

# Williamsburg Fire Department Standard Operating Guidelines



All Guidelines Subject to Common Sense!!!

Approved and Adopted By the Officers of the Williamsburg Fire Department  
2013

Amended – 7/1/2016 \_\_\_\_\_



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## **Section 1- Membership**

### **1.1 Perspective Members**

1. Any person looking to join the Williamsburg Fire Department must reside within the jurisdiction of the Williamsburg Fire Department or meet the out requirements for living out of town. Must be 18 years of Age and be able to pass a yearly CORI check. Have a valid Massachusetts Drivers License and maintains a good driving record. Have no felony convictions or pending felony charges and possess a high school diploma or equivalent, unless the chief grants an exception. Any person ages 15 to 18 years old, must reside within the jurisdiction of the Williamsburg Fire Department and be required to follow the policy as outlined for junior firefighters.
2. Any person, who works within the jurisdiction of the Williamsburg Fire Department and wishes to respond from a job will be responsible for any loss of production or wages and will not hold the Williamsburg Fire Department responsible. Any person who currently works 40 hours for the Town of Williamsburg, will not be compensated by the fire department during their normal working hours.
3. Any person looking to join the Williamsburg Fire Department whose physical address is not in the jurisdiction of the Williamsburg Fire Department and said physical address is covered by a call/volunteer fire department, must attempt to join that town's fire department or obtain a signed letter from that fire departments chief detailing reason for not joining. Any person looking to join, whose physical address is not covered by a call/volunteer department, will be reviewed and handled at the discretion of the Chief or Assistant Chief.
4. Any person looking to join the Williamsburg Fire Department, whose physical address is outside the jurisdiction of the Williamsburg Fire Department, must be within 5 miles of the town line, to be eligible to join.
5. Any person looking to join the Williamsburg Fire Department whose physical address is not in the jurisdiction of the Williamsburg Fire Department, but works a minimum of 40hrs per week within the jurisdiction of the Williamsburg Fire Department, must obtain a signed letter from their employer stating they are eligible to respond during working hours and that any loss of productions or wages will be the responsibility of the employer or employee and not the Williamsburg Fire Department.
6. All perspective members will be required to follow the Williamsburg Fire Department's personnel policies and procedures or related manual. Any item not covered under the fire departments personnel policies and procedures will be referred to the Town of Williamsburg Personnel Policy

## **1.2 Probationary Period**

1. All new members will be on probationary period for no less than 12 months.
2. Members will be required to meet minimum requirements set forth by the training officer, fire chief or fire officers, prior to coming off probation.
3. Any member not meeting the minimum requirements at the end of 12 months will have their probationary period extended, no less than 6 months and no longer than 12 months.
4. If the member is unable to meet the minimum requirements in the allotted time, the member will be re-evaluated for further extensions or for termination.
5. Any member on probation can be removed from the roster at anytime by the fire chief without prior written or verbal warning.
6. If any member is removed from the department while on probation it will require a signed letter by the fire chief and a 2nd officer of any rank (Asst. Chief, Deputy Chief, Captain, Lieutenant, or Training Officer).
7. Any member on probation will be prohibited from using any warning lights or audible devices in their own personal vehicles.
8. All new members will be required to keep their issued gear at the closest station for the first 12 months and be required to respond to their designated station prior to responding to the scene of an incident.
9. All new members will be issued a photo ID with an Orange stripe indicating probationary firefighter on it.

### 1.3 Junior Firefighter

1. Anybody between the ages of 14 and 18 years of age, and lives within the jurisdiction of Williamsburg is eligible to be a Junior Firefighter.
2. All Junior Firefighters must have signed written consent by a parent or guardian.
3. Junior Firefighters are required to maintain a C-level grade average. Any junior member who fails to maintain a C-level average will not be allowed to attend meetings and/or trainings until they are able to meet the grade average.
4. Junior Members are expected to be held at a higher standard. Any member who receives any type of reprimand from school, including suspensions and/or detentions will not be able to attend any fire department activities during length of said punishment and will not be allowed to return until permission is given by parent of guardian.
5. Juniors Firefighters will not be allowed to respond to any incidents or call for service until they are 16 years of age and have been given permission by the Fire Chief.
6. Must obey the response SOG as outlined and in addition will be prohibited from using any personally owned emergency vehicle warning devices, including, emergency lights and sirens.
7. Juniors will be prohibited to performing the following duties except during trainings;
  - a. Any type of patient care, including but not limited to:
    - i. Medical documentation
    - ii. Movement of stretchers or other devices when patient is on them
  - b. Any type of extrication, including but limited to;
    - i. Motor Vehicle Extrication
    - ii. Low or High Angle Rescue
    - iii. Confined Space
  - c. Interior Firefighting
  - d. Exterior Firefighting, unless signed off by Fire Chief or appointed authority
  - e. Mutual Aid, unless signed off by the Fire Chief or appointed authority.
  - f. Directing of any traffic
  - g. Directly become involved in Motor Vehicle Accidents, unless they are signed off by the Fire Chief.
8. Junior Firefighters will be prohibited from driving any fire department vehicle unless;
  - a. They are 16 years of age or older and has a valid driver's license.
  - b. Is operating under a strict and controlled environment. (No Public Ways)
  - c. Is under the direct supervision of a training officer or other appointed authority.
9. Junior Firefighters will be expected to drill alongside other members of the department and must remain under direct supervision of the training officer or other appointed authority.

10. Junior Firefighters will be prohibited from joining other fire departments.
11. Junior Firefighters will be required to relinquish their seat on any apparatus during an emergency incident or call for service to an active firefighter if all available seats are occupied and said firefighter requests it.

#### 1.4 Attendance

1. Attendance at training and calls for service is expected by all members.
2. All members will be required to meet a minimum requirement, as outlined by the training officer, fire chief and/or fire officers.
3. Members are required to attend a minimum on twelve (12) calls for service a year.
4. Members are required to attend a minimum of twelve (12) posted Williamsburg Fire Department trainings/drills a year.
5. Any absence of six (6) months or longer may result in being placed on probation for a period of no less than six (6) months and be expected to meet the minimum requirements, prior to coming off probation.
6. Any Absence of twelve (12) months or longer may result in being removed from the roster without prior written or verbal warning, and be required to return all issued equipment as outlined in the SOG's.
7. All members removed from the roster will be required to reapply as a new member. Prior service will not be giving preference when reapplying.
8. Any Member able to meet the minimum requirements, while acting in another position may be exempt from trainings or drills, but is encouraged to still attend to be familiar with the departments' equipment and personnel.
9. Any member who is unable to attend due to illness or other medical condition must advise the department in writing, and is required to produce a written doctors note prior to being allowed to return and attend training and incidents.
10. Any member on medical leave lasting six (6) months or longer may return on a probationary status and be required to meet the minimum requirements, prior to coming off probation.
11. Attendance of department functions, example: association meetings, parades, public details and any other functions does not count towards attendance but is encouraged.

### 1.5 Compensation

1. Members who are 18 years of age or older are eligible to receive compensation for their service. Junior Members are not eligible.
2. Members will be compensated at an hourly rate set by the Fire Chief and the Town of Williamsburg.
3. Members may elect to not receive compensation, but must submit in writing their intent to do so.
4. Volunteer members are not eligible to receive any compensation
5. Deputy Chiefs will each receive on top of their hourly rate, a stipend of \$500 a year.
6. Captains will each receive on top of their hourly rate, a stipend of \$250 a year.
7. Lieutenants will each receive on top of their hourly rate, a stipend of \$125 a year.
8. All other personnel will each receive on top of their hourly rate, a stipend of \$25 a year.
9. Payroll will be submitted a minimum of twice a year.
10. 1<sup>st</sup> payroll will include stipends and will be submitted on the last warrant in November. 2<sup>nd</sup> payroll will be submitted on the last warrant for the fiscal year. Additional payroll warrants will be submitted as needed.
11. Compensation will be paid out to members for call for service/incidents. If additional money is available members will then be paid for training 2<sup>nd</sup> and for extra details and work beats 3<sup>rd</sup>.
12. All members are required to make it to a minimum of six (6) calls for service/incidents within a six (6) month pay period to receive compensation for trainings, details and work beats for that period.

## **1.6 Code of Conduct**

As a basic condition of membership all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the department's resources. To this end, all members have the responsibility to;

- A. Perform their duties to the very best of their abilities and in a manner that is efficient, is cost effective and meets the needs of the public;
- B. Demonstrate integrity, honesty, and ethical behavior in the conduct of all department business;
- C. Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the department;
- D. Ensure that all department resources, including funds, equipment, vehicles, and other property, are used in strict compliance with department policies and solely for the benefit of the department;
- E. Conduct all dealings with the public, state and local employees, and other organizations in a manner that presents a courteous, professional and service-oriented image of the department.
- F. Treat the public and other employees fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other unrelated to the department business;
- G. Avoid any behavior that could fall under the definition of misconduct;

Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the department's policies and practices.

### **1.7 Controlled Substance**

1. The use of alcoholic beverages, debilitating drugs, or any other substances that impair physical or mental capabilities while on duty is strictly prohibited.
2. Off-duty consumption of alcohol that reflects negatively on the department or that impairs a member's ability to perform his/her job is prohibited.
3. Members shall be familiar with and strictly comply with the drug- and alcohol free workplace provisions of the Human Resource Handbook.

### **1.8 Inappropriate Behavior**

The following activities are prohibited by members on duty.

1. Unlawful behavior, gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
2. Possession of a firearm or other deadly weapon unless the member is authorized by the fire chief to carry such a weapon.
3. Threats or acts of physical violence against members of the public, coworkers, or other department members,
4. Sexual activity to include the possession or use of printed or audiovisual material that is sexually offensive.
5. Abusive behavior, hazing, or harassment of coworkers or members of the public. Horseplay, practical jokes, and other disruptive behavior are also strictly prohibited.
6. Use of department supplies, tools and materials to clean or repair personal vehicles or property.
7. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the department without the fire chief's authorization.
8. Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of one's duty. In addition, no member shall be required to make a donation to any person or organization as a condition of employment.
9. Campaigning for or against any elected official.
10. Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the department or its members.
11. Recommending or endorsing specific products, trade names, or businesses.
12. Conducting personal business or performing any activity for which the member will receive any form of compensation from anyone other than the department.
13. Permanently parking or storing vehicles, trailers, campers, tractors, boats, and so forth, on department property.
14. Making a false statement in any official communication or in conversation with another member or citizen
15. Performing any act or making any statement, oral or written, about one's immediate superior, intending to destroy discipline and good order.
16. Performing any act or making any statements, oral or written, about one's coworkers, intending to destroy morale, good order, or working relationships with coworkers.
17. Displaying insolence or indifference or evading duty during an emergency incident. Any member found guilty of this offence shall be relieved of duty immediately.

### **1.9 Sexual Harassment**

1. Unwanted or unsolicited verbal or physical harassment of members by supervisors or coworkers will not be tolerated. Supervisors shall promptly correct such behavior should it occur.
2. If a member informs a supervisor or coworker that his language or behavior is offensive and such conduct continues, the member immediately should report the situation to his supervisor or the supervisor's supervisor.
3. Appropriate disciplinary action shall be taken against a member found guilty of harassing a fellow member.
4. All members shall comply with the town's sexual harassment policy as described in the Human Resource Handbook.

### **1.10 Use of Tobacco Products**

1. Buildings, structures or vehicles owned and/or operated by the Town of Williamsburg have been designated tobacco-free workplaces.
2. The use of tobacco products are not permitted inside a building, structure or vehicle owned or operated by the Town of Williamsburg.
3. Members will be prohibited from using any type of tobacco and/or tobacco substitute product while interacting with the public, or if there's the possibility of interacting with the public.
4. Users of chewing tobacco shall refrain from spitting on the sidewalks, in parking lots and other paved surfaces, on non-paved surfaces used by other members or the public, and in water fountains.
5. Use of smokeless tobacco or vapor products are frowned upon and prohibited in any building, structure or vehicle owned and/or operated by the Williamsburg Fire Department.

#### M.G.L. Chapter 41, Section 101A

Section 101A. Subsequent to January first, nineteen hundred and eighty-eight, no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter in a city or town and no person so appointed after said date shall continue in such office or position if such person thereafter smokes any tobacco products. The personnel administrator shall promulgate regulations for the implementation of this section.

## **Section 2 – Incident Command**

All Williamsburg fire personnel will follow the Incident Command System.

### **2.1 Role of the Incident Commander:**

The Role of the Incident Commander is to manage people and equipment so as to best handle the incident safely and efficiently.

Don't be afraid to relinquish or take command. These could be the most important decisions made on the fire ground.

### **2.3 The Command Sequence:**

#### 1. Determine the priorities

These are constant for every incident

- a. Life Safety
- b. Incident stabilization
- c. Property conservation

#### 2. Size-up

First step in determining how the incident should be handled  
Should be revisited throughout the incident

- a. What have I got? (Situation)
  1. Present conditions and problems
- b. Where is it going? (Potential)
- c. Probable fire behavior and problems
- d. How do I control it? (Resources)
- e. Resources, goals, objectives, and tactics

#### 3. Goals and Objectives

#### 4. Tactical operations

SOGs (Standard Operating Guidelines) are an important part of the Incident command system. SOGs allow the IC to know what action people will be taking in response to particular incidents. The IC depending on the results of size-up may modify SOGs.

Every effort should be made to communicate face-to-face. Although this is not always practical, it does improve the quality of communications. If possible a runner can be used to accomplish this.

A good rule of thumb is “If I’m wondering whether or not I need additional resources, I do.” Don’t be afraid to call mutual aid, and too much stuff is better than, not enough.

#### **2.4 Incident Command Guidelines**

1. All radio transmissions will be briefly restated by the recipient, and then acknowledged by the sender.
2. Plain English should be used for all radio transmissions, except those dealing with death, emergency personnel.
3. All fire officers should have reliable portable radios.

#### **2.5 Incident Command:**

1. Re-evaluate the location of your apparatus.
2. Size up and report incident characters to Northampton Control Dispatch, including hazards.
3. Establish hot, warm and cold zones, paying careful attention to any special hazards (Power lines, fuel tanks, hazardous materials, and possibility of getting trapped)
4. Be open to suggestions
5. Establish vehicle/equipment location
6. Direct people to the scene if needed by someone (civilian?) to signal at major roads
7. After the incident, talk to the property owner and outline what you did and why you did it

#### **2.6 Suppression:**

1. Setup attack team
2. Setup Search and Rescue team
3. Setup ventilation team
4. Setup RIT (Rapid Intervention Team)

#### **2.7 Staging:**

1. Physical area needs to be established
2. Check people into and out of the scene
3. Monitor and dispatch all unassigned personnel

#### **2.8 Safety:**

1. Look for over-exertion, life and limb hazards, and unsafe practices.
2. Expel unauthorized personnel (anyone not in full gear, civilians, and freelance fire personnel)
3. Establish fire line 500ft from property

**2.9 Water:**

1. Monitor Pumper Operation
2. Monitor tanker(s)
3. Monitors drop tank(s) and siphon hoses

**2.10 Support:**

1. Setup cascade (air) system
2. Setup generators and lights
3. Prepare exhaust fans
4. Setup water and food station
5. Setup shelter in case of in-climate weather
6. Call out and Setup of the Auxiliary
7. Re-fueling gasoline & diesel

**2.11 Chain Of Command**

Chief 68-X-1

Deputy Chief 68-X-2

Deputy Chief 68-X-3

Captain 68-X-4

Captain 68-X-5

Captain 68-X-6

Lieutenant 68-X-7 – Lieutenant 68-X-8 – Lieutenant 68-X-9

Firefighters

Junior Firefighters

Chain of Command will be followed as to the table above. Firefighters will be ranked on a combined status of Experience and Time with the Williamsburg Fire Department.

### **Section 3 – General Response**

When the Williamsburg Fire Department receives a call for service, personnel will respond with the designated apparatus and equipment capable of doing the duty they were called upon to do. If the Williamsburg Fire Department can't handle the duty they were called upon to do, they will make or see that the appropriate equipment and or personnel are notified.

When the Williamsburg Fire Department is dispatched, all fire personnel with exception to the chief and deputy chiefs are required to respond to the nearest station unless all available apparatus are in route. Only exception is fire personnel who are EMT certified, may respond directly to any scene where personal injury is suspected.

#### **3.1 Call Classification:**

- In Service – (Smoke Invest, Flooded Basement etc.) - Cold Response
- Still Alarm – (Motor Vehicle Collision, Mutual Aid, Brush Fire, etc.) Hot Response
- Box Alarm – (Smoke in a Building, Structure Fire, etc.) - Hot Response

#### **3.2 Fire department vehicle responses:**

- When practical two people (five in engine 4) should respond in each vehicle
- All personnel with exception of the driver, shall wear full gear (except for gloves and helmet) when responding in a fire apparatus.
- Passenger should do all radio and dashboard switch operation.
- Sirens should be turned off within 100 yards of the scene. This will prevent people from confusing it with a warning siren.
- Engines will notify Northampton Control when they leave the station and arrive at the scene, and are back in quarters. (IC will notify Northampton Control of all units clear the scene).
- Return to the station in the same vehicle you responded in.
- No one will exit or attempt to exit the vehicle until the vehicle has come to a complete stop.
- At no point shall anyone ride on the side of any moving vehicle
- Re-fuel the vehicles after returning from the scene if less than  $\frac{3}{4}$  full.

### **3.3 First Person to arrive at the scene establishes command:**

1. Incident Commander may feel free to release command to any senior personnel.
2. Incident Commander will not become physically involved in the incident unless absolutely necessary.
3. In most cases the IC station will be established on the front shotgun side of the pumper.
4. If the pumper is not appropriately located, choose another good spot (preferably upwind).
5. All personnel will report in full gear to the command post or designated staging area.
6. All personnel will be responsible for checking in when they arrive on scene.
7. Always work in pairs
8. Personnel will not argue with the IC (but an orderly discussion is permitted).
9. Only command should communicate with Northampton Control after they arrive on scene.

### **3.4 Before clearing the scene:**

1. Make sure all equipment is cleaned and returned to proper space
2. All personnel are accounted for
3. Scene is left in a safe manner

### **3.5 After run or at next meeting:**

1. Have a short review.
2. Critique how policies and guideline where followed
3. Communicate weak areas and make constructive suggestions for improvements

### 3.6 Emergency Driving

This SOG applies to members driving fire apparatus and their personal vehicles.

#### 3.7 HOT Response (Emergency Response, Priority 1 or 2 Response):

When responding to true emergency, all apparatus will respond HOT meaning; all visual devices will be operated at all times. Audible devices will be operated whenever deemed necessary.

**\*All audible devices will be shut down within 100 yards of a scene.**

#### 3.8 Cold Response (Non-Emergency, Priority 3 Response):

When responding to a call in a non-emergency response mode or normal flow of traffic (not a true emergency) all apparatus shall respond COLD meaning, the apparatus will be operated without any audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic.

#### 3.9 Driving Polices for all Members

Drivers and Apparatus Operators will at all times;

- Apply the principles of defensive driving at all times
- Obey traffic laws... even if responding Hot Response
- Pass vehicles on the left
- Adjust driving habits to weather, road, or traffic conditions
- Stop and look at all red lights and stop signs, any unprotected railroad crossing, any school bus that is stopped for loading or unloading, and intersections, while driving in the on-coming lane, when directed to stop by police department, and any situation where the driver cannot see all lanes of traffic.
- Report any vehicle problem immediately to an officer, or one of the fire chiefs. If service will be interrupted, notify Northampton Control Dispatch and have them page out the fire department for notification. Be sure to tell Northampton Control Dispatch which apparatus is out of service, and give them an estimated time until service can be restored.
- Check behind and around the apparatus before backing to assure that the vehicle can be backed in a safe manner
- Be guided by at least one firefighter using recognized hand signals. This guide should be safely positioned at the rear of the vehicle on the drivers' side.
- Always yield the right-of-way to pedestrians.
- Account for each person on the apparatus and verbally or visually communicate with each person to assure their readiness prior to moving the apparatus.

- Always wear a seatbelt and assure that others in the vehicle are wearing their seatbelts.
- Remember that you don't always have the right-of-way when responding HOT Response; you are simply requesting permission from other drivers to pass, proceed through intersections, etc.

### **3.10 Drivers and apparatus Operators will at NO Time:**

- Exceed the posted speed limit by 10 MPH
- Exceed 20 MPH when driving in an on-coming lane
- Under any circumstances exceed posted school zone speed limits...even if driving HOT Response
- Pass a stopped school bus loading or unloading, or that has its lights displayed.
- Operate or knowingly permit a vehicle to be operated in an unsafe manner
- Operate or knowingly permit a vehicle to be operated while under the influence of illegal drugs or alcohol.
- Pass other emergency vehicles without communicating with the lead vehicle
- Move apparatus until all personnel on the vehicle are seated in their riding positions and secured with seat belts, except while loading supply hose.
- Ride on the running boards or bumpers while vehicle is in motion.

### **3.11 Response in private owned vehicles:**

When any member responds to the station or to the scene of an emergency in their private vehicles, 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 fire department will be permitted to violate any motor vehicle laws, including but not limited to:

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

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their private vehicle 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.

### **3.12 Operation of all vehicles:**

Only personnel, who have successfully completed the fire department Driver Training Program, are permitted to drive department vehicles, except when under the supervision of a trainer for the purpose of driver training. The Chief will outline driver Training Program.

**Exiting the Station:** The driver shall be aware of other vehicles leaving the station and check for pedestrians and vehicles within the vicinity of the station. On leaving the station, the driver shall lightly apply the brakes to ensure their proper operation

**Warning Devises and Vehicle Lights:** Warning Devices and vehicle lights shall be operated in conformance with response level and need. (HOT or COLD)

**Speed:** The driver shall always maintain a speed consistent with safe operation of the vehicle under prevailing conditions. If conditions permit, the maximum speed limit may be exceeded, but no more than 10 MPH over the posted speed limit.

**Intersections:** Intersections are one of the most dangerous areas to approach during an emergency response. All responding vehicles shall observe the following precautions.

- When a responding vehicle must approach an intersection in the on-coming traffic lane the driver shall come to a complete stop until all other traffic in the intersection has yielded. This applies even when the responding vehicle has a green light at a controlled intersection.
- When approaching a controlled intersection with a stop sign or red light, the vehicle shall come to a complete stop until other traffic in the intersection has yielded.
- The maximum allowable speed through any intersection shall be the posted speed limit.

**Passing Emergency Vehicles:** Passing of other emergency vehicles can be very dangerous! If passing is necessary, radio contact should be made with the driver of the other vehicle, prior to passing.

**Driver Attention:** The responsibility of the driver during an emergency response is to operate the vehicle safely. The driver should not operate the radio or warning devices. When another crewmember is beside the driver, the operation of the radio and emergency warning devices should be delegated to that crewmember. If there is no passenger, drivers of vehicles may operate the radio and emergency warning devices if it can be done safely.

**Reduced Response:** The first command or company officer to arrive at an emergency scene shall evaluate the need for other vehicles to continue to respond. Whenever possible, other responding vehicles not needed at the scene shall be advised of a status change and re-directed as required

**Approach Safely:** When approaching an emergency scene, the driver shall watch for emergency vehicles approaching from other directions. The driver should be on the alert for civilians, firefighters, and other emergency service personnel who may inadvertently step in front of the approaching apparatus.

**Backing Up:** Before backing up apparatus, drivers must ensure that they are being guided by at least one other firefighter using recognized hand signals. This guide should be safely positioned at the rear of the vehicle on the passenger side.

**Entering the Fire Station:** Before entering a fire station the apparatus must come to a complete stop. The apparatus bay door must be completely up. When the driver is convinced that the door is all the way up and the apparatus has proper clearance, the driver may proceed to drive the apparatus onto the bay floor. Consideration must be taken for possible pedestrians within the fire station.

### **3.13 Evacuation Signal**

- Evacuation signal will be used to announce the ordered evacuation of a structure or area that is occupied by fire department personnel.
- Incident Commander or a fire ground Safety Officer designated by Command shall be the only person that can order the evacuation signal. Sector Officers will immediately report any conditions that they feel may require an evacuation to Command. Command shall notify all sectors when ordering the evacuation signal.
- All apparatus operators will activate their air horns in short blasts for a period of 30 (thirty) seconds. The signal will be repeated at the order of Command as needed.
- Upon hearing the order for the evacuation or hearing the evacuation signal, all personnel operating within the structure or designated HOT ZONE shall leave immediately and return to the firefighter staging area for a head count. Personnel evacuating shall leave without concern for equipment, the Emergency Evacuation Signal means leave now.

### 3.14 MAYDAY

#### **MAYDAY**

- A verbal notification to the Incident Commander that immediate action is required to rescue or assist emergency personnel operating in emergency incidents.

### 3.15 MAYDAY Procedure

- Anytime emergency personnel operating on an incident feel they are trapped injured or lost, they shall signal a MAYDAY alert. Immediately following the MAYDAY alert, those personnel shall activate the manual alarm on their PASS devices.
- They shall transmit the word "MAYDAY" via radio by announcing in increments of three "MAYDAY, MAYDAY, MAYDAY" followed by a radio message to command identifying themselves along with their location. Information pertaining to the location should be as specific as possible. (E.g. MAYDAY, MAYDAY, MAYDAY, 68E4 to Command, we are trapped in the basement on side C.) This shall be repeated until acknowledged by either the Incident Commander or Dispatch. If the incident Commander does not acknowledge the MAYDAY alert, Dispatch shall immediately relay this information to command.
- Command shall deploy the necessary resources needed to assist with a rescue.
- Other members operating on the scene should be aware of the "MAYDAY" situation. However, they must continue with their assigned tasks. The tasks they are currently performing may very well limit injury to the person or persons in distress as well as assist the RIT team.
- Upon the MAYDAY call, a Personal Accountability Report (PAR) shall be initiated for all other crews.
- The RIT team shall notify the RIT Group Leader that the person(s) have been located and the actions being taken to remove them or if additional assistance is needed.

### **3.16 Cold Weather**

All members should use extreme caution when operating in adverse weather conditions. Care should be taken to limit exposure to the elements whenever possible.

- Personnel/Apparatus that are not needed should be returned to station ASAP.
- Close Bay Doors when all apparatus/personnel are clear
- Drain pump after incidents if needed
- Wash salt and sand from all equipment at the earliest convenience

### **3.17 Rapid Intervention Team**

Rapid Intervention Team (RIT) will be implemented at the following incidents:

1. A working commercial fire
2. A working industrial fire
3. A working fire in a residential structure
4. A working fire in a multi-story building
5. Multiple alarm fires
6. Special operations: Haz-Mat Operation (with offensive operations); Technical rescue (where fire department personnel's safety is imminently threatened); Any incident that is so large, complex, or dangerous that fire department personnel's safety is imminently threatened.
7. Any time personnel are working in an IDLH atmosphere.

A Rapid Intervention Team shall remain in close proximity of the Incident Commander for easy access. They shall be available to quickly proceed to the hazard area and assist fire department personnel in distress, if needed.

A Rapid Intervention Team shall not be given additional assignments that would make their primary mission of fire personnel rescue ineffective.

### **3.18 RIT Definitions:**

IDLH: (Immediately Dangerous to Life or Health)

- Oxygen level below 19.5%
- Lower Explosive Limits in excess of 10%
- Toxins in excess of the permissible Exposure Level
- Confined Space, collapse or any other situation recognized to be unstable and could cause injury or death
- An 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.
- The interior of a structure involved in fire; beyond the incipient stage is considered an IDLH atmosphere.

Incipient Stage Fire:

- A fire in the initial stage which can be controlled or extinguished using portable extinguishers, or small hose systems, without the need for protective clothing or a Self-Contained Breathing Apparatus (SCBA).

Personal accountability Report (PAR)

- Report given to Command or Operations that all members of the crew are accounted for.

### Level 1 Rapid Intervention Team (RIT)

- A Team consisting of a minimum of two trained members.

### Level 2 Rapid Intervention Team (RIT)

- A Team consisting of a minimum of four trained members whose duties are to track, and rescue if needed, emergency personnel that enter a structure involved in fire beyond the incipient stage (IDLH atmosphere), or the rescue of emergency personnel who fall victim to an unstable situation (e.g. confined space, collapse) at an emergency scene (IDLH). RIT teams shall be referred to as RIT-1, RIT-2, etc.

### MAYDAY

- A verbal notification to the Incident Commander that immediate action is required to rescue or assist emergency personnel operating in emergency incidents.

### RIT Group Leader

- Sector Officer whose function is the tracking of entry teams and performs no other function but tracking and rapid intervention

### TIC

- Thermal Imaging Camera

### RIT KIT (Rescue Equipment)

- Desirable Equipment; secured hand line, Transceiver, RIT KIT, Forcible Entry Tools, Rescue Rope, Hand Light and Thermal Imaging Camera.
- After conducting a size-up of the incident, RIT may determine the need for additional equipment not listed above (e.g. Cutting Torch, Circular Saw, Ladders, etc.). RIT shall attempt to obtain this equipment by utilizing the apparatus at the incident scene.
- RIT Kit to have as a minimum the following equipment: SCBA cylinder, spare mask, regulator, flashlight, search rope, door chocks, and wire cutters

### 3.19 RIT Implementation

- RIT shall be implemented during the initial stages of an incident
- Multiple RITs may be established on large incidents.
- RITs shall be assigned to the RIT Group Leader.
- If a RIT Group Leader is not designated, then RIT will report directly to the Incident Commander.
- If activated, the RIT Group Leader will report to command
- RIT shall report to the Command Post unless given a different assignment. They shall bring their RIT Kit with them.
- After RIT surveys the incident scene, RIT shall gather and/or call for any additional tools or equipment, not carried in the RIT Kit that may be needed to affect a rescue through Incident Commander.
- RIT shall place the equipment on a tarp in their designated sector, and have all Personal Protective Equipment on and ready to go, except for SCBA mask.
- The RIT Group Leader is responsible for the tracking of the Entry Teams. He should work with the Accountability Officer when possible to accomplish this. If accountability Officer is unavailable, the RIT Group Leader will be responsible for tracking of entry teams.
- RIT members must maintain visual or voice contact with one another at all times.
- RIT shall announce via radio to the Incident Commander that RIT has been established.

#### Entry Team

- No Entry Team shall enter into an IDLH until RIT has been established.
- (See Exceptions for Two-in/Two-out)

#### MAYDAY Procedure

- Anytime emergency personnel operating on an incident feel they are trapped injured or lost, they shall signal a MAYDAY alert. Immediately following the MAYDAY alert, those personnel shall activate the manual alarm on their PASS devices.
- They shall transmit the word "MAYDAY" via radio by announcing in increments of three "MAYDAY, MAYDAY, MAYDAY" followed by a radio message to command identifying themselves along with their location. Information pertaining to the location should be as specific as possible. (E.g. MAYDAY, MAYDAY, MAYDAY, 68E4 to Command, we are trapped in the basement on side C.) This shall be repeated until acknowledged by either the Incident Commander or Dispatch. If the incident Commander does not acknowledge the MAYDAY alert, Dispatch shall immediately relay this information to command.

- Command shall deploy the necessary resources needed to assist with a rescue.
- Other members operating on the scene should be aware of the “MAYDAY” situation. However, they must continue with their assigned tasks. The tasks they are currently performing may very well limit injury to the person or persons in distress as well as assist the RIT team.
- Upon the MAYDAY call, a Personal Accountability Report (PAR) shall be initiated for all other crews.
- The RIT team shall notify the RIT Group Leader that the person(s) have been located and the actions being taken to remove them or if additional assistance is needed.

#### Exceptions to Two-in/Two-out

- If the initial attack personnel find a known life hazard situation where immediate action could prevent the loss of life, deviation from the two-in/two-out standard may be permitted.
- If rescue operations are initiated without a RIT in place, command shall be notified and a RIT shall be established as available crews can be assigned.

#### AWARE Principle

Trapped emergency responder’s hopes of survival depend on the following four critical needs being met.

- **Air:** RIT should first provide the victim with a redundant (primary and secondary) supply of air.
- **Water:** If the rescue involves fire, the next consideration is to provide a defensible space for victim by using a hose line or distributor to protect the victim.
- **A Radio:** If the victim is conscious and able to communicate, RIT may want to provide the trapped victim with a transceiver to monitor his condition. Depending upon the size of the incident, a separate radio channel may be designed for the victim to use.
- **Extrication:** Removal of the victim

## Rapid Intervention

- RIT will only be deployed upon orders from the Incident Commander
- A backup RIT shall be established whenever the initial RIT is deployed
- RIT Group Leader shall compare information with the Accountability Officer in determining the last known location of the missing personnel. In the event an Accountability Officer has not been assigned the RIT Group Leader will handle accountability.
- RIT members shall utilize the information from their on-going scene size-up to help determine the type of rescue that they may encounter.
- RIT shall be deployed to the last known location of the lost personnel.
- If a self-rescue or a quick grab and go rescue is not possible, RIT members shall use the "AWARE" principle while determining method of rescue as well as the estimated time it will take to complete the rescue.
- When RIT is deployed, the rescue shall come under the command of the RIT Group Leader. Other members must continue with their assigned tasks. RIT rescue units may switch to another channel so as to not interfere with Fire suppression activities.

## Termination of RIT

- RIT can only be terminated when the incident does not meet any of the definitions of an IDLH.

### 3.20 Communication

Recipient(s) will acknowledge all radio transmission. If it's a complicated message, it should be briefly restated by the recipient, as well as part of the acknowledgement.

Plain English should be used for all radio transmissions, except those dealing with death, and emergency personnel.

Short blasts from Air Horn continually for 30 seconds, represent a severe life hazard. You should report to staging immediately. It should be repeated if necessary.

All pre-scene transmissions should take place on Hampshire County Fire Frequency; all on-scene transmissions will take place on Channel 2 (Williamsburg Local) or Designated Channel.

Events command should communicate to Northampton Control:

- Arrived at scene
- Established command
- Describe the incident in full initially, and update as necessary
- Change of command
- Request for mutual aid
- Return to station/termination of command.

Events you should communicate to Northampton Control:

- Initial response
- Departing Station in-route to scene.
- Advise how many personnel are on board
- Can't find the incident, more instruction necessary
- Arrived at scene
- All apparatus will advise automatically that they are switching to channel two or designated channel upon arriving at the scene

Events you should communicate to command:

- Arrived at the scene – in person if possible
- Safety issues – puffing buildings, potential collapse, and injury
- Change of incident character
- Need for Evacuation Signal (see evacuation signal SOG)
- Completion of task.

### 3.21 Radios and Pagers

#### **Pagers**

All members will be issued a Fire Pager, upon availability. It will be the responsibility of the members to keep the pagers from being damaged or lost. Any damage or defects will be reported immediately and arrangements for repair will be made through the Communications Officer only. All pagers are the property of the Williamsburg Fire Department and will be returned upon termination from the department.

Any member wishing to purchase their own pager will do so at their own risk. Personally owned pagers will be the full responsibility of the owner. The Williamsburg Fire Department takes no responsibility for repairs or replacement.

#### **Portable Radios**

Members will be issued portable radios depending on rank and availability. It will be the responsibility of the members to keep the portable radios from being damaged or lost. Any damage or defects will be reported immediately and arrangements for repair will be made through the Communications Officer only. All portable radios are the property of the Williamsburg Fire Department and will be returned upon termination from the department.

Any member wishing to purchase their own portable radio will do so at their own risk with permission from the chief. Personally owned portable radios will be the full responsibility of the owner. The Williamsburg Fire Department takes no responsibility for repairs or replacement.

#### **Mobile Radios**

Members will be issued mobile radios depending on rank and availability. It will be the responsibility of the members to keep the mobile radios from being damaged or lost. Any damage or defects will be reported immediately and arrangements for repair will be made through the Communications Officer only. All mobile radios are the property of the Williamsburg Fire Department and will be returned upon termination from the department.

Any member wishing to purchase their own mobile radio will do so at their own risk with permission from the chief. Personally owned mobile radios will be the full responsibility of the owner. The Williamsburg Fire Department takes no responsibility for repairs or replacement.

### 3.22 Radio Designation

All Williamsburg fire personnel will be issued a radio designation. All members will adhere to the Communication SOG for proper usage.

All fire officers' will be designated as X, see chain of command for officers and radio designation

Example: Williamsburg-X-1, Williamsburg-X-2, Williamsburg-X-3

Firefighters will be designated as **PORTABLE**,

Example: Williamsburg-portable-1, Williamsburg-portable-2

NO members shall use their radios and their Williamsburg radio designation in another town unless Williamsburg is called in mutual aid or there is a life or death situation. Any member that does so will be given disciplinary action base on the severity of the offense.

**3.23 Radio Channels/Frequencies:**

|    |                             |         |
|----|-----------------------------|---------|
| 1  | County Fire                 | 154.370 |
| 2  | Williamsburg Local/Highway  | 154.040 |
| 3  | Northampton Fire Main       | 154.220 |
| 4  | County Fire Ground          | 153.890 |
| 5  | Northampton Fire Ground     | 154.010 |
| 6  | County Police               | 154.770 |
| 7  | Goshen/Chesterfield Highway | 154.115 |
| 8  | Easthampton Fire            | 154.415 |
| 9  | Goshen Fire Channel 2       | 154.190 |
| 10 | Hatfield Local              | 154.085 |
| 11 | Worthington Local           | 154.965 |
| 12 | Westhampton Local           | 154.250 |
| 13 | Cummington Local            | 156.060 |
| 14 | Fire Tower                  | 151.310 |
| 15 | H.E.A.R                     | 155.340 |
| 16 | Civil Defense               | 155.280 |

### 3.24 Safety Officer

A Safety Officer shall be appointed at all incidents including:

- A working commercial fire.
- A working industrial fire
- A working fire in a large residential structure
- A working fire in a multi-story building
- Multiple alarm fires
- Special operations:
- Hazardous Material Operation
- Technical Rescue
- Bomb Threat, Scare, and/or Detonation
- Multi-casualty incidents
- Firefighter death at an incident
- Firefighter injury: Serious injury that requires EMS transport; Multiple Firefighter injuries
- Any Incident that becomes so large, complex, or dangerous that responder safety is imminently threatened
- Once appointed the Safety Officer's only job will be safety. The Safety officer shall not be given any additional assignments. Upon appointing a Safety Officer, the Incident Commander shall notify all on-scene personnel and Northampton Control Dispatch of who holds the position of Safety Officer.

#### Qualifications

The Incident Commander is responsible for appointing a qualified individual to fulfill the role of Safety Officer. The incident Commander must ensure that the person appointed as Safety Officer has a Working knowledge of safety concerns for the Fire Department in typical incidents, which include:

- Fire Behavior knowledge
- Building construction knowledge
- Medical emergency knowledge
- Special operation knowledge (technical experts should be used to assist the Safety Officer if needed)

### 3.25 Safety Officer Authority

The Safety Officer works as a support officer for the Incident Commander and shall have the following authority:

1. Safety Officers shall have the responsibility to identify and cause correction of safety and health hazards.
2. Safety Officers shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel
3. At an emergency incident, where activities are judged by a Safety Officer to be unsafe and to involve an imminent hazard to personnel, the Safety Officer shall have the authority to alter, suspend, or terminate those activities. The Safety Officer shall immediately inform the Incident Commander of any actions taken to correct imminent hazards at an emergency scene.
4. At an emergency incident where a Safety Officer identifies unsafe conditions that do not present an imminent danger, the Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard.
5. **The Incident Commander has the overall responsibility for the entire scene and may choose to overrule the Safety Officer.**
6. After an emergency incident, where a Safety Officer was appointed, the Safety Officer shall document both safe and unsafe acts, corrective actions taken on scene, accidents or injuries, and ways to improve safety on future incidents.
7. All information provided, will be given to all personnel involved or not, in the incident, to be used for future references

### **3.26 Brush Fire**

Follow General response and Incident command SOGs - Except, that full gear is not required. Gloves, helmets, work boots, long sleeve cotton shirt, long nomex or jean pants are required. Goggles are highly recommended. Bunker gear is also acceptable but not recommended. If you do not wear full bunker gear it must be on-scene.

Always have Engine 3 in 4WD (Four Wheel Drive) when not on a hard surface or gravel road.

Pumpers and Tankers should never be on anything but hard surface or stable ground.

### **3.27 Carbon Monoxide Incident**

Follow General Response and Incident Command SOGs

Follow Cold Weather SOG if necessary

Verify type of situation (Alarm, medical emergency, etc.)

SCBA should be used in all calls if CO is detected at above normal levels

If medical emergency – provide appropriate care

If alarm sounding, determine reason for activation (True alarm, low battery, poor location of device, etc.)

Determine if anyone at the scene is exhibiting any symptoms of CO poisoning; if yes immediately evacuate the area, provide appropriate medical care and request an ambulance to respond to the scene.

Follow manufacturer instructions on the CO or multi gas detector.

Take several readings, in different places, to determine if CO is present.

Inform occupants of your findings

Make recommendations to occupants:

If normal levels of CO are found you should check and reset detector per manufacturer's recommendations and if alarm sounds again, re-call 911

If above normal levels of CO were detected by FD personnel the occupant should not re-enter the building until appropriate service technicians have checked the facility. (Gas Company, heating contractor or other appropriate service company.)

### **3.28 Chimney Fire**

Follow General response and Incident command SOG

Follow Cold Weather SOG if necessary

Front shotgun side of the pumper is staging

Wear SCBA if noxious fumes or smoke is evident.

### 3.29 Fire Alarm Activation

Follow General Response and Incident Command SOG

Follow Cold Weather SOG if necessary

All fire alarms activation's will be handled in a consistent manner

The first arriving officer shall make the determination, upon investigation of the scene, whether the incident is a fire scene or false alarm.

All personnel will enter the building as if there is a fire inside; until it is determined there is no hazard

Fire Scene:

Any incident where fire or smoke has activated the fire alarm system, Upgrade to a BOX alarm and follow the Structure Fire SOG

False Alarm:

Any incident where the fire alarm system was activated through mechanical failure, malfunction, improper installation, or the negligence or intentional misuse by owner or occupant, or lessee of the of the fire alarm system; or other activation not caused by fire; or activation's such as severe weather conditions, telephone line trouble, power line trouble, etc.

Upon determination that the fire alarm activation was a false alarm, the IC will make a determination whether the false alarm violated any laws and notify appropriate authorities.

### **3.30 HAZMAT**

Follow General Response and Incident Command SOGs

Follow Cold Weather SOG if necessary

Verify Police have been dispatch

Check for signs of possible Hazmat Hazards

Example;

Placards

Toxic Clouds

Victims Down

Contain Area

Use the Emergency Response Guidebook to help Identify the material and proper action to be taken

Request additional material from the station if necessary

Call in the appropriate agencies if necessary

Example;

DEP (Department of Environmental Protection)

Hazmat Team

Wear SCBA if necessary

### 3.31 Landing Zone

Follow General Response and Incident Command SOGs.  
Cold Weather SOG if necessary

Command will be designated LZ Command

All personnel will be in full gear.

#### **Scene Set Up**

Follow Life Flight Protocols for setting up Landing Zone.

- No Hand Lines Will Be Pulled (in case apparatus needs to move in a hurry or the LZ is changed)
- Use pre-designated landing site whenever possible (In each truck book and at Northampton Control Dispatch)
- If not using a pre-designated site prepare the largest open, unobstructed landing area possible, such as a field, playground, parking lot, highway or median strip.
- Landing site must be at least 60' x 60' and preferably 100' x 100' or larger
- All overhead obstruction such as telephone and power lines and all ground obstructions such as posts, small trees, signs, etc., should be reported to the pilot by LZ Command before landing attempt is made.
- After dark, arrange for a vehicle to shine its headlights into the site you have chosen and the pilot will land in the illuminated area.
- Shut off the headlights as the helicopter is almost on the ground so that they will not blind the pilot.
- Any auxiliary lighting should be pointed towards the center of the touch-down zone
- NEVER shine lights at the helicopter
- Make sure the site is clear of all debris and loose objects, such as hats, litter, sheets etc.
- DO NOT mark the area with cloth markers.

Medical Criteria for use of Life Flight:

In general, Priority 1 and 2 trauma patients are candidates for medical evacuation to a trauma center.

In determining the need for a Life Flight mission, pre-hospital and/or hospital personnel should take into consideration the patient's medical assessment, need for skilled medical care during transport, need for immediate intervention by a trauma team, and the rapid transportation of that patient to the trauma center.

**Trauma:**

- Penetrating injury of head, chest or abdomen
- Fall from a height over 15 feet
- Pedestrian hit by a vehicle

**MVA with:**

- Extrication over 15 minutes
- Patient ejected from vehicle
- Speed over 55 mph
- Associated fatalities

**Any Trauma Victim:**

- Under 14 years or over 55 years that has an associated chronic illness
- TRAUMA SCORE LESS THAN 12

In addition to trauma patients, burn patients, medical or surgical emergencies, and neonates may be considered for inter-hospital transfer by a physician at a referring hospital.

**Medical Patients:**

- Medical patients greater than 15 minutes from a hospital or ALS care with:
- Chest pain, sign of M.I.
- Progressive decrease of consciousness
- Coma, or Glasgow Coma Scale less than 10
- Potential airway obstruction/severe SOB
- Progressive paralysis
- Signs of shock

**Helicopter Safety:**

Helicopter safety is nothing more than good common sense. Stay calm and unrushed. Be cautious; do not make abrupt movements.

**Observe the following:**

- All personnel should remain clear of the helicopter at all times, unless accompanied by a flight crewmember.
- When approaching the helicopter, always approach from the front of the aircraft and move away in the same direction
- When approaching the helicopter on a slope, never approach from the up-slope. Always approach from the downhill side because the main rotor blade to ground clearance is greatly reduced on a slope
- Never walk around the tail rotor area
- Do not allow unauthorized personnel within 100 feet of the aircraft
- No smoking within 50 feet of the aircraft
- No ambulances within 50 feet of the aircraft
- Transferring the patient from the ambulance litter to the helicopter litter will be done outside of the area of the main rotor blade
- When approaching and leaving the helicopter, walk in a crouched position
- No IVs or other objects should be carried above the head and long objects should be carried parallel to the ground
- Never approach the helicopter while the blades are spinning
- Never approach the aircraft unless signaled by the pilot to do so

### **3.32 Medical**

Follow General response and Incident command SOGs - Except you are not required to wear full gear.

ID (Fire-fighters T-shirt or helmet) and rubber gloves are all that is required.

IC will be a minimum of a 1st Responder; IC will be established after patient is stabilized or, as manpower is available. IC responsibility will be scene management, establishing medical command, ensuring that Aid/other backup is in route, and ensuring vehicles are placed strategically.

Medical Command will be a minimum of 1st Responder. Responsibilities include stabilizing patient, recording patient history.

Fire fighter must get consent before treating any victim, and make the victim understand they will have to take the ambulance to the hospital.

All fire fighters will be under direct orders from any EMTs

Patient immobilization is primary; it is mandatory for any MVA or any incidents where there are remote chances of back or neck injury.

Patient assessment, vital signs and paperwork should be started immediately.

Medical command must account for medical equipment used and make arrangements to have it replaced

Personnel will only perform up to and including their level of training.

Response in personal vehicle is permitted, provided the person is at least a 1st responder.

### **3.33 Mutual Aid**

All mutual aid requests will be handled through Northampton Control

All personnel will respond to the designated station and leave when the allotted personnel and the highest ranking person advises.

1 Supervising officer if present will respond, if there is no fire officer available the highest-ranking fire fighter shall be designated supervisor.

Only personnel cleared by the Fire Chief and Training Officer will be allowed to respond out of town.

### **3.34 Motor Vehicle Collision**

Follow General response and Incident command SOGs

Follow HAZMAT SOG if necessary

Follow Cold Weather SOG if necessary

Verify Police have been dispatched

Tend to any victim(s) there may be

Disconnect battery(s) if safe to do so and is necessary

Contain any spills

### **3.35 Structure Fire**

Follow General response and Incident command SOGs.

Cold Weather SOG if necessary

Call for mutual aid if needed utilizing the Alarm Card system.

Confirm with Northampton Control that the electric company has been contacted if needed

Call for RIT (Rapid Intervention Team) for any fire that meets criteria. Follow RIT SOG.

Call for Air Truck if needed

Front shotgun side of pumper is staging unless alternate staging area has been established.

Wear SCBA when entering a structure where dangerous gasses (Fire related or not) are suspected and during Mop up

### **3.36 Safety Policy**

All hazards are controllable

An employee will be provided with necessary safety equipment and introduced to all safety practices during the orientation. Periodic updates will be provided as needed.

An employee shall perform his/her duties exercising good judgment in regards to his/her personal safety and the safety of others.

An employee is expected to understand the impact of his/her actions on the safety of others and to support Williamsburg Fire in meeting its safety objectives. All incidents and safety-related concerns are reported immediately to the supervisor.

Supervising personnel are responsible for enforcing safe work practices at all times.

Supervising personnel are responsible for conducting investigations regarding work-related incidents. All work-related incidents will be reviewed by the safety officer, or designated fire officers.

Safety checks will be conducted on a monthly basis

An employee is responsible for complying with Williamsburg Fire Departments safety policies and procedures as a condition of continued employment.

### **3.37 Disciplinary Action**

Disciplinary action is taken in response to violation of Williamsburg Fire Department SOGs, or failure to perform duties.

#### **7.1 PROGRESSIVE DISCIPLINE**

| <b>Type of Violation</b> | <b>1st Time</b>            | <b>2nd Time</b>            | <b>3rd Time</b>            | <b>4th Time</b> |
|--------------------------|----------------------------|----------------------------|----------------------------|-----------------|
| Minor                    | Verbal                     | Written                    | Written and/ Or suspension | Termination     |
| Serious                  | Written                    | Written and/ Or suspension | Termination                |                 |
| Major                    | Written and/ Or suspension | Termination                |                            |                 |
| Critical                 | Termination                |                            |                            |                 |

Determination of type of offense (i.e. minor, serious, major, or critical) will be made by the Fire Chief and/or Asst. Chief in consultation with the Fire Officers.

All verbal warnings will be documented.

### 3.38 Training

#### **Required Training:**

All Firefighter will be required to maintain the following Training,

- CPR
- 1st Responder
- AED
- 8hrs of Haz-Mat a year

All personnel will be required to pass the Williamsburg Fire Departments Driver Training Course to be able to drive any fire department apparatus.

All personnel are encouraged to continually attend any training/classes to further knowledge themselves.

#### **In House Training:**

- The Williamsburg Fire Department will hold scheduled drills/training classes on the second (Tri-Town Drills) and third Tuesday of every month. Start time for all training will be at 1830hrs, unless otherwise posted. Additional training may be held on off nights as needed (with permission from the Chief or Training Officer).
- All Personal Protective Gear (P.P.E.) will be required for all training.
- All in house training will be at the discretion of the Williamsburg Fire Departments Training Officer appointed by the Fire Chief.

#### **Out of Department Training:**

- The Williamsburg Fire Department has an open training policy. Any member wishing to attend an outside
- Training /class may do so with out prior approval. As long as the training is open for outside departments.
- All personnel representing the Williamsburg Fire Department will be required to maintain a professional manner at all times.
- No personnel will consume any drug/alcohol while representing the Williamsburg Fire Department.
- Any expenses will be the responsibility of the member, unless prior approval is received first.
- Any equipment needed that is not normally issued, will need prior approval first.
- Any equipment that must be taken off of any piece of apparatus will need prior approval first.

All guidelines are subject to common sense; any area not covered under SOGs will be under the control of the chief of the department, or the IC on scene. All personnel are encouraged to follow the SOGs as closely as possible.