

**DELTA TOWNSHIP FIRE DEPARTMENT**

**DEPARTMENT STANDARD OPERATING GUIDELINES**

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**SUBJECT: ADMINISTRATIVE POLICIES**

**OBJECTIVE:** To provide ongoing, concise department policies that support the overall managerial requirements of the department.

**APPLICABILITY:** To all Delta Township Fire Department personnel.

**1 GENERAL**

- 1.1 Policies have been established to provide all personnel of this department with clear, concise guidelines for general application.
- 1.2 All department personnel are responsible for knowing all departmental S.O.G.s, training evolutions, manuals and forms used by the department.
- 1.3 All personnel shall be governed by these policies and where questions arise, shall seek interpretation and/or guidance from the Fire Chief and/or Assistant Fire Chief.

**2 OFFICER RESPONSIBILITIES**

- 2.1 Shall attend all officer meetings as scheduled. Emergency exceptions may be made; contact the Fire Chief and/or Assistant Fire Chief's office.
- 2.2 Shall report all major problems, injuries and disciplinary actions to the Fire Chief and/or Assistant Fire Chief as soon as possible.
- 2.3 Shall maintain high moral and ethical standards at all times.
- 2.4 Shall prepare a daily work plan for shift personnel.
- 2.5 Shall be responsible for maintaining all apparatus and equipment and shall report all major damage or faulty equipment to the Fire Chief and/or Assistant Fire Chief as soon as possible.
- 2.6 Shall maintain all fire station needs and building requirements.
- 2.7 Shall uphold and execute all fire department Standard Operating Guidelines.

**3 PROFESSIONAL QUALIFICATIONS**

- 3.1 Professional qualifications for all full-time department personnel are found in the career ladder.

**SUBJECT: ADMINISTRATIVE POLICIES**

**4 INJURY ON DUTY**

- 4.1 In the event of any injury while on duty, all personnel must seek medical treatment from the on-duty Paramedic (not him/herself). If the Paramedic recommends further evaluation or treatment, such instructions must be followed. Also, it is the responsibility of the person injured to fill out the necessary insurance forms. If the injury was acquired while at the scene you must fill out a FM 18-C form along with the standard workman's compensation form. This must be completed and turned into the Fire Chief and/or Assistant Fire Chief's Office within 24 hours of the injury. All forms are available 24 hours a day in the Dispatch Offices. The injured person shall notify the OIC as soon as possible and log the incident on the radio log.
- 4.2 All minor injuries (as determined by the on-duty Paramedic or OIC) shall be treated by a Delta Township Fire Department Paramedic and employees shall be sent to the Delta Medical Center during normal operating hours. After normal operating hours, the employee shall be taken to an emergency facility.
- 4.3 All potentially serious injuries (as determined by the Paramedic or OIC) shall be handled at the discretion of the OIC. The employee(s) sustaining the injury shall be transported via ambulance to an area hospital for treatment. Prior to being released from duty following an on-duty injury, the employee shall be seen by either Delta Medical or an area hospital.
- 4.4 When any Township employee is injured, there will be an ambulance run number assigned to that incident and a Tri-County report completed.
- 4.5 The OIC shall notify the Fire Chief and/or Assistant Fire Chief as soon as possible of any and all serious department personnel injuries or when any personnel are transported to the hospital.

**5 COMMENDATION AND/OR VALOROUS ACTION PROCEDURES**

- 5.1 In order to insure the proper recognition due members of the Delta Township Fire Department for acts of service above and beyond the call of duty that occur during an emergency incident, the following procedure is to be followed:
  - 5.1.1 A written statement of the facts covering the incident is to be forwarded to the Fire Chief and/or Assistant Fire Chief within (10) days after the occurrence of the incident.

- 8.3 If DTFD personnel respond to a previously unknown life threatening situation, they shall immediately leave the scene, if possible, and notify Eaton Central Dispatch of the location and status of the threat. Appropriate police personnel will be dispatched to take responsibility and control of the scene (see S.O.G. 205 - Radio Communications Protocol).

**9 DEPARTMENT BUSINESS WITH TOWNSHIP OFFICES**

- 9.1 All communications between the Fire Department and the Township regarding official fire department business matters must go through the office of the Fire Chief and/or Assistant Fire Chief. This will provide a systematic form of communication and, where necessary, proper authorization can be granted prior to communication with the Township. Exception: pension, medical and health insurance matters may be addressed directly to the Manager's Assistant. Normal payroll issues, vacation and sick time requests, etc. shall go through the Fire Chief and/or Assistant Fire Chief's office.

**10 EMERGENCY RESPONSES - FAMILY MEMBERS**

- 10.1 The Township will not assume any responsibility for any family member injured while en route in a personal vehicle to the scene of an emergency with any firefighter.
- 10.2 The Township provides insurance coverage for all firefighters injured while en route to an emergency.

**11 SAFETY POLICY - CHILDREN IN STATION**

- 11.1 No children shall be brought to the fire station or to the fire scene and left unattended during alarms.

**12 PAYROLL RECORDS**

- 12.1 All payroll records shall be kept at Station #1.
- 12.2 Payroll sheets shall be brought to Station #1 by 10:00 a.m.
- 12.3 All payroll information shall be complete including time of alarm and time out.
- 12.4 No personnel shall claim payment or may adjust payroll sheets without the OIC or Fire Chief and/or Assistant Fire Chief's approval.

**SUBJECT: ADMINISTRATIVE POLICIES**

- 12.5 Personnel not reporting in at the scene or station as assigned within 15 minutes of the alarm (tones) will not receive compensation unless authorized by the OIC or Fire Chief and/or Assistant Fire Chief.
- 12.6 Personnel leaving the scene of any incident must notify the OIC as to the reason and be excused by the OIC or forfeit payment for the alarm.

**13 INCIDENT PAY SHEET - IN AND OUT POLICY**

- 13.1 Personnel responding to alarms shall not only have a 15 minute time limit placed on their initial response but may also be required to stay at least one hour during the alarm. Emergencies or exceptions shall be handled on an individual basis by the OIC and initialed by the OIC on the pay sheet.

**14 PAYSHEET PROCEDURES**

- 14.1 The OIC is responsible for checking the pay sheets to see that they are properly completed.
- 14.2 Station #2 shall be responsible for their own pay sheets and run numbers after the incident has ended and for getting them in a timely manner to Station #3.
- 14.3 Persons leaving the scene of any incident before being cleared must notify the OIC of the reason. The OIC will note time of departure on the pay sheet and initial.
- 14.4 All pay sheets must be turned into the secretary's office early Sunday morning prior to the pay period.

**15 COMPUTER / TECHNICAL WORK REQUESTS**

- 15.1 All requests for computer work shall be made by completing the station computer log work request form.
- 15.2 The system supervisor will be notified of said request for the computer / technical work.
- 15.3 The system supervisor shall document work completed in the station log.

**16 EMERGENCY RESPONSES / UNASSIGNED**

16.1 No personnel of the department shall respond to unassigned EMS or fire alarms in their personal vehicle. Exception: when coming upon any PI accident.

**17 NEW PERSONNEL REQUIREMENTS**

17.1 All new Part-Time Personnel shall complete the following requirements:

17.1.1 Fill out Township application form including applicants drivers licence number.

17.1.2 Satisfactorily pass a criminal background check.

17.1.3 Satisfactorily pass the Metro Lansing Area Physical Ability Test.

17.1.4 Oral Interview.

17.1.5 Satisfactorily pass Fire & EMS Skills Test.

17.1.6 Satisfactorily pass a medical exam, must have Hepatitis B Vac and Tb Test.

17.1.7 Complete the necessary forms from the Township Manager's office.

17.2 All new Full-Time Personnel shall complete the following requirements:

17.2.1 Fill out Township application form including applicants drivers licence number.

17.2.2 Satisfactorily pass a criminal background check.

17.2.3 Satisfactorily pass the Metro Lansing Area Physical Ability Test.

17.2.4 Successfully pass a written Fire & EMS test.

17.2.5 Satisfactorily pass Fire & EMS Skills Test.

17.2.6 Satisfactorily pass a medical exam, must have Hepatitis B Vac and Tb Test.

17.2.7 Oral Interview

**SUBJECT: ADMINISTRATIVE POLICIES**

17.2.7 Complete the necessary forms from the Township Manager's office.

**18 ACTIVE PART-TIME PERSONNEL EQUIPMENT AND MATERIALS**

18.1 All active part-time personnel shall be issued and shall be responsible for maintaining the following equipment and material:

- 1 pager, charger and leather carrying case
- 1 pair bunker boots
- 1 pair bunker pants
- 1 pair suspenders
- 1 coat
- 1 helmet
- 1 Nomex hood
- 1 pair gloves
- 1 mask and bag (as available)
- 1 Township street map
- 1 training manual
- 1 copy of fire department policy and S.O.G. handbook
- 2 collar pins
- 1 badge
- 1 I.D. card
- 1 fireground operations I.D. tag
- 2 dress shirts
- 2 pair dress pants

18.2 Replacement of all lost, stolen or damaged equipment (not in the active line of duty) shall be the responsibility of the personnel to whom it is issued. Replacement cost shall be determined by present-day market costs.

18.3 Full-Time equipment and materials per contract.

**19 ACTIVE STATUS REQUIREMENT FOR PART-TIME PERSONNEL**

19.1 All part-time personnel shall attend all scheduled fire training drills and respond to a minimum of one-third (1/3) of all fire alarms as assigned (by squad or fire classification) each month. Excused fire training sessions shall not exceed 25% per year. A letter from the Assistant Chief may be sent to personnel with no response to alarms or training during any pay period.

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**20 RESERVE STATUS FOR PART-TIME PERSONNEL**

20.1 Part-time personnel failing to maintain active status requirements shall be placed on active reserve status. All department-issued equipment and materials shall be turned in to the Fire Chief and/or Assistant Fire Chief's office.

**21 TRAINING PAY**

21.1 To be eligible to receive training pay, each individual must attend the entire training class. Should an emergency arise where an individual must leave during a training class, the instructor shall be notified and satisfactory arrangements made for the completion of that class. Failure to do so will result in no payment for that training period. No alarm pay will be paid or personnel excused from training during alarms unless authorized by the training officer.

**22 PART-TIME CALL-BACK PROCEDURES**

22.1 Call-back procedures of part-time personnel working for full-time personnel shall be followed according to the call-back list established in the call-in book.

**23 PART-TIME TRAINING REQUIREMENTS**

23.1 All part-time personnel shall meet department training requirements as follows:

23.1.1 All ambulance personnel shall maintain EMS certification, State and Tri-County Authorization and approved OSHA regulations.

23.1.2 All part-time probationary firefighters shall be evaluated and recommended by the fire training instructor before being removed from probation.

23.1.3 To be eligible for driver status, part-time firefighters must complete Firefighter I requirements. A minimum of 2 years firefighting experience is required.

23.1.4 To be eligible for officer status, part-time firefighters must complete Firefighter II requirements. A minimum of 3 years firefighting experience is required.

23.1.5 All part-time drivers must be recertified annually.

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23.1.6 All EMS continuing education must first be cleared through the EMS office.

23.1.7 All department personnel must attend mandatory training classes.

**24 AMBULANCE DUTY**

24.1 All licensed EMS personnel (excluding MFRs) shall complete the following criteria before being authorized to sign up for ambulance duty:

24.1.1 Shall be tested in various EMS skills.

24.1.2 Shall ride no less than the following hours per certification:

24.1.2.1 Paramedic - 72 hours with each shift and shall keep a log during this time of all activities observed or involved with. The log shall be turned over to the Fire Chief and/or Assistant Fire Chief at the completion of this requirement.

24.1.2.2 EMT - 48 hours with each shift and shall keep a log during this time of all activities observed or involved with. The log shall be turned over to the Fire Chief and/or Assistant Fire Chief at the completion of this requirement.

24.1.2.3 MFR - 24 hours with each shift and shall keep a log during this time of all activities observed or involved with. The log shall be turned over to the Fire Chief and/or Assistant Fire Chief at the completion of this requirement.

24.1.3 Shall be authorized by the Fire Chief and/or Assistant Fire Chief to sign up for ambulance duty upon completion of all requirements and the recommendation of a paramedic.

**25 DEPARTMENT DRIVER**

25.1 Part-time firefighters completing two years of firefighting experience and passing a driver certification examination must be authorized to operate all equipment and must be an ambulance certified driver.

25.2 The following non-firefighting equipment may be driven by part-time fire personnel not authorized as drivers as long as all of the requirements are met in the probationary firefighter probation book issued at time of employment:

department cars, squad 417, truck 437, air 439, brush 418 (non-firefighting)

**26 PART-TIME PERSONNEL INSURANCE**

26.1 All part-time personnel are covered by the Delta Township insurance plan.

**27 DISCIPLINARY PROCEDURES**

27.1 All personnel shall be responsible for adhering to and carrying out all department policies, directives and standard operating guidelines.

27.2 Any employee deviating from or violating any department policy, directive or S.O.G. shall, when required, give just cause in writing for said deviation or violation (see justification form, Section 505).

27.3 Failure to satisfy the Fire Chief and/or Assistant Fire Chief and/or the OIC in writing of just cause for any deviation or violation of department policy, directive or S.O.G. will result in disciplinary action which will normally follow the progression set forth in Article 17 of the union contract for full-time personnel and as follows for part-time personnel:

- 27.3.1 Step I: written reprimand
- 27.3.2 Step II: 2<sup>nd</sup> written reprimand; one week off
- 27.3.3 Step III: 3<sup>rd</sup> written reprimand; two weeks off
- 27.3.4 Step IV: 4<sup>th</sup> written reprimand; 30 days off
- 27.3.5 Step V: termination

27.4 Notwithstanding Section 28.3 above, immediate suspension and/or termination may occur if a violation of a department policy, directive or S.O.G. occurs which jeopardizes the safety and/or life of any person.

**28 GRIEVANCE / HEARING PROCEDURE**

28.1 All full-time personnel shall follow the grievance procedure found in the union contract.

28.2 All part-time personnel receiving discipline shall have the right to a hearing. Said hearing shall be held with the following individuals present: Fire Chief and/or Assistant Fire Chief, two part-time officers and one part-time employee. All decisions shall be final and are not appealable.

**29 LIVING QUARTER RESPONSIBILITIES**

29.1 The sleeping quarters are generally off limits to the public. Overnight sleeping arrangements must be approved by the OIC.

**30 ADDRESS CHANGE NOTIFICATION**

30.1 All personnel are required to notify the Fire Chief and/or Assistant Fire Chief's office in writing whenever there is a change in their address or telephone number within 72 hours.

**31 NOTIFICATION OF SUPPLEMENTAL EMPLOYMENT**

31.1 All full-time personnel are required to notify the Fire Chief and/or Assistant Fire Chief's office in writing whenever they have obtained any supplemental employment outside of this department (see current Union Contract).

**32 REQUISITION FORMS**

32.1 All personnel shall use requisition forms designed for this department, ie: uniform purchase requests, vacation requests, etc.

**33 FULL-TIME CALL-BACK PROCEDURE**

33.1 See current call-back procedure approved by the Fire Chief and/or Assistant Fire Chief.

**34 PRESS RELEASES**

34.1 At no time shall any fire department personnel give any statement to the media. The Fire Chief and/or Assistant Fire Chief shall be responsible for all statements given to the media. In the absence of the Fire Chief and/or Assistant Fire Chief, the OIC or designated Public Information Officer (PIO) shall give all media releases (Section 505 - Forms).

**35 FOIA REQUESTS**

35.1 All requests for information regarding the Freedom of Information Act shall be channeled through the Fire Chief and/or Assistant Fire Chief's office.

**36 REVISIONS**

**SUBJECT: EMERGENCY OPERATIONS / EMERGENCY INCIDENT**

**OBJECTIVE:** To provide Standard Operating Guidelines for emergency incidents.

**APPLICABILITY:** All Delta Fire stations, mutual aid companies, office of Fire Chief and/or Assistant Fire Chief and Delta Township communications center.

**1 GENERAL**

- 1.1 Operational success is dependent upon many things including proper positioning of apparatus; level of training and experience of personnel; crew integrity; safety practices; orderly radio communications; willingness of responding companies to adhere to established procedures, etc.
- 1.2 These operational procedures have been updated with systems compatibility in mind. The initial responding command/company officer is permitted enough flexibility to successfully accomplish the assigned mission.
- 1.3 Regardless of how routine a response may appear, it is vital that established operational procedures be adhered to at all times. Consistency at routine type emergencies result in improved operations at major emergencies.
- 1.4 The company officer or his/her designee is responsible for maintaining group integrity of his/her personnel.
- 1.5 Personnel assigned to interior duties, or functioning in any hazardous environment shall be in full protective gear including SCBA.

**2 COMMAND (REFER TO SOP # 201- CHAIN OF COMMAND)**

- 2.1 The first arriving fire suppression officer is responsible for establishing command at any incident.
- 2.2 The OIC shall establish a command position to the exterior of the structure (normally side 'A') On-scene officers and Eaton County Central Dispatch will be advised of any change in location.

**3 STATUS REPORT**

- 3.1 **PRIMARY:** The first on-scene officer shall provide Eaton County Central Dispatch with a brief description of conditions observed, description of property, report any address change as required, place first arriving unit on side 'A' of

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incident and shall identify their unit number to Eaton County Central Dispatch as command. Example: "Unit 39 will be Mall command".

- 3.2 If the first on-scene commander chooses to pass command, they shall advise Eaton County Central Dispatch of the same, indicate the division and sector assignment they will be assuming (Example: "Unit 39 will be Attack I or Search & Rescue I, Division 3") and immediately assume the role of Division/Sector Officer.
- 3.3 The 1st on-scene commander may choose to establish themselves as mobile command. This will mean that mobile command is on foot checking out the situation or doing a size up. (example: walking round building, entering a mall, etc.)
- 3.4 **SECONDARY:** The OIC shall, after a three to five (3-5) minute period, provide Eaton Central with an updated status report of the emergency. This report shall include a brief description of the property involved; status of emergency; time that apparatus will be held; transfer of apparatus, mutual aid requests, etc.

**4 LEVEL I STAGING**

- 4.1 All apparatus other than the initial response apparatus and equipment shall go to Level I staging (300-500 feet from scene), announce the same and await instructions from the on-scene commander.

**5 COMMUNICATIONS**

- 5.1 Responding apparatus/vehicles shall confine radio transmissions to: (1) reporting on the air; (2) arrival at scene and/or Level I staging; (3) any emergency that occurs during response.
- 5.2 On-scene radio communications shall be limited to the OIC, Division or Sector Officer(s), designated command vehicles and others authorized by the command officer. Primary radio communications shall be, at all times, between command and the division/sector officer(s). Radio communications to or from Eaton Central Dispatch shall be through designated command.
- 5.3 Operational use of fire and coordinated radio channels shall be in compliance with established fire department procedure.
- 5.4 Operational use of EMS radio channels shall be in compliance with established Tri-County and state protocol.

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- 5.5 All apparatus shall clear the scene through the incident commander.
- 5.6 Command shall be terminated when the last unit clears the scene and shall notify Eaton County Central Dispatch that command is terminated.

**6 STRUCTURE/AREA IDENTIFICATION**

**6.1 Side Identification**

- 6.1.1 Side A - Front (normally street side)
- 6.1.2 Side B - Left (when facing side A)
- 6.1.3 Side C - Rear (side opposite A)
- 6.1.4 Side D - Right (when facing side A)

**6.2 Interior Identification**

- 6.2.1 The interior of the structure shall be divided into quadrants moving clockwise from the left side of side A.
- 6.2.2 The floor number shall be used to identify the building level. Example: "2nd floor Quadrant A is Division 2A".

**6.3 Exposures**

- 6.3.1 Exposure identification shall coincide with structure/area identification. Example: "Exposure A, B, etc."

**6.4 Sector Identification**

- 6.4.1 The OIC shall designate Division/Sector Commanders who will be identified by their respective Division/Sector task.
- 6.4.2 During large emergencies (haz-mat, train derailment, air crash, etc.), divisions will be established and sectors where necessary within each division.

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6.5 Sectors

- |       |                                  |                 |
|-------|----------------------------------|-----------------|
| 6.5.1 | Attack I, II, III, etc.          | Basement I, II  |
|       | Search & Rescue I, II, III, etc. | Side A, B, C, D |
|       | Ventilation I, II                | Rehab Sector    |
|       | Roof I, II, III                  | Media Sector    |

7 OPERATION PROCEDURES FOR ALL ALARM CLASSIFICATIONS

7.1 Floating First-In Engine Company

7.1.1 The OIC shall have the flexibility to position his/her apparatus at the side of the emergency where initial rescue, fire confinement, extinguishment and exposure protection can best be accomplished. Normally this company will be positioned on side 'A' of the emergency incident.

7.1.2 As applicable, pump to sprinkler/standpipe system.

7.2 Company Officer: Responsible to assume command until relieved. Initially shall be responsible for the following:

7.2.1 Transmit a brief status report to Eaton Central Dispatch to include: (1) Apparatus position (side \_\_\_\_); (2) Observation of emergency on arrival (smoke/fire showing, nothing visible, police on scene, etc.) (3) Type of occupancy, etc.

7.2.2 When smoke or fire is showing, have apparatus lay a supply line(s) to the emergency location. (Note: on all residential and light commercial lay 3" line(s) unless circumstances dictate otherwise, ie: multiple exposures, ruptured gas lines, etc.). On all heavy commercial and industrial lay 5" line(s) (see Water Supply Policy, Section 406). Hydrant area personnel are to assure that line is charged.

7.2.3 As applicable, have personnel initiate search, rescue, and evacuation.

7.2.4 Assure that access for the Ladder Company is maintained.

7.2.5 Command shall, as required, assign all additional companies from Level I staging area.

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**7.3 Level I Staging Area**

7.3.1 All apparatus other than the initial responding apparatus and vehicles shall stage 300-500 feet from the scene and wait for their assignment from command.

**7.4 Second Engine Company**

7.4.1 Position/Assignment: This company is primarily responsible for insuring water supply to the first Engine Company.

7.4.2 Pick up hydrant, initiate or complete lays.

7.4.3 As applicable, pump to sprinkler/standpipe systems.

7.4.4 **Company Officer:** Initially responsible for the following:

7.4.5 Assure adequate water supply to the first Engine Company.

7.4.6 Report with company personnel to OIC for fire suppression duties.

**7.5 Third Engine Company**

7.5.1 Position/Assignment: Apparatus shall be positioned on side 'C' (or equivalent) of the emergency.

7.5.1.1. This company is responsible for supporting rescue, fire suppression operations and to protect exposures.

7.5.1.2. As applicable, pump to sprinkler/standpipe systems.

7.5.1.3. As applicable, support aerial ladder operations.

**7.6 Ladder Company**

7.6.1 Position/Assignment: Apparatus shall take a position on side 'A' or as directed by the OIC. The company is primarily responsible to perform Ladder Company duties (search and rescue, ventilation, salvage, utility shut offs, etc.)

7.6.2 Company may be assigned to fire suppression duties.

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7.6.3 **Company Officer:** Responsible for the following:

7.6.3.1. Ensure that rescue, ventilation and salvage operations are initiated, and are coordinated with suppression operations. In coordination with the OIC, ensure that all utilities (electric, gas, water, etc.) are appropriately isolated or shut down.

7.6.4 In the absence of a Ladder Company, the third on-scene Engine Company is responsible for performing duties assigned to the Ladder Company.

**7.7 Level II Staging Area**

7.7.1 **Position/Assignment:** Apparatus and vehicles shall report to a staging area designated by the OIC.

7.7.1.1. The Level II staging area will normally be located in close proximity to the emergency incident (1 to 2 blocks away).

**8 OPERATING PROCEDURE / HIGH RISE STRUCTURES**

8.1 Personnel assigned to the interior shall be in full protective gear and carry the following equipment:

Hotel Pack with Appliances	Portable Radio Transmitter
Hand Light	SCBA Forcible Entry Tools
Extra Hose and Air Bottles	Life Line, Etc.

8.2 Use of elevators by firefighters and EMS personnel during fire and smoke conditions is acceptable as follows:

8.2.1 Elevator must be equipped with fire department override control(s).

8.2.2 Authority to use elevators during emergency operations must be received from the OIC.

8.2.3 When no fire, smoke, heat or fumes are reported and/or confirmed in the elevator shaft.

8.2.4 Where no flammable gas is reported and/or confirmed in the structure.

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8.2.5 Operation of elevators to upper floors must be confined between entry level and a minimum of two floors below the fire floor.

8.2.6 All personnel using elevators shall be in full protective gear including SCBA. The OIC shall have a portable radio in his/her possession.

**9 SEARCH AND RESCUE PROCEDURES**

9.1 Search and rescue operations shall be the primary function on the fire ground.

9.2 Primary search operations shall be conducted as follows whenever possible:

9.2.1 Fire floor

9.2.2 Floor above fire

9.3 Secondary search operations shall be conducted of the entire structure as soon as possible.

9.4 Reports shall be given to the OIC at the end of both the primary and secondary search.

**10 MAYDAY**

10.1 When any firefighter encounters or finds him/herself involved in a serious emergency requiring immediate help or assistance, he or she is to **immediately** announce over the radio "**MAYDAY, MAYDAY, MAYDAY**" and state his/her unit number and position. At that time, the OIC shall immediately shall contact Eaton County Central Dispatch and declare "**Signal 11, Emergency Traffic Only.**"

**11 ON-SCENE EMERGENCY WARNING PROCEDURE**

11.1 **MAYDAY** (See S.O.G. 205, Radio Communications)

11.2 On rare occasions it is possible that personnel, while fighting a fire, may be in danger of becoming trapped by falling walls, collapsing roofs and/or floors, injured by back draft explosions, etc. During such extremely dangerous times a fire scene

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warning will be sounded and activated in the following manner:

- ◆ (3) three-second long blasts on the air horn
- ◆ OIC shall announce over radio "All personnel evacuate the building and/or area immediately". Be very specific and clear in statement.

11.2.1 Personnel engaged in fire operations receiving such warning shall leave the building immediately and retreat to safety. Hose lines shall be left in place during such warnings.

**12 EMERGENCY TRAFFIC**

12.1 During periods of extremely heavy communication traffic or when there is Emergency Traffic, it may be necessary to limit all non-essential radio communication activities. ON such occasions the OIC shall contact Eaton County Central Dispatch and declare 'Signal 11, Emergency Traffic Only'). With this declaration, Eaton County Central Dispatch shall send out an alert tone followed by a message such as: "To all fire department units, EMERGENCY TRAFFIC ONLY until further notice. Unit designator (ie: Attack 1) has declared a MAYDAY. (Command to Unit Designator:) State your location and situation."

**13 EMERGENCY MEDICAL SERVICE**

13.1 The OIC is responsible for the management of all emergency incidents.

13.2 The first arriving paramedic shall be responsible for triage.

13.2.1 Triage activities shall be coordinated through the OIC or command post.

13.2.2 Triage shall be done by the first on-scene paramedic and duties may be transferred upon mutual agreement of those paramedics on the scene. That person should not leave the scene until all patients are accommodated.

13.3 Direct patient care management shall be the responsibility of the paramedic or person with the highest level of training in the absence of a paramedic.

13.4 All EMS alarms shall be conducted according to Tri-County EMS protocols.

13.4.1 Procedures not covered by the Tri-County EMS protocols shall be followed according to the Delta Township EMS SOGs.

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13.4.2 Unusual occurrences or problems incurred while on an EMS alarm shall be documented and submitted to the Fire Chief and/or Assistant Fire Chief for review.

**14 ESTABLISHMENT OF REHABILITATION SECTOR**

14.1 A rehabilitation sector shall be established and the location designated by the OIC.

14.2 The rehabilitation sector shall be easily accessible by EMS units.

14.3 Companies shall be assigned to the rehabilitation sector by the OIC. Whenever possible an entire company will be assigned to the sector as a group.

14.4 The names of all personnel entering the sector shall be recorded along with the time of entrance.

**15 ACCOUNTABILITY OFFICER**

15.1 The accountability officer shall be responsible for maintaining accountability for each member of the fire department engaged in activities at an incident scene. The I.D. tag system adopted by the Delta Township Fire Department shall provide a rapid accounting of all members on the incident scene. The company officer shall present to the accountability officer their company's I.D. tag before engaging personnel in any assignment by the incident commander.

**16 PERSONNEL ACCOUNTABILITY PROCEDURES**

16.1 All personnel responding to emergency incidents shall, upon being assigned to emergency incident duties, leave their identification tag with the accountability officer located at the command post before carrying out assignments.

16.2 Personnel of the first two arriving engine companies shall leave their I.D. tags in the engine and shall assume initial search and rescue and/or firefighting duties. All other companies shall present their I.D. tags to the Accountability Officer prior to committing personnel to company assignments.

16.3 Side 3 company assignments may require that radio communications be established and the sector assignments confirmed. The company Collector Ring shall be left in the engine. The Safety Officer will pick up said Collector Ring and return it to the Accountability Officer at the earliest possible opportunity.

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- 16.4 Squad personnel arriving in their personal vehicles shall upon assignment, place their ID tag on the Collector Ring of the company they are assigned to.
- 16.5 Personnel shall not place their ID tag on the Accountability Board until they have been given an assignment, have at least one other firefighter in their group and possess a two-way radio and appropriate tools and equipment.
- 16.6 All personnel shall enter and exit the Hazard Zone through the point of entry. The point of entry shall normally be at the Command Post near the first due engine.
- 16.7 When an assignment is completed, personnel shall return to the Command Post, remove their ID tag from the Accountability Board and either go to Rehab or wait for another assignment.
- 16.8 Engineers and all non-assigned personnel shall see that their ID tags are hooked to the rear of their helmets and worn during the incident or until ordered to remove gear.
- 16.9 The "fanny bag" will be worn by the accountability officer or his/her designee. The bag contains; wax pencils, blue markers, a small bottle of cleaner, two clamps and 4 additional ID tags.

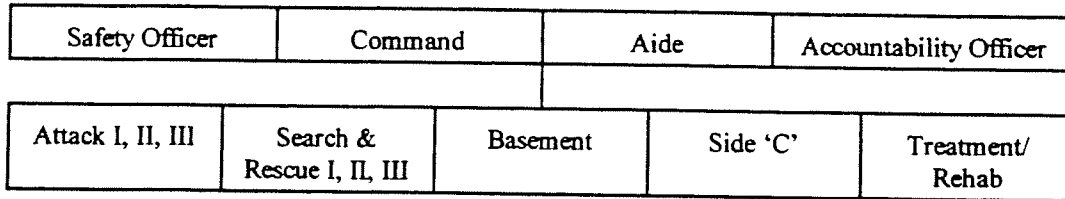
**17 REVISIONS**

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INCIDENT COMMAND SYSTEM FLOW CHART

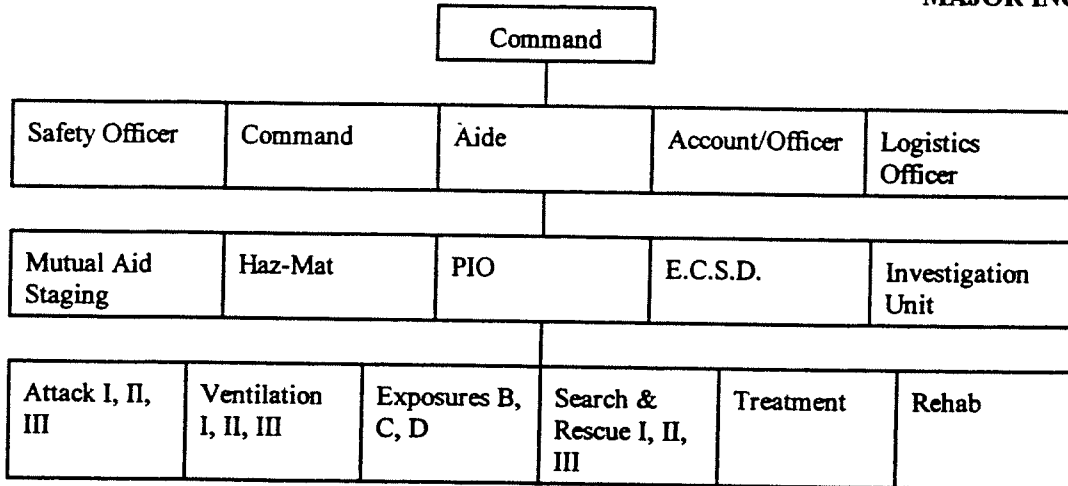
LEVEL I

ALL INCIDENTS



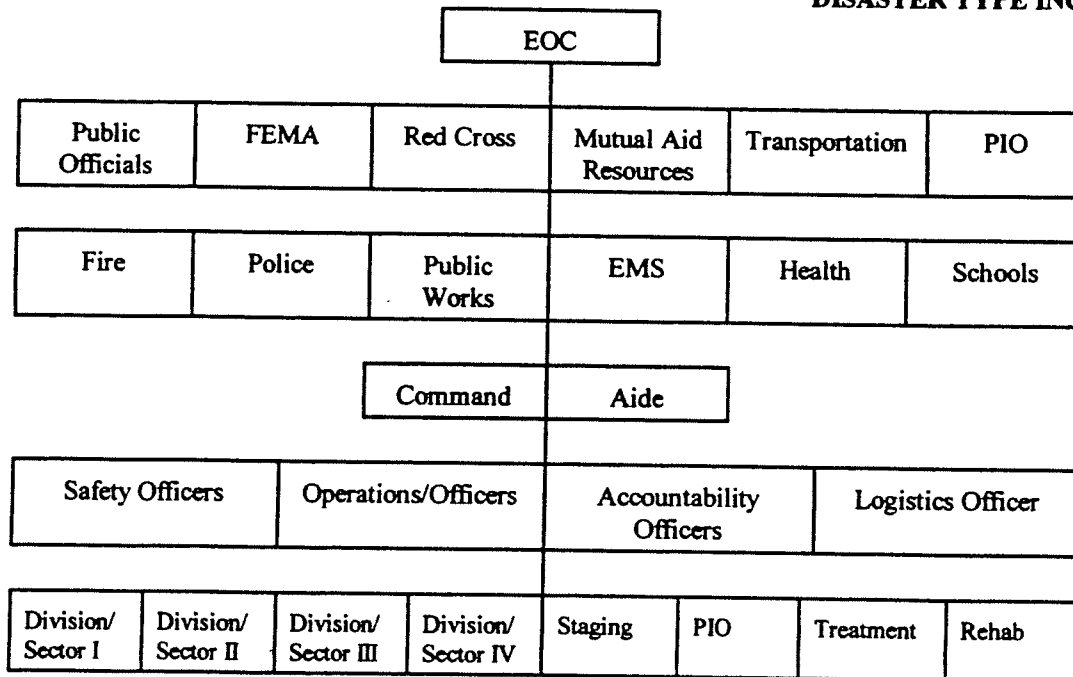
LEVEL II

MAJOR INCIDENTS



LEVEL III

DISASTER TYPE INCIDENTS



# SUGGESTED RESOURCES TO UTILIZE IN PLANNING FOR FIRE DEPARTMENT NEEDS

FEDERAL	F.E.M.A. (FEDERAL EMERGENCY MANAGEMENT AGENCY) COMMUNITY FIRE PROTECTION: MASTER PLANNING CLASS  N.F.P.A. (NATIONAL FIRE PROTECTION ASSN.)
STATE	I.S.O. (INSURANCE SERVICES OFFICE)
COUNTY	ENHANCED MUTUAL AID AGREEMENTS, including automatic responses for certain apparatus and personnel to specific addresses
LOCAL	MUNICIPAL WATER DEPARTMENT BUILDING DEPARTMENT PLAN REVIEW FOR ALL NEW DEVELOPMENT D.D.A. (DOWNTOWN DEVELOPMENT AUTHORITY) CHAMBER OF COMMERCE

**THE KEY TO A SUCCESSFUL  
PLANNING PROCESS IS  
COMMUNICATION !!!**