

# Arvin Hart Fire Company SOGs Revised January 2016

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## Facilities

### 1 Use of Fire Stations

- a) No mechanical work shall be performed on private vehicles/equipment in any station without express permission of a Chief Officer or Commissioner.
- b) Changing of oil on private vehicles/equipment inside any station is prohibited.
- c) Washing of members vehicles is allowed under the following conditions:
- d) Nothing except soap and water shall be put down the drain (do not wash heavy mud/dirt into drains)
- e) Clean up station after washing vehicles/equipment, this includes cleaning and damp mopping the floors and returning any used equipment
- f) No apparatus subject to freezing damage shall be parked outside during cold weather.
- g) Any deviations from this policy will result in these privileges being revoked for those deviating from the rules.
  1. The Chief shall be responsible for enforcement.
- h) All expendable supplies (such as soap) shall be the responsibility of the member.

## Equipment and Apparatus

### 1 Operating Apparatus

Responding to any emergency call, the Board of Fire Commissioners of the Stillwater Fire District places a great deal of responsibility on the drivers of emergency vehicles. Not only must you provide prompt conveyance of the vehicles, equipment and personnel to provide service to those in need, but as importantly, must accomplish this task in the safest and most prudent manner possible. As an emergency vehicle driver, you have in your care, custody and control most of the major assets possessed by this organization (staff, the vehicle, and equipment). Emergency vehicle drivers are entrusted with a high standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly assess and take actions to reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task, it's important for emergency vehicles drivers to become familiar with, and constantly abide by the following policies and procedures.

Prior to entering the cab and starting the vehicle, make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. Monitor any on board aids which will assist the driver in performing a safety assessment. During the circle of safety, encircle the vehicles and visually inspect all four sides and the top of the vehicle before entering the cab. Also verify right side and rear clearance with the person riding in the officer position. Check with all on board staff to see that they are ready to have the vehicle move from the station. All seat belts should be secure at this time. Do this prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

When responding to a true emergency; which is a situation in which there is a high probability of death or serious injury to an individual or significant property loss and actions by an emergency vehicle driver may reduce the seriousness of the situation, audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. Understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not assure the right-of-way. Every driver and officer

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should approach each response by asking if the response by their apparatus is a “true” emergency by definition.

Attempt to maintain control of the vehicle being operated in such a manner as to provide the maximum level of safety for both the passengers and the general public. Be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. Always assume that civilian vehicle operators are going to make choices which will require the driver to exercise operational options. Make an attempt to always have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

Be aware of the rate of closure (comparison of time and space) on other vehicles and pedestrians at all times to make sure an appropriate approach speed and/or safe following distance is established and maintained. Fire apparatus will not stop as quickly as your private vehicle, it needs a significantly greater distance and the larger the vehicle the more distance required. Drivers must spend enough time behind the wheel of a vehicle to understand its dynamics,

When responding to a “true” emergency only, operate the vehicle at as close to the **posted speed limit** as possible, but not to exceed 10 mph miles over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to;

- Winter, wet or leaf covered road conditions
- Inclement weather
- Poor visibility
- Heavy or congested traffic conditions
- Sharp curves

Take extreme care when approaching any intersection since they pose the greatest risk of major accidents involving emergency vehicles. Our guidelines suggest stopping and controlling all lanes of traffic at any intersection regardless of the presence of signs or traffic control devices. The driver and officer need to work together to insure that all intersections are controlled and there is positive eye contact with all civilian vehicles at the intersection.

Any person operating apparatus shall be proficient with the operation of the apparatus, pumps and all other equipment on the apparatus. Anyone found to be deficient in the operation of the apparatus shall be suspended from driving until they are proficient with the operation of the apparatus or associated equipment. The candidate shall be given every opportunity to become proficient and then re-tested in the basic concepts.

## ***Uncontrolled intersections***

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle, complete the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all four directions (left, right, front, rear)
- Slow down if any potential hazards are suspected and cover the brake pedal with the driver’s foot.
- Change the siren cadence not less than 200’ from intersection
- Avoid using the opposing lane of traffic if at all possible

It’s important for emergency vehicle drivers to be prepared to slow or bring their vehicle to a stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can they assume the right of way, therefore the emergency driver does not have the right of way until the other vehicle recognizes and yields to them.

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## **Controlled intersections**

Any intersection controlled by a stop sign, yield sign, yellow blinking traffic light or a red blinking traffic light requires **Prudent Action** by the emergency vehicle driver. Consider the following steps:

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.) and driver options
- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers' foot, continue to scan in four directions (left, right, front, back)
- When approaching a traffic signal be aware of "stale" green lights or yellow caution lights, begin to slow and prepare to stop as these will be turning red
- Change the siren cadence not less than 200' from intersection
- Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible Consider using the lane of least resistance that is consistent with your intended direction of travel

During emergency response bring the vehicle to a complete stop for the followings:

- When directed by a law enforcement officer
- Red traffic lights
- Stop signs
- Negative right-of-way intersection
- When the driver cannot account for visible traffic in the lanes of traffic in an intersection
- When other intersection hazards are present
- When encountering a stopped school bus with flashing warning lights

Establish eye contact with other vehicle drivers; have partner communicate and motion all is clear; reconfirm all other vehicles are stopped

Account for traffic one lane at a time, treating each lane of traffic as a separate intersection

## **Railroad intersections-unguarded**

When approaching an unguarded rail crossing, bring the apparatus or vehicle to a complete stop before entering the grade crossing. In addition, perform the following prior to proceeding:

- Turn off all sirens and air horns
- Operate the motor at idle speed
- Turn off any other sound producing equipment or accessories
- Open the windows and listen for a train's horn

## ***Non-emergency response (also known as priority two)***

When responding to a call in a non-emergency response mode or normal flow of traffic (non-code 1 or when not responding to a true emergency) operate the vehicle with no audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. Follow motor vehicle laws for the use of emergency lighting equipment and audible warning devices.

## ***Ordinary travel procedures***

Obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges and mandatory retraining.

All apparatus shall remain on hard surfaces at all times unless the OIC directs the apparatus off the road.

Prior to moving a fire district vehicle at the conclusion of a call, perform a circle of safety to insure that wheel chocks are picked up, that all doors are closed and that all equipment is secured. Make sure that all responders are back in place on the apparatus.

## **Riding policy**

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The department requires all persons riding on fire apparatus to be seated in approved riding positions and secured to the vehicle by seat belts whenever the vehicle is in motion. It will be the responsibility of the emergency vehicle driver and the officer to verify that personnel are properly seated and belted before the vehicle is moved. Standard communication signals should be formulated and utilized by all personnel.

The department prohibits the riding on tailsteps, sidesteps, running boards or any other exposed position.

## **Backing**

The fire district recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where he/she intends to go. The department recommends that whenever possible avoid backing up. When necessary, use one of the two following measures:

- The department's first choice of backing procedures is that before any vehicle is put into reverse and backed; a spotter will be in place on the driver side rear of the vehicle. It is important the spotter is safely positioned so that the emergency vehicle driver can see them at all times. If at any time the driver loses sight of the spotter, immediately stop, until the spotter is visible again.
- If conditions exist that make use of spotters impossible, make a circle of safety before attempting to back up any fire department vehicle to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. Also note any potential obstructions in the intended path of travel.

All back up alerting devices (back up alarms) shall be operational. If not, a repair request shall be filled out and turned in to an officer.

## **Response in private owned vehicles**

When any member responds to the station in their private vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to:

- Speed limits
- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their **private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law**. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension, loss of driving privileges and withdrawal of courtesy light permit.

The driver of any district apparatus is responsible for the apparatus from the time it leaves the station until the time is ready for the next call, unless relieved of their duties by a Line Officer. The driver shall fill out the proper information in the log book after each use or repairs to the apparatus.

## **2 Equipment Use**

- a. All equipment on the apparatus is intended for use at the scene of an incident. Equipment shall not be removed from any station or apparatus and used by members or any other person. Equipment may be used under extraordinary circumstances with the permission of the Chief or Commissioner who will communicate with the Chief.
- b. Any equipment taken off a piece of apparatus with the permission of a Chief Officer or Commissioner shall be logged in the apparatus log book when taken and when returned.

## **3 Lost Equipment belonging to the Fire District**

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- a. Any equipment belonging to the Fire District which is lost by any member must be immediately reported to a Chief Officer. A thorough search for the equipment shall be initiated. Upon investigation of the circumstances surrounding the loss of the equipment, the Chief will report such loss to the Board of Fire Commissioners. Barring intentional negligence on the part of the member who was responsible for the equipment, the item will be replaced at no cost to the member.

## Personnel

### 1 New Members

New members will not be cleared to participate in incidents until they are informed by the Secretary that they are covered by the Saratoga County insurance program. New members may participate in training exercises after being approved by the Commissioners and signing the official Company role book.

## Operations

### 1 Incident Accountability

- a. Firefighters arriving on the scene who are not part of a pre established apparatus crew shall report to staging and receive assignments. If staging is not established, report to the operations officer or an apparatus OIC for accountability and assignment.
- b. No fire fighter shall leave the scene of an incident until all apparatus and equipment is returned to service for the next incident. Leave shall be granted only by the Incident Commander or designee. Leaving the scene of an incident without prior approval is subject to a immediate suspension.

### 2 Incident Command

- a. At the scene of an incident the first member on the scene shall assume command as the incident commander.
- b. Command of an incident may be formally relinquished to a higher ranking or more experienced member. Upon relinquishing command, those assuming command shall be briefed on the situation and resources related to the incident.
- c. Upon assuming command of the fire company, any member will be subject to the same responsibilities as any line officer and will be liable to the same degree for any act or omission.

### 3 Emergency Vehicle Response:

#### a. Extrication Response within the Fire District

- 1) Respond 10-3 first with a maximum crew
- 2) Respond the closest engine company to the scene
- 3) Respond code 1 or as directed the closest unit F10-7 and/or U11-2 for stabilization through the use of the winch.
- 4) Respond code 2 or as directed M11-4 and/or U11-3 by fire police or others for traffic control or other assigned duties.
- 5) All other units are to stage in station unless requested by the on-scene IC.

#### b. Extrication Response *outside* the Fire District

- 1) Respond 10-3 ONLY
- 2) All other personnel and apparatus to stage at their respective stations unless requested by IC.
- 3) The OIC on 10-3 should check on the air with Fire Control noting crew status.

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- i. A full crew for extrication incidents is a minimum of 6 qualified members or as many can be mustered depending on the time of day; all other responders shall report to their respective stations and await instructions.
      - 4) Fire police shall stand by unless requested by the IC.
- c. **Mutual Aid Calls; First Due assigned apparatus:**  
**SEE ADDENDUM FOR AUTOMATIC MUTUAL AID ASSIGNMENTS**
  - 1) DAYTIME mutual aid, respond an ETA from the main station for all calls unless determined otherwise by the IC or OIC.
  - 2) If needed discuss response strategy with other units on the assigned TAC Channel assigned by Fire Comm.
  - 3) An ETA from Station 4 is first Due to respond to calls in Mechanicville, Hillcrest, Hemstreet Park, Melrose or any location south of our district.
  - 4) An ETA from Station 1 is first Due to respond to calls in Washington County, Hoosic Valley, Valley Falls, Stillwater Village or any location east of our district.
  - 5) An ETA from Station 2 is first Due to respond to calls in Round Lake or on the East end (Dunning St./Route 67 at Route 9 & south)of Malta Ridge's district or locations west of our district.
  - 6) An ETA from Station 3 is first Due to respond to calls in the West end (Dunning St./Route 67 at Route 9 & north) of Malta Ridge's District and to Quaker Springs, Victory Mills, Schuylerville or locations north of our district.
  - 7) Station fill-ins within the district shall be determined by the OIC remaining in the district.
  - 8) On mutual aid calls, the first engine to have a full crew (minimum two pack qualified) shall respond to the call regardless of the station of origin. If the first due assigned engine checks on the air with the minimum crew on board, they shall respond to the call and the first engine to check on the air will either return to their station of origin or fill in at the empty station at the discretion of AH Command or the OIC on the apparatus. *[This is to insure coverage on a mutual aid call, all officers involved must communicate on the assigned TAC Channel to avoid confusion]*
  - 9) It is recommended that on a mutual aid call at least one chief officer remain in the district.
  - 10) Probationary members without minimal core competency training shall NOT be counted as part of the crew.

## 4 Response Crew

In order to effectively and efficiently attack a fire, any apparatus capable of carrying up to five members should not leave the station with less than a crew of three, two of which are pack qualified. It is recognized that there will be times when this is not possible. If the apparatus responds with less than three, the OIC shall communicate to dispatch that the unit is responding with reduced staffing. (For example, ETA 10-2 is responding with a crew of two etc.) this gives the IC the opportunity to plan and determine if additional staff is needed.

All members shall respond to a fire station until all needed fire apparatus has responded to an incident. Members are discouraged from responding directly to the scene of an incident in their personal vehicles.

## 5 Position Location Duty Assignment

Where you are seated on the apparatus shall determine your duties are at the scene of an incident.

- a) **Driver's Seat;** if you are seated in this position, your duties include the safe operation of the apparatus to and from the incident and the operation of the apparatus and any

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associated equipment on the apparatus during the incident including the generator and scene lighting.

- b) If dispatched to an extrication call Rescue 10-3's driver shall be responsible for powering up the generator, engaging the Hurst power unit and opening the hydraulic line valves, and then setting up the light tower if needed. If a Hurst portable power unit is deployed the driver will also monitor fuel level.
- a) **Passenger's Seat;** If you are seated in this position, your duties include being OIC on the apparatus and directing job assignments. The crew shall be assigned their duties by the OIC of the apparatus, those duties shall include, but not limited to, initial attack line operation, hydrant hook up, forcible entry, ventilation, control man, search and rescue, ladder placement or as directed by the OIC.
- b) The crew on R 10-3 shall be assigned to their duties by the OIC and may function as a ladder company on the fire scene performing tasks such as forcible entry, ventilation, ladder placement and search and rescue. At an extrication incident, duties shall be assigned by the OIC.

## 6 **Officer's Responsibility**

If a line officer is on the call, the line officer assumes the role of the OIC on the apparatus and shall be seated in the right front position on the apparatus. If not, a senior member with previous experience shall perform the duties of OIC on the apparatus.

- If first on the scene the apparatus OIC shall perform the duties of the on scene Incident Commander and shall have the corresponding responsibilities.

## 7 **Wearing Protective Clothing**

- a) All fire fighters shall wear full protective equipment at all times, commensurate with their job duties on the fire ground. The full personal protective equipment for a fire fighter attacking a working fire in a structure or vehicle shall include, foot protection, protective coat and pants, gloves, SCBA, protective hood and appropriate eye and head protection. An exception is wildland fires where the minimum protection is boots or heavy lug sole work shoes, hand protection, eye protection and head protection or as prescribed by the OIC of the crew.
- b) When working on a highway where traffic is moving past the scene of the incident a ANSI type 3 compliant clothing shall be worn, with the exception of firefighters making a direct fire attack.

## 8 **Hand Tools**

- a) When leaving the apparatus at an incident, each fire fighter shall bring a hand tool to the work area. Examples of hand tools include, portable radio, closet hook, halligan tool, axe, pike pole, and TIC or heat detection device.
- b) Hand lights shall be considered part of your PPE and shall be worn at all incidents.
- c) All equipment shall be returned in a clean condition to the apparatus from which it was taken as soon as possible after the incident. Any broken equipment shall be taken out of service and repaired. A repair slip shall be filled out and filed with a chief officer.

## 9 **Move Up and Fill in at Other Stations**

If apparatus is moving from one station to another during an emergency incident, as a cover company, the response mode shall be non-emergency/priority 2 and the driver shall exercise due diligence in the operation of the apparatus. If the apparatus is subsequently requested to the scene of the incident, the OIC shall upgrade to emergency mode/priority 1 and transmit their status to Fire Comm.

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## **10 Departmental Response Guidelines Defined:**

- a) Priority 2 or Non Emergency Response: shall mean without warning lights and audible devices
- b) Priority 1 or Emergency Response: shall mean with warning lights and audible devices while exercising due diligence in the operation of the apparatus.
- c) Placed in Service; shall mean that the apparatus shall return to the appropriate station priority 2 and stand by in station until released by an officer.
- d) It shall be the policy of this department to exercise due diligence at all negative traffic control devices (stop signs, red lights, etc.) especially when the intersection is not being controlled by fire police staff. Drivers found to be in violation of this policy are subject to immediate suspension for a period to be determined a line officer.

## **11 Personnel Vehicle Operation**

Any member having a blue light shall possess a valid blue light card issued by this department. Any member found to be responding to an incident using a blue light without exercising due diligence shall be subject to the following

- a) The member's blue light card may be revoked, and the blue light shall not be used to respond to an incident.
- b) The member is subject to suspension for a period determined by a line officer. If suspended by a line officer, the officer shall report the incident to the Chief as soon as possible.
- c) If a member operates their vehicle while having a suspended blue light card, they are subject to immediate suspension and further disciplinary action.
- d) All blue light abuses and suspensions shall be documented in writing by the chief and entered into the member's personnel file.
- e) The department will not be responsible for any vehicle citations issued to a member who responds without using due diligence.
- f) Any member recklessly operating a vehicle to or from district property will be subject to suspension or other disciplinary action by a line officer, which shall be reported to the Chief as soon as practical.

## **12 Private Vehicles at the Scene of a Fire**

- a) The use of private vehicles being driven to the scene of an incident is discouraged. Members are encouraged to respond to the closest station.
- b) Private vehicles shall not be driven to incidents outside of the District unless ordered by Incident Command.
- c) Private vehicles at an incident shall park on one side of the road and shall always leave room for incoming apparatus, taking into account location of hydrants, and possible water tanker shuttles.

## **14 Fire Fighters Duties on Extrication**

- a) The driver of R 10-3 shall remain with the vehicle, assist with scene lighting, PTO Generator, Hurst power unit operation and monitor radio communications.
- b) The initial concern is to be attentive to scene safety. Attention must be given to hazardous materials, downed wires, and unstable situations. All responders should scan the scene prior to commencing extrication tasks.
- c) There shall be no smoking, picture taking, cell phone calling or texting related to the incident at the scene of a vehicle accident.

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- d) All associated extrication tools shall go to staging and be placed on the staging tarp to be available for use.
- e) The firefighters in aboard R 10-3 shall be assigned duties by the OIC.
- f) Any responder unassigned, shall report to the OIC for assignment. If possible, all firefighters responding on the apparatus for an extrication incident shall be qualified on the Extrication Tools. NOTE: if there are less than six responders on the apparatus, the OIC shall let the IC know how many responders are on the apparatus so that the IC has the option of obtaining additional resources.
- g) In the event of a fatal motor vehicle accident do not move any debris from its original location unless absolutely necessary, it may be used in the accident investigation phase.

## **15 Responding to an EMS Assist, with the Rescue Squad at an MVA without Extrication**

Respond with the closest apparatus for staffing, and R 10-3 on all calls in our district. M 11-4, F 10-7, U 11-2 or U11-3 will respond on request of the IC, all other apparatus shall remain in station until released by the IC. On EMS assist calls, the first apparatus to have a full crew (min of 4) shall respond to the call regardless of the station of origin. If the first due (closest) engine then checks on the air with a crew of at least 3, they shall proceed to the call and the engine that checked on the air first shall return to service and stand by in station until released by the IC.

Communications with the EMS agency on the scene can be established on TAC 3, or as assigned by Fire Comm.

## **16 Ice Rescue Incidents**

### **Pre Incident Operations**

- Trained responders shall respond to Station 2 to obtain U113 and MR108 as a unit, and respond to the launch site as determined by incident command. Prior to response the responding crew shall perform a circle of safety to insure that the response apparatus, boat and trailer are prepared to travel in a safe manner and the boat is properly secured to the trailer.
- Prior to launch of the boat it shall be started and running. The boat may be launched under a variety of conditions and is able to traverse a variety of surface conditions. The least invasive route will be taken to avoid damage to the boat.
- All personnel shall don appropriate safety equipment prior to launch of the craft. The driver shall be aware of their surroundings at all times and support crew shall warn any on lookers and response personal of the dangers of flying debris when the boat is launched.
- The driver shall test communications as soon as possible after launching the boat to insure proper communications with the shore support staff.

### **On Scene Incident Operations**

In order to affect a successful ice rescue the safety of the crew is of prime importance.

- No responder shall be on the ice without an approved PFD or exposure suit.
- There shall be radio communications between the shore crew and the rescue crew.
- A safety officer shall be assigned to the incident and EMS shall provide a medical evaluation team.
- The EMS provider shall check all rescue team members coming off the ice who have been involved in a rescue recovery in the water.

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- There shall be a back up rescue team with the proper equipment as soon as possible. The back up crew may be composed of qualified members of another fire/rescue department.
  - If the rescue is close to shore, rescue team members will be tethered by rope or some other acceptable means except in swift water situations where tethering can be detrimental if a rescuer falls.
  - The air boat operations shall take the following into consideration; safety of the crew, safety of by standers, safety of the victim and to limit risk and damage to the craft.
  - In a swift water situation every consideration shall be given to operating the air boat against the current, operating with the current will increase the forward speed of the craft and control will be more difficult.
  - The air boat has operational limitations, the Incident Commander and the pilot shall perform a condition assessment before launching the mission to assure operation within the parameters of safety.
- a) In district apparatus response will consist of U 11-3 with MR 10-8 with qualified responders and R 10-3 for support.
  - b) Outside the district, U 11-3 & MR 10-8 and R 10-3 with qualified responders and support staff, shall respond. Responders aboard U 11-3 shall don appropriate PPE.
  - c) All personnel shall be trained in the use of exposure suits and rescue techniques.
  - d) If apparatus is available with fewer than the minimum number of qualified individuals communicate with IC for instructions.
  - e) Operational zones shall be defined as:
    - 1) Ice Rescues: HOT ZONE = the vicinity of victim WARM ZONE = on the ice and COLD ZONE = on the shore.
    - 2) Water Rescues: HOT ZONE = in the water WARM ZONE = in the boat and COLD ZONE = on the shore.
  - f) Appropriate personal protective equipment shall consist of:
    - 1) Cold Water/Ice Rescues: in the hot or warm zone an exposure suit with helmet, in the cold zone a PFD.
    - 2) Warm water rescues: in the hot or warm zones wear PFD and helmet (exposure suit optional), cold zone, wear PFD.
  - g) Rescuers shall be tethered to a rescue fixture (ice screws, boat or other approved device) and shall be communication with the shore crew. Attempt rescue of victims by using the Reach-Throw-Go method. Minimize the number of rescuers on the ice or in the water.
  - h) Accountability of all rescuers is essential. An accountability system shall be the responsibility of the Safety Officer.
  - i) Any accidents involving property damage or personal injury shall be reported to a Commissioner as soon as practical.

### **Post Incident Operations**

- All equipment shall be checked, properly stowed and prepared for the next incident.
- Any equipment not meeting minimum safety standards shall be taken out of service and repaired or replaced as appropriate.
- The air boat shall be refueled and the crew shall visually inspect the structure of the craft for loose parts, cracked welds or other stress that may have been applied to any portion of the craft.

### **17 Carbon Monoxide (CO) Response Protocols**

Apparatus response to CO incidents shall be R 10-3 first, the closest ETA to the address of the incident or at the discretion of the IC.

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- a) Illness Indicated: If the dispatcher reports there are victims, with signs of illness the response mode shall be priority 1 and EMS shall be requested if not already dispatched.
- b) Responders shall be in full protective equipment including SCBA while investigating CO findings where illness is indicated or if the structure is vacant.
- c) No illness indicated: If no illness is indicated, the response mode shall be priority 2.
- d) Protective equipment should be worn with SCBA on initial investigation.
- e) IC shall be responsible for filling out the CO findings report with one copy to the occupant and one copy to be attached to the Incident Report.

### 18 Personnel Staging

- a) Personnel staging shall be established on incidents where more than one crew (4 or more) are committed to an incident or at the discretion of the IC.
- b) The use of personnel staging eliminates freelancing on the incident scene and is an essential component of accountability.
- c) An officer or qualified member shall be assigned to assist the IC with personnel resource staging. It would be appropriate to utilize an officer from a Mutual Aid company as a personnel staging officer.
- d) All firefighters at the scene of an incident, not engaged in mitigating the incident shall report to the personnel staging area for assignment and accountability.
- e) Staged resources shall have the appropriate PPE, and tools immediately available for assignment as determined by the IC.
- f) It is appropriate that a FAST or RIT team be staged in the designated personnel staging area.
- g) The MSA RIT pack stored on R-10-3 shall be transferred to the FAST team if assembled.

### 19 Fire Department Incident Safety Officer (FD-ISO)

As a member of the command structure, the safety officer will report directly to the Incident Commander. The safety officer is responsible for developing and recommending measures for assuring personal safety and to assess and/or anticipate hazardous or unsafe conditions.

- a) The specific duties of the SO at a given incident will be outlined in the written SOGs or assigned by the Officers or Incident Commander.
- b) Safety Officer(s) shall be appointed by the Chief in consultation with the Line Officers by January 31<sup>st</sup> of each year.
- c) The Safety Officer shall take the Incident Safety Course as prescribed by the Office of Fire Prevention and Control, (Minimum 6 hours) within 12 months of appointment. In addition, shall also complete Building Construction, Wood and Ordinary or equivalent within 12 months of appointment.
- d) The department recognizes that certain incidents present a significant or increased risk to firefighters. With these incidents comes an increased responsibility to monitor firefighter actions and environmental conditions. The appointment of a FD-ISO can increase the Incident Commander's effectiveness in protecting firefighters.
- e) It shall be the responsibility of the FD-ISO to adhere to the following guidelines and shall be the responsibility of all on scene personnel to follow the direction of the FD-ISO to acknowledge and minimize risks associated with incident environments and operations.
  - 1) The FD-ISO shall be responsible for all safety issues at all company functions, including but not limited to fire/rescue calls, water rescue, MVAs, training exercises, parades and fire station activities.
  - 2) The FD-ISO shall respond to all company incidents and the ISO's authority is restricted to the Stillwater Fire District, unless their assistance is requested by through a mutual aid request for resources.

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- 3) Minimum standards for the lead FD-ISO shall include, 16 hour Incident Safety Officer Course, 16 hours Principles of Building Construction, 16 hours Incident Command System, and 8 hours OSHA Compliance.
- f) The chief officers will appoint a safety team by January 31<sup>st</sup> of each year with the consensus of the officers.
  - 1) The team shall consist of a lead safety officer and as many other safety officers as the chief officers deem necessary.
  - 2) The FD-ISO shall be integrated with the incident management system as a command staff member, reporting the status of conditions, hazards and risks directly to the Incident Commander (IC)
  - 3) The IC shall communicate the incident action plan to the FD-ISO. The FD-ISO shall provide the IC with risk assessment of the incident scene operations.
- g) The FD-ISO will not be assigned any other duties at the scene of an incident.
- h) The FD-ISO shall have the authority to stop or alter any operation, action or personal exposure that presents a threat to the life safety of a firefighter, crew or liaison.
- i) Any changed, altered or stopped assignment made by the FD-ISO shall immediately be reported to the IC.
- j) At an emergency incident where the FD-ISO identifies unsafe conditions, operations or hazards that do not present an imminent danger, the FD-ISO shall take the appropriate action through the IC to mitigate or eliminate the unsafe condition, operation or hazard.
- k) The FD-ISO shall have the authority to appoint assistant safety officers if the size, scope or duration warrant additional assistance.
- l) The FD-ISO shall carry a portable radio capable of transmitting on the fire ground operations frequency and monitor radio transmissions. Imminent hazards shall be communicated to the IC and affected crews upon discovery.
- m) The FD-ISO shall don a high visibility "Safety Officer" vest or helmet as a means to signify to all personnel the presence of a SO. Line Officers shall report hazards or potential hazards to the FD-ISO during operations.
- n) The FD-ISO shall have the knowledge, skills, and ability to manage incident scene safety.
- o) The FD-ISO shall insure that a rehabilitation sector is established as needed.
- p) The FD-ISO in consultation with the Incident Commander shall ensure that a Rapid Intervention Team (RIT or FAST Team) is available and ready for deployment when required.
- q) The FD-ISO shall ensure that established safety zones, hot zones and any other designated hazard areas are communicated to all staff.
- r) The FD-ISO shall evaluate motor vehicle accident scene hazards and apparatus placement and take appropriate actions to mitigate hazards.
- s) The FD-ISO shall have knowledge of building construction.
- t) The FD-ISO shall monitor the structure and advise the IC of hazards, collapse potential and fire extension to adjacent exposures.
- u) The FD-ISO shall evaluate smoke and fire conditions and advise the IC and sector operations officers for the potential for flashover, back draft or other events that might endanger staff.
- v) The FD-ISO shall have knowledge of the personnel accountability system and see that a system is utilized.
- w) The FD-ISO shall monitor the accessibility of entry and egress of structures and the effect they have on the staff conducting interior operations.
- x) The FD-ISO shall ensure compliance with the infection control plan and coordinate with EMS first responders.

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- Y) The FD-ISO shall coordinate with the safety officers associated with any technical teams operating at the scene and operate as the District's safety liaison with such staff.
- z) The FD-ISO shall initiate an accident investigation process as required.
- aa) The FD-ISO shall participate in any post incident briefing.

## **20 "Do Not Use" notification sheets**

When the cause and origin investigation reveals that a fire was caused by a piece of equipment, the IC shall be responsible for filling out a DO NOT USE notification sheet with one copy to the occupant and one copy to be attached to the incident report. If appropriate, the code enforcement official shall be notified of the incident for the purpose of inspecting and approving the equipment for use subsequent to the fire occurring.

## **21 Assignment of Quartermaster**

A quartermaster shall be appointed from the rank and file membership annually by the Chief after consultation with the Line Officers. The Quartermaster shall

- a) Keep an inventory of uniforms and any fire company equipment in storage.
- b) Keep a running inventory of all PPE belonging to the fire district.
- c) Will issue equipment and clothing to firefighters at the direction of the Chief and will maintain property records as necessary.
- d) Will receive equipment and clothing when necessary or when a member departs the company for any reason.
- e) Will be responsible for repair, ordering and receiving equipment after consultation with the Chief and/or the President.
- f) Examples of equipment will be; any PPE item, hand lights, badges, uniforms, or any other item deemed appropriate etc.
- g) Uniforms or any part thereof shall be purchased with the permission of the President and or Chief and after a uniform requisition form to the vendor is fill out by the Quartermaster.
- h) Recover property which may be lost or stolen or the value of the property by any means necessary and expedient.
- i) If a member should leave the Company for any reason, all property issued by the Company and/or District must be returned to the Quartermaster. Property shall include but not limited to PPE, radios, license plate tag, uniforms or any part thereof, radios, badges, coats and keys or any other equipment purchased by the Company or Fire District. If there is a letter of resignation, that shall be forwarded to the Company President for action.
- j) Upon returning Company property it is recommended that the Quartermaster issue a written receipt.
- k) The Quartermaster shall not issue PPE to any interior firefighter if it is more than 10 years old. Equipment that has been third party inspected is preferred if available.

## **22 Scene Accountability**

No member shall leave the scene of an incident unless directed by an officer, otherwise not until all apparatus and equipment is returned to service. Any member who leaves the scene of an incident without the permission of the Incident Commander or ranking officer shall be subject to suspension and subsequent disciplinary action. An incident is not over until all personnel are accounted for and all equipment and apparatus are ready for the next call.

## **23 NIMS ICS Compliance**

In accordance with Homeland Security Presidential Directive #5 the Stillwater Fire District and the Arvin Hart Fire Company shall operate under the principles of NIMS ICS response strategies.

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## Training

### **1 Definition of a Drill**

A drill is any activity sanctioned by the department and the department's officers. If you do not attend the training at the prescribed location or are not under direction to perform another task by the OIC during the training evolution, no credit shall be earned. Wednesday night drills shall begin at 6:30PM with checking of the apparatus, Saturday drills shall begin at 8:00AM.

**ARVIN HART FIRE 2016**  
***AUTOMATIC MUTUAL AID AGREEMENTS***  
**RECEIVED**

**DAYTIME MUTUAL AID FOR STRUCTURE FIRES M-F 0600-1800**

NORTH (NORTH OF SARATOGA COUNTY 76)  
MALTA RIDGE FIRE – 1 LADDER TRUCK TO THE SCENE  
STILLWATER FIRE – 1 ETA TO THE SCENE  
QUAKER SPRINGS FIRE – 1 ETA TO THE SCENE

SOUTH (SOUTH OF SARATOGA COUNTY 76)  
MECHANICVILLE FIRE – 1 LADDER TRUCK TO THE SCENE  
STILLWATER FIRE – 1 ETA TO THE SCENE  
HILLCREST FIRE – 1 ETA TO THE SCENE

**ICE WATER RESCUE – 24/7**

ROUND LAKE FIRE- ICE WATER RESCUE TEAM TO THE SCENE

**WARM WATER RESCUE ON SARATOGA LAKE– 24/7**

MALTA RIDGE FIRE – MR38-6 TO THE SCENE

**GIVEN**

**DAYTIME MUTUAL AID FOR STRUCTURE FIRES M-F 0600-1800**

STILLWATER FIRE (SCHOOL RESPONSE)  
1 - ETA, R10-3, AND 2 - FIRE POLICE VEHICLES TO THE SCHOOL

STILLWATER FIRE  
1 ETA AND R10-3 TO THE SCENE

QUAKER SPRINGS (SOUTH OF SARATOGA COUNTY 67 AND 69)  
1 ETA TO THE SCENE

QUAKER SPRINGS (NORTH OF SARATOGA COUNTY 67 AND 69)  
1 ETA TO THE QUAKER SPRINGS STATION FOR STAND BY

**ICE WATER/WATER RESCUE – 24/7**

STILLWATER FIRE  
MR10-8, U11-3, R10-3 TO THE SCENE

ROUND LAKE FIRE  
MR10-8, U11-3, R10-3 TO LITTLE ROUND LAKE

MALTA RIDGE FIRE  
MR10-8, U11-3, AND R10-3 TO THE AREA OF BROWN'S BEACH