

UNION COUNTY STANDARD OPERATING GUIDELINES

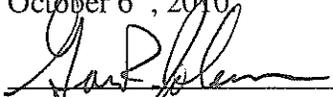
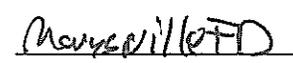
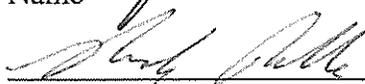
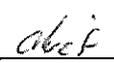
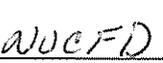
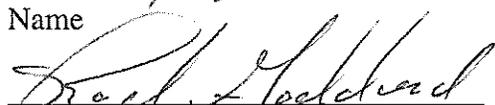
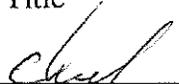
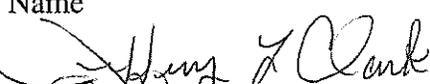
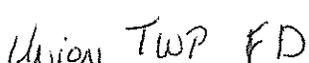
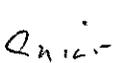
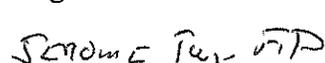
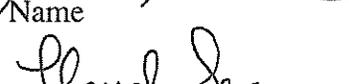
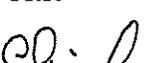
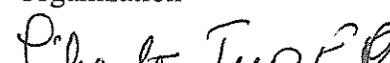
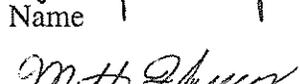
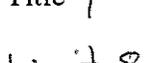
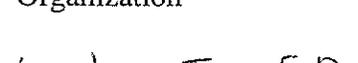
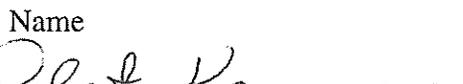
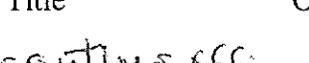
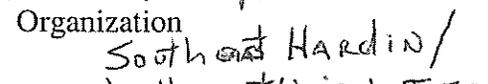
FORWARD

Union County Standard Operating Guidelines have been jointly adopted by all Union County fire departments and, specifically, the Union County Fire Chiefs Association in an effort to provide for safe, effective, and efficient operational practices. It shall be the responsibility of all Officers to supervise and command their subordinates within these guidelines.

The PROCEDURES set forth in this Standard Operating Guideline (SOG), together with nationally recognized performance standards, training, and experience are intended as GUIDELINES for good operating practices and are not designed nor intended to limit the reasonable use of judgment or initiative in given or unusual circumstances. Firefighters are allowed reasonable latitude in following this SOG in order to insure that whatever action is taken is adequate and proper for specific needs of a particular situation.

It shall be especially incumbent upon firefighters and fire officers who observe or are aware of consistent or repeated variances from established SOG's, to report all pertinent information regarding such variances, in writing and through proper channels, to the respective Chief of their department for appropriate action.

These guidelines will be reviewed on an annual basis and are formally adopted as of October 6th, 2010

 Name	 Title	 Organization
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Union County Standard Operating Guidelines

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Rev. 05.2010

Union County Standard operating Guidelines
Communications

Communications, SOG 1.00

COMMUNICATIONS

1. Scope

This standard establishes guidelines for the use of two-way radio communications equipment. It was promulgated to promote the most efficient and effective use of the radio communications systems.

2. General

Fire departments in Union County utilize two radio communication systems. A VHF high-band simplex radio system is used for dispatching, while Ohio's Multi-Agency Radio Communication System (MARCS) is used for operational and fireground communication.

3. Multi-Agency Radio Communication System (MARCS)

- a. MARCS is a statewide 800-megahertz digital trunked radio system operated by the State of Ohio.
- b. The MARCS radios used by Union County fire departments are programmed with the following talk-groups:

Zone	Talk-Group	Use
1	1	Dispatch 1
1	2	Operations (Ops) 2
1	3	Operations (Ops) 3
1	4	Operations (Ops) 4
1	5	Admin 5
1	6	Admin 6
1	7	Union County EMS
1	8	Emergency Management Agency (EMA)
1	9	Union Fire & Police (F&P)
1	10	Sheriff
1	11	Sheriff 2
1	12	Marysville Police Department (MPD)
1	13	MPD 2
1	14	Richwood Police Department (RPD)
1	15	Plain City Police Department (PCPD)
1	16	Fireground (car to car)

- c. MARCS radios are equipped with additional "Zones" that are programmed with various statewide multi-agency talk groups. These talk groups may be utilized for interagency communication in the event of a large-scale emergency or disaster operation.

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4. Talk Group Assignments

- a. “Dispatch” traffic is defined as one-way communication that is broadcast by a 9-1-1 center to alert responders of an emergency call. “Fireground” traffic is two-way communication that occurs between an Incident Commander and personnel that are operating in a hazardous environment such as a structure fire,. All other incident-related communication is normally considered to be “Operations” traffic. Examples include communication between the dispatcher, responding units, the incident commander, or any other personnel not operating in a hazardous area.
- b. Dispatch 1 is designated as the countywide dispatch channel & talk group. The VHF frequency is electronically “simulcast” with corresponding MARCS talk group. As a general rule, all departments & personnel in the county will monitor Dispatch 1 when they are not tied up and are available for emergency response.
- c. MARCS Talk Groups 2, 3 & 4 are utilized for Operations traffic.
- d. MARCS Talk Groups 5 & 6 are designated as “Admin” and may be utilized to supplement communication between ICS functions at large-scale incidents, support training operations, or to facilitate routine intra-agency communication. Admin talk groups are not monitored or utilized by 9-1-1 dispatchers.
- e. MARCS talk group 7 is designated as “Union EMS”, and is used by emergency medical companies to contact Memorial Hospital of Union County to give patient reports or obtain medical control if needed.
- f. MARCS talk group 8 is designated for use by the Union County Emergency Management agency. This talk group may also be used to facilitate inter-agency communication and coordination at large-scale incidents, at the discretion of the EMA Director.
- g. MARCS talk group 9 is designated “Union Fire & Police “ (F&P), and is designed to facilitate communication between fire department companies and law enforcement units that are responding to the same incident.
- h. MARCS talk groups 10 to 15 are designated for use by Union County law enforcement agencies. Fire Department personnel should not utilize these talk-groups unless requested or authorized to do so by an appropriate law enforcement officer.
- i. Channel 16 is a standard (non-trunked) simplex radio frequency designated “Car to Car”. This frequency will be utilized for Fireground Communications.
- j. Most Union County fire departments maintain an inventory of VHF radios for emergency backup, or communicating with non-MARCS-equipped mutual aid

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departments. These radios contain at least eight channels or frequencies, which have been designated as follows:

Channel	Frequency	CTCSS	Use
1	154.250	162.2	Dispatch
2	154.325	127.3	Fireground 2
3	154.175	127.3	Fireground 3
4	154.235	162.2	Fireground 4/EWS alert freq.
5	154.28	CSQ	Fireground 5 (Statewide Mutual Aid)
6	153.83	CSQ	Fireground 6
7	154.265	CSQ	Fireground 7
8	155.805	CSQ	State EMA

5. Emergency/Distress

- a. MARCS radios are equipped with an emergency distress alarm. Depressing the emergency button, followed by the PTT button, activates this feature and alerts the dispatcher.
- b. When a distress alarm is received, the dispatcher will attempt to contact the company and advise them to “Check your display.” If the activation of the distress alarm was inadvertent, the unit will advise that it was a false alarm and reset the radio.
- c. If the dispatcher receives no reply or an inappropriate response, the closest law enforcement unit, engine company, and chief officer will be dispatched to the distressed company’s last known location or emergency.

6. General Communications

- a. Use plain speech or clear text when transmitting over a two-way radio.
- b. All references to time used in two-way radio communications will be expressed in the 24-hour time format.
- c. Use the accepted law enforcement phonetic alphabet to clearly identify each letter of the alphabet.

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Clear Text

Words or Phrases:	Application:
Affirmative	Yes
Call by phone	Self-explanatory
Clear	Understood
Disregard	Cancel present assignment and return to service
Emergency	Term used to gain control of radio channel to report a possible emergency. All other radio users will refrain from using that channel until cleared by the dispatcher. Radio users will confine all radio transmissions to a possible emergency in progress or a new incident. Radio traffic that includes status information (e.g., response, conditions, location, availability) will be authorized
Mayday	Term used to gain control of radio channel to report an emergency. Radio users will confine all radio transmissions to an emergency in progress or a new incident. Radio traffic that includes status information (e.g., response, conditions, location, availability) will be authorized during this period
En route	Responding to a destination without lights and siren
In quarters	Indicates that a unit is in a station
In service	On the radio, available for a call
Negative	No
On scene	Has arrived at the scene of an incident
Out of service	Indicates a unit is unavailable to respond to a call.
Repeat	Self-explanatory
Report	Provide a status update on the progress of an incident
Resume normal traffic	Radio channel is cleared for normal use
Return to	Self-explanatory
Respond, responding	Indicates a unit should proceed to/is proceeding to an incident with lights and siren
Stand by	Stop transmitting
Unreadable	Radio signal is unclear. In most cases, try to add the specific trouble. Example: "Unreadable, background noise."

- d. Pre-dispatch alerts are transmitted before complete information is obtained, with the reporting party still on the line. The only information necessary for a pre-dispatch alert is the basic nature of the call and department with jurisdiction.

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Communications

- e. Every incident shall be broadcast on “Dispatch 1”, the countywide dispatch channel/talk group. The following information shall be broadcast and repeated at least once:
 - The type or nature of the incident.
 - The location (address)
 - The nearest cross street or landmark.
 - The units to respond.
 - The operations talk-group assigned to the incident.
 - The time of dispatch.

- f. The Dispatcher will assign each incident to an operations talk group at the time of initial dispatch.

- g. All companies will mark “Responding” on Dispatch 1. When acknowledging the responding company, the dispatcher will repeat the assigned talk group. The responding company will then switch to and remain on the assigned talk group for the duration of the incident.

7. Radio Numbers

- a. Apparatus are identified with a prefix and a number that designates its principal function and jurisdiction.
 - 210 through 219 – Jerome Township
 - 260 through 269 – Pleasant Valley
 - 270 through 279 – Marysville
 - 280 through 289 – Union Township
 - 290 through 299 – Liberty Township – Raymond
 - 300 through 309 – Leesburg Township
 - 310 through 319 – Northern Union
 - 600 through 609 – Allen Township
 - 700 through 709 – Honda Emergency Services
 - 720 through 739 – Union County EMA
(Station 725 is the Union County EOC)

- b. Most fire apparatus and medics have been assigned one or more hand-held two-way radios. Use the term “portable” following the apparatus identifier whenever transmitting, (e.g., “Engine 3 Portable to Command).

- c. All command officers and fire prevention personnel have also been assigned portable radios. When an inspector or other individual uses his portable radio, he will simply use his assigned radio number.

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Communications

Union County Standard Operating Guidelines
Incident Command System

Incident Command System, SOG 2.00

INTENT AND PURPOSE

1. Intent and Purpose

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

The purpose of this guideline is to:

- Provide for the safety of personnel operating at emergency incidents through improved command and control (or management of emergencies).
- Improve the use of resources and tactical effectiveness.
- Meet NIMS/OSHA/EPA regulations requiring the use of an Incident Command System.
- Meet NFPA Standards 1026, 1500, and 1561 recommendations for the use of an Incident Command System for operations at all emergency incidents.

Union County Standard Operating Guidelines
Incident Command System

Incident Command System, SOG 2.02

INCIDENT COMMAND PROCEDURES

1. Theory

The one function that will always be filled at every emergency incident, regardless of size, type, or jurisdiction that the incident occurs in, is the Incident commander (IC) position. The IC has the responsibility for overall management of the incident.

Incident command procedures are designed to accomplish the following:

- Fix responsibility of command with a designated member through a standardized identification system, based on arrival sequence and other variables.
- Insure that visible, direct, effective command be established as early as possible upon arrival at the incident scene.
- Establish an effective framework within which the activities and responsibilities assigned to the Incident Commander can be properly addressed.
- Provide a system for accomplishing the orderly transfer of command from the initial Incident Commander to later arriving officers.

2. Initial Command

a. It shall be mandatory that the officer or other fire department member arriving first on the scene of an emergency incident initiate the basic incident command function, establish a command post, and assume all related command responsibilities. This shall be performed regardless of jurisdictional boundaries. The initial Incident Commander shall retain these responsibilities until one of the following occurs:

- Command is passed to the next arriving officer (only once per incident).
- Command is officially transferred. (See Transfer of Command Procedures)
- The incident is terminated.

b. Passing command is not to be confused with Transferring command. Command is Passed only when the situation requires the immediate active participation of the first member or officer on the scene which prohibits them from establishing a fixed command position. When this occurs, the next arriving officer or member shall be notified and will assume command of the incident. **Command can be passed only once!**

Union County Standard Operating Guidelines
Incident Command System

3. Command Responsibilities

The person assuming command is responsible for the following:

- Assuming an effective command location when the fixed command mode is chosen.
- Calling on the scene and transmitting the initial radio report and size-up as outlined in Section 5 of this chapter.
- Assessing the incident priorities.
- Determining the incident's strategic goals and tactical objectives.
- Developing and implementing the incident action plan.
- Developing an incident command structure appropriate for the incident.
- Assessing resource needs and orders, deploying needed resources.
- Coordinating overall emergency activities.
- Serving as the ultimate incident safety officer; responsible for preventing fire fighter injuries and/or deaths.
- Coordinating activities of outside agencies.
- Authorizing information release to the media
- Returning companies to service.

4. Command Modes

The first arriving officer or fire department member must decide on an appropriate commitment for each assigned company, including his/her own. This decision will usually result in command being exercised according to the provisions of one of two (2) general modes. They are:

- Fixed Command Mode
The fixed command mode is defined as a command structure that maintains a fixed command location which is usually outside of a structure and in which the Incident Commander devotes all of his/her energies to command. The fixed command mode is desirable and should be used unless conditions dictate otherwise.
- Mobile Command Mode
Included are incidents requiring immediate action in order to stabilize the situation, and where due to manning and/or experience factors, the Company Officer feels that it is necessary for him/her to accompany his/her crew in their initial efforts.

WHENEVER THE MOBILE COMMAND MODE IS CHOSEN, IT SHOULD BE CONCLUDED VERY RAPIDLY, WITH ONE OF THE FOLLOWING OUTCOMES:

- a. The situation is quickly stabilized by the initial offensive attack or the preliminary investigation reveals no problem requiring the Incident Commander's active participation.

Union County Standard Operating Guidelines

Incident Command System

- b. The situation is not likely to be quickly stabilized, or initial investigations indicate possible long term involvement. In either case, the Company Officer should then return to a fixed command location and continue to discharge his/her command responsibilities.
- c. Command is Passed to the next arriving company or officer.
- d. NOTE: the “Passing of Command” can occur only once during any given incident, and should be confined to “Mobile Command Mode” operations. When the first arriving member determines the need to “pass” command, the initial radio report will include an announcement that command should be assumed by the next arriving company.

5. Establishing Command and Initial Size-up

When command is established, an initial radio report and size-up should be given.

- a. Identify transmission by giving company, name of Incident Commander, the location of the Command Post (if other than the front of the occupancy/incident), and the name assigned to the incident.
- b. The apparent extent of the emergency –

NOTE: If the first arriving member gives no information as to smoke showing or working fire, etc., it will be assumed by incoming companies that nothing is showing.

IF THE INCIDENT COMMANDER DETERMINES THAT A WORKING FIRE IS IN PROGRESS, THE INITIAL RADIO REPORT SHALL INCLUDE;

- c. General size of structure – one story, two story, multi-story, high-rise, etc.

NOTE: If the location of the incident or complex is well known, the name will suffice.

- d. Type of construction – ordinary construction, frame, brick etc.
- e. Occupancy – residence, apartment, convalescent, hotel, business, etc.
- f. Action being taken – laying supply line, attacking with 1 ¾ line and tank, etc.
- g. Apparatus in use – Engine 601, Rescue 602, etc.
- h. Additional assignment – extra company, stand-by alarm, second alarm, etc.

Union County Standard Operating Guidelines

Incident Command System

NOTE: Decide early if there is a necessity to call for additional assistance. Additional help should be standing by at the scene, prepared to go into action if there is a possibility the incident may exceed the capabilities of the companies working on the incident.

- i. Other company officers on the scene should be advised of existing situations, initial decisions made, and plan of operation.
 - j. When only one company responds to an emergency such as an auto fire or trash fire, the company officer shall transmit a brief initial radio report upon arrival. As soon as it has been determined that no additional help will be required, a “situation contained” will be transmitted to the fire alarm dispatcher.
6. Transfer of Command
- a. The Incident Commander being relieved will brief the officer assuming command. This brief may include, but is not limited to, the following:
 - Incident priorities and strategic goals.
 - Tactical objectives that have been assigned and that need to be assigned.
 - Tactical objectives that have been achieved.
 - b. Should any higher ranking officer decide to officially assume command of the incident, the officer shall locate the Command Post, if established, and follow the transfer of command guideline.
 - c. After the transfer of command has actually taken place, the officer assuming command shall announce such transfer over the radio, stating the name and rank of the new Incident Commander. At this time, the officer assuming command will assign the former Incident Commander to a new duty.
 - d. NOTE: If preceded to the scene by the companies of another department, the officer responding from the department having jurisdiction shall report to the Incident Commander. Regardless of rank, this officer is legally responsible for the incident and shall have the option of assuming command, or allowing the original Incident Commander to remain in –charge of the incident.

Union County Standard Operating Guidelines
Incident Command System

Incident Command System SOG 2.03

INCIDENT ADVISORY TEAM (IAT)

1. Incident Advisory Team

- a. An incident advisory team is a group of three individuals (preferably command officers) located at the strategic level of the incident management system. The team consists of an Incident Commander (IC), Support Advisor (SA), and an Incident Advisor (IA). Each of the team members has a specific set of roles and responsibilities.
- b. The incident advisory team process is designed to increase the effectiveness of command and firefighter safety at the most critical time of the incident.
- c. An incident advisory team transitions very smoothly from small-scale incidents to large incidents that require the use of a complete incident management system.
- d. An incident advisory team is an effective way to manage daily “local” incidents, provides for more effective command, results in fewer command transfers, has three officers working together as a team, and is built incrementally.

2. Roles and Responsibilities of the Incident Advisory Team Members

- a. The Incident Commander (IC) is the first member of the incident advisory team whose duties are:
 - Assumption, confirmation, and positioning of command
 - Situation evaluation
 - Communications
 - Deployment
 - Strategy, Incident Action Plan (IAP)
 - Organization
 - Review, evaluation, revision
 - Continue, transfer, terminate
- b. The Support Advisor (SA) is the second position of the incident advisory team. This is typically the second command officer (preferably experienced) to arrive at an incident. The primary responsibilities of the Support Advisor are:
 - Refine, evaluate, or change the IAP
 - Provide guidance relating to tactical priorities, fireground factors, and firefighter safety
 - Evaluate the need for additional resources
 - Assign logistics and safety responsibilities
 - Control the master tactical worksheet
 - Evaluate the fireground tactical and task level organization
 - Act as a second set of eyes and ears for the IC
 - Protect the IC from interruptions

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- c. The Incident Advisor (IA) role is the third position of the incident advisory team. This position should be filled by the Fire Chief or Assistant Fire Chief from the Authority Having Jurisdiction (AHJ). The primary responsibilities of the Incident Advisor are:
- Review and evaluate the IAP
 - Provide “big picture” expertise
 - Review and evaluate fireground/tactical organizational structure
 - Develop a strategic organization plan
 - Liaison with other agencies and elected officials
 - Do not get involved in incident tactics
 - Keep the city/community running
 - Perform other duties as necessary

3. Incident Advisory Team and Transition

Residential:

SA IC (strategic/tactical)

-----RIT

E1 E2 L1

Commercial:

IA SA IC (strategic)

(tactical)

A	Int.	Roof	B	C
E1	E3	L1	E2	E6
	E4		E5	E7

Transition, 2nd, 3rd, 4th alarm, etc:

IA becomes Command SA and/or IC becomes Operations

Traditional Incident Command Structure:

IC

Logistics Planning Operations Admin.

Union County Standard Operating Guidelines
Incident Command System

Incident Command System 2.04

ACCOUNTABILITY

1. Purpose

- a. The Passport Accountability System gives incident commanders a fast and efficient means to account for all fire/rescue personnel that are working within a small geographical area, within the “hazard zone” of an incident. The system addresses the requirements for firefighter accountability as stipulated in NFPA 1500 and 1561.
- b. The hazard zone will be defined as any area that requires an SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or the structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space operations, trench rescue, etc.

2. Accountability

Accountability involves a personal commitment to work within the safety system at an incident.

- a. Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
- b. Command will always be responsible for including accountability as a major element in strategy and planning, and must consider and react to any barriers to affect accountability.
- c. Division/Group officers will always maintain accurate tracking and awareness of crews assigned to them. This will require the Division/Group Officer to be in his/her assigned area and maintaining close supervision of crews assigned to them.
- d. All crews will work for Command or Division/Groups - no freelancing.
- e. Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members and a radio will be required.
- f. All crews entering a hazard zone must be supervised by a designated individual.
- g. All crews will go in together, stay together, and come out together.
- h. If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew.

3. Passport System Hardware

Personnel Accountability Tag (PAT)

- a. Each member of the Division will be issued a PAT. (When the PASSPORT system is activated, one PAT is placed on the PASSPORT).
- b. Each PAT will have the individual’s Fire Department, unit number, and name.
- c. It will be each member’s responsibility to maintain their PAT, and if missing or in need of replacement, to report this to their company officer.

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Incident Command System

NOTE: Riders and Observers – A PAT marked “observer” shall be maintained on station. When riders or observers are assigned, the observer PAT will be utilized by that individual. All observers will be briefed on the accountability system as part of their safety briefing at the beginning of their observation time.

Passports

- a. Each emergency vehicle (except cars) shall be equipped with a PASSPORT.
- b. The PASSPORT will consist of a plastic card, 2 ¾ x 3 ¾ inches, white in color, black lettering/etching. Company designation (i.e. #E-271) etched at the top.
- c. Hook and velcro on front, and velcro on rear.
- d. Hook on PASSPORT receives PAT.
The PASSPORT is attached to a Velcro strip located on the dash of the apparatus, company officer (or passenger) side.

Status Boards

- a. A plastic board, 12 x 18 inches, white in color, black lettering/etching.
- b. Hook and velcro on front, and velcro on rear.
- c. Position for eight passports
- d. Located on driver’s inside door of all apparatus, velcroed to door.
- e. Used by pump operator, Division/Group officer, or accountability officer to manage passports at point of entry.

Large Status Boards

- a. A plastic board, 16 x 12 inches, white in color, black lettering/etching.
- b. Hook and velcro on front, and velcro on rear.
- c. Position for 12 passports
- d. Carried in chief officers vehicles
- e. Used by chief officers, or accountability officers, to manage passports at point of entry.

Helmet Markings

- a. Shield on the front of the helmet will bear the department name and station number.
- b. Each helmet will bear the individual’s unit number on the rear.
- c. Any decals or insignias not previously approved by the Chief shall be prohibited.

4. Tactical Benchmarks

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (PAR) involves a roll call of personnel assigned. For the company officer, a PAR is a confirmation that members assigned to his/her crew are visually accounted for. For the Division/Group Officer, a PAR is an accounting for all crew members of all companies assigned to his/her Division/Group. Reports of

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PAR's should be conducted face-to-face within the company or with the Division/Group whenever possible.

A personnel accountability report will be required for the following situations:

- a. Any MAYDAY (Command initiates a PAR of all crews on the scene).
Any change from offensive to defensive (Command initiates a PAR of all crews on the scene).
- c. Any sudden hazardous event at the incident – flash over, back draft, collapse, etc. (PAR is initiated by Command).
- d. By all crew(s) reporting an “all clear” (Company Officers of crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report an all clear).
- e. At 15 minute elapsed time
- f. At a report of a “situation contained”

5. Accountability Officers and Divisions/Groups

Accountability officers may be pump operators, Division/Group Officers, or personnel specifically assigned to Division/Groups to serve as Accountability Officers for the Division/Group Officer.

- a. The first firefighting apparatus to each geographic side of the incident will serve as the initial accountability location. The pump operator will service as the initial accountability officer. All crews entering the incident will deliver their PASSPORTS to the accountability location closest to their “point of entry” prior to entering the hazard zone. As Division/Groups are implemented, Division/Group Officers will manage PASSPORTS only if he/she is not entering the hazard zone (i.e., defensive operation). PASSPORTS will remain on the first engine (accountability location). As staff officers arrive on the scene and stage, they will be assigned accountability responsibilities for given Divisions/Groups. These officers will report to their assigned Division/Group Officer to manager accountability for that Division/Group (i.e., Lobby Division).
- b. As the incident escalates and staff officers fill accountability positions for each Division/Group, these Accountability Officers will be assigned to a radio channel designated by Command. Accountability Officers will report to Command.
- c. As the incident escalates to the level that Accountability Officers are assigned, Command should implement an Accountability Group to coordinate officers.
- d. The Accountability Group will be assigned to either Command or Operations Sections and will operate on the assigned radio channel. The Accountability Group Officer should be located in or at the Command Post.

That Accountability Group Officer's responsibilities include:

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- a. Develop and implement a plan designed to track and account for all personnel working in the hazard zone.
 - b. Ensure that Accountability Officers are implemented in each Division/Group as necessary.
 - c. Request and manage Division/Group resources as needed.
 - d. Provide progress reports to Command
 - e. Initiate PAR's upon benchmarks or as needed
6. PASSPORT Implementation at the Incident
Implementation of the PASSPORT system will occur at any incident that requires the use of Self Contained Breathing Apparatus. PASSPORT implementation should consider the following basic rules of thumb:
- a. PASSPORTS never enter the hazard zone.
 - b. PASSPORTS must be maintained at the point of entry to the hazard zone.
 - c. PASSPORTS must reflect only those personnel presently in the hazard zone.
 - d. Crews must turn in their PASSPORTS upon entering and must retrieve their PASSPORTS upon exit from the hazard zone.

Level 1 Accountability

- a. Level 1 accountability begins with placing the individual PATs on the PASSPORT.
- b. For single company incidents, the PASSPORTS remain on the apparatus. The pump operator will assume accountability
- c. Any personnel arriving via private auto, as well as command officers shall report to the Incident Commander. The Incident Commander shall have the option of either collecting the member's PAT and assigning the individual as part of the Incident Command Structure, or assign the member to a specific piece of apparatus on the scene, at which time the member shall affix their PAT to the specified apparatus PASSPORT.
- d. Personnel arriving prior to the Command post being established shall establish a command post.

Level II Accountability – "A" Assignment Response

- a. At any time during the course of an incident, the Incident Commander has the option of directing units to account for the number of personnel operating with that company by means of PASSPORTS.
- b. At the order of the Incident Commander, all PASSPORTS will be brought to and maintained at the command post.
- c. PASSPORTS will be organized at the command post by utilizing the Large Division/Group Board.

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Level III Accountability – “B” Assignments and Greater/Complex Incidents

- a. The first engine or ladder to each geographic side of the incident becomes the initial accountability location for all later arriving companies to that side of the incident.
- b. The driver/operator becomes the initial Accountability Officer until the Division/Group or Accountability Officer who assumes accountability responsibilities collects PASSPORTS in the incident.
- c. Apparatus designated by the Incident Commander to be accountability locations shall communicate, via radio, their geographic position on the fireground.
- d. Crews entering the hazard zone shall place their PASSPORTS on the status board of the apparatus designated as Accountability for their point of entry. The status board will be located on the inside panel of the operator's/driver's door.
- e. Ladder companies on the initial assignment (first alarm) may leave their PASSPORTS on the dash of the apparatus if they are parked at a position that would permit easy delivery of the PASSPORTS to the accountability engine. Any ladder company assigned to a Division/Group will deliver the PASSPORTS to the Division/Group Officer, or a designated Accountability Officer (designated by the Division/Group Officer or Command).
- f. As the incident escalates, and Division/Group Officers and/or Accountability Officers are assigned, all PASSPORTS will be delivered to these officers prior to entry into the hazard zone.
- g. Where the Division/Group Officer is operating within the hazard zone, PASSPORTS must remain Outside the zone with a designated Accountability Officer (i.e., initial operator/driver or staff officer) serving as Accountability Officer. A Division/Group Officer operating within the hazard zone will not have PASSPORT accountability responsibilities.
- h. Command must maintain an awareness of which engine companies are serving as accountability locations, and provide this information to companies being assigned to each geographic side of the incident (i.e., Division C).

Terminating the PASSPORT System

- a. PASSPORT accountability will be maintained through a report of “situation contained”, at which time a PAR for all crews must be obtained. Command will determine at that time, based on the situation and risk, as to whether to continue with the PASSPORT system.
- b. Upon termination and release from the incident, Company Officers and crew members will ensure that the PASSPORT is returned to the dash of their apparatus and that the PASSPORT is up to date.

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Incident Command System

Incident Command System 2.06

COMMAND RESPONSE GUIDELINES

1. Reasons for the Command Response

- a. The Incident Commander of all incidents, regardless of that person's rank, has the responsibility of taking care of various duties. These duties are, but are not limited to: Life Safety, Incident Stabilization, and Property Conservation. During the course of an incident, the I/C may feel that the emergency has escalated to a point where additional support for command staff positions may be/is needed.
- b. These staff positions could be Operations, Staging, Logistics, Planning, and Finance. These positions are the basic levels that are needed to fulfill the strategic incident command structure.
- c. It may also be necessary to have other key positions staffed thru this response.

2. Levels of Command Response

- a. Special Call Response: this type of response would generally be used when the I/C feels that only a limited number of staff officers will be needed to handle the incident.
- b. County Wide Response: this type of response would generally be used on a large-scale incident, when a great deal of command staff positions would need to be filled.

3. Command Response Assignment

It should be understood by all participants of the command response, that we will be used as a support resource and not as a replacement for the established Incident Commander.

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FIREGROUND GUIDELINES

1. Intent

- a. Fireground Guidelines should be utilized by personnel of Union County Fire Departments (UCFD's) in making decisions at the scene of a fire or emergency situation. Effectiveness and efficiency at a scene requires clear decisive action, and command presence.
- b. These guidelines should be employed to control the majority of emergency situations, but are not expected to encompass every situation. There may be times when good judgment or common sense dictates a course of action contrary to these guidelines.

2. Purpose

- a. Fire ground Guidelines will provide a uniform approach to a given emergency situation; explain the responsibilities of fire department personnel and what is expected of them.
- b. These guidelines identify the standard operating procedures to be employed by all emergency personnel when conducting emergency operations. Where there is a conflict between general and a specific requirement in this manual, the specific requirement shall prevail.
- c. Note: Wherever a masculine pronoun is used, is intended to include both male and female genders, unless otherwise stated

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FIREGROUND SAFETY

1. Intent & Purpose

Safety is not only the Incident Commander's, but also every member's responsibility at every incident. A Safety Officer (ISO) should be assigned at every incident.

Safety is ultimately the Incident Commander's responsibility until he assigns someone to that position. However, everyone on the fire ground owes the system a strong commitment. It is extremely important that every member of UCFD's accept responsibility for operating within the established guidelines. It is their duty to report unsafe conditions to the ISO or the IC.

2. Minimum Operating Safety Guidelines

- a. Use and wear of protective clothing. This includes helmet with chinstrap, fire resistant hood, coat, bunker pants, boots (steel toe and shank), and gloves.
- b. Use and wear of proper eye protection. Helmet shields may not be appropriate eye protection for all circumstances (i.e. hydraulic tool operations).
- c. Use and wear of SCBA.
- d. Use and wear of PASS device.
- e. A Firefighter shall operate only with their assigned company or as assigned by their Company Officer (*No Free Lancing*).
- f. Operate tools and equipment safely, carefully, and within the manufacturer's specifications.
- g. Follow SOG's.

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Fireground Operations, SOG 3.04

FULL PROTECTIVE CLOTHING

1. Full protective clothing shall include helmet, protective eye protection, hood, coat, pants, boots and gloves. All which must meet NFPA Guidelines. Full protective clothing shall be worn any time a firefighter might enter or come into contact with any hazard, or hazardous environment, or environment that has a potential to become hazardous requiring respiratory protection. This should include below ground as well as above ground environment.
2. The basic decision to use an SCBA should be based on three (3) absolute rules:
 - a. Nobody is ever allowed to breathe smoke or toxic fumes. ***There are higher toxin levels in residual or cooler smoke than in fully combusted smoke.***
 - b. Use SCBA until atmosphere is confirmed to be safe. Personnel should only remove their SCBA after the area is appropriately monitored **and** deemed safe by the Operations Section Chief or the Incident Commander.
 - c. When in doubt, use SCBA.
3. Eye protection should at all times be maximized (must meet NFPA guidelines). The use of a helmet shield may not be appropriate in all cases. Safety goggles or glasses should be worn in addition to a helmet shield when operating the Rescue tool, cutting, or equipment that may spray hydraulic fluid or other toxic substance.
4. When wearing Fire Protective Clothing for firefighting all snaps, buckles, and Velcro closures should be used. Hoods should be completely tucked inside the coat collar and the collar should be turned up with the collar flap used. Not every incident or situation will require the full use of Fire Protective Clothing. The member must wear Fire Protective Clothing that will provide safety to the individual in that given incident or situation.
5. When entering environmentally toxic atmospheres, appropriate clothing, respiratory, and exposure protection will be worn. ***When in doubt...DO NOT ENTER AREA.***
6. A multi-gas detector should be used whenever possible to determine the relative safety of any potentially hazardous environment prior to entry.
7. Safety is a shared responsibility by everyone on the fire ground.

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PASS

1. The PASS device is basically a motion detector. Some models include a temperature / rate of rise alarm and some brands use telemetry transmitters. All (of) which must meet NFPA Guidelines. It will activate to a pre-alert when the user is motionless for a period of 25-30 seconds. This is followed by a full alert if the user remains motionless. The PASS device shall be activated in the “ARM” position prior to entering a hazardous environment. If armed by turning on SCBA bottle then bottle shall be turned on.
2. In the event the firefighter(s) becomes lost, disoriented, injured, or trapped, the alarm is to be activated manually without delay. (See also Lost & Trapped Firefighter).
3. Upon recognition of an audible distress signal, the Incident Commander shall be notified, a PAR check should be initiated, and appropriate action taken {See Rapid Intervention Team/Crew, IV. Guidelines}. The alarm is not to be silenced until the victim is removed from the hazard, or during the rescue only for communications. If silenced for clear communications the alarm will be reactivated manually after communicating.
4. While conducting Fireground operations, if the dispatcher relays that a MARCS radio distress beacon has been received, that signal should be treated the same as a PASS device activation and a PAR check should be conducted. The dispatcher should indicate to command which radio is in emergency mode and any communications that they have had with that unit.

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Fireground Operations, SOG 3.08

Strategy

1. Intent and Purpose

To facilitate a more effective and efficient management of emergency operations during an emergency.

2. Priorities

a. Priorities are identified as a result of the on scene analysis of the emergency situation (size-up). Since emergencies are dynamic in nature, and change as they progress and/or are affected by the efforts of the Fire Department, the priorities involved, in any given emergency situation will also change.

b. Priorities provide the basis for determining operational objectives. In a general sense, the basic priorities may be divided into three (3) broad categories. In basic order of importance, they are as follows:

Life Safety – all factors and operations, which affect the safety and well being of persons involved in the emergency. Involved persons include victims, bystanders, and emergency personnel.

Hazard Control – Those operations or activities required to stop the spread or growth of an emergency incident, and bring about its final termination.

Property Conservation (commonly referred to as “loss stopped”) – Those operations or activities required for stopping or reducing additional loss to property and reducing the impact on the environment.

c. Although priorities are normally placed into a hierarchy, overlapping can and does occur. Such a case of overlapping may be illustrated by a situation where rapid control of a fire is necessary to protect life safety.

3. Operational Objectives

a. Objectives are derived from the priorities. They are specific in nature and must be realistic in the sense that they can be accomplished with the available resources. They must be communicated in short, easy to understand terms.

b. Objectives normally follow the same hierarchy as the priorities from which they have been derived. Objectives may; however, also overlap in the same sense as priorities sometimes do.

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- c. Objectives change as priorities change. Simultaneous achievement of objectives requires close coordination by the Incident Commander.

4. Strategies

- a. The choice of strategy is dependent upon the objectives that have been set. As with priorities and objectives, the chosen strategy must change in accordance with changes in the nature of the emergency. There are three (3) basic strategies:

Offensive – An aggressive attack or effort to bring about rapid control of a problem (i.e. a quick attack at the seat of a small fire).

Marginal Offensive/Defensive – Initial efforts concentrate on achieving confinement of a problem while additional resources are amassed to begin an offensive control operation.

Defensive – Strictly an effort to confine a problem (i.e. using heavy streams to protect exposures without attacking the main body of fire).

5. Planning & Decision Making

- a. On-scene emergency operation planning and decision making requires analysis of the factors involved, realistic projection and forecasting, identification of priorities, objectives and strategies, and evaluation of results. The following is a guide for on-scene emergency operational planning and decision-making.

Determine the nature and extent of the problem (size-up).

Estimate growth and spread potential.

Determine priorities based on existing and projected conditions.

Determine objectives based on priorities and available resources.

Determine strategy based on objectives.

Develop a plan of action based on objectives and strategy.

Establish time frames and points of evaluation.

Modify plans or actions as required by evaluation.

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STANDARD COMPANY OPERATIONS

1. Intent and Purpose

- a. Standard Company Operations identify functions of the various tactical units. They also reduce the amount and detail of orders required for moving Companies into action on the emergency scene.
- b. The Incident Commander and officers operating at multiple company and/or multiple agency emergencies shall coordinate and integrate their efforts, task, and functions so as to produce harmonious, effective, and efficient operations.
- c. Incident Commanders shall endeavor to utilize the various fire companies to their best advantage within the scope of their standard functions; but may, if the need arises, utilize companies for any function, which may be required.
- d. Officers shall insure that the fire companies under their control are able to perform the various functions designated for that company as well as maintain the level of flexibility necessary to perform other functions as required.

2. Engine Company Operations

- a. Search and rescue of victims.
- b. Protection of exposures, property, and lives.
- c. Confine the emergency incident to the smallest area as safety, resources, conditions, and time will allow.
- d. Extinguish or mitigate emergency incidents.
- e. Conducts overhaul operations to facilitate extinguishment.
- f. Provide adequate and efficient water supply to hose lines and other apparatus.
- g. Provide RIT operations if assigned.
- h. Provide basic and/or advanced emergency medical service to personnel and victims.

3. Truck Company Operations

- a. Search, rescue, and treatment of injured victims and personnel.
- b. Provide forcible entry.
- c. Raise ground ladders.
- d. Provide coordinated ventilation with fire attack.
- e. Check for fire extension and overhaul.
- f. Provide on scene lighting.
- g. Provide control of utilities.
- h. Perform salvage and overhaul duties.
- i. Perform extrication.
- j. Provide RIT operations if assigned.

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4. Water Supply Operations

- a. Secure a water supply (i.e. dump tank, pond, river, hydrant) and set up operations (i.e. drafting or supply line).
- b. Set up movement of water if necessary (i.e. water shuttle, hose lay, relaying pumping). The apparatus with the greatest pumping capacity should be at the water source.
- c. Maintain adequate resources. The keys to efficient water shuttles are fast-fill and fast-dump times. Water supply Officers should be positioned at both the dump and fill sites.
- d. As manpower is available, consideration should be given to assigning personnel to traffic control, hydrant operators, hookups, and tank dumping operation.
- e. If possible, the drivers should remain in their vehicles during dump tank operations.

5. Rescue Company Operations

- a. Search for victims in high hazard areas.
- b. Provide specialized tools for use with victim extrication.
- c. Establish RIT when requested by command.
- d. Secure utilities when necessary.

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Fireground Operations SOG 3.11
WATER SUPPLY OPERATIONS

1. Intent and Purpose

Adequate water supply during fire attack operations has a critical impact on fire control outcomes. A good water supply and adequate GPM flows from attack lines result in good outcomes. Delayed or limited water supply and inadequate GPM flows lead to delayed fire control, increased risk to fire fighters and victims, and greater fire loss. The use of excessive amounts of water, leaking couplings or nozzles may increase loss inside the structure.

2. Hydrant Water Supply

First due companies approaching the scene with any evidence of a working fire in a structure should lay their own supply line. There should be few exceptions to this guideline (i.e., obvious critical rescue requiring a full crew, unsure of actual fire location etc.).

3. Pumped Water

- a. Pumped water supply (4-Way Valve Operation) is necessary when large volumes of water are required on the fire ground. This normally occurs later in the attack operation when engine-mounted master streams, ladder pipes, or multiple high GPM attack lines are in operation.
- b. Generally, first alarm companies should lay their own supply lines to cover all critical tactical positions before pumped water is considered. Most initial attack operations, including engine-mounted master stream operations can be adequately supplied without pumped water.
- c. In most cases, the need for pumped water occurs late in the first alarm assignment, or as the second alarm companies arrive. Command should address the need for pumped water as ladder pipes or multiple engine-mounted master streams are ordered into operation and assign engine companies to pump lines. When pumped water is initiated, command should maintain control of key hydrants and order pumped water on a priority basis.

4. Rural Water Supply

a. Level 1 Water Supply:

A single 5" (or 3") supply line is stretched between the attack engine and tender, could be engine or tanker. During this level of water supply the tender supplements the attack engine. The default initial pressure for supplying 5" hose will be 50 PSI and 100 PSI for 3". The attack engine operator will communicate changes from the default based on water usage. It is recommended to use a Level 1 water supply when it is estimated to utilize less than 2,000 gallons of water.

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- b. **Level 2 Water Supply:**
A supply line (5" or 3") is stretched with a wye that is connected near access of the tenders. 3" lines will be connected to each side of the wye. As tenders approach, they connect to an available line. As one tender completes pumping off its load, the valve on the wye will be turned to allow for the "standby tender" to begin pumping. This should be done quickly, so that little or no loss of water is noticed by the attack engine. Once the empty tender leaves, the "nest tender" takes its place and the cycle is repeated. It is recommended to use a Level 2 water supply when the estimated use of water is between 2,000 to 10,000 gallons.

- c. **Level 3 Water Supply:**
A supply line (5" or 3") is stretched from the attack engine to an engine that will utilize dump tanks to draft water. It is recommended to use a Level 3 water supply when the estimated use of water will be more than 10,000 gallons.

- d. During tanker shuttle operations, tankers are required to operate on roadways and in close proximity to firefighters, pedestrians, and civilian traffic. Tanker operators should use caution when approaching and departing fill & dump sites, using slow speeds that will allow them to stop suddenly if necessary. When tankers are traveling to and from the fill and dump sites they should be either completely full or completely empty.

- e. The location of the dump site should be as close to the fire scene as possible but should not interfere with other firefighting crews and apparatus arriving to the scene. The dump site should be positioned to allow easy/safe approach and departure of tankers. Any area that would require a tanker to operate in reverse should be avoided.

- f. Vacuum tankers utilize a vacuum pump to create a negative or positive pressure in the water tank and can draft quicker and at a longer distance than conventional tankers. It may be of a greater advantage to send vacuum tankers to an alternate fill site to take advantage of their quicker fill rates.

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FIRST TO ARRIVE DUTIES

1. Intent and Purpose

First arrival duties shall provide a uniform guideline for determining strategic and tactical goals when evaluating an emergency incident for first arriving companies or fire personnel.

2. Upon Arrival – Size-up

- a. Transmit a brief and concise initial radio report to include:
 - Unit number (i.e. E310) and “on the scene”.
 - Height of building in stories (i.e. 1 story).
 - Type of construction (i.e. wood frame).
 - Occupancy (i.e. apartment).
 - Conditions on arrival (i.e. heavy smoke and fire coming from the rear).
 - Action being taken (i.e. E310 using a 1 ¾ “ hose line. Investigating, etc.).
 - Officer in charge. (i.e. Capt. Smith in charge).
 - Assign Command (i.e. Chief 310 is Command, E310 is Command).
- b. Evaluate resource needs and request additional resources if needed.
- c. Assume command of the situation and remain in command until formally relieved of command.
- d. Size up the emergency situation (360).
- e. Determine primary objective(s) based on priorities.
- f. Develop plan of action.
- g. Assign other arriving companies and units until relieved of command.
- h. Communicate to the next in command the current situation and plan of action.

3. Life Safety

- a. All actions on the scene, by fire personnel, will be directed toward minimizing the life hazard.
- b. Sometimes, an aggressive, quick, attack on the problem will alleviate the life hazard.
- c. Life safety includes the safety of the public and of fire personnel.
- d. Fire personnel should not be placed in precarious positions or take unnecessary risks.

4. Confinement

- a. Contain the problem to the smallest area possible.
- b. Prevent the problem from becoming more complex.
- c. Confinement is second only to life safety as a priority consideration.

5. Control

- a. Control relates to those activities engaged in by fire personnel, which directly reduce or abate an emergency incident.

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- b. Many times, control efforts such as direct attack on a fire, can accomplish life safety, confinement, and control simultaneously.

6. Standard Apparatus Arrival – Tactical Operations

a. Arrival of the Chief Officer

When first on scene – The Chief Officer shall set up the Command Post and give direction to incoming companies. The Chief Officer car(s) should be placed in a location not to interfere with the positioning of incoming apparatus and ideally be positioned to offer a view of two sides of the building.

When preceded to the scene - The Chief Officer shall go to the Incident Commander and find out details of the incident. After the Chief Officer has all the facts, he may choose to relieve the Officer of Command and formally take command of the fire or incident by announcing via radio to the Dispatcher on all Channels that he is in charge. The dispatcher will confirm.

- b. Arrival of the First Engine Company: Primary mission is Life Safety and to locate hazards.

Nothing Showing - Engine Company should proceed to the building and/or alarm panel. The crew should have tools, Thermal Imaging Camera (if available), and a water extinguisher. This is especially true for out-fires.

Fire Showing – Officer in charge (OIC) has the option of laying a line or going on in. Engines with 800 gallon or greater tanks should always be thinking of responding directly to the building without laying a supply line. If possible, locate the Engine and lay line where it will not interfere with other arriving companies. Engine placement should facilitate aerial ladder placement and viewing three (3) sides when possible.

When preceded to the scene - If preceded to the scene by a Chief Officer the Engine Company shall position at the front of the building and report their position to the Chief Officer and await orders.

- c. Arrival of the Second/Third Engine Companies: Primary mission is water supply and secondary mission is search/rescue, back-up lines, or ventilation if no ladder.

The second Engine Company should stay back at the hydrant if it is within supply line range and prepare to lay hose into the first Engine. If there is no hydrant available, they should proceed to within approximately one block of the fire scene. In either case the Company Officer shall keep his Engine crew with the apparatus and report via radio his placement and that he/she is awaiting orders.

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The Second Engine Company may be in position for Water supply, FDC, etc. A Third Engine would assume the position or task that the Second Engine Company did not assume (i.e. Water supply, FDC, etc.).

- d. Arrival of the First/Second Ladder Companies: Primary mission is Search/Rescue and/or ventilation. Secondary mission is Hazard mitigation.

Ladder Companies should be utilized and positioned for the necessary tasks based on priorities (i.e. Rescue, Ventilation, Defensive Operations, etc.). Usually this will be to the front side of the building (A side). A ladder should be placed so it remains there for the duration of the fire or incident. If preceded to scene by an Engine Company, and a second Engine has not been placed at a Hydrant, the Ladder should stay back at the hydrant and prepare to lay hose to the First Engine Company.

- e. Arrival of Medic or Squad: Primary mission is Medical Care and secondary mission is Rehab.

When there is a working fire and the squad or medic is dispatched to the scene, it should be located near the Command Post if possible.

They should remain flexible so that their apparatus can respond from the scene and/or their apparatus does not become blocked in at the scene. This will necessitate the proper positioning of the apparatus upon arrival at the scene.

Note: Apparatus placement should facilitate each Company's primary and secondary mission. If unsure of job assignment contact Command prior to Arrival. If there is no reply from Command, and staging has not been set up, report to Command in person with crew.

Note: Privately owned vehicles – park at least one block away, not blocking the street, driveways, or hydrants.

7. Standard Apparatus Arrival Placement

- 1st Engine – Front of the building
- 2nd Engine – Hydrant
- 3rd Engine – Fire department connection
- 4th Engine – Rear of the building
- 1st Ladder – Front of the building if not on a hydrant
- 2nd Ladder – Rear of the building
- Medic – Command Post

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FIRE STREAM MANAGEMENT

1. Scope

The purpose of fire stream management is to promote the most effective and efficient deployment and utilization of fire streams possible during fire fighting operations. Fire streams shall be well coordinated and carried out in the most safe, effective, and efficient manner possible.

2. Responsibility

- a. The IC is responsible for overall coordination and management of fire stream operations.
- b. It is the responsibility of each fire company to provide its own uninterrupted, adequate supply of water. "Provide", in this case, does not mean they must lay the line or that they must pump it. It is their responsibility to get water into their pump, by whatever means appropriate.
- c. Company Officers must assume responsibility for the effectiveness of their fire streams. Such Officers must maintain an awareness of where the fire streams are going and their effect.
- d. All members involved in fire stream operations are responsible for safe operation of such fire streams.

3. Procedures

- a. Factors involved in fire stream selection and deployment are as follows:

Size
Placement
Speed
Mobility
Supply

- b. Characteristics

Fire control forces must consider the characteristics of fire streams, fire stream factors, and the fire problem in order to choose the proper nozzle and stream for the task.

Solid Stream – More penetration, reach and striking power, less steam conversion.

Fog – More gross heat absorption/expansion, low reach.

1 ½" lines – Fast, mobile, low volume.

1 ¾" lines – Fast, mobile, moderate to high volume.

2 ½" lines – Slow/immobile, big water, big knockdown.

Master Streams – Mostly stationary, slow to set up, maximum water.

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Consider hose lines as pumping as much air as they pump water (particularly fog streams). When entering basement fire(s) do not open nozzles until you can see and are near the fire.

c. Basic Hose Line Placement

The first stream is placed between the fire and persons endangered by it.

When no life is endangered, the first fire stream is placed between the fire and the most severe exposure.

Second line is taken to secondary means of egress (always bear in mind the presence of men opposite the second line) if not used for back up of first line.

Whenever possible, position hose lines in a manner and direction that assists rescue activities, supports confinement, and protects exposures.

Hose lines should be advanced inside fire buildings in order to control access to halls, stairways, or other vertical and horizontal channels through which people and fire may travel.

d. General Operations

Use the size of hose line that will eventually be required from the beginning; if you need a big line provide it from the onset. If there is any doubt from the beginning, go to the next size line.

When you change commitment from offensive to defensive and pull hand lines out of the fire building, do not continue to operate them as hand lines – convert them to exterior master streams. Give priority to water supply and application. The operating positions of such streams must also be evaluated.

Do not operate fire streams into smoke – fire location must be determined before water can be effectively applied.

As soon as a fire is knocked down, the rate of flow (GPM) should be reduced or discontinued according to the situation, to hold water damage to a minimum.

e. Attack Lines

Offensive attack lines must be highly mobile. As their movement slows down, they necessarily become more defensive in nature and effect. Many times effective offensive operations are referred to as “aggressive”.

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Offensive attack positions should achieve an effect on the fire quickly, consequently back up judgments should also developed quickly. If you apply water to an offensive attack position and the fire does not go out react; back it up.

Beware of hose lines that have been operated in the same place for long periods. Fire conditions change during the course of fire operations and the effect of a hose line operation must be continually evaluated. If the operation of such lines becomes ineffective, move, adjust, or redeploy them.

Beware of the limitations of operating nozzles through holes. The mobility of such streams is limited and it is generally difficult to evaluate the effectiveness of such streams.

Have attack lines ready during forcible entry operations. Attack crews should be fully protected and supervised before forcible entry is started.

If you commit attack crews to inside operations, do not operate exterior streams into the same building – particularly ladder pipes. Do not combine interior and exterior attacks in the same building.

f. Aerial Streams

Ladder pipes are particularly useful and effective when operated on large open-type fires. You are essentially in a defensive mode.

Ground crews should be advised before ladder pipes go into operation.

Do not operate fire streams down ventilation holes during offensive operations.

g. Water Supply

During large-scale operations, be mindful of the fact that when several engines attempt to draw from the same water system, considerably less water is available and at a reduced residual pressure.

During alarms in which large quantities of water is anticipated or becomes a problem, the IC should request a Water Supply Officer.

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Fireground Operations, SOG 3.16

STRUCTURE FIRES

1. Upon Arrival

- a. The first in Officer shall give a brief condition report:

Number of stories.

Type of structure.

What is showing?

From what side the problem is showing or where?

Report on exposures.

Who is in command?

Plan of Tactical action.

- b. Conduct an on spot size-up.

What have I got?

Where is it going?

What needs to be done to affect a positive outcome?

2. Communications and Coordination

Good communication and proper coordination are essential at structure fires.

The IC must provide the necessary coordination of various fire ground activities.

The IC must communicate all instructions and vital information clearly to those who he is supervising.

3. Tactical Considerations

- a. The Tactical objectives in fighting a structure fire shall be in order of priority as follows:

Rescue

Human life is the most important consideration at a fire or other emergency.

Rescue of humans override all other strategic considerations at a fire.

A primary and secondary search shall be conducted at all structure fires.

Exposure protection

Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) (or uninvolved parts of the fire building.)

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Confinement

The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.

Whenever possible, the most effective method of confining a fire spread is a direct attack on the fire.

The IC shall decide whether to make an offensive approach (aggressive interior attack), or a defensive approach (attacking the fire from the outside). There may be situations when both approaches could be used, but must be done so with extreme caution.

All avenues of fire spread must be considered (i.e. shafts, openings, utility raceways, ducts, etc.).

Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important to open up and operate fire streams into such areas.

Extinguishment

In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time.

The size-up will provide information as to techniques, equipment, and manpower needs to overcome the fire.

Overhaul

The purpose of overhaul is to make sure the fire is completely out.

Overhaul operations must be properly coordinated with fire investigation efforts.

Unsafe conditions should be identified and dealt with early in the overhaul process.

During overhaul most Firefighters are more relaxed, tired, perhaps less alert, and thus more apt to get injured.

Personnel should not remove their SCBA until the area is deemed safe to do so. There may be more toxic gases present during overhaul than during the initial attack.

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When available, a fresh crew should perform overhaul. Personnel should only remove their SCBA after the area is appropriately monitored **and** deemed safe by the Operations Section Chief or the Incident Commander.

Ventilation

Based upon the situation, ventilation may need to occur anytime during the operation.

Ventilation shall be employed to:

Channel heat, smoke and flames from potential victims.

To prevent backdraft and flashover.

To remove heat and smoke from the building, to reduce property damage.

To allow the interior of the structure to be more tenable and safer for firefighting operations.

To prevent further extension of fire into uninvolved areas (i.e. trench cut).

Salvage

Salvage may need to begin at any time during a fire operation.

Salvage includes those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire, and the weather.

Salvage may include:

The use of salvage covers.

Removing water from the structure.

Removing furniture and personal belongings to a safe location.

Debris removal.

Covering openings to keep weather out and to secure the building.

All members are expected to perform in a manner that reduces loss during fire operations.

- b. Utility Control: Utilities should be shut down and brought under control to insure that they will not contribute to the fire spread, overall damage or create any type of safety hazard.
- c. At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electrical company. Also notify the proper gas company to shut down gas or propane to the building.

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- d. If the electric company is not available in time, fire personnel may shutdown the main breaker and notify Command of such action (***Do Not Pull Meter***). This may not eliminate the hazard if the services have been modified. If necessary, shut down gas lines at the meter or propane at the tank.
- e. If necessary, contact the water department through dispatch to shut down water at the valve closest to the point of usage.

4. Safety

- a. Safety is an important aspect of all fire ground operations. Accomplishing fire ground objectives in a safe manner helps reduce firefighter injuries and deaths.
- b. Personnel operating at structure fires shall wear appropriate protective clothing and Self-Contained Breathing Apparatus.
- c. Fireground operations should not be carried out in a rush, but rather they should be accomplished at a reasonable pace, which allows for operations to be completed in a safe and efficient manner. Never run on the Fireground, except to escape a hazard.
- d. Fire Officers must constantly be aware of both fire and structural conditions, which may deteriorate, placing firefighters in jeopardy.
- e. Indications of the possibility of structural collapse and/or other life threatening occurrences shall be communicated immediately to all personnel within the incident perimeter and appropriate actions taken.
- f. Life Safety to Occupants is the number one priority.
- g. Fireground operations shall be coordinated and conducted in such a manner as to support life safety operations that may be currently underway.
- h. Hose line placement and ventilation shall be coordinated so as affect safe and efficient rescue operations.
- i. Use normal means of egress first (i.e. halls, stairs, etc.).
- j. Aerial ladders, hand ladders, and fire escapes are considered to be secondary means of egress.
- k. Provide for the care and medical needs of victims who have been removed from the fire building.
- l. Utilize on-site fire protection equipment and systems to best advantage in accordance with the type of system and the fire situation.

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Fireground Operations

Fireground Operations, SOG 3.18

RESCUES AT STRUCTURE FIRES

Any time a structure is involved with fire, it shall be the policy of UCFD's to make a primary and secondary search and notify command upon completion of each.

1. Upon Arrival
 - a. Report on conditions.
 - b. Size up the rescue problem.
 - c. Request additional resources as needed.
 - d. Institute a primary search and initial fire control operations.

2. Primary Search
 - a. It is UCFD's policy to extend a primary search in all involved and exposed occupancies that can be entered. The Officer in Command must structure initial operations around completion of the primary search. Primary search means companies have quickly gone through all affected areas and verified the removal and/or safety of all occupants
 - b. When primary search companies encounter and remove victims, the IC must assign other companies to continue to cover the interior positions vacated by those companies.
 - c. The IC and operating companies cannot depend upon reports from spectators to determine status of victims. Operating companies should utilize reports as to the location, number, and condition of victims and supporting primary search efforts.
 - d. The IC will be notified when primary search has been completed.
 - e. Once the primary search has been completed and transmitted, IC must maintain control of access to the fire area. Beware of occupants (and others) re-entering the building.
 - f. If a victim is found, notify command and remove victim from building or to a safer area in building. Give medical attention as soon as possible and as conditions warrant.

3. Secondary Search
 - a. The rescue functions that follow lengthy fire control activities will be regarded tactically as a secondary search.
 - b. Secondary search means that companies thoroughly search the interior of the fire area after initial fire control and ventilation activities have been completed.
 - c. Different companies than those involved in primary search activities should complete the secondary search. Thoroughness, rather than time, is the critical factor in secondary search.

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Fireground Operations

Fireground Operations, SOG 3.20

FIREFIGHTER EMERGENCY/MAYDAY

1. Intent and Purpose

UCFD personnel may become lost, trapped, disoriented, down due to an injury, or otherwise in need of assistance during an emergency incident. Personnel may also find themselves in a situation that has potential to cause bodily harm to themselves or others at the scene of an emergency. This general guideline addresses these instances as a **FIREFIGHTER EMERGENCY, MAYDAY, or FIREFIGHTER IN TROUBLE.**

2. EMERGENCY/MAYDAY CALL

Prior to entering hazard zone personnel shall verify radio setting and arm pass device. The flashlight should be turned on when the pass device is armed as an extra safety device

- a. The Firefighter(s) should immediately initiate an EMERGENCY or MAYDAY when they are in need of assistance (i.e. Lost/Trapped/Missing/Injured, etc.) on the radio to the IC, of his/her situation, followed by location and report if possible. If possible initial call should include the amount of air remaining.
- b. Note: Each Firefighter on the fireground must make their own determination if they are having, their crew is having, or there is an EMERGENCY vs. a MAYDAY on the fireground. The earlier recognized and acted upon, the greater the chances that there will be a successful outcome. An EMERGENCY can and should be upgraded to a MAYDAY if needed. All of the information in this SOG should be reinforced through regular training.

An **EMERGENCY** is a report of **possible** trouble or dangerous situation.

A **MAYDAY** is a report of **immediate** trouble or dangerous situation.

- b. Note: A firefighter or company officer should broadcast "Emergency Traffic" as a minimum, to notify the IC of a potentially hazardous situation. The Incident Commander may utilize his judgment in dealing with the situation and may upgrade the situation as he or she sees fit.

Stay Calm, Preserve Your Air Supply
Activate PASS
Situation/Problem Reporting
Stay Together if Lost or Trapped as a Crew
Search for an Exit
Attempt to Follow a Hose/Life Line to Safety
Retreat to an Area of Safety

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Horizontal Positioning
Flashlights/Tapping

3. FIREFIGHTER IN TROUBLE
FIREFIGHTER IN TROUBLE indicates the immediate need to dispatch Law Enforcement to the scene (i.e. scene is no longer safe for emergency crews).
Appropriate Law Enforcement will be dispatched to the designated location. The nearest Engine, Medic and Chief Officer will also be dispatched. The arriving Engine, Medic, and Chief should stage a safe distance away from the location.
 - a. In the event Fire or EMS personnel feel threatened, the entire crew should make every attempt to BACK OUT of the immediate area to a safe location.
 - b. Immediate follow-up information will be relayed to the dispatch center of the progressing situation (once the crew can safely do so).

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Fireground Operations, SOG 3.22

RAPID INTERVENTION TEAM

1. Intent and Purpose

To establish guidelines for a Rapid Intervention Team (RIT). The RIT is put in place **to assist Firefighter(s)** who become lost, trapped, disoriented, down due to an injury, or otherwise in need of emergency assistance.

2. Scope

The Incident Commander will establish a RIT at any working structure fire or any special operation incident where Firefighters are subject to immediate danger of injury (i.e. confined space, haz-mat, trench rescue, etc.). The size and number of RIT(s) will be flexible based on the type, size, and complexity of the incident.

3. RIT: Standard Assignment.

- a. The Incident Commander (IC) will establish a RIT as soon as resources are available. The IC will utilize one of the Companies arriving on the incident grounds, if there was not a specific Company dispatched as the RIT. If there are insufficient members and apparatus for this, the Incident Commander will call for an additional Company to handle this assignment.
- b. The RIT will report to and be given their orders by the Incident Commander or his designee. In the event of larger scale operations the RIT may report to the Division Officer assigned to that area.
- c. The RIT should be comprised of a **minimum of three (3) Firefighters** {Officer and two (2) Firefighters} or more. Each member of a RIT falls under the Command of the RIT Officer.
- d. The RIT Officer will be the only member reporting to the Incident Commander or Division Officer (if assigned) upon arrival. If they were assigned as the RIT on Dispatch, he should inform the Incident Commander of this, and be guided by his direction. The Incident Commander will assign the RIT to “stand fast”. While standing fast, in a position of readiness, the RIT will assemble tools, determine the locations of aerial and portable ladders, specialized power tools, and EMS location.
- e. The RIT Officer and/or Team Leader will remain in visual and/or verbal contact with the Incident Commander, his designee, or Division Officer at all times during the Incident unless deployed.
- f. Tools for the RIT should be placed on a tarp. **The Tools are for the RIT only.**
- g. Companies already on the fireground should place ladders for Crews already

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operating on the interior. If not already done the RIT can raise ladders as long as it doesn't jeopardize their assignment. Ladders should be raised on at least two (2) sides. Interior Crews should be notified of the placement of ladders.

- h. After the announcement of a distressed Firefighter(s), all fire ground Officers/Crew Leaders are to conduct an Accountability Check of the members in their crew. Only report members missing to Command.. *Do not* tie up the frequency with reports of all members accounted for unless asked by Command.
- i. In the event that a Firefighter(s) becomes lost, disoriented, injured, or trapped, the Division Officer or Incident Commander will be notified immediately (MAYDAY). The RIT should not self-deploy until the Incident Commander orders it. However, as the second set of "emergency ears", RIT has a responsibility to notify the Incident Commander or Division Officer (if assigned) that someone is calling for help and that it is ready to deploy to the call.
- j. Identify the frequency that all other work groups and divisions will be transferred to for the duration of the RIT Rescue Operation. **The Only personnel permitted to transmit on the downed firefighter's original frequency shall be the RIT, the downed firefighter and the Incident Commander.**
- k. If the disoriented firefighter(s) can be reached via radio have them transmit a "LUNAR"
 - **L**ocation- what area, floor, etc.
 - **U**nit-unit victim/s are assigned to
 - **N**ame/s- Number and Name of downed firefighter/s
 - **A**ction- needed to rescue. (Trapped, lost, or missing)
 - **R**eason/**R**esources- what is wrong, what is needed (low air, lost, trapped, medical, etc.)?

When firefighter(s) are located immediately notify the IC using "LUNAR"

- l. If the distressed Firefighter(s) is not located quickly by interior crew(s), RIT will be deployed to the **last known location**. The search shall expand from that location in the most expeditious manner.
- m. Upon deployment of the RIT, the Incident Commander will order the next alarm for additional resources. Another RIT will be assembled on location. This RIT will be deployed at the discretion of the Incident Commander.
- n. The Incident Commander will advise Dispatch that there is a Firefighter(s) in distress ("MAYDAY"). Once this transmission has been received, Dispatch will report the "MAYDAY" over the Dispatch and Operational Frequencies being used at the Incident, and state "all Companies standby with radio traffic unless

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you have an Emergency”.

4. Restrictions

- a. The RIT will not be used to provide relief for Operational units until the Incident has been declared Situation Contained and the risk to firefighters who may still be operating on the interior has been assessed. (non IDLH present) The assessment process will include the Incident Commander, Operations Officer (if assigned), and Safety Officer (if assigned). It is recommended that the Division Officers (if assigned) and RIT Officer be part of the assessment process also. The operations must be deemed safe by the above for the RIT to be released from its duties.
- b. If the Incident Commander determines that the immediate use of the RIT in a capacity other than that of the RIT is an absolute necessity, it may be utilized. **This should be done as a LAST RESORT.** A second RIT must be placed into service immediately.

5. Tools and Equipment for RIT

- a. The tools and equipment for the RIT are to be placed in an easily accessible location close to the Command Post or Division Post. These tools should be placed on a tarp designated for the RIT. RIT tools and equipment are not to be used by any other members on the Fire Ground.
- b. Each member should be assigned tools prior to being deployed at the incident. The RIT Officer is responsible for the assignments.
- c. The RIT Officer must decide which tools and equipment may be needed and are available. Remember tools must be easily accessible to the RIT only.

6. Training

a. PURPOSE

The purpose of the Union County Rapid Intervention Teams (RIT) is to provide a minimum crew of three (3) operationally trained personnel for the primary purpose of rapid rescue in any incident involving injured, trapped, lost, missing or disoriented firefighters.

b. OBJECTIVE

To operate as a team in the safest manner possible to rescue, remove and resolve the firefighter’s hazardous situation.

c. RECOGNIZED SPECIAL TRAINING FOR RIT OPERATIONS

RIT firefighters shall be certified by the Department Chief as:

- ✓ One Team member certified as a Firefighter/EMT-B.
- ✓ Each member should have a minimum of one (1) year experience as an Interior Structure Firefighter
- ✓ Must be competent in performing aggressive primary and

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secondary search and rescue.

- ✓ Capable of proficiently completing all aspects of RIT Operations including, but not limited to the tasks listed below:
 - Denver Drill: Restricted window rescue
 - Tie and handcuff knot or similar knot to perform sub-level rescue
 - Columbus Drill: Utilizing a charged hoseline to remove a firefighter from a sub-level rescue
 - Nance Drill: Firefighter through a floor
 - Performing a patient assessment and SCBA rescue pack changeovers
 - Rigging of a high point anchor mechanical advantage lowering system using extension ladders
 - Window Exit: Ladder slide, free arm repel, hose slide, utilizing a munter hitch to repel
 - Firefighter drag, SCBA harness, webbing/sling
 - Firefighter rescue with ground ladders
 - Firefighter searches
 - Searching with personal search rope and large area search
 - Proficient in wearing, utilizing and troubleshooting SCBA in hostile environments
 - LUNAR familiarity
 - To perform periodic walk around size-ups of fire buildings every 15-20 minutes
 - Know how to perform and have practiced enlarged openings for removal of victims

d. IDENTIFICATION

Individuals that have received the RIT ops special training by the Department Chief shall have at least one orange reflective tetrahedron, or similar sticker, placed on the left and right side of their helmet as identification.

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Fireground Operations, SOG 3.24

STAGING

1. Intent and Purpose

- a. The intent and purpose of the Staging SOG is to provide a standard system of initial placement for responding apparatus, men and equipment prior to assignment at tactical incidents.
- b. Effective utilization of this guideline:
 - Will prevent excessive apparatus congestion at the scene.
 - Will allow time for the Command Post to evaluate conditions prior to assigning companies.
 - Place apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by the Command Post.
 - Produces more effective communications by virtue of reducing radio traffic during critical initial stages of fire operations.
- c. Note: Staging will involve two (2) levels: Level I and Level II

2. Level I Staging

- a. Level I Staging applies to all multiple Company responses on 1st Alarm Assignments. It dictates the standard apparatus response areas for both residential and high-risk properties.
- b. The first arriving Officer, Company Officer, or Department member shall assume command and size-up the incident. If necessary, the Standard Apparatus Arrival – Tactical Operations (see 3.12 First to Arrive Duties) may need to be adjusted. Unless otherwise directed, Companies will be positioned at the incident as outlined below.
 - Chief - arrival first: size-up, set-up Incident Command (IC), and direct incoming Companies.
 - First Engine Company - arrival first: May or may not lay a line into the scene, size-up, set –up IC, and direct incoming Companies. If preceded to the scene by Chief Officer then report to the front of the building and report to the IC unless advised otherwise.
 - Second Engine Company: Position at nearest hydrant, or intersection, or 500’ from scene and report placement.
 - First Ladder Company: Position at the nearest hydrant, or intersection, or 500’ from scene and report placement. If the Second Engine Company is already on the hydrant, proceed to the scene with the First Engine Company.
 - Second Ladder Company: Position at the rear of the building (incident) and report your position.
 - Third Engine Company: Position at the FDC and report your position. If no FDC, position at the rear of the building and report your position.
 - Fourth Engine Company: Position with the Second Ladder Company or rear of building and report your position.

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- Medic: When a medic is dispatched it should be located near the Command Post and be prepared to take care of injured personnel or civilians.
 - c. Note: If the IC sets-up staging at a hydrant, etc., then all incoming Companies shall report there unless told otherwise.
3. Level II Staging
- a. Level II Staging will relate to large, complex-type incidents requiring an on-scene reserve of Fire Companies, as well as other agencies, and will involve formal staging in an area designated by the IC. When the IC announces a formal staging area, the Fire Dispatcher (s) should be notified and all responding Companies will report to and remain in the staging area until assigned to the incident. If staging on roadway at night, turn headlights off, leave parking lights and emergency flashers on for safety. Note: Level II Staging will be an automatic procedure when dispatched to Multiple Alarms.
 - b. The IC may designate a Staging area and Staging Officer who will be responsible for the activities outlined in this guideline.
 - c. The first Company Officer to arrive at the approximate location of the staging area shall become the Staging Officer. He/She will notify the IC of his/her arrival, designate the exact location of the staging area, and assume command of the staging area.
 - d. If no staging area or Staging Officer is designated, the Officer of the first arriving Engine, Ladder, Tanker, or Medic shall designate the location of the staging area. The Officer will automatically become the Staging Officer, will notify the IC of his/her arrival, and assume command of the staging area.
 - e. When requested by the IC, the Staging Officer will verbally assign Companies to report to specific Divisions or Groups, telling them where and to whom to report, and what frequency they are operating on. He/she will then advise the IC of the specific Companies assigned. The division or group supervisor may then communicate directly with the Company. The Staging Officer will give the IC periodic reports of available Companies in the Staging area. If requested to do so by the IC, the Staging Officer may communicate directly with Fire Dispatch to replace Companies as they are assigned.
 - f. The Staging Officer will also be responsible for the following:
 - Coordinate with police, sheriff, or state patrol to block the streets, roads, intersections, and other access required for the staging area.
 - Assure that all apparatus is parked in an appropriate manner.
 - Maintain a list of Companies available in the staging area and inventory all specialized equipment (i.e. Thermal Imagers) that might be required at the scene.

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- Review with the IC what resources must be maintained in the staging area and coordinate the request for these with the Fire Dispatcher.
- Assume a position that is visible and accessible to incoming and staged Companies.

4. Staging Area Resources

- a. Unless otherwise instructed, the Staging Officer will advise the IC when the level of resources in the staging area is depleted to two engines and one ladder/tanker or less. The IC will make a decision whether or not to call for additional units or to call for an additional alarm.
- b. The IC may instruct the Staging Officer to maintain a base level of resources until further advised. In such circumstances, the Staging Officer will communicate directly with the Fire dispatcher to request additional units.
- c. Separate and/or multiple staging areas may be required for some incidents (i.e. Medical staging area, Hazmat staging area, Support Staging, etc.). In such cases, the Staging Officer will so designate and relay this information to the IC and the Fire Dispatcher.

5. Special Tactical/Violent Scene Staging

- a. Special Tactical staging must be set up for 911 Unknown/Violent Scenes. Do not pass in front of and/or within site of location. Have a protective structure or hill between staging and scene. Consider having Law Enforcement secure staging area. Keep back a minimum of one (1) block away. Keep vehicles and personnel out of the line of sight of the incident. Have an escape route planned.
- b. Members should consider the hazards at hand. They should Stage in Quarters if the incident is within 1 mile of the station. Otherwise, stage a minimum of one (1) block away from the incident, out of sight of the incident, with at least two (2) means of egress (backing out doesn't count).
- c. Members should remember that the crowd may be a hazard.
- d. Units should turn off warning lights when staged and then turn them back on when completing the response to the scene (**once scene is confirmed secure by law enforcement**). Turning off warning lights at the scene may reduce crowd attraction to the incident.
- e. The best plan may be to retreat if necessary to ensure the safety of the crewmembers.

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Fireground Operations, SOG 3.26

SPRINKLED, STANDPIPED, AUXILLIARY EQUIPPED BLDGS.

1. Sprinklers: Upon Arrival

- a. Give a condition report.
- b. Continue size-up.
- c. Determine exact location of the fire:
 - The minimum Fire Department hook-up to the FDC should not be less than two (2) 2 ½ “ hose lines or one (1) 5” hose line.
 - If a fire is in progress and the sprinkler heads have opened, one hundred fifty (150 PSI) pounds of pressure should be provided to the FDC, or an amount sufficient to overcome the systems operating pressure if system needs supported.
 - Unless it is known for sure that private mains provide an adequate supply, engines should be connected to city hydrants (non-private), if available.
- d. Do not shut down sprinkler systems until the fire is under control. Hand lines should be in place if needed to control and extinguish remaining fire.

2. Sprinklers: “Button-Up” Approach

- a. Although not considered a standard method of handling fires in sprinklered buildings, the “Button –up” Approach offers an alternative operational procedure where unusual hazardous conditions may exist. In those situations where the involved occupancy presents an extreme life safety hazard for fire personnel (i.e. high piled stocks of plastics, flammable liquids, etc.) the IC may, at his discretion, utilize the option of the “Button-up” approach.
 - Evacuate the building of all personnel.
 - Close up building as tightly as possible to limit the air supply available to the fire.
 - Connect an engine to the FDC and pump into the system.
 - Keep sprinkler control valves wide open and sprinklers operating at all times, for an hour or more as necessary, until the fire has essentially been extinguished and can be manually attacked.
 - During the final stages of sprinkler operation, but before manual attack is begun, attempt to mechanically exhaust smoke from the building if the equipment is available
 - Before shutting off sprinklers, attempt to evaluate fire severity. This can be done either by a reconnaissance using handlines, lifelines and air packs, or by breaking through the roof or a wall if the location of the seat of the fire can be determined.
 - Keep a person posted at the sprinkler control valve at all times (with radio, if available) ready to turn sprinklers back on if the fire threatens to flare up.

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3. Standpipe Outlets

When the decision has been made to utilize standpipe outlets, personnel should keep in mind limitations of such installations and be guided by the following:

- a. When utilizing a standpipe outlet:
 - Disconnect the existing hose line.
 - Remove any pressure-reducing device, which may be present.
 - Connect Fire Department hose (i.e. High-rise kit)

4. Dry Chemical, Carbon Dioxide, and Foam Systems

- a. In the case of local application systems inside a building, such as for a dip tank, do not turn water hose streams on the fire, since this is likely to splash the burning liquid out of the tank and cause it to spread on the water to the rest of the building. Consider hand hose systems or foam if available.
- b. If a total flooding system is operating, do not open up the enclosure until the extinguishing agent has fully extinguished the fire and any hot objects, which can act as sources of re-ignition.
- c. Before leaving the scene of an incident where a system has operated, and after you have completed your overhaul and salvage, be sure that steps are taken by management to restore the system to a condition of readiness.

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Fireground Operations, SOG 3.28

HIGH RISE FIRES

1. Intent and Purpose

To provide a means of combating fires in high rise buildings, to gain control of the building early in the fire, and to ensure the safety of all the building occupants.

2. Policy

High Rise Fire guidelines should be followed on any structure that is three (3) stories and above.

3. Procedure

- First-In Company should enter the lobby and obtain whatever information is available and give a condition report.
- Locate the fire and relay information concerning the following:
 - ✓ Report location of fire (if known).
 - ✓ Safety of elevators (are they usable?).
- Attempt to determine if rescue problems exist.
- Call for additional help, if necessary.

4. Command Structure

- Establish a Command Post including the following as needed:
 - ✓ Resources Staging Area.
 - ✓ Lobby Control.
 - ✓ Operating Staging Area.
 - ✓ Stairwell Support.

5. Safety

- Establish lobby control early in the fire to control elevators, utilities, and running list of personnel in and out of the building.
- Exterior area below fire should be kept clear for two hundred feet (200') from the fire building.
- Command post should be a minimum of two hundred feet (200') from the fire building unless other conditions warrant greater distance.
- For rescue purposes, there are generally one hundred (100) occupants per floor in High Rise buildings.
- Elevators should not be used.
- Initial fire attack crew(s) will need relief in twenty (20) minutes (this includes the time it takes to ascend to the fire floor).

6. Communications

- Communications are usually poor in a “steel skeleton” building utilizing portable hand radios. Sometimes, moving to open window or roof will improve communications.

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Fireground Operations

- It may be possible to utilize building's intercom or phone system.

7. Operations

- Locate fire – leaving one member in lobby to establish lobby control if possible.
- Prepare for standpipe operation. Pump to both standpipe and sprinkler system according to the buildings system.
- If evacuation is necessary, you may be able to move occupants to a safe area, rather than evacuating everyone out by way of the lobby.
- A command post should be established and other command operational positions (i.e. divisions, safety) should be implemented as needed to insure an efficient operation.
- Ventilation is most effectively carried out by removing (if possible) or breaking out the windows on the fire floor (horizontal ventilation) for floors below the top floor.
- If you must ventilate vertically using stairwells, make sure escape is not cut off for anyone.
- If investigating an alarm, a fire extinguisher will be taken with the company(s) investigating the floor(s) or area(s).

8. High-Rise Pack

- Movement of the High Rise pack from street level to the fire floor or area designated by the IC will be the responsibility of the personnel of each individual company.
- The High Rise pack will be carried into a building where a standpipe system exists or where the distance is too great for a pre-connected hose line.
- Hose in the High Rise pack should be utilized in place of the hose line provided on the building standpipe system. It should be connected to the standpipe below the fire floor.
- At minimum, equipment for the High Rise Pack should include: a nozzle, 100' – 1 3/4" hose, 2 1/2" to 1 3/4 " gated wye, a minimum of 3' of 3" hose, 2 spanner wrenches, and 2 1/2" gasket.

Union County Standard Operating Guidelines
Fireground Operations

Fireground Operations, SOG 3.30

DUMPSTER FIRES

1. Intent and Purpose

To provide a safe and effective method of handling fires in dumpsters. These guidelines also apply to Cardboard compactor and trash truck fires.

2. Procedure

- Attempt to determine what is burning.
- Contact employees or management to assist in determining contents of dumpster.

3. Safety

- All members directly involved in operations shall be in full protective clothing, including SCBA.
- Operate with wind at back, if possible.
- Contents in dumpster may be water reactive, explosive, or oxidizing agent.
- Be aware of personnel safety during overhaul procedures.
- May have to decontaminate clothing, equipment, and apparatus.
- Any member experiencing any unusual feeling, tightness in the chest, nausea, etc., should receive medical attention immediately.

4. Fire Control

- Remove bystanders from area.
- Attack fire from upwind position with 1 ¾" or larger hose line.
- A deck gun or elevated master stream may be utilized as conditions warrant, especially if the contents of the dumpster are unknown or are suspected to be hazardous.
- If dumpster is up against building, you may want to move it to an open area (if possible). If unable to move, check for extension and exposure protection. Consider 1st Alarm Assignment for exposure protection.
- If inside building, it is a structure fire.
- Consider water supply problems.

5. Containment

- It may be necessary to control run-off if substance is hazardous material.
- Dike material may be necessary.
- If hazardous materials are present, contact and coordinate with appropriate agency(s).

Union County Standard Operating Guidelines
Fireground Operations

Fireground Operations, SOG 3.32

VEHICLE FIRES

1. Intent and Purpose

To provide a means of extinguishing fires in vehicles and to protect suppression personnel when fighting vehicle fires.

2. Procedure

- Park apparatus uphill and upwind if possible.
- Transmit report on conditions.
- Continue size-up.
- Determine if additional assistance is needed.
- Obtain Police, Sheriff, or State Patrol assistance for traffic control if necessary.
- If involved vehicle is a common carrier, determine type of cargo (driver and/or manifest) if possible.

3. Safety

- All members involved in direct operations shall be in full protective clothing, including SCBA.
- Consider traffic conditions and be aware of traffic hazards to personnel.
- Consider the flow of spilled fuel (burning or non-burning).
- Be alert for possible explosion of fuel system, and pressurized “energy absorbing” bumpers and shock absorbers.
- Be mindful that batteries may serve as an ignition source, produce electrical shock, or explode.
- Suspension systems on many buses may collapse to within four (4) inches of ground level when exposed to fire.
- Remember that most motor homes, campers, and mobile canteens have built-in LPG tanks on board.
- Vehicles that have air bags which have not deployed should be approached with caution. Personnel should not position themselves between the bag(s) and seat while the air bag system is armed (if possible).
- Vehicles with armed, un-deployed air bags, pressurized “energy absorbing” bumpers, or shock absorbers should not have any tools or other objects placed in their vicinity.

4. Operations

- Consider life safety.
- Consider water supply availability.
- Determine type of fuel which may be involved:
- Consider fuel system – newer vehicles have pressurized fuel systems.
- Coordinate operations with law enforcement personnel at the scene.

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- SCBA's will be necessary for operations on all vehicle fires, inside and outside the vehicle.
 - Attack fire with 1 ¾ " hose line or larger.
 - Be prepared for tire fires to re-ignite.
5. Post Emergency
- Investigate the cause of fire.
 - Insure that vehicle is in a safe condition prior to towing service removal of vehicle.

Union County Standard Operating Guidelines
Fireground Operations

Fireground Operations, SOG 3.34

ELECTRICAL EMERGENCIES

1. Intent and Purpose

To provide safe guidelines for the handling of electrical issues in emergency operations.

2. Procedure

- Determine the type of electrical problem and request the appropriate power company to respond, if needed.
- Give the dispatcher the proper location of the incident (i.e. pole number, etc.).
- Set up operational perimeter. Request Police, Sheriff, or OSP assistance when necessary.
- Park apparatus outside of operational perimeter.

3. Safety

- Do not fight electrical fires unless de-energized or life is in danger. Protect exposures.
- Be careful when positioning equipment and hose lines. Electrical lines may fall on apparatus, personnel, or hose lines.
- Do not walk under transformers as some may still contain PCB's or burning oil. Transformers can and do explode.
- Do not open shutters on vaults. This may cause an explosion due to accumulation of flammable gases.
- Keep bystanders clear of hazard area.
- Stay clear of manhole covers over electrical vaults. They have been known to blow off and fly one hundred and fifty feet (150').
- No personnel shall enter underground electrical vaults except to effect rescue and then only when advised by power company personnel on the scene that the vault has been de-energized.
- When entering underground electrical vault (de-energized) to effect rescue, personnel must be in full protective clothing, including a manned lifeline, SCBA, SABA, and air monitoring.
- Toxic gas may be formed from electrical fires in vaults. Take necessary precautions (i.e. SABA, ventilation). Note: SABA may need to be a special request. Provide for possible Decon of personnel and equipment.
- Do not open pole-mounted switches. They are for power company personnel only.
- Do not assume that telephone wires are not hot. They may be in contact with high voltage wires.
- Do not use water to control pole top fires unless de-energized by the power company. Protect exposures.

Union County Standard Operating Guidelines
Fireground Operations

- Avoid standing in puddles of run-off water during firefighting operations when energized electrical equipment may be involved or nearby.
- Assume that all wires down are HOT/Energized and act accordingly.
- Do not use non-rated equipment such as pike poles, non-rated cutters, and non-rated rope to handle downed wires. **If rated equipment is available UCFD personnel will not use (i.e. Hot Sticks, etc.).** This is the primary domain of the responding power company.

4. Wires Down

- Members should not move wires unless absolutely necessary to rescue victims, and then only after all safety precautions have been observed.
- Position equipment and personnel a minimum of two (2) poles away from downed lines for possible pole collapse.
- Be careful when placing hose lines and apparatus as additional lines may fall.
- Establish a secure area (operational perimeter); include fences, guardrails, railroad tracks, and puddles of water, which may be electrically energized.
- Standby and keep the public away from the scene until wires are de-energized by power company personnel.

5. Cutting Wires

It is UCFD's policy that **NO member** cut electrical wires. It is preferable that battery cables be disconnected (not cut) and secured.

6. Electrical Fire Control

- Power pole fire – do not extinguish with water unless life is threatened or major component of power pole is threatened or directed to by power company personnel.
- Electrical fires are best handled by shutting down power source.
- CO2 and dry chemical are the best extinguishing agent for electrical fires.
- If structure fire involves electrical service or wiring, the power to the building should be cut off by personnel turning off main breaker (Note: Breaker box to pole is still hot/energized and may not completely de-energize the structure) or having Power Company turning off electric service.
- Electrical vault fires should be extinguished only after they have been de-energized.
- Power company personnel shall be notified anytime UCFD personnel shut off electric service.
- If fire attack must be considered for rescue purposes (**do not use straight solid stream**) use narrow/fog pattern.

7. Vehicle Rescue

- Power lines should be considered hot/energized until verified as safe by power company personnel.
- Injured or uninjured victims that are conscious should stay in vehicle until power company personnel can secure power to downed lines. Personnel

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should not try to remove or treat any victims until power company personnel have de-energized lines.

- Do not use pike poles, non-rated ropes and or non-rated equipment to handle downed lines during vehicle rescues. **If rated equipment is available UCFD personnel will not use (i.e. Hot Sticks, etc.)**. This is the primary domain of the responding power company.

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Fireground Operations, SOG 3.36

CARBON MONOXIDE HAZARDS

1. Intent and Purpose

To establish a guideline for locating and mitigating carbon monoxide hazards. UCFD's shall respond to and investigate all reports of possible carbon monoxide incidents occurring in occupied spaces.

2. Procedures

- a. Emergency or non-emergency responses to reports of carbon monoxide should be determined by the following criteria:

Emergency Response

- Caller indicates or suspects any signs or symptoms of CO poisoning. In this event the dispatcher will advise the caller and all occupants to evacuate the building and await Fire Department arrival.
- All emergency responses shall require full protective clothing and SCBA.

Note: It is better that the building not be aired out prior to Fire Departments arrival. An accurate reading may not occur.

Non-Emergency Response

- Caller has Carbon Monoxide Detector activation or suspects there may be carbon monoxide present in the building. Dispatcher should dispatch as a service run. The OIC may choose to respond Emergency if information received from dispatcher that the caller gave would make it an Emergency (i.e. High CO reading). If this is the case, the OIC should request the dispatcher call back and have them evacuate the building.
- Anytime the dispatcher feels the caller is in jeopardy, they can immediately initiate an emergency response, even if the initial dispatch was considered a non-emergency.
- All non-emergency responses shall require full protective clothing, and SCBA until the OIC indicates otherwise.

- b. Once the first company arrives on the scene, they should first interview the occupant(s) to determine the following:

- If any are or have been feeling ill. If so, have them checked by a Medic crew and if needed transport.
- The number and location of any CO detectors, which have been activated.
- The location of combustion equipment/appliances.
- Is anyone still in the building?

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- c. After the interview, zero the CO meter in fresh air and comply with all start-up procedures as recommended by the manufacturer.
- d. Take the first reading just inside the doorway to determine initial CO levels.
 - If at any time a reading of 400 ppm (NIOSH maximum allowable short-term exposure) or greater is detected, the building or affected area shall be immediately evacuated. Investigate for the source wearing appropriate protective clothing and SCBA.
- e. Begin monitoring the lower levels of the building and then proceed to the higher levels.
 - Be sure to check all areas, especially areas that include utility spaces, kitchens, and attached garages. CO will accumulate at low levels.
 - **WARNING: CO is a combustible gas. Do not operate light switches or sources of ignition until atmosphere is clear of CO.**
 - Note: The Gas Company is an important resource during CO investigations and shall be contacted anytime a gas appliance must be turned off. The Gas Company utilizes a tagging system, which insures that problems are corrected before faulty appliances are placed back in service
 - Advise the occupant that they should contact appliance service personnel to check the proper operation of appliances (if actual or suspected source of CO). If possible, turn off the gas.
- f. If any UCFD has a Carbon Monoxide Alarm emergency form then personnel of that Department shall fill out appropriately. Leave copy with owner.
- g. A mini CO Dosimeter card (if available) may be left in the structure to check for prolonged exposure. Entry date and time should be noted on the card (recommended for low or inconclusive readings).

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Fireground Operations, SOG 3.38

THERMAL IMAGING CAMERA

1. Intent and Purpose

To establish a guideline governing the most effective method for deploying a Thermal Imaging Camera(s).

2. Policy

It shall be the policy of UCFD's (if available) to utilize Thermal Imaging Camera(s) (TIC) in every structure fire and any other situation where it will enhance the safety of Fire Department personnel and aid in the location and rescue of victims.

3. Procedure

- a. The TIC should be utilized within a structure whenever the initial report is a possible fire regardless of initial size-up reports. Once the Company Officer decides the TIC is no longer needed it should be removed from the structure for the use of the RIT if needed.
- b. When operating in the "Rescue Mode" (Primary Search), company personnel shall use the TIC to aid in the search for victims.
- c. Command should be notified that the TIC is in use and transmitting (if equipped to do so). The transmitter (if available) should be on unless it would pose a hazard on the fire ground (i.e. explosive conditions). For ATFD/ MFD the default transmit channel is channel #1 (switch to channel #2 if there is interference).
- d. Personnel must understand that the TIC could fail and an escape route must easily be located, either by following a wall, hose line or rope tag line to safety. Keep in mind exit times in case of camera failure. The operator must inform his crew of escape routes and any other information he sees (i.e. doors, holes, windows, etc.).
- e. Using the TIC as the sole search tool may leave hidden area(s) unchecked. A hands-on approach should still be used. Conduct most of the travel inside a structure in the conventional method (without looking in the TIC) and just use the camera to do a quick visual check of the room to check for victims and heat.
- f. The TIC can also serve as a tool for detecting heat during overhaul. The TIC cannot penetrate most construction materials including drywall, plaster and lathe, concrete, glass, or plastic.
- g. **WARNING: DO NOT CHANGE** or take, Thermal Imaging Camera batteries into a hazard zone.

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Fireground Operations

Fireground Operations, SOG 3.40

RETURNING COMPANIES TO SERVICE

1. Intent and Purpose

To insure that fire companies and units are returned to available status as quickly as possible after emergency operations have concluded.

2. Responsibility

- a. Incident Commanders are responsible for releasing fire companies and/or units as soon as is safely possible from the scene of emergencies.
- b. Company Officers are responsible for making their companies available and/or returning them to service as quickly as possible.

3. Procedure

- a. All companies and/or units who have been released from an emergency scene shall insure that they are sufficiently re-equipped and ready for response.
- b. As soon as companies and/or units become available for response, they shall notify dispatch via radio.
- c. Upon returning to quarters, fire companies and/or units shall endeavor to quickly and completely refuel (below $\frac{3}{4}$), refill, re-equip, and re-supply their apparatus so as to be fully ready for the next alarm. Hand tools should be cleaned and inspected (damaged tools should be repaired or taken out of service and replaced ASAP). Properly document all repairs and damage to equipment.
- d. Whenever fire companies and/or units are operating at an emergency scene, but are being held in an available status, they shall endeavor to remain in a condition of readiness, sufficiently equipped, and able to respond.
- e. Whenever possible, Mutual Aid companies should be placed in-service prior to UCFD companies responsible for incident, so they can cover their territories if necessary.

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Fireground Operations

Fireground Operations, SOG 3.42

USE OF CIVILIANS

1. Intent and Purpose

To provide fire officers and IC's with an understanding of their authority and responsibilities relative to the rare utilization of civilians during emergency operations.

2. Policy

- a. It shall be the policy of UCFD's to avoid the use of civilians in Fire Department operations.
- b. Whenever, under unusual circumstances, civilians must be utilized or allowed to participate in Fire Department operations, the IC of such operations shall utilize the civilians in such capacities that will not place them in obviously dangerous areas or hazardous environments. The IC shall insure control over their actions and well-being.

3. Scope

As used in this policy, the term "civilian" refers to any person who is not a known member of a Fire, Police, Sheriff Department or the Ohio State Patrol.

4. Responsibility

- a. Whenever UCFD's personnel enlist the aid, assistance, or help of civilians, the department automatically assumes liability for both the safety of such civilians and for their actions, and the results of their actions.
- b. Whenever UCFD's personnel allow civilians to assist, aid, or participate in any way during Fire Department operations (whether by conscious acknowledgement or implied consent), the department automatically assumes liability for both the safety of such civilians and for their actions and the results of their actions.
- c. IC's are responsible for overall control of an emergency scene and, as such, shall insure control over the safety of civilians (whether they have been enlisted or have volunteered) during Fire Department operations.
- d. All UCFD's personnel must keep the safety of the public foremost in their minds and refrain from utilizing civilians, or restrain and prohibit their participation whenever conditions are too dangerous to allow their involvement.

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Fireground Operations

Fireground Operations, SOG 3.44

FIRE SCENE INVESTIGATIONS

1. Intent and Purpose

To ensure the investigation of all fires occurring within the jurisdictional area of UCFD's. To provide policy and guidelines relative to the fire investigation process.

2. Policy

- a. It shall be the policy of UCFD's to make every effort to determine the origin and cause of all fires.
- b. Company Officers shall initiate the investigation of those fires that they respond to within their fire districts.
- c. Company Officers shall request a fire investigator via the IC (Officer in charge of the scene) whenever any of the following circumstances exist: Arson, unknown origin and/or unknown cause, or suspicious fires as well as the following:
 - Evidence or suspicions of any crime having occurred in connection with the emergency incident.
 - Fires resulting in fatalities/injuries of any persons.
 - Fires in connection or resulting from an explosion.
 - Major fires with significant property or monetary losses.
 - Fires that cause significant damage to UCFD's equipment and/or apparatus.
 - Incidents that, in the opinion of the Company Officer, may result in a lawsuit or have legal ramifications.
 - Any situation not specifically mentioned, but in the opinion of the Company Officer, a fire investigation is needed.
- d. Whenever a fire investigator has been requested by the Company Officer and the fire alarm office is unable to contact an investigator, the Company Officer shall request the response of the Departments Chief Officer(s).

3. Responsibility

- a. It is the responsibility of the IC to make certain that the on-scene fire investigation is being conducted.
- b. The IC or Company Officers, that are conducting a fire investigation, are responsible for requesting a fire investigator whenever such circumstances may exist.
- c. It is the responsibility of all Officers and Firefighters to be alert for any evidence, which may aid in the investigation and to preserve such evidence until it can be properly secured and collected. **Overhaul should be kept to a minimum so as not to disturb evidence.**

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Fireground Operations

- d. When suspicion or knowledge of arson becomes evident, steps should be taken to maintain control of the premises until examination and removal of evidence is completed (i.e. fire department personnel left at the scene).
- e. UCFD's personnel should not disclose impressions or thoughts as to the cause of the fire where bystanders may overhear them.

4. Procedure

- During fire fighting operations, be alert for conditions that may indicate incendiaries.
- Initiate fire investigation procedures as soon as possible after knockdown and before overhaul.
- Endeavor, first, to determine point of origin.
- Endeavor to determine cause of fire and/or explosion.
- Conduct overhaul operations with care as directed by the Officer-in-Charge during the investigation activities.
- Preserve all evidence that may be found.
- Request a fire investigator, as per this guideline.
- Secure overhaul operations as far as may be practical until the arrival of the investigator.

Note: If overhaul is needed and it is practical, taking a photograph(s) prior to overhauling is advised.

- a. Observe owners/occupants and bystanders reactions and comments. Pay attention to their clothing and its conditions (i.e. are they dressed for what they say they were doing?).
- b. UCFD's personnel shall document the description, identification of any witnesses and potential witnesses present at the scene. Written statements should be taken from such if attainable. UCFD's personnel should document the license numbers of any vehicles present at the fire scene if arson is suspected.
- c. If there has been a series of fires, pay attention to the people at the scene. Who reported the fire? Who attempted rescue or suppression, and who offered information? Try to observe the reaction of the crowd. Get a photograph of the crowd if possible, including vehicles.
- d. All fireground personnel should note bystanders at the scene of a fire.
- e. Photographs of the crowd should be encouraged at all major fires. Noting license plate numbers of vehicles parked at the scene or those leaving as the FD arrives can also provide valuable information to investigators.

5. Fire Investigator

- a. Upon receiving the first notification that an investigator is needed, the investigator should attempt to gather as much information about the fire as possible. Some of the information the investigator should gather is:
 - ✓ Location of fire.
 - ✓ Time of fire.
 - ✓ Unit or agency requesting investigator.

Union County Standard Operating Guidelines
Fireground Operations

- ✓ If there are any fire department units on the scene.
 - ✓ Location and designation of the Command Post.
 - ✓ Whether the fire is suspicious.
 - ✓ If there are any injuries or fatalities.
 - ✓ If law enforcement is on the scene.
- b. The investigator should urge the IC to limit any overhaul until the investigator has had a chance to observe the scene.

Special Operations, SOG 4.00

REHABILITATION

1. Intent and Purpose

To provide guidance on the implementation and use of a rehabilitation process as a requirement of the Incident Management System (ICS) at the scene of a fire, other emergency, or training exercise. It will ensure that personnel who might be suffering the effects of metabolic heat buildup, dehydration, physical exertion, and/or extreme weather receive evaluation and rehabilitation during emergency operations.

2. Rules

- a. Rehabilitation shall commence when fire/emergency operations and/or training exercises pose a health and safety risk.
- b. Rehabilitation shall be established for large-scale incidents, long-duration and/or physically demanding incidents, and extreme temperatures.
- c. The Incident Commander shall establish rehabilitation according to the circumstances of the incident. The rehabilitation process shall include the following:
 - Rest
 - Hydration to replace lost body fluids
 - Cooling (passive and/or active)
 - Warming
 - Medical monitoring
 - Emergency medical care if required
 - Relief from extreme climactic conditions
 - Calorie and electrolyte replacement
 - Accountability
 - Release

3. Responsibilities

- a. The Incident Commander shall be responsible for the following:
 - Include rehabilitation in incident/event size-up
 - Establish a rehabilitation group to reduce adverse physical effects on firefighters while operating during fire/emergencies, training exercises, and extreme weather conditions.
 - Designate and assign a supervisor to manage rehabilitation
 - Assure sufficient resources are assigned to rehabilitation
 - Ensure EMS personnel are available for emergency medical care of firefighters as required.
- b. The rehabilitation manager shall be responsible for the following:
 - Clearly identify themselves and the rehabilitation group location
 - Ensure area accommodation, accessibility, water supply, and protection from the elements and the media
 - Set up away from hazardous conditions.

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Rehabilitation

- Ensure personnel in rehabilitation “dress down” by removing gear
 - Provide required resources for rehabilitation
 - Time personnel to ensure that they receive 10 to 20 minutes of rest
 - Ensure personnel rehydrate themselves
 - Maintain accountability at all times (Rehab Group– Company Check In / Out Sheet: Appendix D)
- c. Company officers shall be responsible for the following:
- Be familiar with and monitor personnel for signs/symptoms of heat/cold stress
 - Provide access to rehabilitation for company members as needed
 - Ensure accountability of firefighters, maintaining company intact
- d. Crew members shall be responsible for the following:
- Be familiar with the signs/symptoms of heat/cold stress
 - Promptly inform the company officer when members require rehabilitation and/or relief from assigned duties
 - Maintain unit integrity
- e. EMS personnel shall be responsible for the following:
- Report to Incident Commander and obtain rehabilitation requirements
 - Coordinate with rehabilitation manager
 - Check vital signs, monitor for heat stress and signs of medical issues
 - Document medical monitoring and medical care
 - Provide emergency medical care and transportation as required
4. Procedures
- a. All personnel shall maintain hydration on an ongoing basis.
 - b. Members shall be sent to rehabilitation as required.
 - c. All members shall be sent to rehabilitation following the use of two 30-minute SCBA cylinders or one 45 to 60-minute SCBA cylinder. Shorter times might be considered during extreme weather conditions.
 - d. Active cooling shall be applied when temperatures, conditions, and/or workload create the potential for heat stress.
 - e. In hot, humid conditions, a minimum of 10 minutes of active cooling shall be applied following the use of the second and each subsequent SCBA cylinder.
 - f. Personnel in rehabilitation shall rest for at least 10 to 20 minutes prior to being reassigned or released.
 - g. EMS personnel shall provide medical monitoring and emergency medical care as per medical protocol.
 - h. Any abnormal vital signs should be monitored frequently during rehab.

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Rehabilitation

- i. Personnel who are weak or fatigued with pale clammy skin, low blood pressure, nausea, headache, or dizziness shall be assessed by EMS personnel.
- j. Personnel experiencing chest pain, shortness of breath, dizziness, or nausea shall be transported to a medical facility for treatment.
- k. Personnel transported to a medical facility for treatment shall be accompanied by a department representative.
- l. Members should drink water during rehabilitation and nutritional supplements/snacks or meals provided as required during longer duration incidents.
- m. No tobacco use shall be permitted in or near the rehabilitation area.

Union County Standard Operating Guidelines
Special Operations

Special Operations, SOG 4.02

VEHICLE RESCUE and EXTRICATION

1. Procedures
 - a. Request dispatcher to respond additional or special equipment, if necessary.
 - b. If commercial trucks are involved, check placarding and/or manifest and take necessary precautions. Hazardous chemicals are present at all vehicle accidents.
 - c. Give actual location of incident to dispatcher if other than original reported location.
2. Safety
 - a. All rescue personnel should be in full protective clothing and wearing eye protection.
 - b. Spot apparatus uphill and upwind from accident scene if possible. Apparatus should be parked between rescuers (to protect the life safety of rescuers and victims) and oncoming traffic if possible, with parking brake set and wheels chocked if on grade. **No member will move an apparatus after blocking traffic and/or when requested by law enforcement, until approval of the Officer-in-Charge. Apparatus will not be moved until there is no longer a life safety hazard to rescuers and victims.**
 - c. Stop all fuel leaks if possible, and prevent use of flares if fire hazard exists. 1 ¾” hose line should be positioned and charged for extrication and/or possible fire conditions. However, the Officer-in-Charge may ask for a proper size dry chemical extinguisher if fire risks are minimal.
 - d. If possible, prior to rescue personnel and/or EMS personnel entering vehicle(s), stabilize the vehicle(s) using cribbing, chock blocks, vehicle stabilizer jacks, vehicle emergency brake, etc. Air lifting devices are not stabilizing.
 - e. Overturned vehicles (onside or on top) should not be “righted” (i.e. pushed or pulled onto wheels) until patients have been removed.
 - f. Use caution when disconnecting (or cutting) battery cables if flammable vapors are present or fuel leaking. It may be better to leave connected to avoid sparks. Negative battery cable shall be removed first. (Battery cables should only be cut in the most extreme circumstance.)
 - g. Exposed jagged and/or sharp edges in the patient area or working area should be padded.

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Special Operations

3. Fuel Spills

- a. Rescue personnel should try to stop all fuel leaks, if possible, and prevent ignition. If unable to stop the leak consider diking, absorbing, etc. to contain run-off.
- b. With a fuel spill, foam may be needed to prevent ignition.

4. Extrication

- a. Make sure vehicle is stabilized before any type of prying or movement of vehicle.
- b. Take appropriate precautions to prevent patient and/or EMS injury while extricating.
- c. Officer-in-Charge should supervise and coordinate the extrication operation.

5. Operational Considerations

- a. Officer-in-Charge shall coordinate with Medic-in-Charge concerning patient care. May need to or assign personnel to setup a Helicopter landing zone.
- b. Officer-in-Charge should coordinate with law enforcement personnel concerning traffic control and any other law enforcement function.
- c. Safety should be foremost in the minds of all members during emergency operations.

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Special Operations

Special Operations, SOG 4.04

ROPE OPERATIONS

1. Intent and Purpose

To facilitate safe UCFD Operations through the proper and appropriate use of Life Safety Ropes, Rescue Ropes, and Utility Ropes during emergencies. Life Safety Ropes shall meet NFPA 1983.

2. Definitions

- a. Life Safety Rope – Rope **dedicated solely** for the purpose of supporting people during rescue, firefighting, other emergency operations, or during training evolutions.
- b. Rescue Rope – Rope **not dedicated solely** for the purpose of supporting people during rescue, firefighting, other emergency operations, or during training evolutions.
- c. Utility Rope – Rope used in any instance, excluding life safety applications, where the use of a rope is required (i.e. hoist equipment, secure unstable objects, cordon off an area, water rescue throw-bag rope, etc.).

3. Policy

- a. It shall be the policy of UCFD's to use Rescue Ropes when it has been deemed necessary by the Officer in Charge for the safety of personnel in the following circumstances.
 - Personnel entering manholes.
 - Supporting people during rescue, firefighting, or other emergency operations.
 - Entering areas of toxic and/or hazardous materials.
 - Search and rescue, where hose lines are not used.
 - Steep embankment operations.
 - Any other situation in which the use of ropes may be necessary for the safety of personnel.
- b. Rescue Ropes shall be a minimum of one hundred fifty (150') feet in length.
- c. Rescue Ropes shall be kept on apparatus in a Lifeline bag. Rescue Rope must meet NFPA Performance Requirements and shall be sealed. **Only Rescue Ropes that are sealed may be used for supporting personnel during rescue, firefighting, or other emergency situations.**
- d. Rescue Ropes shall not be utilized for tool and equipment hoisting or routine type operations. Rescue ropes shall only be used for emergency life safety operations.

Union County Standard Operating Guidelines
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4. Procedure

When it has been determined that a need exists to utilize Rescue Ropes, UCFD's personnel should be guided by the following general principles:

- a. Obtain Rescue Ropes and other equipment as may be required.
- b. Secure to an immovable object (i.e. engine, telephone pole, door, etc.).
- c. Utilize the rescue harness during lowering, hoisting and confined space operations. Utilize safety gear (Helmets, gloves, harnesses, etc.), as specific operations require and per manufacturer's recommendations.
- d. Insure an adequate number of personnel and equipment for backup, support, and communication.
 - Utilize O.A.T.H. signal system:
 - ✓ O. = OK.....1 Pull
 - ✓ A. = Advance.....2 Pulls
 - ✓ T. = Take up Rope.....3 Pulls
 - ✓ H. = Help.....4 Pulls

Note: If possible trained personnel should be utilized for main operations and less trained personnel should be utilized as support.

5. Rescue Rope Inspection

After a Rescue Rope is used an officer must inspect it. Before a Rescue Rope can be reused for supporting personnel during rescue, firefighting, or other emergency operations, all the following conditions must be met:

- ✓ Rope has not been visually damaged.
- ✓ Rope has not been exposed to heat, direct flame impingement, or abrasion.
- ✓ Rope has not been subject to any impact load.
- ✓ Rope has not been exposed to liquids, solids, gases, mists, or vapors of any chemical or other material that can deteriorate rope.
- ✓ Rope passes inspection when inspected by a qualified person following the manufacturer's inspection procedures both before and after each use.

If a Rescue Rope does not pass the above conditions, the officer shall determine if it is serviceable and safe for a utility rope (non-supporting).

NOTE: If unsure of the safety or serviceability of a rope, do not use it and remove the rope from service.

Union County Standard Operating Guidelines
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Special Operations, SOG 4.06

MACHINERY RESCUE

1. Intent and Purpose

To provide guidelines for safe methods of rescue from machinery. All personnel involved in rescue operations shall adhere to the procedures set forth in order to insure the safety of all personnel.

2. Procedure

a. Upon arrival:

- ✓ Insure that all power is shut off to the machine involved and locked out. Officer in Charge shall maintain key. If lock out is not possible, have a firefighter (with radio) standby the switch(s) to insure that power is not accidentally restored while rescue operations are underway.
- ✓ Insure area of Operations is secured for scene safety.
- ✓ If possible, obtain technical assistance from foreman, or other knowledgeable person.
- ✓ Request necessary assistance as required.
- ✓ Consider other “specialized” resources.

b. Operations, general:

- ✓ Utilize special tools or equipment, which may be kept on hand in the shop or facility for such emergencies.
- ✓ With wrenches, you may be able to remove gears, chains, etc., sufficiently to get the enmeshed member out. In general do not spare the machinery.
- ✓ Provide emergency medical care per EMS protocol as soon as possible, and to the injury after extrication.
- ✓ In some cases, it may be necessary for a trapped body to be removed from the machinery by a surgical operation. Follow EMS Medical protocol. It also may be possible to dismantle the involved machine to the point where the patient may be transported to the hospital with the injuring machine component still attached.
- ✓ The I.C. and Operations Officer should have a good understanding of the machines operation before parts are removed. For every action there is a reaction.
- ✓ UCFD personnel will not use machine power to move the machine (i.e. reverse) if possible do so manually.

Union County Standard Operating Guidelines
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Special Operations, SOG 4.08

ELEVATOR EMERGENCIES

1. Intent and Purpose

To provide guidelines for handling elevator emergencies in the safest way possible. When it has been determined that person(s) are trapped in an elevator, the following general guidelines should be adhered to:

2. Procedure

a. Upon arrival:

- ✓ Request elevator mechanic. If not on grounds have dispatcher public service and have him/her respond to scene (Obtain name and phone number from occupant).
- ✓ Reassure trapped passenger(s) that efforts are underway for their release. Ascertain if any passengers are ill or injured.
- ✓ Locate the position of the stalled car and obtain override (elevator) keys, if so equipped.
- ✓ Insure that all power is shut off to the machine involved and locked out. Officer in Charge shall maintain key. If lock out is not possible, have a firefighter (with radio) standby the switch(s) to insure that power is not accidentally restored while rescue operations are underway.

b. Safety precautions:

- The safest means of rescue is through elevator doors (hoistway and car).
- If passenger(s) are being removed from elevator by any means other than the car doors, then the mainline disconnect must be opened (Power off).
- Whenever possible, elevator emergencies should be handled by elevator mechanic with UCFD's personnel assisting.

c. Procedure for freeing passenger(s):

- ✓ Locate stalled car.
- ✓ Communicate with passengers either by elevator phone or by yelling through the elevator doors.
- ✓ Check the power supply systems (Mainline disconnect, breakers, fuses, etc.).
- ✓ Have passenger(s) check the Emergency Stop button.
- ✓ Push the landing button (if equipped) and have passenger push "Door open" or "Floor" button simultaneously.
- ✓ Shake hoistway doors and have passenger shake car doors simultaneously.
- ✓ Turn power off.
- ✓ Have passenger open car doors (Rescuer may have to enter through top hatch to perform this).
- ✓ Have passenger or rescuer open hoistway doors.

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- ✓ Trip the interlock using tools available (i.e. elevator key).
- ✓ **Cut or pry doors (Life or death situation only).**
- ✓ **Last resort, set up rescue system to bring person(s) out through top hatch.**

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Special Operations, SOG 4.10

CAVE-IN and MANHOLE RESCUES

1. Intent and Purpose

To provide guidelines for the safe handling of cave-in and manhole rescues.

2. Procedure

a. Upon arrival:

- ✓ Report on conditions and give the exact location of the incident if different from one given by dispatch.
- ✓ Determine rescue problems involved and request additional equipment as may be necessary.
- ✓ If the incident is a cave-in, assess the problem and obtain additional information from witnesses or job foreman (if at a construction site).
- ✓ If the incident involves a manhole and electrical equipment is involved, request dispatch to notify power company personnel. Notify street department, highway department, sewer department, etc., as necessary.

b. Cave-in:

- ✓ Keep heavy equipment, fire apparatus, and spectators a safe distance away to avoid further slides or cave-ins. Shore up area, if needed.
- ✓ Provide victim air (preferably), or oxygen, from cylinders or compressors, by lowering air hose or cylinder with partly opened valve into hole (Garden hose can be used to convey air from cylinder).
- ✓ Provide victim with light and reassurance.
- ✓ If hole is large enough, you may be able to use a collapsible ladder, stokes stretcher, ladder belts on a rope, etc., to remove victim.
- ✓ When lowering a firefighter into a hole, a rescue harness with a rescue rope and safety line shall be used.
- ✓ Operations must proceed at a pace, which will provide for the safety of those trapped as well as those directly involved in rescue efforts.
- ✓ Safety must come before speed.
- ✓ Consider other “specialized” resources.

c. Manhole rescues:

- ✓ Notify dispatch if electrical equipment is involved and have the power company respond.
- ✓ Never enter, even to rescue, unless electrical power is cut off and verified as such by an authorized power company representative.
- ✓ Verify air quality and absence of combustible and/or poisonous gases. It is extremely desirable to have two (2) independent gas monitors in use at all times during rescue operations.

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- ✓ Whenever a manhole is entered, the rescuer shall wear a rescue harness, with Rescue rope, monitor, and breathing apparatus. An additional Rescue rope shall be taken in for the victim.
- ✓ Provide sufficient personnel above ground for support (It may take as many as four (4) firefighters to hoist one unconscious victim by rope, dependent on your hoisting system).
- ✓ One member (for each UCFD entering) of the above ground support team shall be standing by in a rescue harness secured to a Lifeline and wearing breathing apparatus in case problems in the operation occur.
- ✓ If possible, smoke ejectors (explosion proof) may be used to provide fresh airflow into the manhole.
- ✓ Provide Emergency Medical care as required.
- ✓ Operations must proceed at a pace, which will provide for the safety of those trapped as well as those directly involved in rescue efforts.
- ✓ Safety must come before speed.
- ✓ Consider other “specialized” resources.

Union County Standard Operating Guidelines
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Special Operations, SOG 4.12

BUILDING COLLAPSE

1. Intent and Purpose

To provide guidelines for the safe handling of building collapse incidents.

2. Procedures

- Give a report on conditions and include: type of occupancy, size of building, extent of damage, probable number of victims, etc., and approximate number and type of needed resources. If building collapse is from an explosion, immediately evacuate area (consider bomb squad if indicated).
- Request notification of Building Services (Engineers), EMA, Gas and Electric companies to shut off utilities.
- Request heavy-duty equipment (cranes, bulldozers, loaders, etc.) if needed.
- Request additional resources (i.e. Specialized Teams, Search Dogs, Lumber companies, Red Cross, demolition contractor, etc.).

3. Operations

- Operations must proceed at a pace, which will provide for the safety of those trapped as well as those directly involved in rescue efforts. Safety must come before speed.
- Shoring operations may be necessary to reach trapped victims.
- Obtain advice of building officials as to stability of the structure.
- Request law enforcement to rope off or barricade the area, and to provide for scene security.
- Consider other “specialized” resources.
- Provide emergency medical care as needed. Notify area hospitals and set up Mass Casualty as indicated.
- Before returning to quarters, see that barricades are placed and signs posted to warn of unsafe conditions.

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Special Operations, SOG 4.14

ROADWAY OPERATIONS

1. Intent and Purpose

To address basic safety operational procedures and environmental conditions unique to driving, roadway/highway response, and scene management.

2. Safety guidelines

- a. All responses shall emphasize that the safe arrival of emergency apparatus to the incident scene is the first priority.
- b. All personnel must wear safety belts anytime a vehicle is in motion. Drivers shall not move fire apparatus until all persons on the vehicle are seated and secured with seat belts in approved riding positions. Standing or riding on any exposed position shall be specifically prohibited. The only exception to this rule is a grassfighter, with the lone occupant properly restrained with an approved device AND ONLY when engaged in active wildland fire suppression efforts at very low speeds.
- c. Seat Belts shall not be released or loosened for any purpose while the vehicle is in motion, including the donning of respiratory protection equipment or protective clothing.
- d. Members actively performing necessary emergency medical care while the vehicle is in motion shall be secured to the vehicle by a seat belt, or by a vehicle safety harness designed for occupant restraint, to the extent consistent with the effective provision of such emergency medical care.
- e. Fire apparatus shall be operated only by members who have successfully completed an approved driver training program commensurate with the type of apparatus the member will operate or by trainee drivers who are under the supervision of a qualified driver. The driver of the vehicle shall possess a valid driver's license.
- f. Fire apparatus shall be operated in compliance with all applicable traffic laws, including special provisions pertaining to emergency vehicles.
- g. Drivers of the apparatus shall be directly responsible for the safe and prudent operation of the vehicles under all conditions. When the driver is under the direct supervision of an officer, that officer shall also assume responsibility for the driver's actions.

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- h. Drivers shall proceed thru intersections only when the driver can account for all lanes of traffic in the intersection.
 - i. During emergency response or non-emergency travel, drivers of emergency apparatus shall come to a complete stop at all unguarded railroad grade crossings and ensure that it is safe to proceed before crossing the railroad track(s). Drivers shall use caution when approaching and crossing any guarded railroad grade crossing.
 - j. Crews shall use emergency warning lights while responding to emergency calls and while on scene. Amber light bars (if equipped) should also be used in conjunction with warning lights.
 - k. When operating at night be aware of head lights and scene lights that may mask responders who are working on the road regardless of whether they are using reflective gear. Avoid shining white lights into oncoming traffic. Approaching traffic will be effectively blinded if the white light is directed at them. Consider turning headlights off and leaving marker lights and emergency lights turned on. Scene wash downs should be performed in light from as high as possible with the light shining down on the scene from above.
 - l. Crew must wear ANSI Class 2 or 3 (reflective vest or jacket) while working on scenes. **This shall not interfere with usage of SCBA and PPE.**
 - m. Crews shall deploy cones and/or reflective signage behind the scene in a manner directing vehicles towards an open lane of traffic. Cones and/or reflective signaage should also be placed 300-500 feet beyond equipment on scene. When operating near a hill, cones and/or reflective signage should also be placed on the crest of, and 300-500 feet beyond crest of the hill in a manner directing traffic into an open lane (s).
 - n. Crews should remain vigilant at all times during roadway incidents in relation to traffic and secondary crashes.
 - o. Crews should (if safety and adequate manpower exist) assist in directing traffic until law enforcement arrives.
 - p. Fire Department personnel must maintain communication with on-scene law enforcement. Crews should work with law enforcement requests and concerns provided such actions will not compromise firefighter safety or violate policy
3. Scene Procedures
EMS Call: EMS calls occurring on roadways will require a Squad or Medic and when available an Engine / Rescue company to respond along with law enforcement. The medic should proceed to a location near the vehicle or scene being cognizant of

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hazards. Engine / Rescue companies shall hold an angled position to protect crew members and EMS vehicle, blocking the roadway if necessary, until the medic clears the scene.

Vehicle Fires: Vehicle fires will require the response of an Engine / Rescue company along with law enforcement. The Engine Company shall be placed at an angle a safe distance from the vehicle, blocking as many lanes of traffic as needed for safe scene work. Crews should note smoke conditions when deciding on appropriate lane closures. Staff vehicle and/or law enforcement shall hold a safe position.

Vehicle Crash: Vehicle crashes will require the response of a medic and engine / rescue company along with law enforcement, requesting additional resources as needed or as more information becomes available. The medic will position itself in an area with good access to the scene, mindful of hazards. The engine / rescue company will position at an angle blocking as many lanes of traffic as needed for safe scene work. The engine / rescue company should also attempt to position in a manner to facilitate extrication operations. Additional companies shall be positioned in accordance with IC direction.

Grass Fires and Wash Downs: Grass fires and wash downs will require the response of a grass truck and / or an engine company. The grass truck / engine company shall be placed or operated in an area most appropriate for extinguishment of fire or wash down operations. Traffic may be blocked if necessary. Smoke conditions from fire may require road closures.

Hazmat Incidents: Hazmat incidents shall require the response of as least two engine / rescue companies and a medic as well as law enforcement. Additional resources may be requested by the IC. Crew should stage a safe area away from unknown materials and shall block traffic until material can be identified and / or spill contained. All spills of a reportable quantity will require EPA notification and possible response. Vehicles should be placed at angles blocking the required lanes of traffic.

EMS Helicopters: In the event an EMS Helicopter is requested to land on roadway the road must be shut down. If landing zone is on a divided highway both directions of traffic must be shut down while aircraft is landing and taking off.

Prolonged Scene Times: Anytime the roadway is (or anticipated to be) closed more than 2 hours, as a result of prolonged operations, barricades shall be requested and placed by the appropriate agency (i.e. county/city road department).

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Special Operations, SOG 4.16

RAILROAD EMERGENCIES

1. Procedure

Upon Arrival

- ✓ Have the fire dispatcher notify the railroad dispatcher of the exact location of the incident and request a railroad representative to respond.
- ✓ CSX Railway must be notified immediately to stop oncoming trains.
- ✓ Request law enforcement and other assistance as may be necessary to handle the emergency.
- ✓ Coordinate with the train conductor, engineer, and/or any available railroad personnel at the scene.
- ✓ If cars other than the engine are involved, obtain a copy of the shipping papers (engineer should have them with him/her).
- ✓ Action taken prior to determining the product involved may be totally wrong and may severely compound the problem. Request Fire Dispatcher to dispatch Honda Foam trailer, EMA Hazmat Trailer and/or other “specialized” resources as indicated.

2. Safety

- ✓ Responding personnel shall wear protective clothing in accordance with the emergency situation.
- ✓ Personnel should be aware that diesel electric train engines carry from 100 to 250 gallons of P.C.B. in their electric generators.
- ✓ Some situations involving cargo fires (when the cargo is of a hazardous nature) may dictate evacuation of the immediate and/or surrounding area.
- ✓ For extra safety and if manpower is available have lighted fuses placed on the track (in the center, between the rails) one-half (1/2) mile in each direction of the incident. **A Firefighter or Law enforcement officer needs to stand-by as a flagman with the fuses until you are notified that on-coming trains have been stopped or diverted.**

3. Engine Fires

- ✓ Coordinate with the conductor and engineer, if possible.
- ✓ Use CO2 on electrical fires.
- ✓ Diesel engines utilize considerable quantities of diesel fuel onboard. Handle these fires as you would a combustible liquid fire.
- ✓ Full protective clothing and SCBA’s shall be worn {See SOG 3.04 Full Protective Clothing}.

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4. Tank Car Fires and Leaks

- ✓ Identify the product.
- ✓ Be guided by the nature of the product. If Hazardous Materials are involved, seek technical assistance from Hazardous Materials information sources. {See Hazardous Materials SOG's} **Use Extreme Caution.**
- ✓ Wear Full Protective clothing and SCBA's. If Hazardous Materials are involved, wear appropriate protective clothing per Hazardous Material Guidebook.
- ✓ When Hazardous Materials are involved, proceed according to the nature of the hazard. **A Defensive Mode may be called for rather than an Offensive Mode.**
- ✓ Evacuation may be necessary.

5. Box Car Fires

- ✓ Identify the product. If a Hazardous Material is involved, proceed according to the nature of the product involved {See Hazardous Materials SOG's}.
- ✓ Cool the exterior of the car and try to determine where the hottest area of the car might be.
- ✓ Cool the underside of the car.
- ✓ Normally an indirect attack is best. This is accomplished by the following:
 - Determine, if possible, the hottest area of the car.
 - Ladder the car and punch a small hole in the roof of the car over the hottest area.
 - Use a fog or cellar nozzle through the hole to affect an indirect attack and flood car. Use Foam if available.
- ✓ Full Protective Clothing and SCBA's shall be worn.

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Special Operations, SOG 4.18

AIRCRAFT EMERGENCIES

1. Procedure

Upon Arrival (Non - Airport Emergency)

- a. Civilian – Have the fire dispatcher notify the State Patrol dispatcher of the exact location of the incident if civilian aircraft and request the State Patrol to respond.
- b. Commercial – Have the fire dispatcher notify the appropriate airline of the exact location of the incident if commercial aircraft and have appropriate representative respond.
- c. Military - Have the fire dispatcher notify the appropriate military contact of the exact location of the incident and have the appropriate representative respond.

Note: If possible, look for identification on the aircraft (i.e. Aircraft usually have an identification number on the tail section).

- Assume an effective, visible command position.
- Rapidly evaluate the situation.
- Initiate material identification operations:
 - ✓ It is imperative that the first arriving unit determines if hazardous materials are involved, and how much, prior to taking action to stabilize the incident.
 - ✓ Entering the scene to make positive identification may involve considerable risk. The danger of explosion, leaking gas, and poisoning may be great.
- If Commercial, Cargo, or Military obtain a copy of the shipping/manifest papers (Pilot should have them with him/her or in cockpit). Contact shipper and/or manufacturer.
- Do not move anything unless necessary for life safety and firefighting. Identify the area and what was moved. This is important for investigation of the scene.
- Be cautious when approaching the crash site. Victims may be strewn over a wide area.
- Downed military aircraft should always be approached with caution. Unexploded ordinance may pose an extreme hazard.

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2. Safety

- a. Some situations involving cargo (when the cargo is of hazardous nature) may dictate evacuation of the immediate area and/or surrounding areas (i.e. explosives, etc)
- b. Keep personnel and equipment upwind and up terrain. Personnel should be aware that commercial and military aircraft carry Jet fuel in large quantities. Their wings may be full of fuel along with extra tanks mounted on wings.
- c. Be cautious around propellers and engine exhausts. Do not enter these areas unless absolutely necessary to save life and then only if it can be done safely. Advance at a 45-degree angle.
- d. Be cautious when cutting aircraft body. Fuel lines, electrical, hydraulic, etc. could be present.

3. Non-Fire

Take precautions against possible fuel ignition and set up a safety perimeter around the incident site.

4. Fire

- ✓ Wear full protective clothing including SCBA's.
- ✓ Approach from windward side, if possible.
- ✓ If engine fire extinguish at a 45 degree angle. Beware of Engine props.
- ✓ If no hazardous materials or explosives, handle as flammable liquid fire.
- ✓ Consider using foam when firefighting Jet A fuel (Fuel, aviation, turbine engine).
- ✓ If immediate rescue is required and foam is not available, use a semi-fog stream and push fire away from cabin or cockpit. Protect rescue crews.
- ✓ If Hazardous Materials or explosives are on fire, follow Hazardous Material resource guides for the product(s) involved.
- ✓ Set up a safety perimeter around the incident site.

5. Upon Arrival (Airport Emergencies)

If at Union County Airport.

- a. Obtain as much information as possible from airport on nature of emergency (i.e. Fire, landing gear problems, etc.).
- b. Obtain runway aircraft landing. Runways are numbered by degrees from north. Landing runway numbers indicate the number they are landing on (i.e. landing on Runway 27). Take-off runways are the end they are leaving from.

Union County Airport Runways: (aircraft is landing runway 27 or 270 degrees from North.



Runway 27

Towards Industrial Pkwy.

Runway 09

Towards Weaver Rd.

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- c. Obtain number of souls (people) onboard.
- d. Obtain minutes out.
- e. Enter through gate and stage at ramp next to hanger.
- f. Runway shall be shutdown to other aircraft and remain shutdown until emergency is over.
- g. One crew should be assigned fire attack and another crew assigned as rescue. One crew should be ready as back-up.
- h. If Aircraft is not shutdown (engines running) wait for pilot to shutdown. If pilot is immediately not available, then it may be necessary to approach with caution. Shutdown Aircraft if trained to do so. UCFD personnel that are trained shall follow these steps.
 - ✓ Feather Engines
 - ✓ Pull Fire Bottles.
 - ✓ Fuel Switch
 - ✓ Battery Switch (Auxiliary power unit)

Note: Union County uses the same radio frequency that the pilot uses to turn on runway lights when Airport tower is closed.

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Special Operations, SOG 4.20

HAZARDOUS MATERIALS EMERGENCIES

1. Response Guidelines

- a. Gather as much information from the dispatcher as possible. Take appropriate action/precautions as you approach the scene. Information that is most helpful includes the following:
 - ✓ Name of chemical or product involved.
 - ✓ Type of incident
 - ✓ Size of incident, or amount spilled
 - ✓ Location of incident
 - ✓ Best direction for equipment to approach the scene.
 - ✓ Any injuries
 - ✓ Any employees unaccounted for
 - ✓ Any other information about the incident that dispatch can provide (including current wind direction/speed, other weather information).
- b. Hazardous materials assignments are dispatched using the appropriate run card for the jurisdiction involved. Pre-incident size-up should be done with pre-plans of different facilities in the area.

2. Size Up

- a. The first arriving officer or in-charge firefighter will establish a command post and give size-up. First arriving companies must be extremely cautious not to commit themselves to a dangerous position or situation. When approaching, slow down or stop to assess effects of wind, topography, and location of the situation. Command post will advise all other incoming companies to stop at a staging area and wait for further instructions.
- b. ALL INCOMING COMPANIES SHALL STAGE IN A SAFE LOCATION, TAKING INTO ACCOUNT WIND, SPILL FLOW, EXPLOSION POTENTIAL, AND ANY OTHER PERTINENT FACTORS.
- c. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to emergency response personnel, using all available protective equipment.
- d. Identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident and degree of risk to unprotected personnel.

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- e. The major problem in most cases is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, and shipping papers. Ask personnel at the scene (plant management, responsible party, truck drivers).
 - f. Utilize reference materials and contact other sources for assistance (Chemtrec, manufacturers of material, other agencies).
3. Levels of Response
- a. **Level I** – Potential Emergency Condition: An incident which can be controlled by the jurisdictional fire department, and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is usually confined to a small area and does not pose an immediate threat to life or property. The LEPC Emergency Coordinator shall be notified of the spill.
 - b. **Level II** – Limited Emergency Condition: An incident involving a greater hazard or larger area which poses a potential threat to life, property and/or the environment which may require a limited evacuation of the surrounding area and utilization of agencies other than the local fire department. Consider notification of appropriate agencies for standby or response.
 - c. **Level III** – Full emergency condition. An incident involving a severe hazard or large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies and/or organizations. Agencies notified in Level I and II will be asked to report to the Union County E.O.C. unless otherwise stated by the IC.
4. Action Plan (IAP)
- a. The command post will have to formulate an action plan to deal with the situation. The action plan must identify the method of hazard control and identify the resources available and/or required to accomplish this goal. It may be necessary to select one of several different options or the best immediate action may be NO ACTION AT ALL until proper resources are available (ICS Form 202 – IAP).

All action plans must provide for:

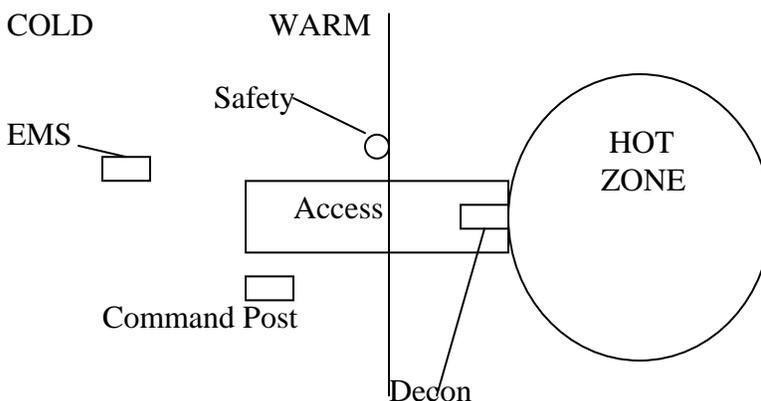
- Safety of emergency responders
- Safety of citizens
- Evacuation of endangered and mass care if necessary
- Control of situation
- Stop and/or lessen the impact of the incident on the environment
- Disposal or removal of hazardous material.

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- b. Avoid committing personnel and equipment prematurely or “experimenting” with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or expert help.

5. Hazard Zones

- a. The following perimeters (zones) will be established by the Incident Commander at working hazardous materials incidents. The shape and dimensions of the hazard zones shall depend upon such factors as the magnitude of the problem, wind direction and velocity, surrounding topography and/or adjacent structures, etc.
- b. **Hot Zone (High Hazard)**
Immediate danger area surrounding the problem site. Only entered by trained hazardous materials personnel, or individuals possessing particular knowledge of the problem/situation, under monitored conditions and with the proper protective equipment. During actual operations, a back-up team (minimum of two personnel) with appropriate protection will be stationed at the edge of the Hot Zone.
- c. **Warm Zone (Potential Hazard)**
Area surrounding the hot zone which presents a minimum hazard to Fire Department personnel. Restricted to those assigned by the Incident Commander.
- d. **Cold Zone (No Hazard)**
Area surrounding the warm zone which presents no hazard to emergency services personnel and equipment. Reserved for emergency services functions only, command post, triage, agency liaison, and news media.



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6. Levels of Protection

- a. Level A – Protection should be worn when the highest level of respiratory, skin, eye, and mucous membrane protection is needed.
- b. Level B – Protection should be worn when the highest level of respiratory protection is needed, but a lesser level of skin and eye protection is required.
- c. Level C – Protection should be worn when the type of airborne substance is known, concentrations are measured, criteria for using air purifying respirators is met, and when skin/eye exposure is unlikely. Periodic monitoring of the air must be performed.
- d. Level D – Protection can be worn when there is no respiratory protection needed and normal street clothes are adequate for skin protection.

NOTE: Personnel will not function at a level exceeding their training and/or expertise. The Incident Commander will use good judgment in assigning duties to personnel.

7. Use of Non-Fire Department Personnel

- a. In some cases, it may be advantageous to use non-fire department personnel to evaluate hazards and perform certain functions for which they would have particular experience or expertise.
- b. When such personnel are outfitted with breathing apparatus, etc., they must be made aware of the functions, limitations, and safety precautions necessary in their use. Division personnel with the necessary protective equipment must closely monitor and/or accompany such personnel.

8. Contamination

- a. Contamination can be internal or external and personnel and equipment can become contaminated by:
 - Liquid residue
 - Vapor residue
 - Particulate residue
 - Exposure to products of combustion
- b. Contaminants may remain on:
 - Body
 - Clothing
 - Protective clothing
 - Tools, equipment

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9. Decontamination

a. Proper decontamination is essential to ensure the safety of personnel and property. Decontamination site should be in the warm zone at the incident.

b. Methods of decontamination

➤ Dilution

- ✓ The use of water to flush the hazardous materials from the protective clothing and equipment.
- ✓ Water reactivity must be considered
- ✓ Run-off must be contained
- ✓ May reduce concentration, but not chemical make-up

➤ Absorption

- ✓ Limited application for personnel
- ✓ Used for “picking up” a liquid to prevent enlargement of the contaminated area
- ✓ Good for flat surfaces

➤ Chemical Degradation

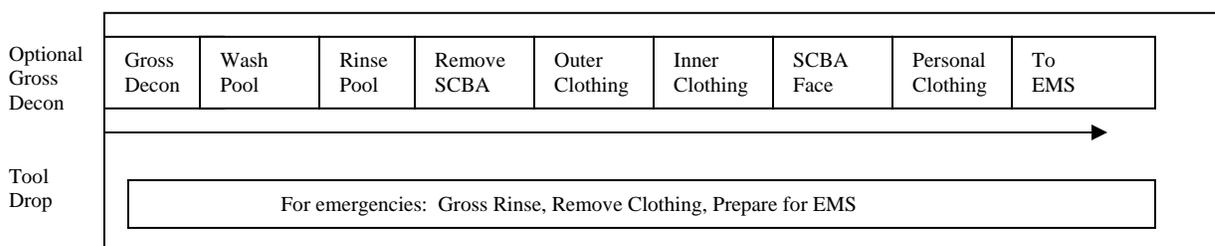
- Alters the chemical structure of the Hazardous Material
- Commonly used agents:
 - ✓ Sodium hypochlorite (bleach)
 - ✓ Sodium hydroxide (drain cleaner)
 - ✓ Liquid household detergents
 - ✓ Isopropyl alcohol
- Technical advice should be obtained from the manufacturer.
- Never apply degradation agents directly to the skin!

c. Factors that have to be considered include:

- Properties of the contaminants
- The amount
- Location
- Containment of the contaminants
- Exposures to personnel
- The potential for the substance to permeate or penetrate the equipment.
- The number and movement of personnel among the control zones
- Methods available for protecting responders during decontamination procedures.

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d. Typical Decontamination Line:



10. Emergency Medical Guidelines

a. Upon arrival at the scene, EMS personnel will:

- Check in with the Command Post
- Determine if hazardous substance has been identified.
- Determine health and safety hazards of substances involved
- Reference text
- Determine signs and symptoms of poisoning
- The Poison Control Center may obtain and provide the following information:
 - ✓ Health hazard
 - ✓ Symptomology
 - ✓ Recommendation of triage
 - ✓ Necessity for decontamination
- Assist Safety Officer with monitoring of personnel in protective gear.
- If needed, administer initial emergency care
- Ensure that potential patients have been adequately decontaminated.

b. ALL EXPOSURES TO HAZARDOUS MATERIALS WILL FOLLOW THE PROTOCOLS FOR EXPOSURE FOLLOW-UP AND CARE AS OUTLINED IN THE AFFECTED DEPARTMENTS' EXPOSURE CONTROL PLAN.

11. Radiological Emergencies

a. Three basic radiation protection principles that will be used are:

- ✓ TIME
- ✓ DISTANCE
- ✓ SHIELDING

b. DO NOT DELAY FIELD TREATMENT OF INJURIES. RADIOLOGICAL CONTAMINATION ITSELF IS NOT A MEDICAL EMERGENCY. TREATMENT OF CONTAMINATED PATIENTS SHOULD PROCEED WITH THE FOLLOWING PRECAUTIONS:

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- c. All contaminated patients should be placed in one treatment area separate from non-contaminated patients.
- d. All EMS teams will use SCBA or dust-filtering type masks, Tyvek coveralls, gloves and nomex hoods.
- e. Hospital and emergency vehicles must be alerted early and before patient transportation is initiated, so they can prepare to receive radioactive contaminated patients.
- f. All contaminated patients should be sent to a single hospital or to as few as possible. Once contaminated, these hospitals could be out of service for some time.
- g. Remember where there are large numbers of contaminated patients, place as many patients as possible in each emergency vehicle to minimize contamination spread to other vehicles.
- h. Before treatment personnel can be released from the scene, they must be checked for contamination and decontaminated.
- i. All equipment used in patient treatment must also be checked and decontaminated. The evaluation will be conducted in the Decontamination Area.

12. Termination of Incident

a. Cleanup and Reentry

Upon completion of the emergency response, if it is determined that it is necessary to remove hazardous substances, health hazards, and materials contaminated with them, the cleanup will comply with OSHA regulations. All cleanup operations will be the spiller's responsibility. If the spiller cannot be determined, the LEPC Emergency Coordinator will arrange for cleanup operations in coordination with the OEPA.

The Fire Department with jurisdiction will rely upon the County Health Dept., EPA and the spiller to monitor and provide advice on any cleanup operation. Based on consultations with these individuals, the IC will declare when it is safe to return the area to its normal use. The Fire Department with jurisdiction will rely upon the OEPA to oversee the spiller's removal of the contaminants.

b. Documentation

The Incident Commander will prepare a report that summarizes the incident including, expenditures of time, manpower, equipment and supplies. All documents for recovery shall be submitted to the LEPC Emergency Coordinator

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Special Operations

for reimbursement. The IC will prepare any other reports that are necessary under the Union County LEPC Plan.

Union County Standard Operating Guidelines
Special Operations

Special Operations, SOG 4.22

EXPLOSIVE EMERGENCIES

1. General

- a. Law Enforcement has the responsibility of investigating bomb threats, including search of the area involved for the suspected device.
- b. When Dispatch receives notice of a bomb threat, they will:
 - Notify appropriate Law Enforcement, the jurisdictional fire chief, and fire department duty officer about the threat and any information relative to the incident.
 - Any radio traffic will, whenever possible, be kept to a minimum, utilizing tactical frequencies whenever possible.
 - Bomb disposal units do not ordinarily respond unless an actual or suspected device is found.
- c. The fire chief's/duty officer's responsibilities, upon notification of a bomb threat, will be to evaluate the area involved as to:
 - layout of streets
 - hydrant locations
 - type of occupancies to determine what procedure would be used in the event a bomb was discovered or exploded
 - if not completely familiar with the location and layout of the area, he should respond to the area to make his evaluation
 - fire personnel should not search for bombs
 - if apparatus is dispatched to the scene, they should be staged a minimum of 400 feet from the building.

2. Actual / Suspected Device

- a. When an actual or suspected explosive device is found by the Law Enforcement:
 - They will notify the fire department immediately.
 - The senior fire official will contact the Columbus Fire Department Alarm Office and request a bomb disposal unit to respond.
 - **DO NOT USE RADIO OR CELLULAR PHONE WITHIN 400 FEET OF A KNOWN OR SUSPECTED DEVICE**
 - Apparatus will be strategically placed a minimum of 400 feet from the building, and crews will remain with their vehicles prepared to perform rescue and firefighting operations should an explosion occur.
 - Lay line to protect exposures and be ready to advance fire lines. If the building is equipped with a standpipe or sprinkler system, lines will be connected to the Siamese connection, if feasible.
 - Evacuate the building and all people within a 400 foot radius in the quickest and safest manner.

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- DO NOT TOUCH, COVER, OR MOVE ANY SUSPECTED DEVICE UNDER ANY CIRCUMSTANCES.
- Fire personnel should not enter the building or area except to save lives.
- If a fire is in progress, protect exposures as well as possible, but in no case advance closer than 400 feet of the bomb site.
- If explosives are burning or engulfed in flame, do not attempt to fight the fire. Evacuate everyone within 400 feet of the bomb site.
- When an unexploded device is to be removed to a local area for defusing or exploding, a chief, medic unit, and engine company will follow the removal vehicle to its destination and standby at the disposal site.

3. Post Detonation

- Extreme care must be exercised as there may be undetonated explosives remaining, or there may be a second device designed to explode after arrival of responding fire companies.
- Request a bomb disposal unit if not initially dispatched.
- Evacuate an area at least 400 feet around the explosion.
- Begin rescue and fire suppression operations as necessary
- Never enter a building that is on fire or has been damaged by an explosion until the structural stability of the building has been assured, except to save a life.
- Every effort should be made to safeguard any suspicious material or objects that might aid in the investigation.
- If an undetonated device is found during firefighting operations, notify ordinance personnel and take appropriate safety and security measures.

Union County Standard Operating Guidelines
Fireground Operations

Fireground Operations, SOG 4.24

CONCEALED FIREARMS

1. Intent and Purpose

Securing of weapons (firearms) before treating or transporting patients.

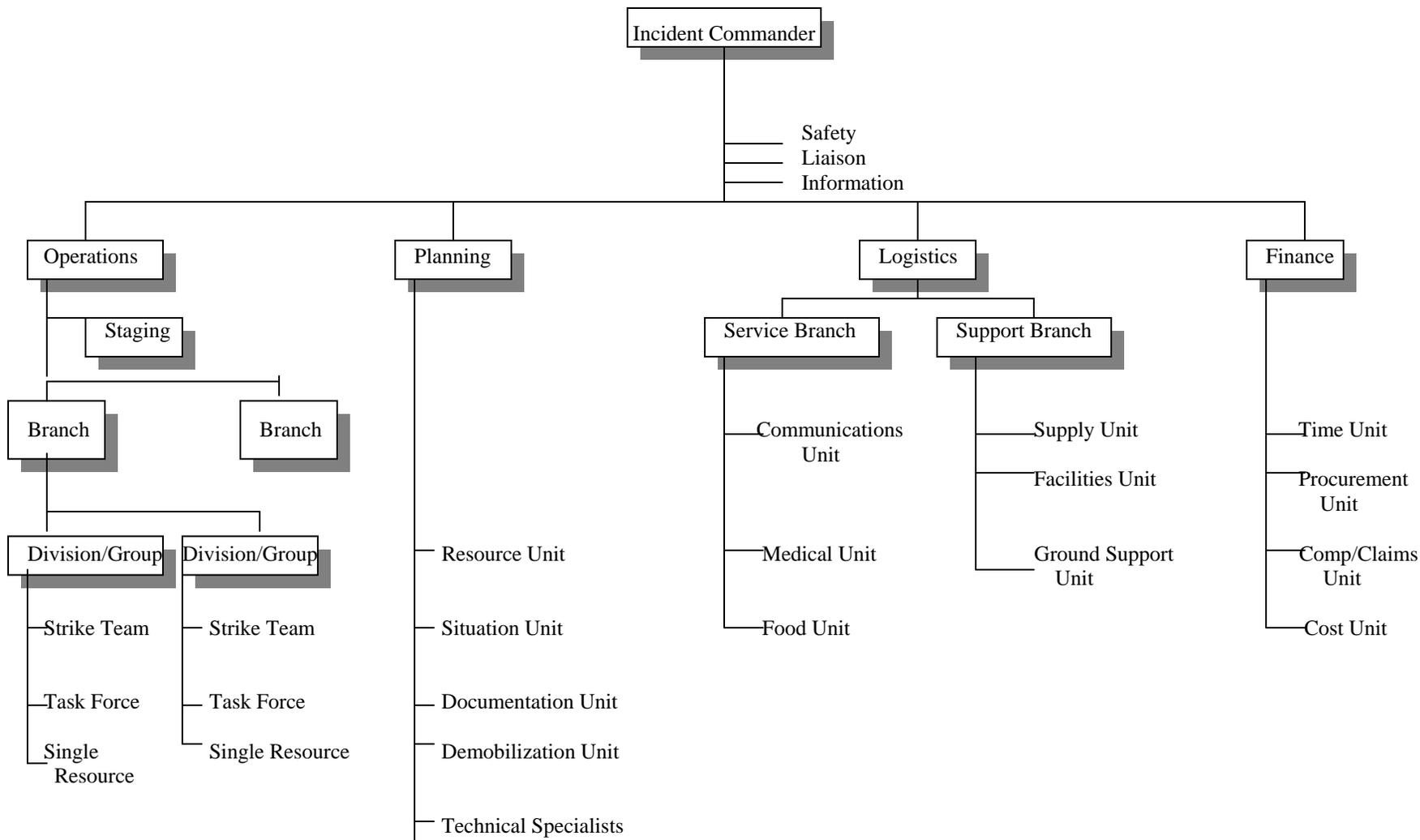
To reduce the potential risk to personnel and the public when responding to calls or transporting a patient that has a weapon (firearms) in their possession.

2. Policy

- a. Personnel should be alert to the potential of a patient having a weapon (firearms) in their possession.
- b. Weapons (firearms) will not be allowed on any patient or persons while being treated or transported by any Union County Fire Department vehicle. The only exception to this is a dually sworn peace officer acting in an official capacity. The officer may only ride in the non-patient area of the vehicle during transport.
- c. If a patient is recognized as carrying a weapon, personnel should immediately request a Police Officer or Sheriff's Deputy to respond (if they are not already present on the scene). Personnel should request that the patient disarm him or herself and cause the weapon to be safely secured with a family member or responsible individual. If the patient refuses, members should **withdraw** and wait for the Police Officer or Sheriff's Deputy to arrive.
- d. If the patient is unable to comply due to injuries, illness or unconsciousness and a Police Officer/Sheriff's Deputy or responsible person/family member to secure the weapon is not available, personnel will then control the weapon and place weapon in a securable case, into a designated outside/inside compartment of the emergency vehicle. Turn the weapon over to a Police Officer or Sheriff's Deputy at the hospital.
- e. If the law enforcement official has not arrived before EMS departure from the hospital, arrangements to secure the weapon with a law enforcement agency will be made before returning to the Fire/EMS station.
- f. **Common Sense shall be the rule and goal when dealing with firearms.**
- g. Be sure to note on the report the name of the person to whom the weapon is being released to.

NFA MODEL INCIDENT COMMAND SYSTEM

As adopted by Union County Fire Chiefs



Union County Standard Operating Guidelines
Incident Command System

Incident Command System

Appendix B

The Union County Fire Chiefs have adopted and recommend the following vest colors for the various positions within the Incident Command System.

Incident Commander	Orange
Command Staff	
Safety Officer	Green
Public Information Officer	White
Liaison Officer	White
General Staff	
Operations Officer	Brown
Logistics Officer	Brown
Planning Officer	Brown
Finance Officer	Brown
EMS Officer(s)	Blue
Staging Area Manager	Blue

Union County Standard Operating Guidelines
Incident Command System

Incident Command System

Appendix C

OHIO FIRE CHIEFS
EMERGENCY RESPONSE PLAN

ATTENTION
OHIO FIRE DEPARTMENTS AND DISPATCH CENTERS

TO REQUEST ASSISTANCE (FIRE-EMS-RESCUE-HAZ MAT)

Whenever the incident resource needs (fire, EMS, special teams and/or equipment) exceed the mutual aid capabilities of the affected community (including county or inter-county mutual aid response plans) notify the Central Dispatch Center.

OHIO FIRE/EMS EMERGENCY RESPONSE PLAN

1-888-822-4900

You will be asked the following:

1. Name of affected jurisdiction and the name of the fire department responsible for providing service to that community.
2. Name of the calling agency; name and rank of caller. Call back phone and fax numbers.
3. Incident Commander (name, rank and department) requesting assistance.
4. Type of emergency.
5. Type and number of needed apparatus (i.e. 20 engines, 30 medics and 4 structural collapse teams).
6. Location of Staging Area (use major highways that can be located on highway road maps).
7. Type of response needed: “IMMEDIATE “ or “SCRAMBLE” (enroute within 30 minutes and be able to be on site for up to 24 hours) OR LONG TERM or “STANDARD” (enroute within 3 hours and be able to be on site for up to 72 hours).

Central Dispatch, after obtaining the requested resources, will notify the call back point that the request has been filled.