution before opening passenger cabin and storage doors and when exiting and entering apparatus. Look for and remain alert to moving traffic.
3. Whenever practicable, personnel should avoid facing away from traffic.

(c) Traffic Control Devices

1. Temporary traffic control devices (TCDs) should be deployed from the rear of apparatus blocking the scene toward approaching traffic to create advanced warning and transition areas as well as to buffer the incident area from the TTC zones and warn approaching motorists of the scene ahead to create, as is as reasonably possible, a safe activity area for responders.
2. Portable traffic control devices (TCDs) should also be deployed (cones, caution lights, etc.) to separate and buffer the activity area from traffic moving through the incident and termination areas. TCD's may include, but are not limited to traffic cones, road flares and warning lights.

327.4 UNIVERSAL PRACTICES

(a) Personnel should not assume a scene on a roadway is completely safe from approaching traffic. Personnel should remain aware of traffic. When reasonably practicable, a spotter or lookout should be placed between the incident area and oncoming or passing traffic when engaged in operations

(b) Depending on the roadway, multiple lanes or multiple sides of the incident may need to be protected using fire apparatus, law enforcement vehicles, official vehicles from other responding agencies, Department of Transportation (DOT) vehicles or additional TCDs. Whenever practicable, have these resources in place before starting fire suppression or rescue operations.

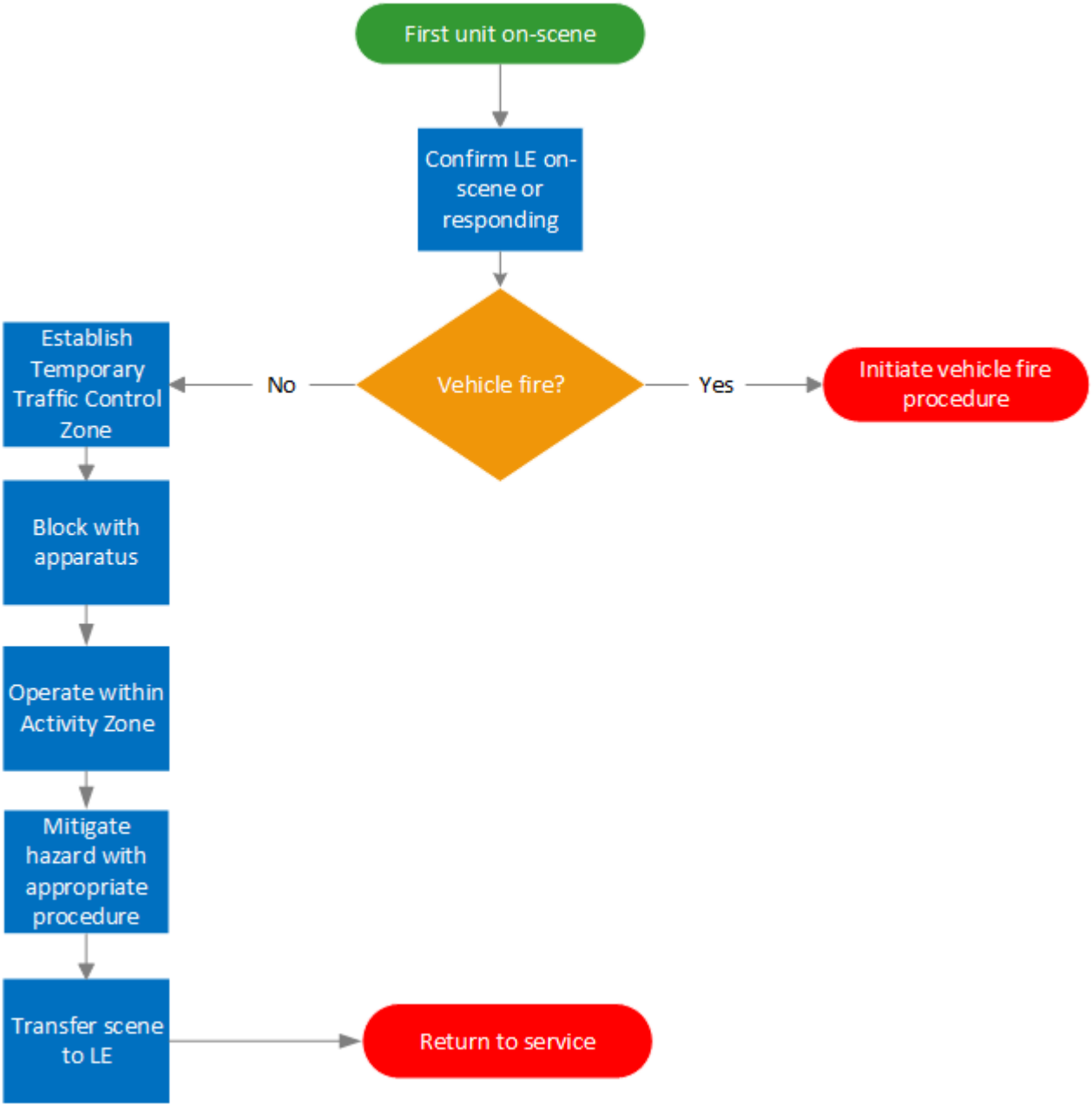
(c) Members should load patients into ambulances from within an area protected from traffic with the patient compartment doors angled away from moving traffic to protect personnel and patients from approaching motorists.

(d) To reduce exposure to traffic and reduce traffic congestion, personnel, apparatus and equipment should be removed from the roadway as soon as possible.

(e) The IC should ensure adequate gross decontamination is performed before breaking down the TTC zone and releasing units from any scene where personnel were exposed to potentially harmful substances, including:

1. Smoke
2. Soot
3. Body fluids
4. Hazardous Materials

327.5 PROCEDURE DECISION TREE



Helicopter Landing Zones

328.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for the Greenfield Fire Territory to establish a MEDIVAC landing zone.

Corresponding Policies:

Incident Management

328.2 FIRST FIVE MINUTES

The Incident Commander (IC) should appoint a landing zone (LZ) Supervisor.

The LZ Supervisor should:

#Confirm with the Communications Center that at least one engine company has been dispatched or, if at an active incident, confirm with IC that at least one engine company can be dedicated to the LZ assignment.

#Upon arrival at an LZ location assigned by the Communications Center, evaluate the sight for suitability or, if assigned to establish an LZ, locate a suitable LZ.

#LZ suitability considerations should include, but not be limited to, the following:

(a) A flat, open grassy or hard surface area

(b) At least 100-feet square or larger

(c) Clear of trees, power lines, poles and other obstructions

(d) At least 100 yards from any response-related or other human activity

#If an LZ assigned by the Communications Center is suitable, confirm that fact with the Communications Center. If an assigned LZ is not suitable, notify the Communications Center that an alternate LZ should be assigned. Proceed to the alternate location and repeat the above steps.

#If assigned to establish an LZ at an active incident, notify the IC and the Communications Center of the location.

#Once the LZ location is confirmed as suitable, request an operating channel from the Communications Center for direct communication with the aircraft, make contact and

(a) Request an ETA.

(b) Advise the pilot that confirmation will be given when the LZ is prepared for landing.

328.3 PROCEDURES

328.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. The Engineer should make reasonable efforts to position apparatus so personnel can immediately engage in fire suppression operations, with consideration for:
    (a) Access to and distance from a fixed water source, if available.
    (b) Access to the LZ and surrounding area while keeping a safe distance for landing and take-off.
    (c) Turning off any unshielded apparatus lighting to prevent it shining upward and affecting the vision of the pilot.

328.3.2 OPERATIONS

(a) To prepare the LZ, the LZ Supervisor should:
    1. Assign personnel to walk the area to clear debris that could be picked up by rotor wash or create a danger to the aircraft or ground personnel.
    2. Mark the LZ corners with weighted traffic cones.
    3. If dark, contact the pilot and ask if lighting is wanted. If so, deploy any or all the following resources, depending on availability:
        (a) If available, mark the LZ corners with red auxiliary lights. If not available, use half-mile lights set to strobe and facing inward to the center from the corners.
        (b) Two vehicles at the borders of the LZ with headlights facing the center of the LZ. Vehicles should not be opposite each other to avoid blinding the vehicle Engineers.
    4. Assign personnel to keep all individuals at least 100 feet from the LZ.
    5. If an unmanned aircraft system (UAS) or laser pointer is being employed, it should be shut down during LZ operations.
    6. Reasonable steps should be taken to keep any third parties from using a UAS or laser pointer during LZ operations.

(b) After the LZ is prepared, the LZ Supervisor should:
    1. Contact the pilot and confirm that the LZ is ready for use.
    2. Aid the pilot in locating the LZ, if requested.
    3. Advise the pilot of any reasonably identified conditions that could create a landing hazard, including but not limited to:
        (a) Any sloping on the site
        (b) Nearby power lines
        (c) Nearby activity
        (d) Nearby structures
    4. Advise the Communications Center when aircraft has landed.

(c) After aircraft has departed the LZ Supervisor should:

1. Advise the Communications Center.
2. Assign personnel to remove any LZ markers or landing aides.
3. Clear the scene with the Communications Center.

328.4 UNIVERSAL PRACTICES

Personnel operating in or near an LZ should:

(a) Not approach the aircraft until directed by the pilot.

(b) Approach and walk away from the aircraft from the side only.

(c) Not walk around the tail rotor.

(d) Protect eyes from rotor wash during landing and takeoff.

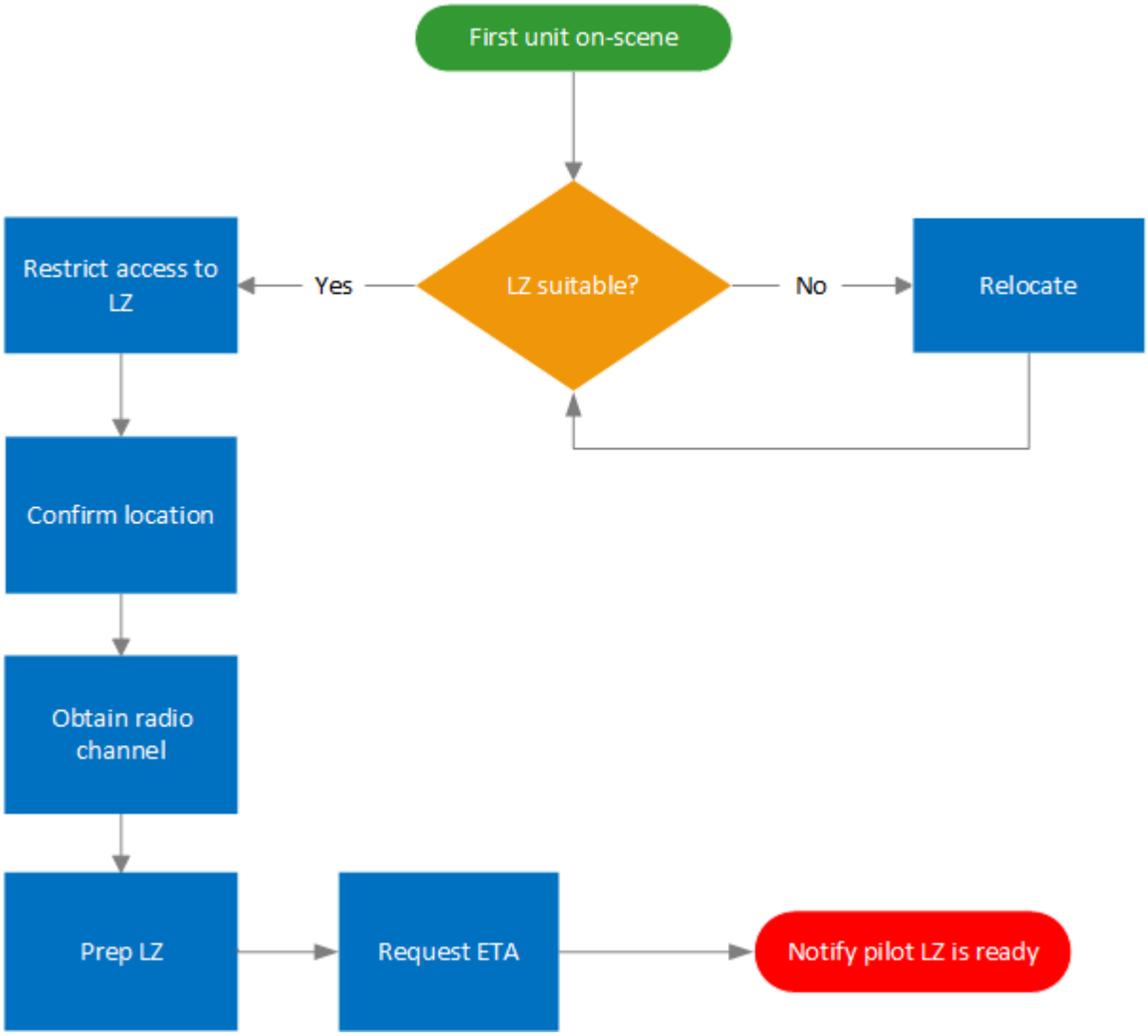
(e) Not carry anything overhead.

(f) Not run towards, around or away from the aircraft.

(g) Allow the aircraft crew to control activity around the aircraft.

(h) Secure loose objects light enough to be blown into the rotor blades.

328.5 PROCEDURE DECISION TREE



Mutual Aid

329.1 PURPOSE AND SCOPE

This document provides mutual aid procedures for Greenfield Fire Territory personnel. These procedures should be implemented when a request for mutual aid is received, according to local, county, regional or state mutual aid protocols.

329.2 PROCEDURES

329.2.1 GUIDELINES FOR MUTUAL/ AUTOMATIC AID REQUESTS FROM GREENFIELD FIRE TERRITORY

(a) The following guideline shall be used when another fire department request services or equipment from Greenfield Fire Territory.

(b) Emergency medical service request:

1. GFT will assist other fire departments with our ambulances to provide ALS or BLS patient care and/or transport
2. Medic 421 or Medic 422 shall respond appropriately
3. If the request is to intercept another ambulance:
    (a) Request route of travel from fire control
    (b) Attempt to establish communication with requesting agency
    (c) Continue on route of travel until visual contact can be made, Do not delay patient care by sitting and waiting on them to come to your location.
    (d) Pick a safe location to intercept if possible (parking lots, etc...)
    (e) If the intercept will be made on the side of the road, GFT ambulance shall park at least 50' behind the requesting ambulance in the 'fend off' position
    (f) Intercepts should not be made on the interstate unless extreme conditions exist, such as a mechanical breakdown.
    (g) The Firefighter/EMT shall assist the Firefighter/medic with transferring equipment and initial patient care.
    (h) The GFT ambulance shall not leave the scene until the requesting ambulance departs.
        1. Shall remain on scene with warning lights on
        2. Shall follow requesting ambulance to the hospital non emergent
        3. If requesting ambulance is going to a Marion County hospital, then GFT ambulance should return to the station and requesting ambulance shall return the Firefighter/medic to the station when the run is completed

(c) Engine/manpower/RIT request:

1. Engine 421, Engine 422, shall respond appropriately:
    (a) Should respond with the officer in charge
    (b) Should respond with a minimum of 4 Firefighters if staffing allows
    (c) When the responding engine arrives on scene the officer in charge shall mark their order of arrival on the fire ground channel then complete predetermined assignments unless changed by the IC. If the requesting agency does not use Order of Arrival or the incident is beyond it, then the OIC shall request an assignment from the IC if one is not given.
    (d) GFT Firefighters shall work under the requesting agency's command however, the GFT officer in charge has the ultimate authority and responsibility over GFT Firefighters and equipment

(d) Ladder request:
1. Ladder 421 shall respond appropriately
    (a) Should respond with the officer in charge
    (b) Should respond with a minimum of 3 Firefighters if staffing allows
    (c) When the responding ladder arrives on scene the officer in charge shall mark their order of arrival on the fire ground channel then complete predetermined assignments unless changed by the IC. If the requesting agency does not use Order of Arrival or the incident is beyond it, then the OIC shall request an assignment from the IC if one is not given.
    (d) GFD Firefighters shall work under the requesting agency's command however, the GFD officer in charge has the ultimate authority and responsibility over GFD Firefighters and equipment

(e) Rescue truck request:
1. Rescue 421 shall respond appropriately
    (a) Should respond with the officer in charge
    (b) Should respond with a minimum of 3 Firefighters if staffing allows
    (c) When the responding rescue truck nears the scene the officer in charge shall contact IC for an assignment and information
    (d) GFT Firefighters shall work under the requesting agency's command however, the GFT officer in charge has the ultimate authority and responsibility over GFT Firefighters and equipment
        1. For a full TRT rescue response refer to Technical Rescue Team Deployment

(f) Tanker truck request:
1. Tanker 421 shall respond appropriately.
    (a) Should respond with a minimum of 2 Firefighters if staffing allows

(b) When the responding tanker arrives on the scene the officer in charge shall mark their order of arrival on the fire ground channel then complete predetermined assignments unless changed by the IC. If the requesting agency does not use Order of Arrival or the incident is beyond it, then the OIC shall request an assignment from the IC if one is not given.

(c) GFT Firefighters shall work under the requesting agency's command however, the GFT officer in charge has the ultimate authority and responsibility over GFT Firefighters and equipment

(g) Fire investigator request:

1. The officer in charge shall contact the Fire Marshal to make notification that an investigator is requested. In most cases the investigator on duty should be assigned to the case.

(h) Fire inspector request:

1. The officer in charge shall contact the Fire Marshal to make notification that an inspector is requested. In most cases the inspector on duty should be assigned to the case.

(i) Juvenile fire setter intervention request:

1. The officer in charge shall contact the Fire Marshal to make notification that a request has been made for the Juvenile Fire Setter Intervention program. In most cases the on duty specialist should be assigned to the case.

329.2.2 GUIDELINES FOR MUTUAL/ AUTOMATIC AID REQUEST TO GREENFIELD FIRE TERRITORY

(a) The following guideline shall be used when another fire department responds with services or equipment to Greenfield Fire Territory.

(b) Emergency medical service request:

1. GFT will request other fire departments with ambulances to provide ALS or BLS patient care and/or transport when our resources are depleted.

2. Aiding department shall respond appropriately with requested service

3. GFT will respond with non-transporting trucks, if available to start patient care. There will be instances where non-transporting trucks are not available and responding agency will be first patient contact.

4. Patient care will be turned over to responding agency when they arrive on scene for patient transport. Report will be given.

(c) Engine/manpower/RIT request:

1. Aiding agency shall respond appropriately with requested services:

(a) Should respond with their officer in charge

(b) Should respond with a minimum of 4 Firefighters if staffing allows

(c) When the responding engine arrives on scene the officer in charge shall mark their order of arrival on the fire ground channel then complete predetermined assignments unless changed by the IC.

(d) Responding Firefighters shall work under GFT command structure however, the responding officer in charge has the ultimate authority and responsibility over their Firefighters and equipment.

(d) Ladder request:

1. Aiding agency shall respond appropriately with requested services:

(a) Should respond with their officer in charge

(b) Should respond with a minimum of 3 Firefighters if staffing allows

(c) When the responding ladder arrives on scene the officer in charge shall mark their order of arrival on the fire ground channel then complete predetermined assignments unless changed by the IC.

(d) Responding Firefighters shall work under the GFT command structure however, the responding officer in charge has the ultimate authority and responsibility over their Firefighters and equipment

(e) Rescue truck request:

1. Aiding agency shall respond appropriately with requested services:

(a) Should respond with their officer in charge

(b) Should respond with a minimum of 3 Firefighters if staffing allows

(c) When the responding rescue truck nears the scene the officer in charge shall contact IC for an assignment and information

(d) Responding Firefighters shall work under the GFD command structure however, the responding officer in charge has the ultimate authority and responsibility over their Firefighters and equipment

(f) Tanker truck request:

1. Aiding agency shall respond appropriately with requested services:

(a) Should respond with their officer in charge

(b) Should respond with a minimum of 2 Firefighters if staffing allows

(c) When the responding tanker truck arrives on scene the officer in charge shall mark their order of arrival on the fire ground channel then complete predetermined assignments unless changed by the IC.

(d) Responding Firefighters shall work under the GFD command structure however, the responding officer in charge has the ultimate authority and responsibility over their Firefighters and equipment

Operational Readiness

330.1 PURPOSE AND SCOPE

This document provides daily operational readiness procedures for Greenfield Fire Territory personnel. These procedures should be implemented at the start of each shift (tour).

Corresponding Policies:

Emergency Response
Fire Station Living
Fireground Accountability
Minimum Staffing Levels
Personal Protective Equipment
Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

330.2 FIRST FIVE MINUTES

At the start of each shift:

(a) The Company Officer should:

1. Conduct roll call
2. Provide a staffing report to the Battalion Chief
3. Assign riding positions
4. Outline tasks to be completed during the shift
5. Inspect all Department personnel accountability materials assigned to the Company Officer, direct all Engineers to inspect all personnel accountability materials assigned to the apparatus and direct all Firefighters to inspect all individual personnel accountability materials. Any missing or damaged personnel accountability materials should be reported to the Company Officer as soon as is reasonably practicable.

(b) The Battalion Chief should ensure all companies are staffed per department policy.

330.3 PROCEDURES

Members with responsibility for operational readiness include:

330.3.1 BATTALION CHIEF

The Battalion Chief should be responsible for every station, apparatus and member assigned to his/her battalion.

Priority should be given to:

(a) Assigning resources so that all stations and companies are staffed according to department guidelines.

(b) Checking status so that all companies are in-service or otherwise accounted for.

330.3.2 COMPANY OFFICER

The Company Officer should be responsible for Firefighters assigned to the company or companies under his/her command and the overall condition of the apparatus and station.

Priority should be given to:

(a) Instructing and directing Firefighters to understand responsibilities during emergency responses.

(b) Instructing, directing and supervising Firefighters to understand and complete assigned tasks.

(c) Directing Firefighters to initiate repair or replacement of damaged, inoperable or missing equipment.

330.3.3 OPERATIONS

Operators should be responsible for conducting a daily inspection of all apparatus established by the Department.

(a) The inspection should include all items and provisions identified to ensure safe operational status in the Department policy.

(b) When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Company Officer should be immediately notified.

1. If the Company Officer determines that the apparatus is not safe to operate, it should be removed from service as soon as practicably reasonable.

2. Any safety-related deficiency that does not require the apparatus to be taken out of service should be repaired as soon as practicably reasonable.

(c) Diesel exhaust emission systems should be inspected to make sure they are attached and operating properly. Systems not operating properly should be reported to the Company Officer.

330.3.4 FIREFIGHTER

Firefighters should comply with the following requirements:

(a) Inspecting his/her personal protective equipment and placing it on or near the apparatus for quick donning.

(b) Inspecting and testing his/her assigned self-contained breathing apparatus and knowing where it is stored on the apparatus.

(c) Understanding the responsibilities of his/her position during emergency response.

(d) Inspecting tools assigned to his/her unit.

(e) Complying with the department personnel accountability system and reporting any damaged or inoperative personnel accountability equipment to the Company Officer.

(f) Assisting the Engineer with inspecting tools, equipment and supplies assigned to the apparatus.

(g) Serving as spotter when the operator is backing the apparatus.

(h) Reconnecting the vehicle exhaust removal system after each call. This should be assigned to the Firefighter sitting in the position closest to the apparatus exhaust.

On-Scene Rehabilitation

331.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenfield Fire Territory Firefighter rehabilitation. This procedure should be implemented at all working fires, greater alarm emergencies or during extended operations.

Corresponding Policies:

Critical Incident Stress Debriefing
Heat Illness Prevention Program

331.2 FIRST FIVE MINUTES

#The Incident Commander (IC) should determine whether operational needs and/or weather conditions require the establishment of a formal rehabilitation group.

(a) Incident rehabilitation can be informal for routine incidents such as minor structure fires or small wildland fires. Informal rehabilitation is usually performed at the company level. The accountability system applies to both informal and formal rehabilitation.

(b) Rehabilitation should begin when emergency operations or training exercises pose a potential safety or health risk to members.

(c) This operation falls under the logistics section of the IC structure and whenever possible should be managed by a paramedic.

#During the 360 assessment and size-up, the IC should take notice of appropriate locations for rehabilitation operations.

(a) Potential locations for a formal rehabilitation group should be noted in the Initial Action Plan.

(b) The rehabilitation group should be near the command post but outside the immediately dangerous to life and health (IDLH) area.

#Assign a rehabilitation officer, if required, as soon as resources permit.

(a) The IC is responsible for rehabilitation of members unless that duty is delegated to a rehabilitation officer.

#Call for any additional required resources.

(a) The IC or rehabilitation officer should call for rehabilitation resources, including emergency medical service (EMS) units dedicated to rehab, early in an incident to allow time for the resources to arrive and set up the formal rehabilitation location.

331.3 PROCEDURES

331.3.1 RESOURCE DEPLOYMENT

A large scale, long duration or extreme weather incident will require the establishment of a formal rehabilitation group.

(a) Location

1. The rehabilitation group should be in the cold zone.
2. Primary considerations are:
   (a) Sufficient space to accommodate the number of personnel expected.
   (b) Sufficient space for a separate area to remove personal protective equipment (PPE).
   (c) Accessibility for EMS and ambulance(s).
   (d) Away from hazardous atmospheres including apparatus exhaust.
   (e) Uphill and upwind from any gross decontamination area.
   (f) Shaded in the summer and protected from inclement weather (cold/rain/snow).
   (g) Accessible to a water supply for hydration and cooling.
   (h) Away from spectators and media whenever possible.

(b) Personnel (Rehabilitation Team)

1. The rehabilitation team should have sufficient personnel to staff these functions:
   (a) Rehabilitation officer to manage the group.
   (b) Member assigned to accountability for rehab check in/check out.
   (c) Provision of hydration and nourishment and warming or cooling aids as required.
   (d) EMS personnel for vital sign monitoring.
   (e) Critical Incident Stress Team (if required).

331.3.2 OPERATIONS

(a) Entry Point

1. When practicable, company officers should direct crews to rehab together.
2. Make an initial medical screening assessment for general signs and symptoms requiring treatment and an initial assessment of vital signs.
3. Remove PPE and provide clean-up/decontamination resources. Gross decontamination techniques should be employed before coming in contact with gear and equipment that has not been involved in suppression operations or a hazardous materials response hot zone.
4. If no further medical attention is required, direct crew members to hydration, replenishment and warming or cooling resources.

(b) Hydration and Replenishment

1. Rehab sector officer is authorized and required to provide the following supplies for rehabilitation:
   (a) Potable drinking water
   (b) Sports drinks for long duration incidents
   (c) Nutritional food and snacks for long duration incidents
   (d) Water supply for active cooling when hot
   (e) Warm blankets and dry clothes when cold
2. In cold weather, water and sports drinks should be at room temperature.
3. Members in rehab should:
   - Drink at least 8 ounces of fluid every 15 minutes.
   - Drink 12 to 32 ounces of water during 1st rest period.
   - Drink 8 to 12 ounces of a sport drink containing electrolytes during the 2nd rest period.
   - Eat nutritional snacks or meals during long durations.
   - Rest for the required time period.
   - Participate in active cooling through forearm immersion when conditions create the potential for heat stress.
   - Eat easily digested foods such as plain sandwiches, stew, fruits and snack bars.
   - Avoid fried foods or high fat foods.
   - Avoid carbonated or caffeinated drinks.

(c) Medical Treatment and Transport

1. EMS members assigned to rehab should:
   (a) Provide a medical screening assessment and take vital signs including:
      1. Temperature
      2. Blood pressure
         (a) * Systolic blood pressure 110 – 140
         (b) * Diastolic blood pressure 60 – 90
      3. Age-adjusted heart rate
         (a) * Pulse rate 80 - 100
      4. Respiratory rate
      5. Pulse oximetry

(b) Firefighters who have elevated vital signs shall be rechecked twice during rehab.

(c) Treat members exhibiting signs or symptoms requiring further assessment, vital signs exceeding EMS protocols and/or symptoms of heat/cold stress.

(d) Treat minor injuries.

(e) Arrange for patient transfer to other EMS crews for medical transport as needed.

(f) Reassess each member's vital signs before return to duty.

(g) Firefighters experiencing chest pain, shortness of breath, dizziness, or nausea shall be transported to a hospital.

(d) Return to Duty and Reassignment

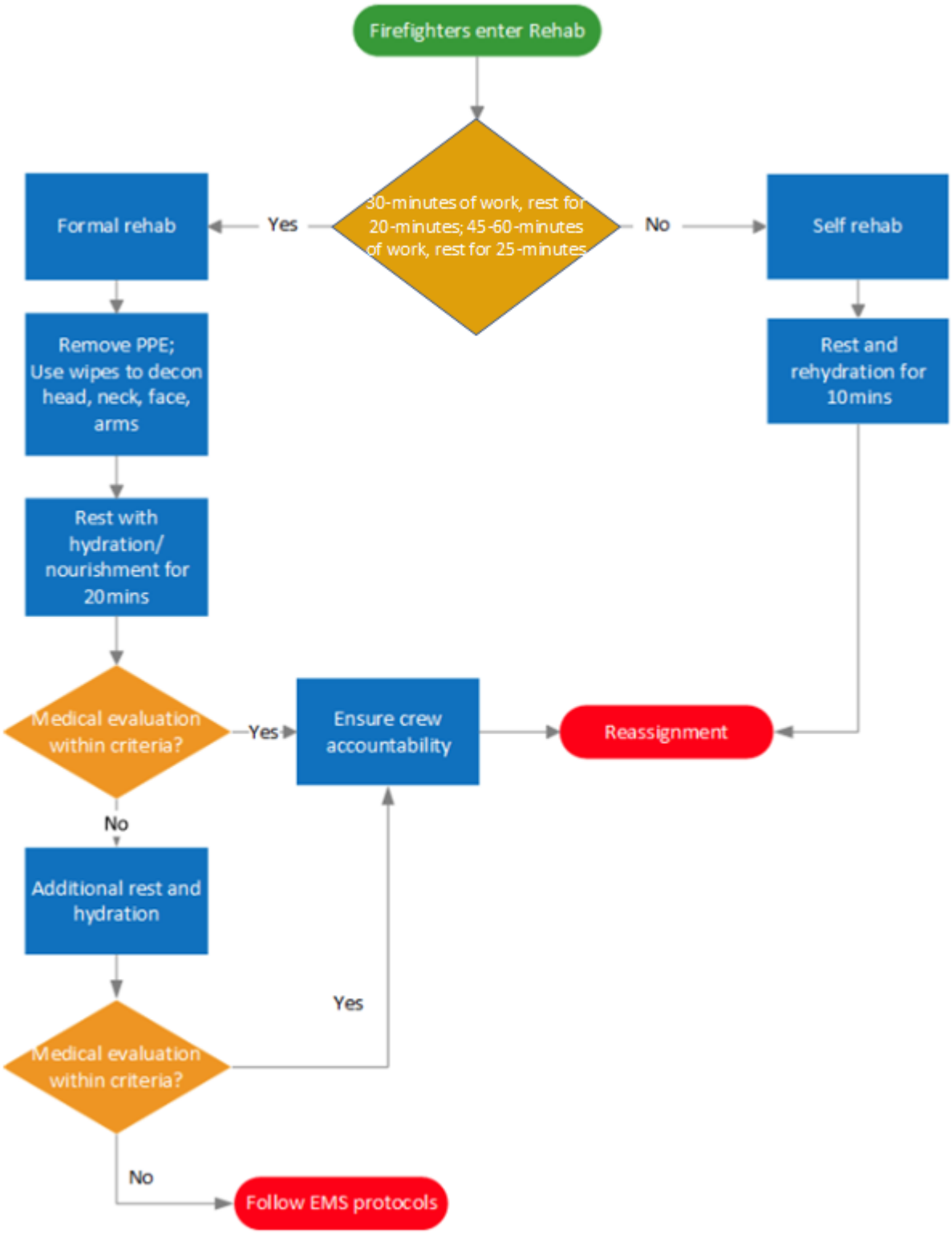
1. The Company Officer is responsible to make sure members and crews are properly hydrated, receive medical treatment if required, rest and medical clearance before return to duty or reassignment.
2. Work to rest ratio minimum shall include:
   (a) 30 minutes of work, rest for 20 minutes
   (b) 45 – 60 minutes of work, rest for 25 minutes
3.
4. The rehabilitation officer should be permitted to adjust the time frames depending on work or environmental conditions. Consideration should be given to maintaining an equal work/rest time ratio.
5. A record of all members passing through rehabilitation should be maintained. The record should include:
   - Unit number.
   - Member name.
   - Vital signs.
   - Fire ground assignment
   - Time in/time out for members entering or leaving rehab.
   - Disposition.

331.4 UNIVERSAL PRACTICES

(a) Company Officers should continually observe fellow crew members for conditions requiring rehabilitation.

(b) All members should recognize the general signs and symptoms requiring further assessment and signs and symptoms of heat stress, cold stress and heat-related illness.

331.5 PROCEDURE DECISION TREE



Response to Calls for Service During Periods of Civil Disorder

332.1 PURPOSE AND SCOPE

These procedures provide guidelines to members of the Greenfield Fire Territory when responding to calls for service during periods of civil disorder.

332.2 RESPONSE TO CALLS FOR SERVICE

The instructions, guidelines, and steps throughout this procedure should be initiated and accomplished, to the extent each is practicable, considering civil disorder conditions confronted and anticipated by Officers in Charge (OICs) and members.

332.2.1 UPON RECEIVING A CALL FOR SERVICE

Upon receiving a call for service, the OIC should:

(a) Conduct an initial threat assessment to determine, based upon all available information, whether conditions constituting civil disorder in the area of the responding unit's quarters would prevent response, and report those conditions to the communications center along with the decision not to initiate response.

(b) Where a response is initiated, with the information available, determine a route that avoids any hot or warm zones of civil disorder, related road closures, and demonstrating crowds blocking streets, and remain continually aware of any change in conditions that would require altering the chosen route.

(c) Secure the fire station if it will be left unoccupied during the response. In addition to normal station security procedures, this includes but is not limited to:

1. All bay doors are closed and locked.
2. All access doors are locked.
3. All windows are closed and locked.
4. All exterior lights are on.

The fire station should also be secured in the event the decision is made to remove apparatus and personnel for their safety and security.

(a) Attempt to determine whether the scene is located in a hot, warm, or cold zone.

(b) If the scene is hot or warm, determine whether law enforcement is on-scene. If not on-scene, request a law enforcement response and stage accordingly.

(c) Cancel emergency lights and sirens when within hearing and sight distance of the scene and follow all traffic laws.

332.2.2 UPON ARRIVAL

When approaching and upon arrival on-scene, the OIC should:

(a) Contact the communications center and provide the following information:

1. Unit/task force on-scene
2. Initial scene size-up, including the zone level and conclusions from on-scene threat assessment
3. Unit Establishing IC
4. Location of a primary (Level 1) staging area, which may be a stage-away area until the scene is deemed safe
5. Confirm radio channel assignments and ensure all personnel are operating on the correct channel.

(b) If the scene is determined to be in a hot or warm zone and law enforcement is not yet on-scene, request an ETA. Keep in mind that law enforcement resources may not be available and factor the lack of these resources into your conditions assessment.

(c) Coordinate with other responding agencies to establish a Unified Command (UC) and determine an appropriate location to establish a UC post.

(d) Coordinate with UC to determine cold, warm, and hot operating zones.

(e) Establish the Greenfield Fire Territory personnel accountability system and locate the system in a cold zone after the operating zones are established.

(f) Coordinate with UC for approach and scene entry.

(g) Create an incident IAP and communicate all aspects of the IAP to UC so all agencies are aware of potential movements and actions of fire units and their personnel. When operating in warm or hot zones, the IAP should minimize exposure of personnel to potential injury or death. This includes but is not limited to:

1. Determining the fire attack mode.
2. Minimizing exposure of personnel to the impact of social disorder.
3. Immediately assigning a dedicated lookout.

(h) Request additional resources, as needed.

332.3 PROCEDURES

332.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Keep all apparatus cabinets and roll-ups closed and locked.
2. Remove all tools and equipment mounted on exposed surfaces and secure in cabinets. Mounted tools should only be kept inside the crew cabin when they can be secured against movement during travel.
3. During response to a call for service and return to the fire station, apparatus windows should be up and closed, and doors locked.
4. Placement of apparatus should be at the direction of the IC or UC if one has been established. The apparatus should be staged away from warm or hot zones.

5. The member assigned to lookout duties or, where personnel cannot be assigned, apparatus drivers, should:
    (a) Monitor apparatus to ensure that doors and cabinets remain closed and locked.
    (b) Keep non-agency persons away from apparatus, equipment, and hose lines. Lookouts should not exceed the authority granted to them by law or emergency declaration and should seek the help of law enforcement personnel to accomplish this task.
    (c) Monitor the scene and surrounding area for changes in social disorder conditions and notify the IC or UC of any change, positive or negative.
    (d) When duties do not require outside activity, remain in the apparatus cab.
6. Additional apparatus may be deployed as cover or concealment in warm or hot zones.

(b) Personnel

1. During response to a call for service and return to the fire station, personnel should respond in full personal protective equipment (PPE), including soft body armor, if provided, with coats fully collared and helmets on. Unless otherwise ordered, drivers are exempt from wearing turnout boots.
2. Upon arrival, personnel should not leave the confines of the apparatus crew cabin until directed to a task by the unit commander or IC.
3. Personnel should not enter a warm zone before law enforcement is on-scene. However, based upon the continuing threat assessment, personnel may have to begin operations before the arrival of law enforcement. Personnel should not engage in any activities in a warm zone unless directed by the Fire IC.
4. No operations should occur in hot zones.

332.3.2 OPERATIONS

(a) Coordination

1. The IC or UC should determine the safest paths for access and egress from the scene and continually monitor these paths as part of the continuing threat assessment.
2. All members should maintain situational awareness throughout the incident due to rapidly evolving scenes and communicate any changes to their commanding officer or the UC.

(b) Search, Rescue, Suppression, and Related Activities

1. All warm zone operations should be directed with the consideration of minimizing exposure of personnel to activities related to social disorder. This should include but is not limited to:
    (a) Staging all personnel and apparatus not engaged in fireground operations in cold zones.

(b) Employing deck guns, monitors, and remotely controlled nozzles instead of hand lines for fire suppression.

(c) Going to a defensive mode, whenever fire conditions permit.

(d) Immediately removing victims and injured Firefighters to cold zones for triage, treatment, and transport.

(e) Other non-essential functions normally performed on a fire ground may not be performed due to safety of personnel

(c) Scene Preservation

1. In order to preserve scenes where criminal activity may require investigation, minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

332.4 CONDUCTING TACTICAL WITHDRAWAL

332.4.1 WITHDRAWAL OPTIONS

(a) During the response to an incident:

1. The member responsible for initiating the withdrawal is responsible for notifying all responding units and the communications center of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or the member may choose to have the communications center notify all responding units to cancel their response or to respond to a defined staging area.

(b) After arrival at an incident:

1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify the communications center of the tactical withdrawal and, if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

332.4.2 TACTICAL WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

(a) Personnel should quickly pick up all tools, appliances, hose, and other department equipment, place in or on the apparatus, and withdraw from a hot or warm zone to a defined staging area established by the Incident Command Structure at a safe location away from the incident scene. All involved units and personnel should withdraw to that staging area.

(b) All involved units should withdraw from the incident scene as a single group. If that is not possible, individual units should attempt to congregate together, forming the fewest and largest groups possible, and withdraw in those groups.

(c) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The IC is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.

(d) If law enforcement is not on-scene and a tactical withdrawal is initiated, the communications center should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.

(e) Two Personnel Accountability Reports (PARs) should be conducted:

1. The first PAR should be conducted once the IC believes that all units and personnel assigned to the incident have withdrawn from an incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.

2. The second PAR should be conducted by the IC once all involved units have gathered at the staging area. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

(f) After relocation to a cold zone staging area, equipment, tools, appliances, and hose should be packed and secured as per standard on-scene take-up and pack-up procedures.

332.4.3 RETURN TO QUARTERS OR ALTERNATE LOCATION

The decision to return to quarters involves a threat assessment of civil disorder conditions at and around the fire station and finding a safe return route. Units should not return to their assigned quarters until the area and route are considered safe.

(a) Where it is determined by ongoing threat assessment that it is not safe to return to the fire station or no safe route for return exists, the IC should direct units to an alternate location, preferably a fire station or public building, located in a cold zone.

(b) If sent to an alternate location, the IC should ensure that the communications center is notified of the location, confirm arrival of all units, and response status of all units under their command.

332.5 POST INCIDENT CONSIDERATIONS

332.5.1 POST INCIDENT ANALYSIS

Post-Incident Analysis (PIA). Refrain from performing any type of analysis on-scene or at any staging area. PIA should be performed at quarters or assigned alternate location.

332.5.2 CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

Response to calls for service because of or during periods of social disorder may be especially stressful for personnel. Officers should be instructed to review the CISM policy, be mindful of any changes in member behavior, remind crews to watch each other for signs and symptoms, and report sign and symptoms to commanding officers.

332.6 ABANDONING FIRE STATIONS

Based upon a threat assessment concluding that, due to civil disorder conditions, the safety of Firefighters and equipment can no longer be assured within the confines of a fire station, the ranking officer at a fire station, the Battalion Chief, or any other chief officer may order that a fire station be abandoned, and apparatus and members relocated to the nearest fire station in a cold zone.

332.6.1 RANKING OFFICER RESPONSIBILITIES

Upon receiving an order to abandon a station, or ordering that a station be abandoned, the ranking station officer or the designated members should, to the extent possible considering the severity and immediacy of the threat, ensure that the following tasks are completed:

(a) Preparing to Abandon a Station

1. All apparatus, including any reserve apparatus, have assigned drivers and all members are assigned to apparatus or a department-owned vehicle.
2. All portable radios, personal communication devices, and battery chargers are located, gathered, and secured for removal on apparatus or department-owned vehicles.
3. All self-contained breathing apparatus (SCBA) cylinders (bottles) not carried on apparatus are located, gathered, and secured for removal on apparatus or department-owned vehicles.
4. All PPE of members is located, gathered, and secured for removal on apparatus or department-owned vehicles.
5. If medications or controlled substances are stored at the fire station, they should be located, gathered, and secured for removal on apparatus or department-owned vehicles
6. Lock all interior doors, member lockers, controlled-substance storage, and department-owned computer hard drives.

(b) Abandoning a Station

1. Move all apparatus and members out of the station.
2. The ranking officer may authorize the relocation of member personal vehicles to inside the station. If authorized, member vehicles should be moved to the apparatus floor.
3. Close bay doors.
4. Shut down all utilities to the station. If the sprinkler system is not serviced by a separate line, keep water service in operation.
5. Ensure that all exterior doors and windows are locked.
6. Notify communications that the station is being abandoned and confirm to which fire station the members and apparatus are relocating. Request that this information is transmitted to the Battalion Chief or the next higher-ranking officer.

7. Apparatus and department vehicles, with assigned members, proceed to the identified fire station together.

Technical Rescue Team Deployment

333.1 PURPOSE AND SCOPE

This document is to be used when the Hancock Co. TRT is requested to respond within Hancock Co. and outside Hancock Co.

333.2 PROCEDURE

(a) Hancock Co. TRT is a validated rescue team by IDHS and is comprised of
    1. Greenfield Fire Territory
    2. Sugar Creek Twp. Fire Dept.

(b) The response for TRT from each department is as follows:
    1. Greenfield Fire Territory
        (a) Rescue 421
        (b) Ladder 421 staffed with Engine 421 crew
        (c) Medic 421
        (d) Engine 422 or G422 with trailer for confined space and trench
        (e) Medic 422 STAYS IN SERVICE IN THE CITY
        (f) Boat 421 for water rescue

(c) Sugar Creek Twp. Fire Dept.
    1. Tactical 445
    2. Rescue 445
    3. Engine 442

(d) When the response is requested:
    1. A page will be sent out to all members via Active 911
        (a) All available personnel shall respond to station 421 and mark "responding" on the Active 911 App.
    2. All on duty units:
        (a) respond immediately to the scene for Hancock Co. responses
    3. Any additional arriving TRT members who respond to the station that are not required for the TRT response will be used to backfill positions at the station, or assigned to squads that may be sent as additional manpower to the scene once the TRT has arrived and performed a size up.

(e) Determination of which TRT members will be sent first for the response will be as follows:
    1. Qualifications for incident type (certification level, experience, training...)

2. On duty
3. The on-duty Battalion Chief and rescue team leader will respond

Chapter 4 - Fire Prevention

Open Burning

400.1 PURPOSE AND SCOPE

This document establishes guidelines for open burning.

400.2 PROCEDURE

(a) Open burning shall include but not limited to the following:

1. Burning of any natural vegetation:

(a) In barrels

(b) In ditches

(c) Along fence rows

(d) In piles

(e) For campfires, recreational or religious purposes

(b) Open burning of natural vegetation is allowed as long as it:

1. Does not create a nuisance
2. Not on blacktop city streets

(c) When Greenfield Fire Territory is called for open burning the officer in charge shall:

1. Determine from fire control if there was a complaint due to smoke or a passer by calling in.

(d) Complaints about the smoke – fire shall be extinguished

(e) Non-complaint calls – fire can continue to burn

(f) Firefighters shall wear appropriate PPE when extinguishing an open burn

(g) Firefighters shall not get involved in neighborhood disputes

(h) In the event Firefighters encounter a belligerent citizen, the appropriate police agency shall be contacted

(i) Trash/rubbish fires shall not be constituted as open burning

(j) Open burn calls shall be responded to non-signal 10.

Chapter 5 - Emergency Medical Services

Basic Life Support

500.1 PURPOSE AND SCOPE

This document establishes requirements for providing basic life support with the Greenfield Fire Territory.

500.2 PROCEDURE

(a) All Firefighters shall be trained and maintain a certification with the State of Indiana as an Emergency Medical Technician – Basic.

1. Firefighters shall maintain copies and provide proof of certification to the Division Chief of Training
2. State certification
3. CPR certification

(b) When operating on an EMS scene, Firefighters shall follow this guideline

1. Insure Firefighter safety
2. Follow body substance isolation procedures
3. Follow EMS rules as set forth by Indiana Dept. of Homeland Security
4. Follow local EMS protocol as set forth by Hancock Regional Hospital
5. If Firefighters are on scene awaiting a mutual aid ALS unit and emergent transport to HRH Emergency Room can be completed before ALS arrival, the Firefighters shall do so.
6. Thoroughly complete all documentation
   (a) Run report
   (b) Ambulance billing form
   (c) Complete report in ESO software and NFIRS
7. The Firefighters operating on an ambulance shall be responsible for the patient report including signature of release reports, unless the officer in charge assigns the SOR reports to another company due to the ambulance needing to transport patient(s) to the hospital.

(c) Ambulances should be available for the next run within 20 minutes of arrival at HRH ER unless there are extenuating circumstances. The officer in charge shall be notified of extenuating circumstances.

1. When calling fire control for times or dispositioning a call on the MDT, the ambulance shall be in service and ready to respond on the next emergency run

(d) Reference the General Apparatus Information and Operation Guideline for Firefighter responsibilities at the hospital

Advanced Life Support

501.1 PURPOSE AND SCOPE

This document establishes requirements for providing basic life support with the Greenfield Fire Territory.

501.2 PROCEDURE

(a) Firefighters hired as paramedics or trained by the City of Greenfield to be a paramedic shall maintain a license with the State of Indiana as an emergency medical technician – paramedic.

1. Firefighter/paramedics shall maintain copies and provide proof of license to the Division Chief of Training and HRH
    (a) State license
    (b) CPR certification – American Heart Association (AHA)
    (c) ACLS certification – (AHA)
    (d) PALS certification – (AHA)

(b) When operating on an EMS scene, Firefighters shall follow this guideline

1. Insure Firefighter safety
2. Follow body substance isolation procedures
3. Follow EMS rules as set forth by Indiana Dept. of Homeland Security
4. Follow local EMS protocol as set forth by Hancock Regional Hospital
5. Thoroughly complete all documentation
    (a) Run report
    (b) Narcotics use forms
    (c) Ambulance billing form
    (d) Complete report in ESO software and NFIRS
6. The Firefighters operating on an ambulance shall be responsible for the patient report including signature of release reports, unless the officer in charge assigns the SOR reports to another company due to the ambulance needing to transport patient(s) to the hospital.

(c) Ambulances should be available for the next run within 20 minutes of arrival at HRH ER unless there are extenuating circumstances. The officer in charge shall be notified of extenuating circumstances.

1. When calling fire control for times or dispositioning a call on the MDT, the ambulance shall be in service and ready to respond on the next emergency run

(d) Reference the General Apparatus Information and Operation Guideline for Firefighter responsibilities at the hospital

(e) In the event that the Greenfield Fire Territory has 2 ambulances out of service another apparatus may be used as a non-transporting ALS unit per 836 I.A.C. 2-14-2

Signature of Release on Motor Vehicle Crash

502.1 PURPOSE AND SCOPE

This document establishes guidelines for signatures of release on motor vehicle crashes.

502.2 PROCEDURE

(a) Motor vehicle is defined as any mode of transport for a person or persons by combustion or electric motor on ground, air, or water.

(b) Motor vehicle collisions are defined in three (3) categories:

1. Property damage-A motor vehicle accident damaging only personal and public property without injury to any person(s) involved.
2. Personal injury - A motor vehicle accident in which a person or multiple people injured, either minor or seriously.
3. Fatal- A motor vehicle accident in which at least one person involved has injury causing death.

(c) The following guidelines shall be followed regarding signature of release on motor vehicle collisions:

1. Greenfield Fire Territory personnel responding to property damage accidents may complete a NFIRS report if the following conditions are met:
   (a) No person(s) involved in motor vehicle collision has a complaint of injury or pain as a result of collision.
   (b) No injury is visible to person(s) involved by examination by Greenfield Fire Territory personnel.
   (c) No other person(s) from motor vehicle collision have been transported to a hospital emergency room as a result of vehicle collision.
   (d) All persons involved must be 18 years of age or emancipated minor
2. If collision involves school bus refer to the SchoolBus Motor Vehicle Crash Guideline
3. Everyone else not meeting this criteria must have signature of release obtained

Chapter 7 - Equipment and Technology

Radio Assignment and Accountability

700.1 PURPOSE AND SCOPE

This document is to establish guidelines for radio assignments and accountability for the members of the Greenfield Fire Territory.

700.2 PROCEDURE

(a) The following guideline shall be utilized for portable two-way radios

(b) Portable two-way radio assignments shall be as follows:

1. Every chief officer of the Greenfield Territory shall be assigned a radio
2. The Firefighters on duty will be assigned a radio at the beginning of their shift, based on their truck seat assignment and they are responsible for:
    (a) Keeping the radio clean
    (b) Keeping the radio in their possession when off station
    (c) Having a charged battery
    (d) Returning the radio to the appropriate truck charger at the end of their shift.
3. The radios will be designated by the truck number and a letter of the alphabet. Example: E421-A, E421-B, E421-C and so on
4. The radios will be assigned to the Firefighters at the station based on their truck and seat assignment. All truck radios will start with radio 'A' in the officer seat and go clockwise with radio 'B' behind the officer, 'C' behind the driver and 'D' for the driver. On a truck with only two seats, 'A' will be the officer and 'B' will be the driver.
5. The officer in charge is responsible for:
    (a) Holding the Firefighters accountable for their radios as described in line #2 a. – d.
    (b) Keeping their radio charged at home for off-duty responses

(c) Any problems noted with the portable two-way radios shall be reported to the officer in charge immediately. The officer in charge shall notify the Deputy Chief of Operations in a timely manner.

(d) Firefighters may own a personal radio, however while working on shift the assigned radio shall be used

Radio Terminology and Etiquette

701.1 PURPOSE AND SCOPE

This document is to establish guidelines for radio terminology and etiquette for the members of the Greenfield Fire Territory.

701.2 PROCEDURE

(a) The following guideline shall be used when talking on fire department radios

1. When marking en route:
    (a) "Fire control 'apparatus' responding"
2. When marking on the scene:
    (a) "Fire control 'apparatus' on the scene"
3. When marking in service:
    (a) "Fire control 'apparatus' in service"
4. When marking en route to the hospital:
    (a) "Fire control 'apparatus' en route to the hospital"
5. When marking at the hospital:
    (a) "Fire control 'apparatus' is at the hospital"
6. When acknowledging a transmission:
    (a) "Apparatus clear on last transmission"

(b) All radio traffic shall be professional; no sarcasm, cursing, or slang terms

(c) Non essential traffic between apparatus shall be conducted on a fire ground channel

(d) When responding to a structure fire, alarm, serious MVC, or special rescues:

1. When the first unit arrives the apparatus OIC will give a size-up report and establish command on Fire Control channel on the apparatus mobile radio.
2. All incoming units shall keep the apparatus mobile radio on the fire dispatch/ fire control scan channel and switch their hand held radio to the assigned fire ground channel to receive instructions from IC
3. To mark on the scene the apparatus radio or MDT may be utilized

(e) The fire ground channels will be assigned by fire control.

(f) When marking on the scene of a structure or vehicle fire:

1. The term "nothing showing" shall be used when nothing is showing
2. The term "smoke showing" shall be used when light smoke is showing with no flames showing
3. The term "working fire" shall be used when flames and smoke are showing

4. The term "fully involved" shall be used when 75% or more of the structure or vehicle is on fire

Care and Use of Department Computers and Equipment

702.1 PURPOSE AND SCOPE

This document establishes guidelines for the care and use of department computers and equipment.

702.2 PROCEDURE

(a) Reboot mobile computers beginning of each shift.

(b) All reports are to be completed, synchronized, and locked by the end of your shift.

(c) Personnel shall not download any software onto any computer owned by the City of Greenfield.

(d) Personnel shall not change any settings on mobile computers.

(e) Operate the touch screen with a finger or an approved stylus – never a pen.

(f) Do not apply excessive force to a touch screen. They will break.

(g) Notify IT Department if you see pop ups wanting to update software.

(h) Use only approved 'soft cloth' to clean touch screens. Never apply water or solvents to the cloth or screens and always turn the computer off prior to cleaning the screen.

General Equipment Testing

703.1 PURPOSE AND SCOPE

This document establishes guidelines for testing and maintaining fire department equipment

703.2 PROCEDURE

(a) Ground ladders

1. Ground ladders shall be inspected quarterly:
    (a) They shall be fully extended
    (b) Inspect for damage
    (c) Clean and lube all working parts as needed
2. The ladder inspection shall be noted in the appropriate form on the computer.
3. Any deficiency shall be reported to the officer in charge immediately. The officer in charge shall notify the Operations Chief in a timely manner.
4. All ground ladders shall be inspected and certified once a year by a contracted company

(b) Fire Hose

1. Fire hose shall be tested annually by a contracted company:
    (a) All hose shall be laid out from the truck and racks
    (b) It shall be inspected for damage
        1. Couplings, threads, gaskets
        2. Outside jacket
    (c) Attack hose shall be tested at 400 PSI for 5 minutes
    (d) Supply hose shall be tested at 200 PSI for 5 minutes
    (e) Results of tests shall be logged in the hose inventory books

(c) Pump Test

1. Pump testing shall be done on an annual basis by a contracted company
2. Records of test shall be kept on all apparatus

(d) Aerial ladder test

1. The aerial ladder shall be inspected quarterly:
    (a) It shall be fully extended and exercised in all directions
    (b) Inspected for damage
    (c) Cleaned and re-greased as needed

2. The aerial ladder shall be U.L. inspected and certified no more than every 5 years apart.

(e) Fire station generator test

1. Station 21 generator shall be set to automatically start and self test
2. Station 22 generator shall be set to automatically start and self test
    (a) Oil and coolant levels shall be checked
    (b) Generator should run for 15 minutes
3. Both generators shall be tested and serviced annually by a contracted company.

(f) SCBA, compressor and cascade system, SCBA masks

1. SCBA shall be tested annually by the SCBA techs:
    (a) Regulators need disassembled, cleaned and reassembled
    (b) Functional flow test performed
    (c) Air bottles need drained, inspected and re-filled
    (d) All records shall be maintained in the SCBA files

(g) SCBA mask testing shall be done by SCBA techs as follows:

1. Fit testing upon issuance, thereafter annually
2. All records shall be maintained in the SCBA files
3. Annual fit test will be performed after the annual physical and before the WPE.

(h) Air compressor and cascade system shall be tested as follows:

1. A contracted company shall service and certify the compressor annually
2. A contracted company shall test and certify the breathing air quality from the cascade system quarterly
3. Shall have a weekly inspection by the SCBA techs on Friday:
    (a) Check oil levels on compressor
    (b) Visually inspect for loose components on the compressor
    (c) Cascade bottles shall be filled

General Apparatus Information and Operation

704.1 PURPOSE AND SCOPE

This document establishes guidelines and basic information that each Firefighter should have a working knowledge of before operating the apparatus.

704.2 PROCEDURE

(a) Ambulances:

1. Medic 421
   (a) GVWR = 18,000 lbs. / Actual weight = 16,900
   (b) Vehicle height = 10' 0"
2. Medic 422
   (a) GVWR = 16,500 lbs. / Actual weight = 16,900
   (b) Vehicle height = 9'3"
3. Medic 423
   (a) GVWR = 16,500 lbs. / Actual weight = 16,900
   (b) Vehicle height = 9'3"
4. Medic 424
   (a) GVWR = 16,500 lbs. / Actual weight = 16,900
   (b) Vehicle height = 9'3"
5. Firefighters shall successfully complete driver's training program
6. Diesel fuel only
7. On board oxygen tanks shall be changed when PSI is below 400
8. Portable oxygen tanks shall be maintained at 1,000 – 2,000 PSI
9. Supplies shall be maintained at or above levels indicated on check list located on the truck
10. It shall be the responsibility of the Firefighter who treats a patient to complete the run report and billing information. It shall be the responsibility of the Firefighter who drives the ambulance to restock the bags from the truck and restock the truck from the supply at the station. It shall be the responsibility of both Firefighters to keep the truck clean and orderly for the next person.
11. A daily check shall be performed at the start of each shift to insure proper quantity of supplies are available and equipment is in working condition including the following:
    (a) All EMS equipment
    (b) Emergency warning equipment/ 2 way radio/ computers

(c) SCBA

(d) Cell phone

(e) Computer

(f) Hand tools

(g) Truck fuel and DEF tank above 1/2 tank

(h) Operating lights (turn, brake, reverse, running and head lights)

12. A detailed weekly check of all equipment and supplies shall be performed every Monday at the beginning of the shift. The weekly check shall also include in addition to daily checks:

    (a) Motor oil – engine off

    (b) Radiator coolant – engine off and cool to touch

    (c) Transmission fluid – engine idling

    (d) Power steering fluid

    (e) Brake fluid

13. Weekly check sheets:

    (a) A laminated copy will be kept in truck cab

    (b) The apparatus check form shall be completed on the computer

    (c) The OIC shall have minor issues repaired by Firefighters

        1. fluids topped off

        2. replace broken bulbs

14. Drug expiration dates shall be checked the 1st day of every month, all expired drugs shall be removed from the truck and replaced with new.

15. When the ambulance is parked on station the shoreline and plymovent shall be utilized

16. Faulty EMS equipment shall be removed from the truck and the officer in charge notified immediately along with completing the proper form

17. Mechanical issues with the vehicle shall be reported to the officer in charge immediately along with completing the proper form

18. The officer in charge shall notify the EMS Chief of all equipment issues and any mechanical issues in a timely manner.

19. The narcotic drug chain of custody shall be as follows:

    (a) The paramedic shall sign in PS Trax at the beginning of the shift and a count of narcotics will been completed

20. In the event the reserve ambulance needs to be utilized the following procedure shall be followed:

(a) The Deputy Chief shall be notified immediately

(b) It shall be the on duty paramedic or officer in charges' responsibility to insure the proper equipment is transferred to the reserve ambulance. A list is located inside the driver's door

21. Engines:

(a) Engine 421:

(a) GVWR = 52,500 lbs. / Actual weight = 40,750

(b) Vehicle height = 10' 5"

(c) 2000 GPM single stage pump

(d) 750 gallon water tank

(b) Engine 422:

(a) GVWR = 52,500 lbs. / Actual weight = 40,750

(b) Vehicle height = 10' 5"

(c) 2000 GPM single stage pump

(d) 750 gallon water tank

(c) Reserve Engine (Engine 424):

(a) GVWR = 40,000 lbs. / Actual weight = 32,900

(b) Vehicle height = 9' 10"

(c) 1250 GPM single stage pump

(d) 500 gallon water tank

(d) Firefighters shall successfully complete driver's training program

(e) Diesel fuel only

(f) The trucks shall have a weekly check done accordingly:

(a) Engine 21 – Tuesday

(b) Engine 22 – Tuesday

(c) Reserve Engine – Wednesday

(g) A daily check shall be performed at the start of each shift to insure proper quantity of supplies are available and equipment is in working condition including the following:

(a) All EMS equipment

(b) Emergency warning equipment/ 2 way radio/ computers

(c) SCBA

(d) Pump shift control

(e) Pressure relief control valve on, operation, and set at 150 PSI

(f) Hand tools, hose tools, hose appliances

(g) Truck fuel and DEF tank at or above 1/2 tank

(h) Water tank shall be full

(i) Operating lights (turn, brake, reverse, running and head lights)

(h) A detailed weekly check of all equipment and supplies shall be performed accordingly at the beginning of the shift. The weekly check shall also include in addition to the daily check:

1. Motor oil – engine off
2. Radiator coolant – engine off and cool to touch
3. Transmission fluid – engine idling
4. Power steering fluid
5. Brake fluid
6. Primer pump oil/operation
7. Generator oil/operation
8. Portable power equipment operation and fuel and oil
9. All portable and stationary lights
10. All pump valves exercised
11. All battery/electrical operated equipment

(i) Weekly check sheets:

(a) Utilize PSTrax

(b) The apparatus check form shall be completed on the computer

(c) The OIC shall have minor issues repaired by Firefighters

(a) fluids topped off

(b) eplace broken bulbs

(j) Any deficiency in apparatus or equipment shall be logged in PS Trax and the officer in charge shall be notified immediately. The officer in charge shall notify the Deputy Chief in a timely manner by completing the appropriate form on the computer.

(k) When the trucks are parked on station the plymovent and any other applicable lines shall be plugged in

22. Tower aerial

(a) Ladder 421:

(a) GVWR = 81,000 lbs.

(b) Vehicle height = 12'6"

(c) 100' aerial ladder platform

(b) Firefighters shall successfully complete driver's training program

(c) Diesel fuel only

(d) A daily check shall be performed at the start of each shift to insure proper quantity of supplies are available and equipment is in working condition including the following:

(a) Ladder PTO

(b) Emergency warning equipment/ 2 way radio/ computer

(c) SCBA

(d) Hand tools, hose tools, hose appliances

(e) Truck fuel at or above 1/2 tank

(f) Operating lights (turn, brake, reverse, running and head lights)

(e) A detailed weekly check of all equipment and supplies shall be performed on Friday at the beginning of the shift. The weekly check shall also include in addition to the daily check:

(a) Motor oil – engine off

(b) Radiator coolant – engine off and cool to touch

(c) Transmission fluid – engine idling

(d) Power steering fluid

(e) Brake fluid

(f) Generator operation

(g) Portable power equipment operation and fuel and oil

(h) All portable and stationary lights

(i) All battery/electrical operated equipment

(j) 6,000 PSI ladder air supply bottles – if they need filled it shall be done by an SCBA tech

(f) Weekly check sheets:

(a) Utilize PSTrax

(b) The apparatus check form shall be completed on the computer

(c) The OIC shall have minor issues repaired by Firefighters

(a) fluids topped off

(b) replace broken bulbs

(g) Any deficiency in apparatus or equipment shall be logged in PSTrax and the officer in charge shall be notified immediately. The officer in

charge shall notify the Deputy Chief in a timely manner by completing the appropriate form on the computer.

(h) When the trucks are parked on station the plymovent and any other applicable lines shall be plugged in

(i) Firefighters shall avoid touching the tower truck while the aerial device is elevated.

(j) The Firefighter on the turn table shall be responsible for the safe operation of the aerial device

(k) Refer to the water supply guidelines

(l) The tower truck should be set up:

  (a) On level ground

  (b) With jack pads on the street surface

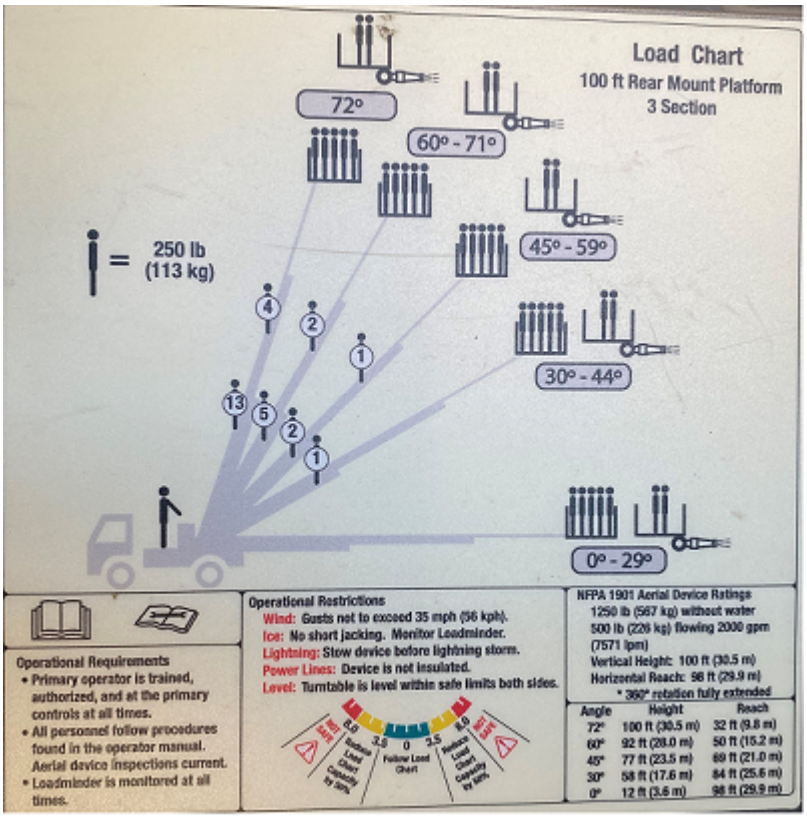
(m) The aerial device should never be operated in the override mode except to bring the device back in to the storage bed.

(n) In a case where short jacking is required, the operator shall use extreme caution not to extend the aerial device over the short jacked side of the truck.

(o) The Firefighter operating the turntable is responsible to insure the aerial discharge drain is open before retracting the aerial device after its use.

(p) Firefighters shall utilize the safety belt when operating on the aerial device except while ascending and descending the ladder. Firefighters shall not be on the ladder while the fly sections are extending or retracting.

(q)



(b) Tanker truck

1. Tanker 421
   (a) GVWR = 36,180 lbs. / Actual weight = 30,150
   (b) Vehicle height = 8'8"
   (c) 500 GPM single stage pump
   (d) 1850 gallon water tank
2. Firefighters shall successfully complete driver's training program
3. Diesel fuel only
4. A daily check shall be performed at the start of each shift to insure proper quantity of supplies are available and equipment is in working condition including the following:
   (a) Emergency warning equipment/ 2 way radio/ computer
   (b) SCBA
   (c) Pump shift control
   (d) Pressure relief control valve on, operation, and set at 150 PSI
   (e) Hand tools, hose tools, hose appliances

(f) Truck fuel at or above 1/2 tank

(g) Water tank shall be full

(h) Operating lights (turn, brake, reverse, running and head lights)

5. A detailed weekly check of all equipment and supplies shall be performed on Wednesday at the beginning of the shift. The weekly check shall also include in addition to the daily check:

   (a) Motor oil – engine off

   (b) Radiator coolant – engine off and cool to touch

   (c) Transmission fluid – engine idling

   (d) Power steering fluid

   (e) Brake fluid

   (f) All portable and stationary lights

   (g) All pump valves exercised

   (h) All battery/electrical operated equipment

6. Weekly check sheets:

   (a) Utilize PSTrax

   (b) The apparatus check form shall be completed on the computer

   (c) The OIC shall have minor issues repaired by Firefighters

      1. fluids topped off

      2. replace broken bulbs

7. Any deficiency in apparatus or equipment shall be logged in PSTrax and the officer in charge shall be notified immediately. The officer in charge shall notify the Deputy Chief in a timely Manner by completing the appropriate form on the computer.

8. When the trucks are parked on station the plymovent and any other applicable lines shall be plugged in

(c) Rescue truck

1. Rescue 421:

   (a) GVWR = 27,080 lbs. / Actual weight = 16,700

   (b) Vehicle height = 8'2"

2. Firefighters shall complete drivers training program

3. Diesel fuel only

4. A daily check shall be performed at the start of each shift to insure proper quantity of supplies are available and equipment is in working condition including the following:

(a) Emergency warning equipment/ 2 way radio/ computer

(b) SCBA

(c) All EMS equipment / fuel spill supplies

(d) Hand tools

(e) Truck fuel above 1/2 tank

(f) Operate the PTO

(g) Operating lights (turn, brake, reverse, running and head lights)

5. A detailed weekly check of all equipment and supplies shall be performed on Wednesday at the beginning of the shift. The weekly check shall also include in addition to the daily check:

   (a) Motor oil – engine off

   (b) Radiator coolant – engine off and cool to touch

   (c) Transmission fluid – engine idling

   (d) Power steering fluid

   (e) Brake fluid

   (f) All portable and stationary lights

   (g) Operate all extrication tools

   (h) All battery/electrical operated equipment

6. Weekly check sheets:

   (a) Utilize PSTrax

   (b) The apparatus check form shall be completed on the computer

   (c) The OIC shall have minor issues repaired by Firefighters

      1. fluids topped off

      2. replace broken bulbs

7. Any deficiency in apparatus or equipment shall be logged in PSTrax and the officer in charge shall be notified immediately. The officer in charge shall notify the Deputy Chief in a timely Manner by completing the appropriate form on the computer.

8. When the trucks are parked on station the plymovent and any other applicable lines shall be plugged in

(d) Wild land / brush fire truck

1. Grass 422:

   (a) GVWR = 9,000 lbs, truck only / Actual weight = 11,100

   (b) Vehicle height = 7'2"

(c) 250 GPM single stage pump

(d) 250 gallon water tank

2. Firefighters shall successfully complete driver's training program
3. Diesel fuel only for truck/unleaded gas for water pump
4. A daily check shall be performed at the start of each shift to insure proper quantity of supplies are available and equipment is in working condition including the following:
   (a) Emergency warning equipment/ 2 way radio/ computer
   (b) Pump starts and runs, fuel full
   (c) Hand tools, hose tools, hose appliances
   (d) Truck fuel at or above 1/2 tank
   (e) Water tank shall be full
   (f) Operating lights (turn, brake, reverse, running and head lights)
5. A detailed weekly check of all equipment and supplies shall be performed on Thursday at the beginning of the shift. The weekly check shall also include in addition to the daily check:
   (a) Motor oil – engine off
   (b) Radiator coolant – engine off and cool to touch
   (c) Transmission fluid – engine idling
   (d) Power steering fluid
   (e) Brake fluid
   (f) All portable and stationary lights
   (g) All pump valves exercised
6. Weekly check sheets:
   (a) Utilize PSTrax
   (b) The apparatus check form shall be completed on the computer
   (c) The OIC shall have minor issues repaired by Firefighters
      1. fluids topped off
      2. replace broken bulbs
7. Any deficiency in apparatus or equipment shall be logged in PS Trax and the officer in charge shall be notified immediately. The officer in charge shall notify the Deputy Chief in a timely Manner by completing the appropriate form on the computer.
8. When the trucks are parked on station the plymovent and any other applicable lines shall be plugged in

Chapter 9 - Safety

Fire Ground Safety

900.1 PURPOSE AND SCOPE

This document establishes fire ground safety guidelines for the Greenfield Fire Territory.

900.2 PROCEDURE

(a) Firefighters shall be restricted from wandering about the fire ground or congregating in non-functional groups.

(b) Due to the inherent hazards of the fire or incident scene, efforts must be made by incident command to limit the number of Firefighters on the fire ground to those assigned to a necessary function.

    (a) All Firefighters shall be:

        (a) Positioned in staging or accountability sector

    (b) Assigned to a task or operating in a sector/group

    (c) Having completed an assigned task and no other immediate assignment is available, report to the accountability sector until such time they can be reassigned to an operating sector or released to in service status.

(c) The fire ground is the area surrounding an emergency scene and shall be divided into three zones as follows:

    (a) Hot zone – any area that may require an SCBA, charged hose line, PPE or in which Firefighters are at risk of becoming lost, trapped, or injured by the environment or structure. The following situations would be included inside the hot zone:

        (a) Entering a structure reported to be on fire

        (b) Operating in close proximity to a structure reportedly on fire

        (c) Confined space / Trench rescues

        (d) Water rescues

        (e) Building collapse

        (f) Extrication

        (g) Helicopter landing zones

        (h) Hazardous materials mitigation

            1. * All Firefighters working in the hot zone shall wear appropriate PPE, have a crew of at least 2 intact, be assigned to a sector/group, and the accountability system will be in place. An intact crew of 2 shall be in visual, voice or physical contact at all times while operating in the hot zone.

    (b) Warm zone – the area just outside the hot zone where the Firefighters start their operations on the fire ground. The Firefighter is not at risk of becoming

lost, trapped, or injured by the environment or structure. The following functions should be done in this zone:

(a) Forward fire apparatus and vehicles working the incident

(b) Laying hose lines

(c) Utility vehicle staging

(d) Safety officer

1. * If at any time Firefighters in the warm zone become threatened, this area would become the hot zone

(c) Cold zone – the area outside the warm zone where no one is at risk because of the incident. The following functions could be done in this area:

(a) Command

(b) Staging

(c) Support and staff personnel

(d) Rehab

(e) Media

Safety and Risk Management Profile

901.1 PURPOSE AND SCOPE

This document establishes the safetty and risk management profile for the Greenfield Fire Territory.

901.2 PROCEDURE

(a) Operating at an emergency incident poses an inherent risk of injury or death. The intent of this guideline is to describe the operating policy regarding risk assessment and safety management of emergency incidents.

(b) The Greenfield Fire Territory is committed to providing the safest possible work environment for our members. It is important that all Firefighters operating at incidents operate in a safe manner. Each member must operate as a safe person for their own safety, as well as to minimize the risk to others. Towards that goal, all members are expected to operate under the following risk management profiles:

1. We will risk our lives a lot, in a calculated manner, to save **SAVABLE** Lives.
2. We will risk our lives a little, in a calculated manner, to save **SAVABLE** property.
3. We **WILL NOT** risk our lives at all for lives or property that are already lost.

(c) This risk management profile will be applied to all emergency incidents and will be continuously re-assessed throughout the incident operation.

(d) Firefighters should consider the following as part of their calculation:

1. Notification time
2. Dispatch processing time
3. Response time
4. Time on scene

(e) Actions in a calculated manner require the following:

1. Incident command established
2. Proper personal protective equipment
3. Accountability system established
4. Safety procedures in place
5. Continuous risk assessment by all Firefighters

Limiting Exposure and Cancer Reduction Measures

902.1 PURPOSE AND SCOPE

This document establishes guidelines to limit exposures to known and unknown chemicals prior to, during and after fire ground operations and to assist in the prevention of cancer in department personnel.

902.2 PROCEDURE

(a) Pre-Incident actions taken:

1. Soiled or contaminated turn-out gear shall not be worn into citizen's homes.
2. Turnout gear is not recommended for use on EMS calls other than motor vehicle crashes.
3. The Plymo-vent system shall be utilized at all times for capable vehicles. The vent hose shall be hooked to the exhaust pipe at all times, prior to starting, and re-connected to backing apparatus as soon as the apparatus exhaust pipe is in range. If the Plymo-vent system is inoperable, multiple overhead doors shall be opened prior to starting the apparatus and upon return when backing in to the station.
4. All gasoline powered equipment shall be started and exercised outside.
5. Department engines shall have a decontamination kit which will include: (1) 5 gallon bucket, (2) scrub brushes with handles, Dawn or similar quality dish soap, roll of trash bags, and a package of face cleansing wipes.
6. Decontaminate apparatus 2 times a year in addition to post contamination cleaning.
7. Deep cleaning packs 2 times a year in addition to post contamination cleaning.
8. Department personal should refrain from all tobacco use and see Human Resources for cessation assistance programs.

(b) Incident Scene Actions Taken:

1. Full SCBA will be used throughout any and all IDLH environments, working incidents, or when the OIC or Safety Officer deem it necessary
2. All staging of personnel, rehab, and decontamination shall be established away from exhaust systems on apparatus.
3. Decontamination shall immediately occur after working in the hot zone, unless a Firefighter is only out to exchange SCBA tanks.
4. Decontamination shall consist of the following:
   (a) If available, Firefighters should stand in front of an electrical PPV fan for 15 seconds with air blowing on their front then their back prior to removing

their regulator from the face piece. This forced air decontamination will assist in the removal of trapped gases in Firefighter PPE.

(b) All personnel exposed in the IDLH environment shall have their PPE, including SCBA, cleaned and decontaminated by a water rinse, scrubbing with soapy water, then a final rinse to remove soap and contaminates.

(c) Decontaminated turn-out gear shall be placed in trash bags and transported in a space outside the crew area, back to the station for further cleaning.

(d) Decontaminated SCBA's shall be transported in a space outside the crew area, back to the station for further cleaning.

5. Exposed areas of the body (neck, face, hands) shall be wiped off during rehab and again on completion of incident with provided wipes.

6. Plastic seat covers shall be used if necessary to prevent contamination of apparatus seats.

(c) Post Incident Actions at Station:

1. EMS gloves shall be worn when cleaning contaminated equipment and apparatus (hose, tools, SCBA, radios and straps, etc.) and hands shall be washed upon completion of the task.

2. Personnel shall shower upon return to the station. This shall occur as soon as possible after clean-up is complete and apparatus is back in service. Stand-by coverage can be held over, if willing, to allow this to occur.

3. Class C uniforms that were worn under the turn-out gear shall be changed upon return to the station. These uniforms shall be washed separately from other laundry as soon as possible after returning. Run an additional cycle to decontaminate the washing machine after contaminated clothes are cleaned. Class C uniforms shall always be washed on station and not taken home for washing

4. Turn-out gear shall be laundered after every exposure and every 6 months per NFPA 1851. Outer shells and liners shall be washed separately

5. All protective hoods shall be washed together once collected.

6. Issued SCBA face piece needs to be cleaned after each exposure by washing in a soap mixture. Rinse and hang dry.

7. SCBA packs shall be cleaned with a cleaner recommended by the manufacturer, rinsed thoroughly and hung up to dry.

8. Ensure that exposure forms are completed after each exposure for each person exposed.

Lock Out / Tag Out System

903.1 PURPOSE AND SCOPE

This document establsihes the lock out / tag out system used by the Greenfield Fire Terriroty.

903.2 PROCEDURE

(a) The lock out / tag out system shall be used for Firefighter and victim safety when operating in certain hazardous situations.

1. Machinery extrications
2. Confined space emergencies
3. Trench collapse
4. Elevator emergencies
5. Any situation in where mechanical or electrical equipment could automatically operate causing serious injury or death to the Firefighter or victim.

(b) Procedures for use of the system:

1. Locate the control system for the piece of equipment needing locked out
2. For certain machinery in manufacturing and other companies, Firefighters shall enlist services from the plant maintenance or engineering personnel to assist in lock out/tag out procedures.
3. Select the appropriate lock out device
4. Put the device in place along with a lock in the locked position
5. The key to the lock should be kept on the Firefighter who placed the lock
   (a) If it is not practical for the Firefighter who placed the lock to maintain possession of the key due to the nature of the circumstances surrounding the incident, then the key may be held by the IC of the incident.
   (b) There are no other exceptions for control of the key to a locked out piece of equipment
6. At the end of the incident when PAR is obtained and an ALL CLEAR is established from the hazard zone, the lock out device can be removed.
7. No GFD personnel shall restart or re-energize any piece of equipment
8. The lock out device, lock and key shall be placed back in service

(c) If the control panel is such that it is unable to be locked out then a Police Officer or Firefighter should be utilized to guard the control panel from being touched by any person until IC obtains PAR and an ALL CLEAR from the hazard zone.

Loading Hose with Moving Apparatus

904.1 PURPOSE AND SCOPE

This document establishes guidelines for loading hose with moving apparatus.

904.2 PROCEDURE

(a) Firefighters are allowed to load hose into the hose bed using a moving apparatus as long as the following rules are followed.

1. The driver of the apparatus shall not drive more than 5 MPH while hose is being loaded into the hose bed.
2. The driver shall drive the apparatus forward, straddling the hose under the apparatus. Hose Shall NEVER be loaded with the apparatus being driven in reverse.
3. There shall be a spotter at the driver's rear corner of the apparatus that maintains sight with the driver in the mirror and communications at all times.
4. Two Firefighters will be in the hose bed, on their knees, within the outer side rails of the hose bed. Firefighters are not allowed, under any circumstances, to ride on the outer edges of the hose bed or stand.
5. If a Firefighter rides on the tailboard to help guide the hose, they shall have one hand free to hold on to the grab rail, or be tied off to prevent falling.
6. Once the end of the hose is reached, all Firefighters must dismount from the apparatus while the chauffer re-positions to load the next section.
    (a) If the chauffer chooses to back the apparatus to the beginning of a new section, they must have a spotter in place.
7. The chauffer, spotter and all Firefighters loading hose shall be mindful of overhead power lines and other obstructions that could cause injury to the Firefighters in the hose bed of the moving apparatus.

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