



WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: INTRODUCTION

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

INTRODUCTION

The intent of these equipment standards is to establish a minimum requirement adopted by the Washington County Volunteer Fire & Rescue Association and the Washington County Commissioner's. All apparatus in addition to the minimal standards must also carry all required equipment per NFPA standards that apply to apparatus.

MANUAL

TITLE: STANDARDS ENFORCEMENT PROCEDURE

EFFECTIVE DATE: 18 July 1996

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 3

S.O.G. NUMBER:

I. ENFORCING BODY:

A. The Washington County Volunteer Fire & Rescue Association Standards Committee will be the body responsible for the enforcement of all standards adopted by the Fire & Rescue Association and the Board of County Commissioners of Washington County, Maryland.

II. REPORTING VIOLATION PROCEDURES:

A. Any Fire & rescue Company of Washington County, Maryland has the responsibility to report violations of adopted standards for the Washington County Volunteer Fire & Rescue Association to the Standards Committee in a timely manner. Example 7-10 days of violation.

B. All reports of violations must be submitted to the Standards Committee Chairperson, Fire & Rescue Coordinator and/or President of the Fire and Rescue Association, in writing and signed by the submitting company or representative (i.e. Company Officer).

C. When submitting violations, as much information relating to the violations(s) must be provided to the standards Committee for investigation to be conducted. Information being requested Date, Time, Standard in violation, Fire & Rescue Incident number if applicable, and brief explanation of situation.

D. Upon receipt of written complaint, a sub committee from the Standards Committee will be appointed by the chairperson to investigate said violation(s).

II. INVESTIGATION OF VIOLATIONS:

A. The subcommittee investigation the reported violation will advise said Fire or Rescue Company of reported violation(s) and schedule a briefing with representatives of the company to discuss reported violation within fifteen (15) days of receiving the report of a violation. At this time a decision by the subcommittee will be made of validity of said violation.

B. All information gathered by the subcommittee will be documented in writing and reported to the Standards Committee within ten (10) days of the completion of their investigation.

C. A review of the investigation by the subcommittee will be conducted by the Standards Committee. A recommendation from the Standards Committee to the Fire and Rescue Association will be made within thirty (30) days and/or finding reported at the next monthly meeting of the Association.

II. ENFORCEMENT PROCEDURES:

- A. First Violation: Written Warning- If a violation has been validated by the Standards Committee and the Fire and Rescue Association, a written warning will be levied to the Fire or Rescue Company in violation of the adopted standard(s). The Fire or Rescue Company in violation will have thirty (30) days from receipt of their written warning, to report back to the Fire and Rescue Association a time period for their company of said violated standard. A compliance period cannot exceed one (1) year. A copy of all documentation will be provided to the Fire or Rescue Company, Washington County Volunteer Fire & Rescue Association and will be kept on file in the respective companies file located in the Washington County Volunteer Fire & Rescue Association Office (Administrative Planners office).
- B. Second Violation: If a second violation has been validated by the Standards Committee and Washington County Volunteer Fire & Rescue Association for the same standard that a written warning was levied, within a one (1) year period or the compliance date agreed upon has expired a fine will be levied to the Fire or Rescue Company. The fine will be determined by the Washington County Volunteer Fire & Rescue Association not to exceed one thousand dollars (\$1000.00). A copy of all documentation will be provided to the Fire or Rescue Company, WCVFRA, Board of County Commissioners, and the WCVFRA-Administrative Planner.
- C. Third Violation: Any further violations of or continued noncompliance with the same standard will result in the suspension of the offending Fire or Rescue Company from the WCVFRA as per Article 1, Section 5 of the Associations Constitution and by-law's.

C.1. If a third violation is levied to any Fire or Rescue Company a thirty-five (35) day grace period will be granted to allow for the appeals process to occur. If the levied violation stands after appeal, said violation will take effect.

V. APPEALS PROCESS FOR STANDARDS VIOLATIONS:

- A. Any Fire or Rescue Company receiving a violation of an adopted standard will have thirty (30) days to submit in writing an appeal to the President of the Washington County Volunteer Fire & Rescue Association. The President of the Association will have ten (10) days to appoint an appeals committee, consisting of five (5) individuals for the Fire and Rescue Association membership body. This appeals committee will investigate the request for appeal and report back to the Association within thirty (30) days and or the next monthly meeting of the Association.
- B. All necessary documentation will be made available from the President of the Washington County Volunteer Fire and Rescue Association to the appeals committee.

VI. FUNDING ALLOCATIONS:

- A. All fines that are levied to a Fire or Rescue Company will be designated to an escrow account that will be designed towards a county wide Fire and Rescue educational facility. The escrow account will be established by the Washington County Volunteer Fire and Rescue Association.

VI. COMPLIANCE EXTENSIONS:

A. An extension of the compliance date may be granted for the compliance of an adopted standard if warranted by the Fire and Rescue Association within thirty (30) days of the due date.

VIII. NOTIFICATION OF VIOLATION(S):

A certified letter will be sent to the company in violation Chief and President within seven (7) days of the decision of the Fire and Rescue Association.

VI. RE-ENTRY PROCEDURE:

In the event a Fire or Rescue Company received its third violation under section IV.C. Upon re-entering the Washington County Volunteer Fire and Rescue Association the said company will re-enter under the current apparatus and equipment standard at which they were suspended.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: STANDARDS PROPOSAL FORM

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

Company Submitting Standard: _____

Title of Standard: _____

Date Submitted: _____

Date Reviewed by Standards Committee: _____

Date Presented to Association: _____

Accepted: _____

Reject: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: ANNUAL STANDARDS EVALUATION

EFFECTIVE DATE: January 1999

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

WCVFRA Annual Standards Inspection

Scope

Develop a random annual inspection of Washington Counties Emergencies Service Fleet.

Purpose

The annual standards inspection program had been developed to ensure Countywide compliance with the adopted apparatus and equipment standards of the Washington County Commissioners.

Responsibility

The Standards Committee of the Washington County Volunteer Fire and Rescue association will be the responsible body which will schedule and conduct the annual inspections.

Operation

Effective January 1, 1999 each member department of the WVCFRA will submit to the Standards Committee of the WVCFRA a current equipment inventory listing for each apparatus subject to an inspection by this committee will conduct unannounced random inspections of apparatus throughout the County. If during a random inspection, apparatus within a station is found to be in violation of an applicable enforcement policy shall be followed.

Apparatus Subject to Inspections

The Standards Committee may inspect any apparatus which has undergone a previous inspections by this committee prior to it bring placed in service for duty. Apparatus included in this category shall include; engines, rescue engines, engine/tankers, tankers ladder trucks, squads (rescue and fire), mini-pumpers, brush units, forestry units, F.D. ambulance assist units, ambulance, and ALS chase units.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: RESPONSE TIME

EFFECTIVE DATE: 18 July 1996

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

Scratch time for all fire and rescue apparatus/equipment is five (5) minutes

TITLE: TRANSFERS

EFFECTIVE DATE: 18 July 1996

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

All transfers are to be handled non-emergency unless the officer feels it necessary to respond emergency. If officer feels it necessary to respond emergency they are to advise headquarters that they are responding emergency (due to road conditions, distance, etc.). Policy adopted no in-station standbys. If the OIC feels a transfer is required, request one.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: SEVERE WEATHER RESPONSE

EFFECTIVE DATE: 18 July 1996

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

Purpose

This standard operating guideline has been established to provide a uniform response and to reduce the potential for injury to emergency responders while responding to automatic fire alarms.

The Chief's of the Washington County Fire Department recognize that the probability for automatic alarm malfunctions increase during periods of severe storms. As such, to eliminate committing resources during periods of severe storms a reduced response shall be adhered to.

Action

At any time when the National Weather Service has issued a storm warning for Washington County, the response to automatic alarms shall be reduced to a local alarm.

The incident commander from the authority have jurisdiction, if desired shall adjust the assignment after response of the local company.

Fire & Rescue Communications will make a generic announcement to all stations, that the National Weather Service has issued a storm warning for Washington County. No other prior notification from Fire & Rescue Communications is necessary before dispatching an automatic alarm.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: MINIMUM APPARATUS STAFFING

EFFECTIVE DATE: 1 June 2000

REVISION DATE(S): 17 April 2003

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 3

S.O.G. NUMBER: 2000-001

Purpose

To establish minimum staffing requirements on responding emergency apparatus. This policy applies to all emergency responses. Adequate staffing levels are necessary to ensure the safety of all personnel and to facilitate the effective delivery of emergency services.

Definitions

CRT Individual who has successfully completed the Maryland Cardiac Rescue Technician and Hazardous Materials Operations Training Program and holds a valid certification.

EMT Individual who has successfully completed the Emergency Medical Technician - Basic and Hazardous Materials Operations Training Program and who holds a valid certification.

FF I Individual who has completed an accredited Fire Fighter I and Hazardous Materials Operations training program.

FF First Responder Individual who has successfully completed the Fire Fighter First Responder and Hazardous Materials Operations Training Program and who holds a valid certification.

FRC Washington County Fire & Rescue Communications

Paramedic, EMT -P Individual who has successfully completed the Paramedic and Hazardous Materials Operations Training Program and who holds a valid certification.

Rescue Technician Individual who has completed the Rescue Technician - Basic and Hazardous Materials Operations training program.

Action(s)

EMS Operations:

The following designations shall be used when referring to an EMS Unit to identify the staffing level:

“Unit 123” This identifies the unit, when it is not staffed by and EMT -8, CRT or EMT -P.

“Ambulance 123” This identifies the unit when it is staffed by two or more individuals, one of which must be an EMT-B.

“Medic 123” This identifies the unit when it is staffed by two or more individuals, one of which must be a CRT.

“Paramedic 123” This identifies the unit when it is staffed by two or more individuals, one of which must be an EMT-P.

When a Rescue Company is dispatched on a BLS incident, and the dispatched company does not respond with an ambulance within the specified response time, FRC shall immediately dispatch the next due Rescue Company with the appropriate BLS unit.

When a Rescue Company is dispatched on an ALS incident, and the dispatched company does not respond with a Medic or Paramedic Unit within the specified response time, FRC shall immediately dispatch the next due Rescue Company with the appropriate ALS unit.

The minimum level of training to ride any position on an ambulance, medic unit or paramedic unit shall be CPR.

The minimum staffing level for an ambulance, medic unit or paramedic unit shall be two (2) personnel. One of which must meet the certification level outlined above. An under-staffed EMS Unit or ambulance may be supplemented with another unit to upgrade the staffing. In such case, FRC shall not supplement the dispatch with the next due rescue company. If the ambulance is staffed with only one individual, and that individual is the primary care provider, FRC shall supplement the dispatch with the next available rescue company.

Fire Department first responder units shall be staffed with at least one FF First Responder or EMT-B.

Rescue Squad/Rescue Engine: The minimum staffing levels for rescue squad apparatus shall be as follows:

Unit Type	Minimum Number of Staff	Minimum Number of Rescue
Unit Type	Technician(s) or FF I	
Heavy Duty Rescue Squads	3	2 RT's
Light Duty Rescue Squad	3	2 RT's
Rescue Engine	3	2 RT & 1 FFI

Fire Department Operations:

The minimum staffing levels for fire department apparatus shall be as follows:

Unit Type	Minimum Number of Staff	Minimum Number of FF I (s)
Engine / Pumper	4	2
Aerial/ Tower/Truck	3	2
Fire Squad	3	2

Tanker	2	1
Mini Pumper / Brush Unit	2	1

Note: The driver/operator may not be counted toward meeting the FF I requirement, but is included in the minimum number of staff.

Apparatus responding will state to FRC their total staffing level. Engine 99 Responding with 6. Apparatus responding with less than the minimum staffing level outlined herein must notify FRC accordingly, at the time of response. The terminology to be used shall be "Engine 99 Responding with 4 Light Crew". It is not necessary for EMS units to use the "Light Crew" designation since the staffing is established by the unit indication given when the unit responds. If the apparatus responds with only a driver/operator, the unit shall be identified as "Responding Driver Only" in lieu of "Light Crew"

If any unit is under-staffed, according to this policy, FRC shall notify the incident commander of the staffing deficiency. The incident commander shall use his/her discretion with regards to supplemental alerts based on the information provided. Except for an EMS unit, it is not necessary for FRC to supplement the "light Crew" apparatus unless specifically directed to do so by the incident commander.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: PERSONAL ACCOUNTABILITY SYSTEM

EFFECTIVE DATE: February 1999

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 3

S.O.G. NUMBER:

Purpose

Because of the dangers that are present on emergency scenes, an accountability system is imperative to ensure the safety of all personnel operation at an incident. The accountability system helps the Incident commander to easily and quickly identify the number of personnel on the scene, eliminate free-lancing and expedite assistance in the event personnel become trapped or need help.

It should be noted that this is a county wide system and the same procedures are utilized when responding even inside city limits.

The basic components of the system are Personnel Accountability Tags (PAT), collector rings for each response vehicle and an accountability boards to be used at the command post.

PERSONNEL ACCOUNTABILITY TAGS (PAT)

The Personnel Accountability Tags (PAT) is provided by the Washington County Volunteer Fire & Rescue Association. The PAT is a yellow laminated card with the name, training level and individual's picture on one side and the Washington County Fire and Rescue Association Logo on the other. On the inside of the card is emergency medical information to assist in medical care should personnel require it—this information is available by cutting the card's lamination open.

Each PAT has a clip attached. When personnel are not involved in response functions or on apparatus, the PAT is clipped to the back of ring of the responder's helmet.

When riding apparatus or performing activities at scenes, the clip is used to attach the PAT to the collector ring of the apparatus.

COLLECTOR RINGS

Each vehicle shall have a collector ring(s) for the PAT's with the unit designation attached to it. There shall be a collector ring hanging on the inside of the officer door in a conspicuous location. The crew area(s) of each vehicle shall have a collector ring(s) readily accessible so that personnel may attach their PAT's. Because of the differences in the crew compartmentation of apparatus, the following locations for the collector rings shall be used:

1. On apparatus with open jump seat areas or large enclosed crew areas, the collector ring shall hang from the ceiling in the center of the vehicle so that it is readily accessible to personnel from either side of the vehicle.

2. With apparatus that have enclosed crew areas that are limited to each side of the vehicle with no access to opposite sides, there shall be a collector ring available to each crew area—one for each side of the apparatus.

There are three different levels of accountability that shall be utilized, the level being determined by the Incident Commander and the requirements of the situation.

LEVEL I ACCOUNTABILITY

Level I Accountability is for normal, routine everyday use where the danger level is minimal and the situation is not complex. This level shall be utilized any time the vehicle leaves the station—road test, training, emergency call, etc.

The person in the right front seat, if present, shall hang their PAT on the collector ring located on the inside of the passenger's door. The driver can also hang their PAT on the collector ring inside the passenger's door.

Other personnel shall place their PAT's on the collector ring located in their crew compartment.

In level I Accountability, the PAT's stay on the collector rings with the apparatus.

If someone responds to an incident by any means other than a response vehicle that has a collector ring, they must place their PAT on the collector ring located on the officer's door of the piece of apparatus located on either side one or side three of the incident before performing any activity.

If there is no collector ring present in the apparatus; this indicates that Accountability has progressed to either Level II or III. The PAT needs to be taken to the command post to be placed on the accountability board before taking any actions on the scene.

Personnel who are riding response apparatus do not remove their PAT until they have returned to their station. Personnel who responded by means other than a vehicle with a collector ring must obtain their PAT when they leave the scene and place it back on their helmet.

LEVEL II ACCOUNTABILITY

In a multiple company response where there is no evidence of a working situation (such as an automatic alarm, street alarm, etc.), the person assuming command needed to identify company responsibilities and their location on the incident. This may be written or by some other means so that all assignments given can be quickly identified at any point of time during the incident. The PAT's placed to identify the areas where personnel are operating. (Prior to the arrival of the PAT's to the command post, a grease pencil can be used for this)

LEVEL III ACCOUNTABILITY

This level is utilized for multiple alarms, large area incidents, and other complex operations and shall be Point of Entry Control. The Incident Commander shall establish sectors for the incident, with each sector utilizing an accountability board for personnel operating within that area.

The Incident Commander shall have a board indicating sectors, officers assigned to each sector, and a listing of all units operating in each sector.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: RESPIRATORY PROTECTION STANDARD

EFFECTIVE DATE:

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 7

S.O.G. NUMBER:

Purpose:

This standard operation guideline has been established to ensure compliance with the Respiratory Protection Standard published in the Federal Register on January 8, 1998, and designed as 29 CFR 1910 and 1926.

In 1971, federal OSHA adopted a respiratory protection standard requiring employers to establish and maintain a respiratory protection program for their respirator-wearing employees. The revised standard strengthens some requirements and eliminates duplicative requirements in the OSHA health standards.

The standard specially addresses the use of respirator in immediately dangerous to life or health (IDLH) atmospheres, including interior structural fire fighting. OSHA defines structures that are involved in fire beyond the incipient as IDLH atmospheres. In these atmosphere, OSHA requires that personnel use self-contained breathing apparatus (SCBA), that a minimum of two fire fighters works as a team inside the structure, and that a minimum of two fire fighters been stand-by outside to provide assistance or perform rescue.

This standard, with its two in/two provision, may be one of the most important safety advances for fire fighting ion this decade. Too many fire fighters have died because of insufficient accountability and poor communications. The standard addresses both and leaves no doubt that two in/two out requirements must be followed for fire fighters safety and compliance with the law.

Any department or unit that uses respirators of any type in their mission or tasks must follow this standard. For those organizations that believe that they are not impacted by this standard, they need to realize that the January 8, 1999 OSHA standard is the criteria by which everyone will be measured against if there is ever any question about providing due care for their response personnel regarding inhalation hazards.

This standard is intended to meet the requirement so the National Fire Protection Association (NFPA) 1500, Standard on Fire Department Occupational Safety and Health Program.¹ This policy does not imply a comprehensive list of items that could occur.

Definitions:

Department

Any fire or rescue company operations in Washington county,
MD

HCP	State of Maryland Licensed Health Care Professional
IDLH	Immediately dangerous to life and health atmosphere
Interior Structural Fire Fighting	Physical activity of fire suppression, rescue or inside buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.
OSHA	Occupational Safety & Health Administration of the Federal Government and/or the Maryland Occupational Safety & Health Office.
Program administrator	Department member assigned responsibility to oversee the respiratory standard and the applicable requirements set forth therein appointed/ assigned by the respective department chief.
SCBA	Self-contained Breathing Apparatus
User	Any individual expected to or authorized to utilize a respirator.

OMMISSIONS:

Any omission or error in this County standard does not relieve each department or respective Chief of the Department from the responsibility of compliance with the standards referenced herein. All Program Administrators and Department Chief's are required to become familiar with the standards reference herein.

ACTION:

Each department shall comply with the standard for respiratory protection and the requirements outline herein, which include, by reference the Federal Standard 29CFRR1910 and 1926 released on January 8, 1998.

Each department shall appoint/assign an individual responsible for the administration. The Program Administrator may have assistants that help with the overall control and make improvements necessary based on the evaluation and periodic review.

Procedure use for selecting respirators to meet department mission or task:

SCBA used for structural firefighting and rescue operations shall be approved by NIOSH/MSHA with a minimum service duration of 30 minutes (excluding specialized escape packs) and shall operate in the positive pressure mode only.

It is important to remember, in HAZWOPER (29 CFR 1910.120) that downgrading the level of respiratory protection to below positive pressure SCBA may be done when the IC determined through the use of air monitoring that the decrease level of respiratory protection will not result in hazardous inhalation exposures to personnel.

SCBA shall be equipped with a buddy system connection. All existing SCBA must be retrofitted to

provide a buddy breathing connector.

Medical Evaluations:

All users must either complete a medical screening questionnaire reviewed by a state licensed Health Care Professional (HCP) or completed a physical examination. If a positive answer (yes) is given to any of the question(s) on the questionnaire or the Health Care Professional determines that a medical examination is necessary, the user must complete and provide the department with appropriate documentation of a medical examination by a state licensed HCP in accordance with ANSIZ88.2-1992

Medical evaluation shall be available to the user at no cost.

Medical examinations shall be completed before a user is fit tested or permitted to wear a respirator in a training exercise or any other task.

The department shall provide the HCP with the following:

1. A copy of the department's respiratory standard
2. A statement indicating the following:
 - a. type of respirator(s) anticipated to be used by user
 - b. the weight of the respirator being used
 - c. outline of the work effort when using the respirator
 - d. list of other protective clothing worn concurrently (such as turn out gear, chemical suits. Etc.)
 - e. temperature range and humidity extremes that are anticipated during the use of the respirator
1. Copy of the OSHA Respiratory Protection Standard

The HCP is to provide a copy of the complete recommendations to the person who has been evaluated/reviewed, and may have discussion of the results with the person being evaluated/reviewed.

A medical re-evaluation may be required if:

- 1) The medical care professional recommends it.
- 2) The user reports signs or symptoms related to the ability to use the respirator.
- 3) The Program Administrator or Chief of the department determines a need to have the user re-evaluated.
- 4) Observations made during the fit testing or program evaluation which indicates a person needs to be re-evaluated.
- 5) Changes in the department's SOP's, SOG's or equipment that would substantially increase the physiological burden placed on the user.
- 6) The user responds in a positive manner to any of the medical questionnaire.

All medical screening and evaluations shall be conducted confidentially, and the medical records shall be maintained in accordance with the OSHA requirements 29CFR1910, 1020 " Access to Employee Exposure and Medical Records " .

Procedure for proper use:

It is the policy of the Washington County Volunteer Fire & Rescue Association that all personnel expected or likely to respond to and function in areas of atmospheric contamination (IDLH), shall be equipped with, and trained in the proper use and maintenance of SCBA or other appropriate respiratory equipment.

Facial hair that in between the two sealing surfaces is not acceptable, if such facial hair interferes with the sealing surface or interferes with the valve function. Wearing eyeglasses that protrude through seal are, which could compromise the level of protection is not acceptable. If the user insists on using such devices or growing a beard that interferes with the face piece seal. . . . , The department shall discontinue that users authorization of use of respiratory equipment.

Each department shall train the user to check for an acceptable facepiece seal each time they wear the facepiece. The facepiece seal check shall be done in accordance with the respirator manufacture's recommendations

All personnel shall utilize the SCBA unit when encountering the following emergencies:

- 1) Incidents within a structure or confined space above or below ground level.
- 2) Operations within a contaminated atmosphere.
- 3) Situations and area where it is likely that the atmosphere may be contaminated.

While working in a hazardous atmosphere two firefighters shall work as a team. The two persons remain in continuous communication with each other at all times. Acceptable forms of communication include, and are strictly limited to. Visual, voice, or signal (tether) line communication methods (electronic communication devices such as radios are not acceptable).

Before interior structural firefighting is initiated a minimum of four (4) personnel, consisting of two persons in the hazard area and two outside the hazardous area, for assistance and rescue. At least one (1) of the outside crewmembers must remain in continuous with the crew operating inside the hazardous atmosphere. The other outside crewmember is permitted to perform other duties, but those other duties are not allowed to interfere with the responder's ability to provide assistance or rescue to the firefighters working inside the hazardous atmosphere. The outside personnel, shall be properly equipped and trained and must at all times account for, and available and capable to assist or rescue members of the interior team.

Each department shall integrate the County's personnel accountability system with use of the respiratory equipment.

If an outside crew member must perform a rescue operation for the interior crew he/she shall notify the incident commander, other personnel operating at the scene radio Fire & Rescue Communications if his/her actions.

OSHA regulations recognize deviations to regulations in an emergency operation where immediate action is necessary to save a life. Initial attack operations must be organized to ensure that adequate personnel; are at the emergency scene prior to any interior attack at the structure fire. If initial attack personnel find a known life hazard situation where immediate action could prevent the loss of life deviation from the two-in/two-out standard may be permitted, as an exception to the department's organizational plan. Such practices are not to be considered standard practices and OSHA citations and corrective action notices may be issued a department, if the action occurs.

All users shall resist the tendency to permanently remove the SCBA during routine fire or rescue situations. We must be aware of the respiratory hazard, which exist in ordinary as well as extraordinary fire and rescue situations. IT is generally true that carbon monoxide levels increase during the

overhaul process, due to the incomplete combustion and smothering process occurring. The users shall remove his/her SCBA until the atmosphere has been determined to be safe to operate within utilizing calibrated in monitoring equipment.

Fit testing:

Fit testing is required on an annual basis. Prior to fit testing the user shall be instructed on the proper methods and procedures for donning and doffing the respirator facepiece. The fit testing requirements shall be completed in accordance with the respirator manufactures recommendations and shall meet or exceed the requirements contained in appendix A of the OSHA standard 29CFR1910.

Appropriate documentation of a completed fit test shall be on file in the users training file. Retesting the user's fit after initial test may be required if any of the following have occurred since the last fit test or re-test.

1. The user reports any change in their physical condition.
2. The HCP recommends a re-test.
3. The designated face piece is causing a problem for the user, such as skin irritation, etc..
4. The Program Administrator or Chief of the Department recommends a re-test.
5. The user notifies and department official that the respirator fit is not acceptable.

An annual fit test shall be performed on the user for as long as they continue to wear a respirator.

Recruit training, at academies and similar locations, where trainees may be assigned as SCBA for general familiarization training may be performed before the person is fit tested. This provision is based on the assumption that each person has had a medical evaluation meeting the requirements outlined herein. Training prior to fit testing may not include entry into any hazardous atmosphere, but may not include following hoselines in dark areas, warding cloth covers or opaque tape to cover the facepiece lens in lighted areas or in non-toxic smoke evolutions. Prior to any interior structural firefighting training the recruit must have completed the fit test protocol.

Procedures for cleaning, disinfecting, storing, inspecting, repairs, maintenance, and retirement of respirators:

Cleaning: Facepieces shall be cleaned and disinfected in accordance with the manufactures recommendation after each use. SCBA components shall be cleaned and free of dirt, chemicals, and other foreign matter after each use in accordance with the manufactures recommendations.

The department shall provide the user with the appropriate cleaning and disinfectant agents as necessary to comply with the manufactures recommended procedures for any type of respirator being used.

Inspecting, Maintaining Respirators: All respirators must be inspected for wear and deterioration of components before and after each use and on weekly intervals between use. Special attention should be given to rubber parts which can deteriorate. The facepiece, face seal surface, headband, valves and regulation devices must be in good condition.

All compressed air cylinders, bottled, etc. shall be hydrostatically tested in accordance with the manufactures recommendations, all SCBA regulators shall be annually flow tested in accordance with NFPA 1404, Chapter 6.

Any defective or worn part must be reported to a company officer and the Program Administrator for immediate evaluation and repair or replacement if necessary.

Retirement of Respirators: The program Administrator and/or the Chief of the Department shall retire and respirator that is defective and not suitable for repair. All components of a retired respirator shall be clearly marked "Not acceptable for use" using a permanent marker of paint.

Procedures to ensure air quality:

The Chief of the Washington County Emergency Air Unit shall be responsible to ensure that the Washington County Air Unit's equipment meets or exceeds the air quality standards outlined in ANSI/CGA G-7-1-1989 Type1 – Grade D breathing air:

Training Requirements:

All users must be instructed in the proper use of the equipment being used, their physical limitations and limitations of the equipment. Training shall be completed on an annual basis and appropriate documentation verifying of the training shall be on file in the users training records.

User training shall include, but is not necessarily limited to the following:

1. Why using a respirator is important
2. How a poorly fitting respirator compromises protection.
3. How a poorly maintained respirator compromises protection.
4. How using a respirator in a manner or environment that is not designed and approved for compromises protection.
5. What the limitations and capabilities are of the respirator that are being or will be used.
6. How to operate the respirator in emergency situations including where a respirator malfunctions occurs.
7. The proper way to inspect a respirator.
8. The methods of donning and doffing the respirator.
9. The methods to check the facepiece seal of the respirator.
10. The departments procedures for cleaning, disinfecting, inspecting, maintenance, and storage of respirators.
11. The medical signs and symptoms that a user may experience that could limit or prevent the proper use being made of the respirator.
12. The general requirements of the revised OSHA Respiratory Protection Standard.

Program review and evaluation:

The County Association and each department shall periodically review and update this standard as necessary to remain in compliance with the appropriate standards and equipment technology. Revisions of this standard shall be submitted for approval to the Washington County Volunteer Fire & Rescue Association.

Record Keeping:

Each department shall develop and implement standard operating guidelines consistent with this standard and maintain the appropriate level of documentation to demonstrate compliance.

Each department shall be responsible to maintain accurate records for their respective membership.
Users that volunteer or serve in a career capacity in different

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: FIRE, EMS & RESCUE OPERATIONAL OFFICERS MINIMUM TRAINING AND CERTIFICATION STANDARDS

EFFECTIVE DATE: 17 April 2003

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 5

S.O.G. NUMBER:

Purpose

To establish training requirements and certification standards for fire & rescue operational officers in Washington County. These requirements apply to volunteer and career personnel engaging in similar operational duties. A time schedule is established to phase in the application requirements for existing personnel to ensure that new standards can be met without adversely affecting the delivery of fire and rescue services.

Definitions

Career Fire or rescue personnel who are employed by the Washington County Commissioners, WCVFRA or an employee of a volunteer corporation.

CPR Cardiopulmonary Resuscitation

EMT -B Emergency Medical Technician - Basic training course

FF I Fire Fighter I, Essentials I-IV, or Basic Firefighting Course

FF II Fire Fighter II training course.

First Responder Firefighter First Responder Course

IMS Incident Management System

MFRI Maryland Fire & Rescue Institute

Officer Level I Fire Officer Level I or EMS Officer Level I

PEAF Protective Envelope and Foam training course

Pump Operator Pump Operator Course

Rescue Technician Rescue Technician - Basic training course.

WCVFRA The Washington County Volunteer Fire & Rescue Association.

Applicability

This policy applies to any new and existing fire fighter, rescuer, and emergency medical personnel, both career and volunteer, who are engaged in fire fighting, rescue, or emergency medical services

activities.

Compliance with this policy is required under the WCVFRA Standards Enforcement Policy previously adopted July 18, 1996.

This standard does not apply to specialty companies such as the Washington County Rehab Unit, or the Washington County Air Unit. It is required of these by these to agencies that all there officers complete an Incident Management Class.

Action(s)

It is the policy of the Washington County Volunteer Fire & Rescue Association that all fire fighter, rescuer, and emergency medical personnel serving in the capacity of an operational officer, must meet the minimum training and certification standards outlined herein to be eligible to serve Washington County and participate in the integrated incident command system. The training and experience requirements are defined by this policy.

These training and certification requirements will take effect immediately for new members to the Washington County Fire & Rescue System. These training and certification requirements will take effect on January 1, 2006 for Individuals who entered the Washington County Fire & Rescue System prior to January 1, 2003. The delayed implementation of this policy will provide adequate time for individuals not in compliance with these standards to complete the applicable training and obtain the needed certifications.

The following operational officer ranks shall be recognized by the Washington County Government and the Washington County Volunteer Fire & Rescue Association:

- Chief (Fire Chief, Rescue Chief or EMS Chief)
- Deputy Chief
- Assistant Chief
- Captain
- Lieutenant
- Sergeant

Local fire, rescue or EMS departments may include or require additional lower level operational officers. However, only officer positions at or above the Sergeant level will be recognized in the IMS.

Grand Fathering Provision

The Grand fathering provision recognizes prior experience and training as equivalent to the training and experience requirements for the rank to which an individual is being grand fathered. The grand fathering provision below applies to all fire and rescue personnel who entered the Washington County System prior to January 1 of 2003.

The Grand fathering provision expires, and all personnel must comply with this policy after January 1, 2006.

The minimum training and certification requirements for operational officers shall be as follows:

Training Requirements

Position	Minimum Training	Valid Certifications
EMS Chief 1 or PEAFF Officer Level I	EMS Deputy Chief EMS Assistant Chief CPR EMT-B	EMT-B Haz. - Mat Operations FF
EMS Captain 1 or PEAFF	EMS Lieutenant EMS Sergeant CPR EMT-B	EMT-B Haz. - Mat Operations FF
EMS / Rescue Chief Mat Operations FF 1	EMS / Rescue Deputy Chief Officer Level 1 Rescue Technician	EMT-B Haz. - CPR EMT-B
EMS / Rescue Captain FF 1 Rescue Technician	EMS / Rescue Lieutenant EMS / Rescue Sergeant CPR EMT-B	EMT-B Haz-Mat Opera-
Fire / Rescue Chief Officer Level 1 EMT-B**	Fire / Rescue Deputy Chief Fire / Rescue Assistant Chief Rescue Technician Pump Operator*	Firefighter II CPR FF First Responder
Fire / Rescue Captain Rescue Technician Pump Operator*	Fire / Rescue Lieutenant Firefighter 1 Haz Mat Operation	Firefighter II Haz. - Mat Opera- CPR FF First Responder
Fire / Rescue Sergeant First Responder		Rescue Technician CPR FF

* Indicates that Pump Operator does not apply to an EMS company that operates a Fire Squad

** EMT-B & Rescue Tech. doesn't apply if not providing a rescue squad or EMS service.

Pumps Operator Qualifications refers to either MFRI course completion or Departmental Validation.

The officers within a company must meet the qualifications for each service(s) provided within that company. In example, a fire or EMS company that operates a Fire Squad must meet the Fire Officer Qualifications. A fire or EMS company that operates a rescue engine or a rescue squad must meet the Rescue Officer Standards.

All training requirements indicated herein are considered as the course identified or the equivalent training program previously or currently offered by the MFRI. Exams successfully challenged through the MFRI are equally accepted.

Certifications accepted in the Washington County system include the American Heart Association, the American Red Cross, National Safety Council, Maryland Fire Service Qualifications Board, the National Fire Service Qualifications Review Board, the Maryland Institute for Emergency Medical Services System, the National Registry of Emergency Medical Technicians and WCVFRA Certified Hazardous Material Operations.

Personnel who have obtained the training requirements outside of Washington County or the MFRI jurisdiction shall contact the MFRI regional offices to register for the challenge exam.

The Highest Administrative Officer of each company shall provide the WCVFRA with appropriate verification for each operational officer functioning within the company by April 15th of each year.

Failure to provide the appropriate level of documentation to validate the training and certification requirements contained herein shall be considered as a violation of this policy and subject to disciplinary action in accordance with the Standards Enforcement Policy.

Any chief operational position requires a minimum of five (5) years experience in fire & rescue operations. A captain or lieutenant position requires three (3) years experience in fire & rescue operations. A Sergeant requires two (2) years experience in fire & rescue operations.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: Helmet Color Coding

EFFECTIVE DATE: 5-89

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

Color coding of helmets for fireground and EMS personnel:

Chief officers

- White

Captain - Red

Lieutenant - Blue

Sergeant - Orange

Firefighter - Yellow

Probationary member – Black

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: INCIDENT COMMAND VEST COLORS

EFFECTIVE DATE:

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

DESIGNATION

COLOR

Incident Commander

All Blue

Operations Sector

Blue with white stripe

Safety

Red with white stripe

Staging

Yellow with orange

Public Information Officer (PIO)

All white

EMS

White with orange stripe

Specialty (i.e. Haz Mat)

Green with lime green stripe

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: ICS - COMMANDER

EFFECTIVE DATE:

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 2

S.O.G. NUMBER:

Incident

Incident Commander

BRUSH & FIELD FIRES

FIRE CHIEF

BUILDING COLLAPSE

FIRE CHIEF

Note: The RESCUE CHIEF will be appointed as THE EMS Sector Officer with total authority over patient care.

BUS INCIDENTS

FIRE CHIEF

Note: The RESCUE CHIEF will be appointed As the EMS Sector Office with total authority Over patient care.

FORREST & WOOD FIRES

FIRE CHIEF

Note: The Forest Warden or Park Warden has Legal authority for the incident and may assume Command upon their arrival.

HAZARDOUS MATERIALS CALLS

FIRE CHIEF

Note: The ranking officer from the County Hazardous Materials Response Team should be Appointed Command Aid to coordinate with With and advise the Incident Commander.

Note: The Rescue Chief will be appointed The EMS Sector Officer with total authority over patient care.

LOST PERSON SEARCHES

POLICE AGENCY

MACHINERY ACCIDENTS

EMS CHIEF

MOUNTAIN RESCUE

EMS CHIEF

VEHICULAR INCIDENTS

FIRE CHIEF

Note: The RESCUE CHIEF will be appointed As the EMS Sector Officer with total patient Care.

Incident

Incident Commander

PLANE CRASHES

FIRE CHIEF

Note: The RESCUE CHIEF will be appointed
As the EMS Sector Officer with total authority
Over patient care.

WATER RESCUE

FIRE CHIEF

Note: The RESCUE CHIEF will be appointed as
The EMS Sector Officer with total authority over
patient care.

STRUCTURE FIRES

FIRE CHIEF

Note: the RESCUE CHIEF will be appointed as
The EMS Sector Officer with total authority over
patient care.

TRAIN WRECKS

FIRE CHIEF

Note: The RESCUE CHIEF will be appointed
as the EMS Sector Officer with total authority
over patient care.

TRENCH RESCUE

FIRE CHIEF

Note: The RESCUE Chief will be appointed
As the EMS Sector Officer with total authority
patient care.

CONFINED SPACE

FIRE CHIEF

Note: The RESCUE Chief will be appointed
As the EMS Sector Officer with total authority
patient care.

CAVE RESCUE

FIRE CHIEF

Note: The RESCUE Chief will be appointed
As the EMS Sector Officer with total authority
patient care.

VEHICULAR FIRES

FIRE CHIEF

EMS INCIDENTS

EMS CHIEF

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: FIRE-SAFETY EDUCATION

EFFECTIVE DATE: 18 July 1996

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

All methods of instruction shall be those approved and recommended for the age group by the educational system in Washington County.

All curriculum content shall be in harmony with that used at Children's Village and consistent with the National Fire Protection Association and the Maryland State Fire Marshall's Office for a particular age group of children.

Adult fire safety education curriculum shall be consistent with the National Fire Protection Association materials and in harmony with the Maryland State Fire Marshall's Office.

All county fire and rescue companies shall have a minimum of one person complete the instructional curriculum provided at Children's Village for teaching second grade students by years end of 1992, at least two by 30 June 1994.

All county fire and rescue companies shall have at least one person complete the instructional curriculum for teaching adults within one year after being made available to the association.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: PRE-EMS ESSENTIALS

EFFECTIVE DATE:

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 11

S.O.G. NUMBER:

Our service in Washington County has long been major providers of the emergency medical care to the ill and injured citizens of our state. When people are in physical distress, even on the verge of dying, they look for the reassuring red, and white flashing lights of emergency vehicles. The citizens of Washington County count on the Fire -Rescue-EMS Services for emergency care.

Training for the provision of emergency care is vital to the life-saving mission of the EMS agencies.

Programs have been developed to train rescuers as EMT-A's, CRT, EMT-P etc. These programs consist of certifying you as an emergency provider, and the concept of the Pre-EMS Essentials program is to help you become familiar with the operational parts to apply your skills.

A positive organized training program will help improve the quality of emergency care provided in Washington County.

MISSION STATEMENT (Emergency Focus Group)

As partners in Washington County Emergency Services, we will be a unified, organized group of emergency care providers. Our goal is to provide excellent emergency care in a patient oriented, consumer driven approach; exceeding all local, state, and national standards. Our commitment is to be progressive and proactive in our approach to fulfilling the emergency care needs of our community, and to be efficient in the utilization of our resources.

ORIENTATION/REVIEW PREPARATION FOR AN EMERGENCY

CLASS #1

Type of Lesson: Lecture

PURPOSE

The purpose of this class is to ensure that company members know their rules and responsibilities before any emergency response.

MATERIALS

- Blackboard/chalk
- Visual Aids/overhead
- Flipchart with lists of desirable traits
- Handouts

PRESENTATION

1. Discuss company's rules and regulations for station and membership.
 - A. Company meetings
 - B. County meetings
 - C. Company Training
 - D. Station Tour

2. Standard operating procedures:
 - A. Chain of command
 - a. Discuss chain of command to emergency care field operations.
 - b. Officers
 - c. Responsibilities of officers
 - B. Explain service areas.
 - a. First due response area.
 - b. Mutual aid response area.
 - C. Describe requirements for riding company apparatus.
 - D. SOP's
 - a. Training
 1. required
 2. schedule
 - b. Duty
 1. crews
 2. officers (if applies)
 - c. Uniforms/appearance
 - d. Apparatus
 1. manning
 2. unit identification
 3. unit purpose
 - e. Vehicle operation
 1. requirements for driver
 2. responsibilities of driver
 3. operation while on emergency call
 4. maintenance
 5. vehicle failure

- f. Radio Communications
 - 1. fire radio
 - 2. EMS radio
- g. Transport procedure (emergency vs. non-emergency)
- h. Handling of deceased persons
- i. review equipment replacement
- j. Company reports/MAIS runsheets (video)
- 3. Explain disciplinary procedures
 - a. Company level
 - b. County
- 4. Explain responsibility of emergency care crew at :
 - a. Medical emergencies/injured victim
 - b. Vehicle collisions
 - c. Rescues
 - d. Fire scene
 - e. Haz Mat incident
 - f. Disaster situations
- 5. Discuss relationships of emergency care crew and fire suppression units.
- 6. Explain any specific company policies related to emergency procedures.

CLASS INSTRUCTOR: It is recommended that whenever possible the instructor of this drill be certified to the level of First Responder or higher. A company line officer with experience in both fire and rescue would be the ideal instructor.

CARDIOPULMONARY RESUSCITATION

CLASS #2

Type of Lesson: Didactic and practical

PURPOSE

To be sure everyone responding on an emergency call can perform CPR as needed.

MATERIALS

- Instructor from American Heart Cert.
- Manikins
- VCR
- Pencils
- Classroom type setting

EQUIPMENT FAMILIARIZATION

Class #3

Type of Lesson: Demonstration/Lecture

CLASS INSTRUCTOR

It is recommended that the instructor conducting this class be certified to the level of First Responder or higher. A company line officer and/or apparatus technician would be ideally suited for this lesson.

PURPOSE

The purpose of this class is to ensure that company members know apparatus equipment location and can maintain it in the best manner possible.

MATERIALS

- Company's emergency care/rescue equipment and vehicle(s)
- VCR and Pyxis system tape

PRESENTATION

1. Demonstrate emergency care equipment and briefly describe usage.
2. Explain maintenance requirements of equipment.
3. Explain proper procedure to follow concerning broken or damage equipment.
4. Explain procedure for replacing disposable items.
5. Divide class into groups with an officer or senior member assigned to each group. Group is then "walked-around" each vehicle. The proper location of each piece of equipment or tool is noted along with any special instructions for its removal or storage on the vehicle.
6. Explain how training on new equipment is handled, and inform students of location of instruction manuals for equipment.
7. Explain patient exchange items and view pyxis system video.
8. Radio equipment (Fire and Med radio)
9. Sirens and lights
10. Map books

SUMMARY

1. Review the content matter of this class by asking questions of company members base on the following objectives:
 - a. Identify emergency care equipment and its location on the emergency apparatus.
 - b. Explain company policy for the care and maintenance of this equipment.
2. Ask for and answer any questions the members may have about his drill.

PROTECTIVE CLOTHING AND EQUIPMENT

CLASS # 4

Type of Lesson: Lecture

PURPOSE

To explain and demonstrate all the protective clothing and how it relates to emergency calls.

MATERIALS

- Slide presentation
- Eye protective equipment
- Head protection
- Hand protection
- Body protection

1. Medical (Infectious disease and sanitary procedures)

- A. Gloves:
- B. Eye protection - goggles
- C. Mask
- D. Disposable gowns- when necessary
- E. Cleaning of equipment
- F. Hearing protection
- G. Using red bags for soiled linen, equipment (Sanitary handling procedures for medical supplies)
- H. Equipment necessary on Haz Mat scenes

2. Protective Equipment for Rescue Operations

- A. Helmet - chin strap, ear flaps, safety shield, safety goggles, and ear plugs (hearing protection)
- B. Coat - snaps, buckles, collar, liner, and the limitations
- C. Bunker pants and boots - snaps, buckles, liners, protective limitations, and safety features.
- D. Gloves - approved rescue gloves, and using disposable gloves
- E. Disposable protective clothing (Haz Mat)

F. Identify dangerous situations found on emergency calls and how it relates

G. Goggles and mask

MAIS RUNSHEETS

CLASS # 5

Type of Lesson: Lecture

PURPOSE

The purpose of this lesson is to ensure that company members know their role in information collection and documentation.

MATERIALS

- Run sheets
- VCR
- MAIS Run sheet Video
- MAIS user's manual
- Pencils

PRESENTATION

1. View the MAIS Run sheet video
2. Review the MAIS user's manual and follow along with run sheet
3. Review information gathering
4. Required documentation
5. Review the confidentiality of run sheets and patient information.

COMMUNICATIONS

CLASS # 6

Type of Lesson: Didactic, practical, and tour

PURPOSE

To ensure that the new company member can use radio appropriately, efficiently and effectively.

MATERIALS

- Apparatus with radios.

PRESENTATION

1. Review operations of:

A. Alerting system:

1. Rescue calls are BLS calls, these dispatches require a BLS crew at least one EMT-A
2. Medic calls are ALS calls, these dispatches require an ALS provider & an EMT-A/driver.
3. Scratch time The unit has five (5) minutes to respond once five minutes are up the Wash. Co. Fire & Rescue communication center question if unit responding then immediately dispatches the next due unit. If the unit responds before nine minutes it can be counted as a late response and the next due unit canceled if the original unit is fully staffed. At ten (10) minutes or longer the original unit has failed and if the original company does get out after the ten minutes they should determine if they are still the closest unit to the scene. Snow emergency plan: during snow emergency plan there is a seven (7) minute response time.

B. Building alerting system

1. Klaxton
2. Speakers
3. Lighting

C. Alerting tones

D. Base Station

2. Review standard operating procedures for using radio

FIRE BAND RADIO: Location and purpose of this radio

A. Unit identification based on the highest certification on board that unit.

1. EMT-A Ambulance (123)
2. CRT Medic (123)
3. EMT-P Paramedic (123)

B. Review and understand the County standards regarding undermanned units.

C. Understanding the appropriate phrases in responding to an emergency call

1. Washington County Fire and Rescue Communications is referred to as Headquarters in any transmissions directed to them.
2. RESPONDING Identify unit Ambulance, Medic, Paramedic *(123) responding
3. ON THE SCENE Identify unit Amb. Medic, Paramedic (123) ON THE SCENE

- reminder of the importance of actually on the scene
- 4. ENROUTE TO THE HOSPITAL Identify unit Ambulance, Medic, Paramedic (123) Enroute to WCH or exactly which hospital you are going to
- 5. AT THE HOSPITAL Identify unit Ambulance, Medic, Paramedic (123) is at the hospital
- 6. AVAILABLE Identify unit Ambulance, Medic, Paramedic (123) is available
- 7. OFF THE AIR (IN QUARTERS) - (according to the Communication Manual Off the Air means a unit is unable to have two-way communication via radio 5.04)

D. Review the Washington County Communications Manual Standard Authorized Words & Phrases. Section 5 page 5.03 - 5.04 & 5.05

E. Headquarters and their conditions

Normal radio procedure "CONDITION A"

"CONDITION B" indicating extremely heavy radio and telephone traffic, Keep radio traffic to a minimum and non-essential traffic eliminated. Do not repeat yourself if headquarters is unsure if your company is responding they will ask. Times will be given when condition B lifted. Routine "on the air" and "off the air" status will be deleted.

"CONDITION C" Communication will re-locate to Alternate Communications Center All procedure initiated under "Condition B" will apply.

"CONDITION D" This condition means Headquarters has become totally in-operable and Personnel are unable to activate the alternate site.

MED RADIO: Location and purpose of this radio

- A. Procedure on contacting WCF&R Communications for requesting patch for med channel
- B. Procedure on connecting to the med channel and acknowledgment of waiting.
"On channel 30 (call 2) This is (Ambulance, Medic, Paramedic) 123 to Washington County Communications on Call 2, when headquarters answers (Ambulance, Medic, Paramedic)123 requesting a patch to what ever hospital for a priority # patient . Headquarters will then assign you a med channel when you get to med channel identify unit (Ambulance, Medic, Paramedic) 123 standing by on MED (whatever number they assigned you).

2. Tour Washington County Fire and Rescue Communication Center.

INFECTIOUS DISEASE

CLASS # 7

Type of lesson: Lecture & video

PURPOSE

To ensure new members awareness of exposure control plan.

MATERIAL

- Exposure Control Plan

PRESENTATION

1. Review the Exposure Control Plan
 - a. Introduction
 - b. Exposure
 - c. Patient Care practices
 - d. Cleaning and decontamination procedures
2. Review the Infectious Disease Exposure Report
3. Review the Infectious Disease Exposure Notice
4. Review your responsibility and know the companies responsibility to you.
5. Identify procedures to avoid exposures.
6. Review all the procedures necessary upon exposure.
7. Review Hep B program offered by the County Association.

HAZARDOUS MATERIAL EMERGENCIES

CLASS # 8

Type of Lesson: Lecture, slide, didactic

PURPOSE

To ensure that the new company member can appropriately identify a hazardous incident and recognize the need for specialized apparatus.

MATERIAL

- Slide presentation
- Emergency response guidebook
- Wash. Co. MD. HIRT SOP's

PRESENTATION

1. Review the response action in identifying a hazardous incident.

- a. approach cautiously
2. Review the use and location of Emergency Response Guidebook.
3. Review the ways of identifying hazards.
4. Review responsibility of the ambulance crew on hazardous material incidents.
 - a. securing the scene
 - b. rehab sites
5. Review some indicators in locations and type of information available on hazardous incidents.
 - a. placards
 - b. MSDS
6. Explain the different types of certification for Haz Mat and review the response of those individuals.
7. Review procedure for environmental spills:
 - a. Types of spills
 1. Surface
 2. Water Way
 3. Water System
 - b. Types of responses
 1. Level I
 2. Level II
 3. Level III
 4. Water System Spills
 5. Water Way
 - c. Notification of levels
 - d. Review some Equipment on Haz Mat Unit

EVERYONE IS TO HAVE HAZ MAT AWARENESS TO RESPOND ON AMBULANCE CALLS !

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: PRE-FIRE ESSENTIALS TRAINING

EFFECTIVE DATE: REVISION DATE(S): January 1999

APPROVAL: REVIEW WITHOUT REVISION:

NUMBER OF PAGES: S.O.G. NUMBER:

INTRODUCTION

The intent of this document is to provide minimum guidelines for the pre-fire essentials training of those individuals entering the fire service. It is emphasized that this is NOT an essentials course.

Due to the limited scope of this pre-essentials program, those persons who complete this program should not be placed in hazardous, dependent or decision making positions. MFRI Fire training should be completed within one year or at the first practical opportunity, whichever comes first.

It is also a recommendation that all new firefighters complete this pre-fire essentials program before being allowed to participate at emergency fireground situations or response on emergency fire apparatus to a fireground situation.

If a new member already has MFRI fire training or equivalent, the only classes required are #1, 2, 12, and 13 of the attached outline.

Instructors for each class should be one of the following:

1. Company training officer
2. Company line officer
3. Maryland instructor Level 1 or higher
4. Class #4 (breathing apparatus) shall be instructed by a ITC Level 1 instructor (or higher)

The total length of the program is 32 hours including the test. After successfully completing the entire program each new member must take a written test with a minimum score of 70% and a practical test to be given by the instructor.

Each student will receive a certification indicating that they have completed the program.

Contents of the program should be in accordance with standard training practices used by MFRI and the NFPA.

If a student fails to obtain the minimum written test score, the instructor will review the problem areas. The student must wait at least one (1) week before retaking the test. In order to pass the practical test, the student must demonstrate a satisfactory performance to the instructor for evaluations assigned.

DEFINITIONS

BOX ALARM

An alarm response of usually three engine companies

and a truck company.

CHIEF OFFICERS

Chief, Deputy Chief, Assistant Chief

DIRECT LAY

When a supply line is laid from the water source to the fire location.

LINE OFFICERS

Chief, Deputy Chief, Assistant Chief, Captain, and Lieutenants

LOCAL ALARM

A single company response

MFRI

Maryland Fire and Rescue Institute

OIC

Officer in Charge

SCBA

Self Contained Breathing Apparatus

SOP

Standard Operating Procedure

SPECIAL RESPONSE

Call for an individual or special piece of equipment.

SPLIT-LAY

Any time the first engine lays a supply line from a point directly at a water source and then proceeds to the fire location. This also requires that the second engine connect to the first engine's supply line and proceeds to the water source.

REVERSE LAY

When an engine lays a supply line from the fire location to the water source.

TRANSFER

Standby at another company's quarters.

PROGRAM OUTLINE

CLASS #1

(2 hours)

1. Company rules and regulations
2. Standard operating procedures
3. Training requirements
4. Organizations structure (chain of command)
5. Tour of station

CLASS #2

(2 hours)

1. Each piece of equipment on all company apparatus should be identified and explained.
2. Capabilities of each piece of apparatus (such as tank and GPM) should be explained.

CLASS #3

(2 hours)

1. All protective clothing should be explained and demonstrated.
 - a. Helmet – chinstrap, ear flaps, safety shield, etc..
 - b. Coat – snaps, buckles, liners, protective limitations, and safety features.
 - c. Bunker pants and boots – snaps, buckles, liners, protective limitations, and safety features.
 - d. Gloves – approved firefighter gloves.
2. Introduction to different types of breathing apparatus
3. Identify dangerous situations found on most firegrounds and how it relates to the wearing of protective clothing.

CLASS #4 - PART 1 Breathing Apparatus (2 hours)

1. Identify all parts of SCBA
2. Explain safety features
3. Explain proper donning of SCBA
4. Explain proper cleaning and maintenance of SCBA
5. Explain limitations of SCBA

CLASS #4 - PART 2 Breathing Apparatus (2 hours)

1. A simple hose line maze should be set up in the fire station. Each student while wearing breathing apparatus shall follow the hose line from one end to the other. Full protective clothing should also be worn.

CLASS #5 – Fire Behavior (2 hours)

1. The basics of fire behavior should be covered
 - a. All combustion types
 - b. Types of heat transfer
 - c. Fuel classes
 - d. Other related topics

CLASS #6 – Entry and Ventilation (2 hours)

1. Review different types of entry tools
2. Identify entry techniques
3. Identify the purpose of ventilation
 - a. Natural
 - b. Mechanical
 - c. Horizontal
 - d. Vertical
 - e. Positive pressure

CLASS #7 – Hose and Streams (Practical) (4 hours)

1. Identify all hose sizes, types, amounts, and uses.
2. Review different types of adapters and their use.
3. Practice various pre-connected hose line pulls and reloading techniques.
4. Hydrant operations

- a. Identify parts of hydrants
 - b. Practice various hose line lays to a hydrant
5. Tanker operations
 - a. Identify folding tank operations
6. Nozzle techniques
 - a. Practice use of various pattern fog, straight stream, etc...
 - b. Identify various gallonages for each nozzle
7. Advance a pre-connected hose line in a building to a lower flow via a stairway.
8. Advance a pre-connected hose line in a building to an upper floor.
9. Safety and teamwork should be stressed.
10. Types of fires that water should and should not be put on must be discussed.

CLASS #8 – Ladders

(4 hours)

1. Explain different types
2. Identify different types
3. Identify climbing techniques
4. Safety and teamwork should be stressed
5. Ropes – review various basic knots
 - a. Bowline, clove-hitch, half-hitch, etc...
6. Review various ladder locking devices on the apparatus
7. Practice various ladder carries
8. Practice climbing ladders (using approved ladder safety devices)
9. Review proper cleaning procedures

CLASS #9 – Salvage and Overhaul

1. Review techniques for saving unburned valuable items
2. Review the use of salvage covers
3. Review overhaul techniques
4. Review flooding condition procedures

CLASS #10 – Portable Fire Extinguishers

(2 hours)

1. Identify classes of fire
2. Identify different types of extinguisher
 - a. CO
 - b. Dry²Chemical
 - c. Water
 - d. Halon
 - e. Dry powder
3. Learn how to operate each type of extinguisher
4. Review practical uses of each type of extinguisher that the fire department carries
5. Learn proper refill and maintenance procedures

CLASS #11 – Specialized Fires

(3 hours)

1. Hazmat

- a. Review DOT and other related Haz-Mat books that are carried on each piece of apparatus.
 - b. Learn how to identify the presence of hazardous materials
 - i. Different containers that hazardous materials are shipped in
 - ii. Placards
 - iii. Shipping papers
 - c. Review fire departments SOP for handling Haz-Mat incidents.
2. Vehicle fires and vehicle incidents
 - a. Review fire department SOP for these incidents
 3. Brush fires
 - a. Review various firefighting techniques involving brush, grass, and mountain fires.

CLASS #12 – Communications (2 hours)

1. Review fire department SOP involving radio procedures
2. Tour fire and rescue communications

CLASS #13 – Test and Review (written and practical)

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE
PRE-FIRE ESSENTIALS TRAINING WRITTEN EXAMINATION

This is a 25-question test to evaluate the student's comprehension of material covered in these lessons.

Each question is worth 4 percentage points. The students must obtain a score of 70% or greater in order to pass the test.

All questions are multiple choice and there is only 1 correct answer for each question. The student should circle the correct answer.

Student Name: _____

Final Score: _____

Date: _____

Evaluator: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE
PRE-FIRE ESSENTIALS TRAINING WRITTEN EXAMINATION

1.

Fire (combustion) is:

- A. The amount of heat to raise the temperature of one pound of water 1° F
- B. The amount of heat needed to raise the temperature of water 1° C
- C. A chemical reaction where a substance absorbs heat energy
- D. Rapid oxidation of a fuel being accompanied by light & heat

1. Which of the following is not a part of the fire tetrahedron?

- A. Heat
- B. Oxygen
- C. Chemical
- D. Carbon Monoxide

1. Which is not a phase of fire development?

- A. Free burning stage
- B. Incipient stage
- C. Backdraft stage
- D. Smoldering stage

1.

Which is not a method of heat transfer?

- A. Flashover
- B. Conduction
- C. Convection
- D. Radiation

1. All of the following are products of combustion except:

- A. Smoke
- B. Heat
- C. Fire Gases
- D. Water

1. Protective coat and pants protect you from all the following except:

- A. Heat/Cold
- B. Sharp objects
- C. Sweating
- D. Blunt objects

1. Placing extinguishing agent directly on the base of the fire is called:

- A. Indirect attack
- B. Combination attack
- C. Exterior attack
- D. Direct attack

1. When the flow of water through a fire hose suddenly stops the resulting surge is called a :

- A. Solid stream
- B. Water hammer
- C. Fog stream

D. Static pressure

1. A Class BC extinguisher will extinguish which type of fires:

A. Ordinary combustibles and energized electrical

B. Combustible metals and flammable liquids

C. Energized electrical and combustible metals

1.

The part of the rope that is to be used for work, such as hoisting, pulling, snubbing etc. is called the:

A. Running part

B. Loop part

C. Bight part

D. Standing part

1. The upper section or top sections of an extension ladder is called the:

A. Fly

B. Ground

C. Halyard

D. Butt

1. What are the four characteristics of a good knot?

A. Easily tied, easily untied when wet, secure without slipping, tight

B. Easily tied, hard to untie when wet, secure with some slipping, not too tight

C. Easily tied, secure without slipping, not too tight, tied only when wet

D. Easily untied, even when wet, tied only when dry, secure without slipping, tight

1. What are the two types of ladder construction?

A. Truss beam, solid beam

B. Steel, wood

C. Wood metal

D. None of the above

1. What is the weight of a gallon of water?

A. 3.5 lbs.

B. 8.35 lbs.

C. 10 lbs.

D. 1.5 lbs.

1. What device is used to combine the flow of water?

A. Siamese

B. Wye

C. Gate valve

D. Nozzle

1. What device is used to divide the flow of water?

A. Wye

B. Siamese

C. Double male

D. Gate valve

1. Where is the hose stream placed in a rescue situation?

- A. Between you and the fire
- B. Between the and the victims
- C. Placed in the fire for extinguishment
- D. None of the above

1. What size hole should be made when opening a roof for ventilation?

- A. 4 x 4
- B. 8 x 8
- C. 12 x 12
- D. 10 x 10

1. What is the objective of overhaul?

- A. To seek out all water and smoke damage and remove them
- B. To seek out every flowing spark and ember and extinguish them
- C. To remove all burned and damaged property
- D. None of the above

20. What class of fire extinguisher would you use to extinguish a pile of burning metal?

- A. Water
- B. BC
- C. ABC
- D. D

21. When a rescue from a window is to be performed the ladder should be placed?

- A. To the left of the window
- B. Just below the window
- C. To the right of the window
- D. Three rungs into the window

22. Which of the following is discharged from a smooth bore nozzle:

- A. Fog stream
- B. Broken stream
- C. Straight stream
- D. Solid stream

22.

Which of the following is not an advantage of ventilation:

- A. Reduces property damage
- B. Speeds attack and extinguishment
- C. Reduces danger of a backdraft
- D. None of the above

22. If communications experiences heavy radio and/or telephone traffic, they must go to condition:

- A. "A"
- B. "B"
- C. "C"
- D. "D"

22. The term "SALVAGE" means:

- A. Protecting property from unnecessary damage caused by water, smoke and heat

- B. Extinguishment of the fire
- C. Throwing away all burned material
- D. None of the above

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE
PRE-FIRE ESSENTIALS TRAINING PRACTICAL EXAMINATION

NAME: _____ DATE: _____

EVALUATOR: _____

The following procedures and evolutions must be performed by the student to the satisfaction of the evaluator.

Locate and describe the use of the following equipment: EVALUATOR CHECK-
OFF
PICK HEAD AXE
ALL HANDLIGHTS
ALL SPANNER WRENCHES
DRY CHEMICAL EXTINGUISHER
ALL LADDERS (total number & length of each

Don the following pieces of protective clothing: EVALUATOR CHECK-
OFF
HELMET (chinstrap, ear flaps, safety shield)
COAT (snaps, buckles collar)
BUNKER PANTS & BOOTS (snaps, buckles)
GLOVES (approved firefighter gloves)
DESCRIBE ALL PARTS OF AN S.C.B.A.

Don SCBA: EVALUATOR CHECK-
OFF
BOTTLE TURNED ON
ALL STRAPS TIGHTENED AND WAIST BELT BUCKLED
CHECKED SEAL ON FACEPIECE
OPERATES BYPASS VALVE

VENTILATION: EVALUATOR CHECK-
OFF
PLACE A MECHANICAL OR GASOLINE FAN IN SERVICE TO PERFORM POSITIVE PRES-
SURE VENTILATION.
FAN PLACED IN PROPER LOCATION
KNOWLEDGE OF STARTING FAN OR OBTAINING POWER

ENTRY: EVALUATOR CHECK-
OFF
SIMULATE ENTRY THROUGH A WOODEN OR METAL DOOR
SELECTED PROPER ENTRY TOOL
SIMULATED HOW ENTRY WOULD BE PERFORMED

HYDRANT HOOK-UP (where applicable):

OFF

DESCRIBE HOW TO HOOK UP TO HYDRANT

DESCRIBE HOW TO LAY DUAL LINES

DESCRIBE HOW TO LAY A SPLIT LAY

EVALUATOR CHECK-

HOSE:

OFF

PROPERLY COUPLE TWO(2) SECTIONS OF HOSE (higbee-cut)

PROPERLY UNCOUPLE HOSE (Spanners, 2 F/F method)

EVALUATOR CHECK-

(DOT) EMERGENCY RESPONSE GUIDEBOOK:

OFF

THE PROPER U.N. IDENTIFICATION NUMBER

THE PROPER GUIDE (PAGE) NUMBER

IDENTIFY CHLORINE

EVALUATOR CHECK-

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE

WASHINGTON COUNTY PRFIRE ESSENTIALS
TRAINING PROGRAM CLASS RECORD

NAME: _____

Class Title	Date	Hours	Instructor	Comments
1.				Orientation
2.				Equipment Familiarization
3.				Protective Clothing
4.				Part 1, Breathing Apparatus
4.				Part 2, Breathing Apparatus
5.				Fire Behavior
6.				Entry & Ventilation
7.				Hose and Stream
8.				Ladders
9.				Salvage and Overhaul
10.				Portable Fire Extinguishers
11.				Specialized Fires
12.				Communications
13.				Testing

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE

PRE-FIRE ESSENTIALS TRAINING PRACTICAL EXAMINATION ANSWER SHEET

QUESTION	ANSWER	REFERENCES
1. D	PG. 5	IFSTA Fire Essentials Training Manual
2. D	PG. 8	IFSTA Fire Essentials Training Manual
3. C	PG. 9	IFSTA Fire Essentials Training Manual
4. A	PG. 12	IFSTA Fire Essentials Training Manual
5. D	PG. 14	IFSTA Fire Essentials Training Manual
6. C		MFRI Module I, Session 2
7. D	PG. 340	IFSTA Fire Essentials Training Manual
8. B	PG. 198	IFSTA Fire Essentials Training Manual
9. C	PG. 21	IFSTA Fire Essentials Training Manual
10. D	PG. 37	IFSTA Fire Essentials Training Manual

11. A	PG. 73	IFSTA Fire Essentials Training Manual
12. A		
13. A		
14. B	PG. 80	IFSTA Fire Essentials Training Manual
15. A	PG. 227	IFSTA Fire Essentials Training Manual
16. A	PG. 227	IFSTA Fire Essentials Training Manual
17. B		
18. A		
19. B		
20. D	PG. 21	IFSTA Fire Essentials Training Manual
21. B	PG. 121	IFSTA Fire Essentials Training Manual
22. D	PG. 199	IFSTA Fire Essentials Training Manual
23. D	PG. 280	IFSTA Fire Essentials Training Manual
24. B	SOP 4	Fire & Rescue Communications Operating Manual
25. A	PG. 300	IFSTA Fire Essentials Training Manual

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: AED TRAINING

EFFECTIVE DATE:

REVISION DATE(S): March 1999

APPROVAL: May 1999 (EMS Committee)

REVIEW WITHOUT REVISION: Jan. 2003

NUMBER OF PAGES: 2

S.O.G. NUMBER:

The Washington County Volunteer Fire & Rescue Association – EMS Training Committee will be responsible for providing the training for the Automatic External Defibrillation (AED) program. The Medical Director will oversee the AED program. The Medical Director will have final approval. The jurisdiction and Medical Director will review training program, instructors, applicants and required refresher training.

Knowledge and Skill Objectives

At the conclusion of the training program, the student shall be able to:

- Briefly explain the importance of AED and the principles of early defibrillation
- Explain the Emergency Cardiac Care Systems concept and how early defibrillation fits into the concepts
- Recognize the signs of four major emergencies: heart attack, cardiac arrest, stroke, foreign body airway obstruction.
- Briefly describe the rationale that supports the concept of early defibrillation.
- Briefly explain how this device responds to ventricular tachycardia.
- Explain what modification to CPR procedures are necessary when the AED is being utilized.
- Describe the appropriate age and weight guidelines.
- Explain the procedure for using the AED.
- Demonstrate the set-up and operation of the AED.

Program Manual

All Washington County AED training will use the American Heart Association program. This program identifies the proper use of the AED's in the prehospital setting. This program covers training, medical control, cardiac anatomy and electrophysiology, use of the AED.

This document provides the SOP for AED use and covers the State form that is required to be completed upon use of AED in the field.

The training program is based on the AHA Heartsaver AED training program and all exam questions are taken from this text.

Training Eligibility

To be eligible for AED training one must:

- be least 18 years of age

- be an active member in good standing of his/her sponsoring company
- have a current or valid CPR card
- currently certified as a Maryland provider, EMT-B, First Responder, CRT, EMT-P

The classes will be offered at least biannually in county and annually in each department. The approved instructor shall complete paperwork two weeks prior to class date. See Students who achieve at least an 85% on written exam and successfully complete the skill station will be approved to be AED operators for a period of one year.

Refresher Training

Refresher training must be performed on a yearly basis and will be the same as the initial training course. The written exam and the skill station must both be successfully completed. Refresher training is valid for a period of one year.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: EVACUATION WARNING DEVICE

EFFECTIVE DATE: 11 June 1992

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

Standard Presented to association by Longmeadow Volunteer Fire Department in the event of notifying all rescue personnel to evacuate due to unsafe area.

1. Evacuation horns will be placed on each piece of apparatus.
2. In an event that an evacuation is necessary the Incident Commander will:
 - a. Contact headquarters via the fireground channel and request to activate a solid tone and announce the area that is to be evacuated.
 - b. Designate an officer (preferably the Safety Officer) or firefighter/rescue personnel to activate the evacuation horn.
3. The horn can be sounded outside or inside (if a building needs evacuated) The sound must cover the entire area that needs evacuated.
4. The activation of the horn must be a steady blast lasting a minimum of 10 seconds. Additional blasts may be given as necessary.
5. All blasts, no matter how many have the same meaning, evacuate the building or unsafe area.
6. When rescue personnel hear the blast, they shall report to the Command Post for accountability.
7. If and when the Incident Commander determines the area safe, notification will be given on the fireground channel by him/her. Headquarters will in turn make the announcement on the fireground channel.
8. The Association will purchase three (3) horns for each company. The remaining horns will be the responsibility of each company to purchase.
9. Specification of the horn:
 - a. Push button boat horn
 - b. Minimum 12 oz can
10. The evacuation horn shall be included in the apparatus standards.

MANUAL

TITLE: LATCH STRAP

EFFECTIVE DATE:

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

Standardization of a room search indicator (Latch Strap).

This device is designed for indicating rooms that have been searched on the emergency scene.

THE LATCH STRAP

1. The strap shall be made of inner tube type rubber approximately 3 and ½ inches wide and approximately 12 inches long.
2. Two holes will be cut into the strap so that the doorknobs hold the strap onto the door across the latch thus preventing the latch from operation.
3. A brass grommet will be attached onto one end of the strap. The grommet will be placed on the side of the room that the primary search team enters, thus indicating the direction in which entry was made.
4. To re-entry for the secondary search, place the strap back over the latch and a third hole cut near the end with the grommet placed over the knob will signify completion of the secondary search.
5. Upon re-entry for the secondary search, place the strap back over the latch and a third hole cut near the end with the grommet placed over the knob will signify completion of the secondary search.

This system provides indication of both primary and secondary searches, also the direction that the room was entered, and prevents the search team from being locked in a room. Furthermore, this system functions by sight or by feel thus eliminating the problem of operating in conditions of poor visibility.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: WINDSHIELD KIT STANDARD

EFFECTIVE DATE:

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

WINDSHIELD KIT STANDARD:

- _____ Standard screwdrivers – one (1)
- _____ Pair pliers – one (1)
- _____ Linoleum cutters – one (1)
- _____ Roll 2" masking tape – one (1)
- _____ Spring loaded center punch – one (1)
- _____ Bale hook – one (1)

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: TOOLBOX STANDARD

EFFECTIVE DATE:

REVISION DATE(S):

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

EQUIPMENT MINIMUM STANDARD:

- _____ 2 or 3 lb hammer – one (1)
- _____ Claw hammer – one (1)
- _____ Hatchet – one (1)
- _____ Hacksaw w/6 extra high speed blades – one (1)
- _____ 8" crescent wrench – one (1)
- _____ 10" crescent wrench – one (1)
- _____ 12" crescent wrench – one (1)
- _____ Pair aviator snips – one (1)
- _____ 8" or 10" pipe wrench – one (1)
- _____ 14" pipe wrench – one (1)
- _____ Sheet metal cutting tool or crash ax – one (1)
- _____ Pair 6" or larger needle nose pliers – one (1)
- _____ Pair diagonal cutters – one (1)
- _____ Pair 6" pliers – one (1)
- _____ Pair 9" lineman's pliers – one (1)
- _____ Pair 10 " channel locks – one (1)
- _____ Pair 10" vise grips – one (1)
- _____ 3/4" cold chisel – one (1)
- _____ Set allen wrenches – one (1)
- _____ Set standard 3/8" drive regular and deepwell sockets – one (1)
- _____ Set metric 3/8" drive regular and deepwell sockets – one (1)
- _____ Standard screwdrivers – two (2)
- _____ Phillips head screwdrivers – two (2)

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: BRUSH UNIT STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington County Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue Mobile radio
- _____ Washington County Fire & Rescue Portable radio
- _____ Safety bars/ belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Audible back up alarm
- _____ All wheel drive
- _____ Roll bar protection in open units
- _____ 30 minute flares – four (4)
- _____ DOT warning reflective triangles – three (3)

EQUIPMENT MINIMUM STANDARD:

- _____ 250 GPM Pump
- _____ 150 Gallon Booster Tank
- _____ 150 ft. ½" or larger booster line with combination nozzle
- _____ Wheel chock – one (1)
- _____ Flat head axe – two (2)
- _____ 15lb multipurpose dry chemical extinguisher – one (1)
- _____ Portable handlights – two (2)
- _____ Spade Shovels – two (2)
- _____ Brush rakes – two (2)
- _____ Chain saw with approved gas can – one (1)

Apparatus shall conform to NFPA 1901 when it concerns safety . All riding personnel shall be supplied with protective clothing.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: FORESTRY UNIT STANDARD

EFFECTIVE DATE: 15 September 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington county Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Warning signals, audible and visible in working condition
- _____ Audible back up alarm
- _____ All wheel drive
- _____ Roll bar protection in open units
- _____ 30 minute flares – four (4)
- _____ DOT warning reflective triangles – three (3)

EQUIPMENT MINIMUM STANDARD:

- _____ 250 GPM Pump
- _____ 150 Gallon Booster Tank
- _____ 150 ft ½ " or larger booster line with combination nozzle
- _____ Wheel chock – one (1)
- _____ Flat head axe – one (1)
- _____ 15lb multipurpose dry chemical extinguisher – one (1)
- _____ Portable handlights – two (2)
- _____ Spade Shovel – two (2)
- _____ Brush rakes – two (2)
- _____ Chain saw with approved gas can – one (1)

Apparatus shall conform to NFPA 1901 when it concerns safety. All riding personnel shall be supplied with protective clothing.

Inspected by: _____ Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: MINI-PUMPER STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington county Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Warning signals, audible and visible in working condition
- _____ four (4) – 30 minute flares
- _____ three (3) – DOT warning reflective triangles
- _____ one (1) – Evacuation horn in cab area
- _____ All wheel drive

EQUIPMENT MINIMUM STANDARD:

- _____ 250 GPM Pump
- _____ 250 Gallon Tank
- _____ 150 ft. ½" or larger pre-connected line with combination nozzle
- _____ Wheel chock – one (1)
- _____ 30 min. SCBA with spare bottle for each riding position
- _____ Pick head axe – one (1)
- _____ Forcible entry tool – one (1)
- _____ 15lb multipurpose (ABC) dry chemical extinguisher – one (1)
- _____ Portable handlights – two (2)
- _____ 6' pike pole – one (1)
- _____ 12 ft. Extension ladder – one (1)
- _____ Street broom – two (2)
- _____ First Aid Kit – one (1)
- _____ 300 ft. 2 ½ inch or larger hose

Apparatus shall conform to NFPA 1901 when it concerns safety. All riding personnel shall be supplied with conforming protective clothing.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: ENGINE STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 2

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington county Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Warning signals, audible and visible in working condition
- _____ 30 minute flares – eight (8)
- _____ DOT warning reflective triangles – three (3)
- _____ Evacuation horn in cab area – one (1)

EQUIPMENT MINIMUM STANDARD:

- _____ 1000 GPM Pump
- _____ 500 Gallon Booster Tank
- _____ Wheel chocks – two (2)
- _____ 30 min. SCBA with spare bottle for each riding position
- _____ Pick head axes – one (1)
- _____ Flat head axes – one (1)
- _____ 30" forcible entry bar – one (1)
- _____ 15lb multipurpose (ABC) dry chemical extinguisher – one (1)
- _____ 15lb approved operational CO 2 extinguisher – one (1)
- _____ 2 ½ gallon approved water extinguisher – one (1)
- _____ Portable handlights – four (4)
- _____ 6' pike pole – one (1)
- _____ 8' pike pole – one (1)
- _____ 125' lifeline rope-one (1)
- _____ 14 ft. Roof ladder – one (1)
- _____ 24 ft. Extension ladder – one (1)
- _____ 10' folding ladder – one (1)
- _____ Hydrant wrench – one (1)
- _____ Spanner wrenches – four (4)
- _____ Street broom – one (1)
- _____ Shovel – one (1)
- _____ Salvage covers (12'x12') – two (2)
- _____ Tool box – one (1)

- _____ First Aid Kit – one (1)
- _____ Smoke ejector – one (1)
- _____ 20 ft. Hard suction hose & strainer or 20 ft. soft sleeve with hydrant- pump intake
- _____ 150 ft. ¾ inch or larger pre-connected hose line with nozzle
- _____ 300 ft 1 ½ inch or larger hand lines with nozzles
- _____ 1200 ft. 2 ½ inch or larger supply hose
- _____ Ladder strap hose tools – two (2)
- _____ Double gated wye reducer 2 ½" x (2) 1 ½" – one (1)
- _____ 2 ½ " double females – two (2)
- _____ 2 ½ " double males – two (2)
- _____ Electric generator 5,000 watt rating (5kw) – one (1)
- _____ 500 watt portable flood lights
- _____ Cable reel – one (1)
- _____ Electric cables – two (2)
- _____ Household/fire service pigtail adapters (14-3ga.) – two (2)
- _____ 1000 watt stationary lighting
- _____ Master stream device (only one (1) required per department)

Apparatus shall conform to NFPA 1901 when it concerns safety. All riding personnel shall be supplied with conforming protective clothing.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: ENGINE TANKER STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 2

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington county Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Warning signals, audible and visible in working condition
- _____ Audible back up alarm
- _____ 30 minute flares – eight (8)
- _____ DOT warning reflective triangles – three (3)
- _____ Evacuation horn in cab area – one (1)

EQUIPMENT MINIMUM STANDARD:

- _____ 1000 GPM Pump
- _____ 1500 Gallon Booster Tank
- _____ Wheel chocks – two (2)
- _____ 30 min. SCBA with spare bottle for each riding position
- _____ Pick head axe – one (1)
- _____ Flat head axe – one (1)
- _____ 30" forcible entry bar – one (1)
- _____ 15lb multipurpose (ABC) dry chemical extinguisher – one (1)
- _____ 15lb approved operational CO 2 extinguisher – one (1)
- _____ 2 ½ gallon approved water extinguisher – one (1)
- _____ Portable handlights – four (4)
- _____ 6' pike pole – one (1)
- _____ 8' pike pole – one (1)
- _____ 125' lifeline rope-one (1)
- _____ 14 ft. Roof ladder – one (1)
- _____ 24 ft. Extension ladder – one (1)
- _____ 10' folding ladder – one (1)
- _____ Hydrant wrench – one (1)
- _____ Spanner wrenches – four (4)
- _____ Street broom – one (1)
- _____ Shovel – one (1)
- _____ Salvage covers (12'x12') – two (2)

- _____ Tool box – one (1)
- _____ First Aid Kit – one (1)
- _____ Smoke ejector – one (1)
- _____ 20 ft. Hard suction hose & strainer or 20 ft. soft sleeve with hydrant- pump intake
- _____ 150 ft. ¾ inch or larger pre-connected hose line with nozzle
- _____ 300 ft 1 ½ inch or larger hand lines with nozzles
- _____ 1200 ft. 2 ½ inch or larger supply hose
- _____ Ladder strap hose tools – two (2)
- _____ Double gated wye reducer 2 ½" x (2) 1 ½" – one (1)
- _____ 2 ½ " double females – two (2)
- _____ 2 ½ " double males – two (2)
- _____ Electric generator 5,000 watt rating (5kw) – one (1)
- _____ Portable flood lights – two (2)
- _____ Electric cable reel – one (1)
- _____ Electric cables – two (2)
- _____ Household/fire service pigtail adapters (14-3ga.) – two (2)
- _____ 1000 watt stationary lighting
- _____ Master stream device (only 1 required per department)

Apparatus shall conform to NFPA 1901 when it concerns safety. All riding personnel shall be supplied with conforming protective clothing.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: TANKER STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington County Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Warning signals, audible and visible in working condition
- _____ Audible back up alarm
- _____ 30 minute flares – eight (8)
- _____ DOT warning reflective triangles – three (3)
- _____ Evacuation horn in cab area – one (1)

EQUIPMENT MINIMUM STANDARD:

- _____ 750 GPM Pump
- _____ 1500 Gallon Booster Tank
- _____ Wheel chocks – two (2)
- _____ 30 min. SCBA with spare bottle for each riding position
- _____ Pick head axes – one (1)
- _____ 15lb multipurpose (ABC) dry chemical extinguisher – one (1)
- _____ Portable handlights – two (2)
- _____ Hydrant wrench – one (1)
- _____ Spanner wrenches – two (2)
- _____ Rubber mallet – one (1)
- _____ Shovel – one (1)
- _____ First aid kit-one (1)
- _____ 20 ft. Hard suction hose & strainer or 20 ft. soft sleeve with hydrant- pump intake
- _____ 150 ft. ½ inch or larger pre-connected hose line with nozzle
- _____ 200 ft 2½ inch or larger hand lines with nozzles
- _____ 500 GPM gated discharge rate

Apparatus shall conform to NFPA 1901 when it concerns safety. All riding personnel shall be supplies with conforming protective clothing.

Inspected by: _____

Date: _____

JWASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: LADDER TRUCK STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 2

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington County Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Pairs safety goggles – three (3)
- _____ Warning signals, audible and visible in working condition
- _____ Audible back up alarm
- _____ Safety flares – six (6)
- _____ DOT reflective triangles – three (3)
- _____ Evacuation horn in cab area – one (1)

EQUIPMENT MINIMUM STANDARD:

- _____ 65 ft. Aerial ladder or hydraulic platform
- _____ Detachable or permanently mounted ladder pipe on end of ladder, with stack tips and fog nozzle, 500 GPM or more
- _____ Two way communication from ground to tip of fly of ladder or basket
- _____ Communication from rear step to cab if required
- _____ SCBA with one (1) spare cylinder for each riding position
- _____ Pick head axes – two (2)
- _____ Flat head axes – two (2)
- _____ Crow bars – two (2)
- _____ Battering ram or wall opening device – one (1)
- _____ Bolt cutter – one (1)
- _____ 20 lb. Approved ABC extinguisher – one (1)
- _____ 15lb. Approved CO2 extinguisher – one (1)
- _____ 2 ½ gallon Approved water extinguisher – one (1)
- _____ Portable hand lights
- _____ 6' pike poles – two (2)
- _____ 8' pike poles – two (2)
- _____ 12' pike poles – two (2)
- _____ 150' Lifeline rope – two (2)
- _____ Life belts – four (4)
- _____ 150' Utility rope – two (2)

- _____ 163 ft. of ground ladders
- _____ Sprinkler stoppers, with wrench
- _____ Spanner wrenches – four (4)
- _____ Brooms – two (2)
- _____ Mops – two (2)
- _____ Bucket and mop wringer – one (1)
- _____ Squeegees – two (2)
- _____ Scoop shovels – two (2)
- _____ Flat shovels – two (2)
- _____ Pitchforks – two (2)
- _____ "K" tool door opener – one (1)
- _____ 15 lb. Rolls of Plastic – two (2)
- _____ Tool box – one (1)
- _____ Container assorted nails – one (1)
- _____ Sledge hammers – two (2)
- _____ Heavy duty wire cutter – one (1)
- _____ Handsaw or power saw – one (1)
- _____ Hacksaw and spare blades – one (1)
- _____ Power saw with carbide blade – one (1)
- _____ Assorted wood plugs
- _____ First aid kit – one (1)
- _____ Smoke ejector with explosion proof motors – two (2)
- _____ Rope hose tools – four (4)
- _____ Two-way Siamese with shut-off valve, 2 ½ " or larger – one (1)
- _____ 100 ft. 3" Hose for ladder pipe or have built in piping
- _____ 2 ½ " Double females – two (2)
- _____ 2 ½ " Double males – two (2)
- _____ Generator 5000 watt – one (1)
- _____ Floodlights – three (3)
- _____ 500 ft. 12-3 Electric cable
- _____ Heavy duty staple gun – one (1)
- _____ Chimney chair and chimney brush – one (1)
- _____ Metal buckets – two (2)
- _____ Chimney shovel – one (1)
- _____ 12' X 12' Salvage Covers – six (6)
- _____ 4' X 12' Floor Runners – four (4)

Apparatus shall conform to NFPA 1901 when it concerns safety. All riding personnel shall be supplied with conforming protective clothing.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: RESCUE ENGINE STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 3

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington County Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Warning signals, audible and visible in working condition
- _____ Safety flares – eight (8)
- _____ DOT reflective triangles – three (3)
- _____ Evacuation horn mounted in area of driver's seat – one (1)
- _____ Must meet Washington County Engine or Mini-Pumper Standard

EQUIPMENT MINIMUM STANDARD:

- _____ Sets step chocks for stabilization – two (2)
- _____ 30 min. SCBA with spare bottle for each riding position – minimum of 4
- _____ Sledge hammer – one (1)
- _____ 3 ton hydraulic jack – one (1)
- _____ Tool box to include: minimum – one (1)
 - _____ 2 or 3 lb hammer – one (1)
 - _____ claw hammer – one (1)
 - _____ hatchet – one (1)
 - _____ hacksaw w/6 extra high speed blades – one (1)
 - _____ 8" crescent wrench – one (1)
 - _____ 10" crescent wrench – one (1)
 - _____ 12" crescent wrench – one (1)
 - _____ Pair aviator snips – one (1)
 - _____ 8" or 10" pipe wrench – one (1)
 - _____ 14" pipe wrench – one (1)
 - _____ Sheet metal cutting tool or crash ax – one (1)
 - _____ Pair 6" or larger needle nose pliers – one (1)
 - _____ Pair diagonal cutters – one (1)
 - _____ Pair 6" pliers – one (1)
 - _____ Pair 9" lineman's pliers – one (1)
 - _____ Pair 10 " channel locks – one (1)
 - _____ Pair 10" vise grips – one (1)

- _____ 3/4 " cold chisel – one (1)
 - _____ Set allen wrenches – one (1)
 - _____ Set standard 3/8" drive regular and deepwell sockets – one (1)
 - _____ Set metric 3/8" drive regular and deepwell sockets – one (1)
 - _____ Standard screwdrivers – two (2)
 - _____ Phillips head screwdrivers – two (2)
 - _____ Spring loaded center punch – two (2)
 - _____ Chain saw w/approved safety gas can – one (1)
 - _____ Saw-Z-all – one (1)
 - _____ Hydraulic power rescue tool 5000 psi minimum – one (1)**
 - _____ Power unit 5000 psi minimum – one (1)**
 - _____ Cutting tool – one (1)**
 - _____ Spreader – one (1)**
 - _____ 16 ft. hydraulic hose – one (1)**
- **Note: a combination spreader/cutter may be substituted for above tools.

- _____ 4x4 cribbing blocks and minimum of 16 inches long – ten (10)
- _____ Seat belt cutters – one (1)
- _____ Triage tags – twenty five (25)
- _____ Full-spinal immobilization boards – one (1)
- _____ Half-spinal immobilization boards or comparable equivalent – one (1)
- _____ 9' straps set (speed clips, spider straps, etc. are acceptable to extent that boards are compatible) – one (1)
- _____ Head immobilization devises (head blocks, blanket rolls) – one (1)
- _____ Roll 2" tape – one (1)
- _____ Battery powered or hand operated portable suction unit with accessories – one (1)
- _____ Portable oxygen delivery system (fitted for medical oxygen equipment only equipped with one full operational "D" cylinder, liter flow valve with at least 10 lpm capacity) – one (1)
- _____ Full operational "D" cylinder (extra) – one (1)
- _____ Hand operated adult bag valve resuscitator device with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply – one (1)
- _____ Hand operated child bag valve resuscitator device (with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply) – one (1)
- _____ Hand operated infant bag valve resuscitator device (with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply) – one (1)
- _____ Non-rebreather mask(2 adult and 2 pediatric) – two (2)
- _____ Nasal cannulas (2 adult and 2 pediatric) – two (2)
- _____ First Aid kit to include standard for first aid kit – one (1)

PERSONAL PROTECTIVE EQUIPMENT:

Personal protective equipment may be assigned to each member and stored in station but must be readily available on the scene of each call.

All riding personnel shall be equipped with conforming NFPA 1500 equipment. All apparatus shall conform to latest edition of applicable NFPA apparatus standards. All equipment will be securely mounted on apparatus.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: FIRE SQUAD STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington County Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Audible back up alarm

EQUIPMENT MINIMUM STANDARD:

- _____ All plugs & receptacles will be standard NEMA L515 or L520
- _____ Wheel chocks – two (2)
- _____ Approved 30 minute SCBA w/spare bottle – four (4)
- _____ Adequate supply of search and rescue I. D. markers
- _____ Pick head axes – two (2)
- _____ Flat head axes – two (2)
- _____ Crow bars – two (2)
- _____ Claw tool – one (1)
- _____ 30" haligan bar – one (1)
- _____ 15lb multipurpose (ABC) dry chemical extinguisher – one (1)
- _____ 15lb approved operational CO₂ extinguisher – one (1)
- _____ 2 ½ gallon approved operational² water extinguishers – two (2)
- _____ Electric handlights (6volt dry cell or 4 volt wet cell) – six (6)
- _____ 6' pike poles – two (2)
- _____ 8' pike poles – two (2)
- _____ Sections 50' utility rope – four (4)
- _____ Sections 125' ½" synthetic lifeline rope – two (2)
- _____ Pair 24" bolt cutters – one (1)
- _____ 12 lb. Sledge hammer – one (1)
- _____ Electric power plant, minimum of 6,000 watt rating – one (1)
- _____ 500 watt portable flood lights – three (3)
- _____ 50' electric cord reels (14-3ga.) – four (4)
- _____ Household/fire service pigtail adapters (14-3 gallon) – four (4)
- _____ Electrical junction box – one (1)
- _____ Salvage covers (12'x12') – ten (10)
- _____ Street broom – two (2)

- _____ Pair insulated wire cutters capable of cutting #6 gage wire – one (1)
- _____ Floor runners – two (2)
- _____ Mops – two (2)
- _____ Squeegees – two (2)
- _____ Mop bucket with wringer – one (1)
- _____ Tine forks – two (2)
- _____ Bags of Absorbent (with disposable bags for contaminated materials) – three (3)

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: LIGHT DUTY RESCUE SQUAD STANDARD

EFFECTIVE DATE: 18 July 1996

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 4

S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington County Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Audible back up alarm
- _____ All plugs & receptacles will be standard NEMA L515 or L520
- _____ Safety flares – eight (8)
- _____ DOT reflective triangles – three (3)
- _____ Evacuation horn mounted in area of driver's seat – one (1)

EQUIPMENT MINIMUM STANDARD:

- _____ Wheel chocks – two (2)
- _____ Approved 30 minute SCBA w/spare bottle – four (4)
- _____ Adequate supply of search and rescue I. D. markers
- _____ Pick head axes – two (2)
- _____ Flat head axes – two (2)
- _____ Forcible entry tools (haligan bar, punch bar, or equivalent) – two (2)
- _____ 15lb multipurpose (ABC) dry chemical extinguisher – one (1)
- _____ 15lb approved operational CO 2 extinguisher – one (1)
- _____ Electric handlights (6volt dry cell or 4 volt wet cell) – two (2)
- _____ 6' pike pole – one (1)
- _____ Sections 50' utility rope – four (4)
- _____ Sections 150' 1/2 synthetic lifeline rope – two (2)
- _____ Sections 200' 1/2 synthetic lifeline rope – two (2)
- _____ 10' collapsible ladder – one (1)
- _____ Pair 24" bolt cutters – one (1)
- _____ Sledge hammer – one (1)
- _____ 3 ton hydraulic jack – one (1)
- _____ 5 ton jack stands – two (2)
- _____ Electric power plant, minimum of 5,000 watt rating – one (1)
- _____ 500 watt portable flood lights – four (4)
- _____ 50' electric cord reels (14-3ga.) – two (2)
- _____ 250' electric cord reels (10-3 ga.) – one (1)

- _____ Household/fire service pigtail adapters (14-3ga.) – three (3)
- _____ Electrical junction box – one (1)
- _____ Salvage covers (12' x12') – two (2)
- _____ Street broom – one (1)
- _____ Scoop shovel – one (1)
- _____ Round point shovel – one (1)
- _____ Tool box to include: minimum
 - _____ 2 or 3 lb hammer – one (1)
 - _____ Claw hammer – one (1)
 - _____ Hatchet – one (1)
 - _____ Hacksaw w/6 extra high speed blades – one (1)
 - _____ 8" crescent wrench – one (1)
 - _____ 10" crescent wrench – one (1)
 - _____ 12" crescent wrench – one (1)
 - _____ Pair aviator snips – one (1)
 - _____ 8" or 10" pipe wrench – one (1)
 - _____ 14" pipe wrench – one (1)
 - _____ Sheet metal cutting tool or crash ax – one (1)
 - _____ Pair 6" or larger needle nose pliers – one (1)
 - _____ Pair diagonal cutters – one (1)
 - _____ Pair 6" pliers – one (1)
 - _____ Pair 9" lineman's pliers – one (1)
 - _____ Pair 10 " channel locks – one (1)
 - _____ Pair 10" vise grips – one (1)
 - _____ 3/4" cold chisel – one (1)
 - _____ Set allan wrenches – one (1)
 - _____ Set standard 3/8" drive regular and deepwell sockets – one (1)
 - _____ Set metric 3/8" drive regular and deepwell sockets – one (1)
 - _____ Standard screwdrivers – two (2)
 - _____ Phillips head screwdrivers – two (2)
- _____ Windshield kit (see Windshield Kit Standard) – one (1)
- _____ 24" carpenters saw – one (1)
- _____ Chain saw w/approved safety gas can – one (1)
- _____ 12" circular saw w/wood, metal, concrete blades and approved safety gas can – one (1)
- _____ 1 ½ ton chain come-a-long w/10' of 3/8 alloy chains (1 grab hook end, 1 sling hook end) – one (1)
- _____ Air chisel w/100' hose, assorted bits, and spare cylinders – one (1)
- _____ Hydraulic power unit w/spreader, cutter, and 1 ram (rescue tool) – one (1)
- _____ 10 ton porta-power set complete w/spreader and extension tubing to reach 6' and sorted end caps and tips – one (1)
- _____ Assorted cribbing blocks and wedges – twenty (2)

- _____ Seat belt cutters – two (2)
- _____ Slim jim – one (1)
- _____ 50 - Triage tags
- _____ Full-spinal immobilization boards – two (2)
- _____ Half-spinal immobilization boards or comparable equivalent – two (2)
- _____ Stokes basket – one (1)
- _____ 9' straps (speed clips, spider straps, etc...are acceptable to extent that boards compatible) – ten (10)
- _____ Blankets – two (2)
- _____ Head immobilization devises (head blocks, blanket rolls) – two (2)
- _____ Roll 2" duct tape – one (1)
- _____ Battery powered or hand operated portable suction unit with accessories – one (1)
- _____ Portable oxygen delivery system, fitted for medical oxygen equipment only equipped with one full operational "D" cylinder, liter flow valve with at least 10 lpm capacity – one (1)
- _____ Full operational "D" cylinder (extra) – one (1)
- _____ Hand operated adult bag valve resuscitator device with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply – one (1)
- _____ Hand operated child bag valve resuscitator device with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply – one (1)
- _____ Hand operated infant bag valve resuscitator device with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply – one (1)
- _____ Non-rebreather mask (2 adult and 2 pediatric) – two (2)
- _____ Nasal cannulas (2 adult and 2 pediatric) – two (2)
- _____ Extension tubing – two (2)
- _____ First Aid kit to include standard for first aid kit – one (1)
- _____ Eye wash kit/ station or bottles sterile water – one (1)

PERSONAL PROTECTIVE EQUIPMENT:

Personal protective equipment may be assigned to each member and stored in station but must be readily available on the scene of each call.

All riding personnel shall be equipped with conforming NFPA 1500 equipment. All apparatus shall conform to latest edition of applicable NFPA apparatus standards. All equipment will be securely mounted on apparatus.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: HEAVY DUTY RESCUE SQUAD STANDARD

EFFECTIVE DATE: REVISION DATE(S): January 1999

APPROVAL: REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 4 S.O.G. NUMBER:

APPARATUS MINIMUM STANDARD:

- _____ Washington county Fire & Rescue Communication Manual
- _____ Washington County Fire & Rescue mobile radio
- _____ Washington County Fire & Rescue portable radio
- _____ Safety bars/belts for all riding positions
- _____ Hearing protection for all riding positions
- _____ Audible back up alarm
- _____ All plugs & receptacles will be standard NEMA L515 or L520
- _____ Safety flares – eight (8)
- _____ DOT reflective triangles – three (3)
- _____ Evacuation horn mounted in area of driver's seat – one (1)

EQUIPMENT MINIMUM STANDARD:

- _____ Wheel chocks – two (2)
- _____ Approved 30 minute SCBA w/spare bottle for each – four (4)
- _____ Adequate supply of search and rescue I. D. markers
- _____ Pick head axes - two (2)
- _____ Flat head axes – two (2)
- _____ Forcible entry tools (haligan bar, punch bar, or equivalent) – three (3)
- _____ 15lb approved operational BC class extinguisher – one (1)
- _____ 15lb approved operational CO 2 extinguisher – one (1)
- _____ Electric handlights (6volt dry cell or 4 volt wet cell) – six (6)
- _____ 6' pike pole – one (1)
- _____ 8' pike pole – one (1)
- _____ Sections 50' utility rope – four (4)
- _____ Sections 150' 1/2 synthetic lifeline rope – two (2)
- _____ Sections 200' 1/2 synthetic lifeline rope – two (2)
- _____ 10' collapsible ladder – one (1)
- _____ 20' extension ladder – one (1)
- _____ Pair 24" bolt cutters – one (1)
- _____ Sledge hammer – two (2)
- _____ 16 ton hydraulic jack – two (2)
- _____ 5 ton jack stands – two (2)
- _____ Electric power plant, minimum of 10,000 watt rating – one (1)
- _____ 500 watt portable flood lights – six (6)
- _____ 50' electric cord reels (14-3ga.) – four (4)
- _____ 250' electric cord reels (10-3 ga.) – two (2)
- _____ Household/fire service pigtail adapters (14-3ga.) – four (4)

- _____ Electrical junction box – one (1)
- _____ Salvage covers (12'x12') – four (4)
- _____ Street broom – two (2)
- _____ Scoop shovel – one (1)
- _____ Round point shovel – two (2)
- _____ Tool box to include (minimum)
 - _____ 2 or 3 lb hammer – one (1)
 - _____ claw hammer – one (1)
 - _____ hatchet– one (1)
 - _____ hacksaw w/6 extra high speed blades – one (1)
 - _____ 8" crescent wrench – one (1)
 - _____ 10" crescent wrench – one (1)
 - _____ 12" crescent wrench – one (1)
 - _____ pair aviator snips – one (1)
 - _____ 8" or 10" pipe wrench – one (1)
 - _____ 14" pipe wrench – one (1)
 - _____ sheet metal cutting tool or crash ax – one (1)
 - _____ 6" or larger needle nose pliers – one (1)
 - _____ diagonal cutters – one (1)
 - _____ 6" pliers – one (1)
 - _____ 9" lineman's pliers – one (1)
 - _____ 10 " channel locks – one (1)
 - _____ 10" vise grips – one (1)
 - _____ 3/4" cold chisel – one (1)
 - _____ set allen wrenches – one (1)
 - _____ set standard 3/8" drive regular and deep well sockets – one (1)
 - _____ set metric 3/8" drive regular and deep well sockets
 - _____ standard screwdrivers – two (2)
 - _____ phillips head screwdrivers – two (2)
- _____ Two (2) Windshield kits to include:
 - _____ standard screwdrivers – two (2)
 - _____ pair pliers – one (1)
 - _____ linoleum cutters – one (1)
 - _____ roll 2 " masking tape - one (1)
 - _____ spring loaded center punch – one (1)
- _____ Baling hook – one (1)
- _____ 40 GPM electric submersible pump w/ 50' 1 1/2 hose – one (1)
- _____ Smoke ejector – one (1)
- _____ Assorted hand saws (2 wood, 2 metal) – four (4)
- _____ 12" circular saw w/wood, metal, concrete blades & approved safety gas can – one (1)
- _____ Reciprocating saw w/ assorted blades – one (1)
- _____ 1 ½ ton chain come-a-long w/10' of 3/8 alloy chains (1 grab hook end, 1 sling hook end) – one (1)
- _____ Air chisel w/100' hose, assorted bits, and 2 spare cylinders – one (1)
- _____ Hydraulic power unit w/spreader, cutter, and 1 ram (rescue tool) – one (1)

- _____ Set of air bags – one (1)
- _____ 20 ton porta-power set complete w/spreader and extension tubing to reach 6' and sorted end caps and tips - one (1)
- _____ 10 ton porta-power set complete w/spreader and extension tubing to reach 6' and assorted end caps and tips – one (1)
- _____ Assorted cribbing blocks and wedges – twenty (2)
- _____ Pick, point and chisel – one (1)
- _____ Tunneling shovel – one (1)
- _____ Tunneling pick – one (1)
- _____ 20,000 lb winch – one (1)
- _____ two (2) - 2:1 mechanical advantage hoisting block and tackle – two (2)
- _____ 3:1 mechanical advantage hoisting block and tackle – two (2)
- _____ Gas monitor (combustible gas, 1 oxygen analyzer) – one (1)
- _____ Life jackets - two (2)
- _____ Seat belt cutters – two (2)
- _____ Slim Jim– one (1)
- _____ Triage tags – fifty (50)
- _____ Full-spinal immobilization boards – two (2)
- _____ Half-spinal immobilization boards or comparable equivalent – two (2)
- _____ Stokes basket – one (1)
- _____ 9' straps (speed clips, spider straps, etc. are acceptable to extent that boards are compatible) – ten (10)
- _____ Blankets –six (6)
- _____ Head immobilization devices (head blocks, blanket rolls) – two (2)
- _____ Roll 2" duct tape – one (1)
- _____ Battery powered or hand operated portable suction unit with accessories – one (1)
- _____ one (1)
- _____ Portable oxygen delivery system, fitted for medical oxygen equipment only equipped with one full operational "D" cylinder, liter flow valve with at least 10 lpm capacity – one (1)
- _____ Full operational "D" cylinder (extra) – one (1)
- _____ Hand operated adult bag valve resuscitator device with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply – one (1)
- _____ Hand operated child bag valve resuscitator device with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply – one (1)
- _____ Hand operated infant bag valve resuscitator device with an oxygen reservoir attachment, or a positive pressure demand permanently attached to the oxygen supply – one (1)
- _____ Non-rebreather mask (2 adult and 2 pediatric) – two (2)
- _____ Nasal cannulas (2 adult and 2 pediatric) – two (2)
- _____ Extension tubing – two (2)
- _____ First Aid kit to include standard for first aid kit – one (1)
- _____ Eye wash kit/ station or bottles sterile water – one (1)

PERSONAL PROTECTIVE EQUIPMENT:

Personal protective equipment may be assigned to each member and stored in station but must be readily available on the scene of each call.

All riding personnel shall be equipped with conforming NFPA 1500 equipment. All apparatus shall conform to latest edition of applicable NFPA apparatus standards. All equipment will be securely mounted on apparatus.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: BOAT STANDARD

EFFECTIVE DATE: 20 January 1999

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

EQUIPMENT MINIMUM STANDARD:

- _____ Life vests (assorted sizes – adjustable) - six (6)
- _____ 50' throw ropes (rescue/kernmantle/waterproof) – two (2)
- _____ 10'/12' pole with hook (pike pole or expanding pole are acceptable) – one (1)
- _____ Backboard w/headblocks, straps, collars (accessibility to these from first unit on the scene) – one (1)
- _____ First Aid Kit – one (1)
- _____ 10 lb. ABC Fire Extinguisher – one (1)
- _____ Oars – two (2)
- _____ Handlights (battery operated) – two (2)
- _____ Grappling/drag hooks – two (2)
- _____ Toolbox with assorted hand tools for repair – one (1)
- _____ Air horn/warning device/signal horn – one (1)
- _____ 5 gallon approved gas can – two (2)

MANNING STANDARD:

- _____ 6 members trained with Maryland Boaters Safety Course, and Recreational Vehicle/Vessel Injury management. (18 months from the approval of this standard.)

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS
MANUAL

TITLE: DIVER/RESCUE TEAM STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

EQUIPMENT MINIMUM STANDARD:

- _____ Buoyancy compensator devices (BCD) – five (5)
- _____ Regulators, with permanent secondary air source, and submersible pressure and depth gauge – five (5)
- _____ Navigation compresses – five (5)
- _____ Diver mask with snorkel – five (5)
- _____ Air tanks with current VIP – five (5)
- _____ Sets of diver swimming fins – five (5)
- _____ Primary underwater dive lights – five (5)
- _____ Secondary (backup) underwater lights – five (5)
- _____ Dry or wet exposure suits, with hoods and gloves – five (5)
- _____ Weight belts – one hundred fifty (150) pounds of lead weight distributed in various poundages. – five (5)
- _____ Dive knives – five (5)

MANNING STANDARD:

- _____ Divers certified at the PADI Rescue Diver or an equivalent – ten (10)

All equipment must be carried on an emergency services unit, and housed in the emergency station at all times.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: REHAB STANDARD

EFFECTIVE DATE: 20 February 1997

REVISION DATE(S): January 1999

APPROVAL:

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 1

S.O.G. NUMBER:

PURPOSE

This unit is to provide food, beverages, and a location for the rehab of Fire Fighters, EMS, and Police Agencies, during emergencies. It is available by request of any department in Washington County. The purpose of the Rehab Unit is to be a support group to the emergency services of Washington County. Any person involved in the emergency that this Unit would respond to is eligible for assistance from the Unit.

APPARATUS MINIMUM STANDARD:

- _____ This unit must meet all DOT regulations.
- _____ The unit must be 26 feet long, 96 inches wide, 72 inch head-room clearance (in work areas)
- _____ The unit must be able to seat at least 6 personnel
- _____ The unit must be equipped with adequate AC and HEAT
- _____ The unit must be equipped with refrigerators and freezers to adequately serve 180 personnel before restocking will have to take place

EQUIPMENT MINIMUM STANDARD:

- _____ LP Gas Stove and Oven
- _____ Hot water heater
- _____ 26 gallons of drinking water
- _____ Stainless steel sink
- _____ Bathroom and sink
- _____ Sleeping quarters for minimum of 4 personnel
- _____ Soda machine (capable of holding 180 cans of soda)
- _____ 10 KW minimum power plant
- _____ 60 gallons waste water holding tank
- _____ Awnings to protect personnel from weather – two (2)
- _____ Cellular telephone
- _____ Two-way radio communications with Central Alarm
- _____ Microwave ovens – four (4)
- _____ Serving window
- _____ CO detectors and smoke detectors
- _____ 5 lb. ABC fire extinguisher
- _____ DOT tangles – twenty-three (23)
- _____ General lighting around the unit for safety of personnel
- _____ Squawincher

MANNING MINIMUM STANDARD:

_____ Active personnel possessing a current Haz-Mat Awareness card with their name, at least 18 years of age – ten (10)

This unit must meet all Washington County Health Department standards.

Inspected by: _____

Date: _____

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: AED

EFFECTIVE DATE: March 1999

REVISION DATE(S):

APPROVAL: EMS May, 1999

REVIEW WITHOUT REVISION: 1/28/2003

NUMBER OF PAGES: 2

S.O.G. NUMBER:

The Washington County Volunteer Fire & Rescue Association – EMS Training Committee will be responsible for providing the training for the Automatic External Defibrillation (AED) program. The Medical Director will oversee the AED program. The Medical Director will have final approval. The jurisdiction and Medical Director will review training program, instructors, applicants, and required refresher training.

A. Knowledge and Skill objectives:

- At the conclusion of the training program, the student shall be able to:
- Briefly explain the importance of AED and the principles of early defibrillation
- Explain the Emergency Cardiac Care Systems concept and how early defibrillation fits into the concepts
- Recognize the signs of four major emergencies:
 - Heart attack
 - Cardiac arrest
 - Stroke
 - Foreign-body airway obstruction
- Briefly describe the rationale that supports the concept of early defibrillation.
- Briefly explain how this device responds to ventricular tachycardia.
- Explain what modifications to CPR procedures are necessary when the AED is being utilized.
- Describe the appropriate age and weight guidelines
- Explain the procedure for using the AED.
- Demonstrate the set-up and operation of the AED.

A. Program Manual

Washington County is using the American Heart Association program. This program identifies the proper use of the AED's in the pre-hospital setting. This program covers training, medical control, cardiac anatomy and electrophysiology, use of the AED.

This document provides the SOP for AED use and covers the State form that is required to be completed upon use of AED in the field.

The training program is based on the AHA Heartsaver AED training program and all exam questions are taken from this text.

B. Training Eligibility: Any individual who meets the following criteria.

1. is at least 18 years of age
2. is an active member in good standing of his/her sponsoring company
3. has a current or valid CPR card
4. is currently certified as a Maryland provider, EMT-B, First Responder, CRT, EMT-P

The classes will be offered at least biannually in county and annually in each department. The approved instructor shall complete paperwork two weeks prior to class date. Students who achieve at least an 85% on written exam and successfully complete the skill station will be approved to be AED operators for a period of one year.

A. Refresher Training

Refresher training must be performed on a yearly basis and will be the same as the initial training course. The written exam and the skill station must both be successfully completed. Refresher training is valid for a period of one year.

WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

TITLE: Incident Management System

EFFECTIVE DATE: 1 September 2003

REVISION DATE(S): January 1999

APPROVAL: June 2002

REVIEW WITHOUT REVISION:

NUMBER OF PAGES: 27

S.O.G. NUMBER:

PREFACE

The purpose of the Incident Management System (IMS) is to provide for a systematic development of a complete functional command organization designed to allow for single or multi-agency use that increases the effectiveness of command and firefighter safety.

This model system was developed by the National Fire Service Incident Management System Consortium. It combines command strategy with organizational procedures and is designed to be used primarily for structure fire incidents using up to twenty-five (25) companies. Much of the organizational design is applicable to other types of emergency incidents. The model reflects the merger of certain elements of the California FIRESCOPE Incident Command System and the Phoenix Fire Ground Command System.

The key elements of the system are:

- The systematic development of a complete functional organization with the major functions being Command, Operations, Planning, Logistics, and Finance/Administrative.
- It is designed to allow for multi-agency adoption in Federal, State, and Local fire agencies. Therefore, organizational terminology used in the IMS is designed to be acceptable to all levels of government.
- Designed to be the basic everyday operating system for all incidents within each agency. Therefore, the transition to large and or multi-agency operations requires a minimum of adjustment for any of the agencies involved.
- The organization builds from the ground up, with the management of all major functions initially being the responsibility of one of just a few persons. Functional units are designed to handle the most important incident activities. As the incident grows in size and or complexity, functional unit management is assigned to additional individuals in order to maintain a reasonable level of control and efficiency.
- Designed on the premise that the jurisdictional authority of the involved agencies will not be compromised. Each agency having legal responsibility within its jurisdiction is assumed to have full command authority within its jurisdiction at all times. Assisting agencies will normally function under the direction of the Incident Commander appointed by the jurisdiction within which the incident occurs.
- Multi-jurisdictional incidents will normally be managed under a unified command structure involving a single incident command post and a single incident action plan – applicable to all agencies involved in the incident.
- The system expands and contracts organizationally based upon the needs of the incident. Span-of-control recommendations are followed closely; therefore, the organizational structure is never larger than required.

Although the focus of this document is structural fire suppression, the organization recognizes the importance to the fire service of coordinating incident response with responders of other disciplines such as EMS, law enforcement, and public works. To be effective, IMS must provide an integrated multi-discipline approach. The IMS model provides an overall structure that allows the successful integration of multiple disciplines, allowing application to the "all risk" nature of emergency incidents.

The Incident Management System should be guideline driven for the following reasons:

- Written guidelines can reflect either strict department policy or allow flexibility in the management of incidents.
- Provides a standardized approach to managing any incident.
- Provides a predictable approach to incident management.
- May be applied routinely.
- Provides a training tool for firefighters' reference.
- Provides a baseline for critiques and review of incidents.
- Makes the Incident Commander's operations more effective.

COMMAND PROCEDURES PURPOSE

Fire Departments respond to a wide range of emergency incidents. This procedure identifies standard operating guidelines (SOG's) that can be employed in establishing command. The system provides for the effective management of personnel and resources for the safety and welfare of personnel. It also establishes procedures for the implementation of all components of IMS for fire operations.

Command procedures are designed to:

- Fix the responsibility for Command on a specific individual through a standard identification system, depending on the arrival sequence of members, companies, and chief officers.
- Ensure that a strong, direct, and visible command will be established from the onset of the incident.
- Establish an effective incident organization, defining the activities and responsibilities assigned to the Incident Commander (IC) and to other individuals operating within IMS.
- Provide a system to process information to support incident management, planning, and decision-making.
- Provide a system for the orderly transfer of command to subsequent arriving officers.

RESPONSIBILITIES OF COMMAND

The IC is responsible for the completion of the tactical priorities. The tactical priorities are:

1. Remove endangered occupants and treat the injured
2. Stabilize the incident and provide for life safety
3. Conserve property
4. Provide for the safety, accountability, and welfare of personnel. This priority is ongoing throughout the incident.

IMS is used to facilitate the completion of the tactical priorities. The IC is the person who drives IMS toward that end. The IC is responsible for building a command structure that matches the organizational needs of the incident to achieve the completion of the tactical priorities for the incident.

FUNCTIONS OF COMMAND

The functions of Command include:

1. Assume and announce Command and establish an effective operation position (Command Post).
2. Rapidly evaluate the situation (size-up).
3. Initiate, maintain, and control the communications process.
4. Identify the overall strategy, develop an incident action plan, and assign companies and personnel consistent with the incident action plan and SOG's.
5. Develop an effective incident management organization.
6. Provide tactical objectives.
7. Initiate and maintain a tactical worksheet.
8. Review, evaluate, and revise (as needed) the incident action plan.
9. Provide for the continuity, transfer, and termination of Command.

The IC is responsible for all of these functions. As Command is transferred, so is the responsibility for these functions. The first five (5) functions must be addressed immediately from the initial assumption of Command.

ESTABLISHING COMMAND

The first fire department member or company to arrive at the scene shall assume Command of the incident. The initial IC shall remain in Command until Command is transferred or the incident is stabilized and terminated.

The first company officer or member on the scene must initiate whatever parts of the IMS are needed to effectively manage the incident scene. The exact actions of that first company or member will vary depending on the type or scope of the incident.

1. A single-company incident (trash fire, single patient EMS incident, car fire, etc.) may only require that the company or unit acknowledge its arrival on the scene.
2. For incidents that require the commitment of multiple companies, the first member or company officer on the scene must establish and announce "Command" and initiate an incident management structure appropriate for the incident.

Brief Initial Report (BIR)

The first arriving fire department member or company officer activates the command process by giving an initial radio report. The radio report shall be brief, concise, and include the following:

- Designation of the company or unit number arriving on the scene

- Location of unit in relation to the overall incident (i.e. Side Alpha, Bravo, Charlie, Delta)
- A brief description of the incident situation, i.e., type of building, number of stories, occupancy, multi-vehicle accident, haz-mat release, etc.
- Obvious conditions (fire showing, smoke showing, normal conditions, multiple patients, vehicle rollover, etc.)
- Brief description of action taken, i.e., laying supply line, initiating primary search, initiating offensive attack, investigating, etc.
- Declaration of the strategy to be used (offensive or defensive mode).
- Assumption, identification, and location of Command

Examples:

“Nothing Evident”

Engine 31 is on the scene, with a two story dwelling, we have nothing evident on side Alpha, Engine 31 will be in the investigation mode, Chief 3 has Staley Drive Command on side Alpha.

“Offensive Structure Fire”

Engine 31 is on the scene with a two-story dwelling, we have smoke showing from the second floor on side Alpha. Engine 31 has laid-out from Whitney Lane and Staley Drive. Units will be operating in the offensive mode. Chief 3 has Staley Drive Command on side Alpha.

“Defensive Structure Fire”

Engine 31 is on the scene with a two-story dwelling under construction fully involved with exposures on side Delta. Engine 31 has laid a supply line from Whitney Lane and Staley Drive. Units will be operating in a defensive mode with master stream devices. Chief 3 has Staley Drive Command on side Alpha.

“EMS Incident”

Engine 31 is on the scene with a multi-vehicle accident with persons still in the vehicles. Chief 3 will have I-70 Command.

“Single Company Incident”

Engine 31 is on the scene with a dumpster fire and no exposures. Engine 31 can handle.

RADIO DESIGNATION

The radio designation “Command” will be used along with the geographical location of the incident. This designation will not change during the incident.

RADIO COMMUNICATIONS FORMAT

The IMS has adopted the military protocol format for effective radio communications. The sender of a message shall state the intended receiver's radio designation first, then follows with the sender's designation. For example, suppose that the IC needs to call the Ventilation Group during the course of an incident. The proper radio transmission would be:

"Ventilation Group from Command" or "Ventilation Group, Command"

Saying the receiver's designator first is an attention getting device. By getting the receiver's attention upfront in the message, the receiver is more likely to copy the message. Remember that the amount of radio traffic during responses is generally high and all of us listen for our own radio designation before "tuning in" to the radio.

In order for the IC (or any message sender) to obtain confirmation that his radio message / order was received, understood, and the receiver is taking correct action, the radio message must be repeated by the intended receiver. This repeat does not need to be a word-for-word repeat of the original message, but should be a brief and concise summary of the intent of the message or order from the sender. The format of the repeat should assure the IC that the message was received by the intended receiver, was correctly understood, and the receiver is taking correct action.

PROGRESS REPORTS

A Progress Report is essential to any ongoing incident in that it keeps all concerned parties abreast of a dynamic situation. It is designed to provide information which:

1. Allows Headquarters latitude in filling vacant stations
2. Updates Chief Officers
3. Updates the Information Officer
4. Permits continuous documentation of an ongoing incident.

A Progress Report shall be required on any and all incidents that initially required a Brief Initial Report (BIR), except as noted. In general a Progress Report should follow shortly after the BIR. The first Progress Report shall be transmitted at approximately fifteen (15) minutes after the initial dispatch. The Dispatcher should "prompt" the Incident Commander if no Progress Report is received within that time frame. Thereafter, Progress Reports shall be transmitted at intervals deemed appropriate by the Incident Commander. A Progress Report shall be transmitted after each transfer of Command. However, in no case should an interval exceed thirty (30) minutes without a Progress Report for the Incident Commander. The Progress Report shall consist of the following information:

1. Description of the current situation
2. Description of current tactical objectives
3. Status of resource needs
4. Length of time holding units from the 1st unit to the last unit.

Example:

Headquarters from Battalion 5, Chief 31 will be assuming Command. At present all units are being held. Companies are making progress on a working fire in a 2-story wood frame dwelling. We are conducting a primary search and making an interior attack with 2 handlines. Units will be out for over an hour and we remain in the offensive mode.

When units are responding to a medical emergency in a structure under normal conditions, no Progress Report is necessary. However, should the incident escalate to bigger proportions such as multiple casualties, Progress Reports would become appropriate.

COMMAND OPTIONS

The first-arriving Company Officer or member has several command options to choose from when arriving at the incident, depending on the situation. If a Chief Officer, Duty Officer, member, or unit without tactical capabilities (i.e. staff car, no or limited equipment, etc.) initiates Command; the establishment of a Command Post should be top priority. However, at most incidents, the initial IC will be a Company Officer on a piece of fire apparatus. The following command options define the Company Officer's direct involvement in tactical activities and the modes of command that may be used. It is important to remember that regardless of which command option is implemented and the level of involvement of the Company Officer; he is still fully responsible for the Command functions.

Investigation Mode

Upon arrival, an incident may not have visible indicators of a significant event. These situations generally require investigation by the first-arriving company, with other responding companies remaining in staging. The officer of the first-in company should assume Command and go with the company to investigate, using a portable radio to command the incident.

Limited Command Mode

Situations that require immediate action to stabilize and require the Company Officer's assistance and direct involvement in the attack. In these situations, the Company Officer goes with the crew to provide the appropriate level of supervision. Examples of these situations include:

- Offensive fire attacks in marginal or incipient situations.
- Critical life safety situation (rescue) that must be achieved in compressed time.
- Any incident where the safety and welfare of firefighters are a major concern.
- Obvious working incidents that require further investigation by the Company Officer.
- Where fast intervention is critical, utilization of the portable radio will permit the Company Officer's involvement in the attack without neglecting command responsibilities. The Limited Command mode should not last more than a few minutes and will end with one of the following:

Situation stabilization

Situation is not stabilized and the Company Officer must withdraw to the exterior and establish a command post. At some time the Company Officer must decide whether or not to withdraw the remainder of the crew, based on the crew's capabilities and experience, safety issues, and the ability to communicate with the crew. No crew should remain in a hazard-

ous area without radio communications capabilities.

Command is transferred to another Officer. When a Chief Officer is assuming command, the Chief Officer may opt to return the Company Officer to his/her crew, or assign him/her to a subordinate position.

Command Mode

Certain incidents, by virtue of their size, complexity, or potential for rapid extension, require immediate strong, direct, overall command. In such cases, the Company Officer will initially assume an exterior, safe and effective command position and maintain that position until relieved by a Higher Ranking Officer. A tactical worksheet should be initiated and utilized to assist in managing these types of incidents. If the Company Officer selects the Command Mode, the following options are available regarding the assignment of the remaining crewmembers.

- The officer may place the company into action with the remaining members. One of the crewmembers will serve as the acting company officer and should be provided with a portable radio. The collective and individual capabilities and experience of the crew will regulate this action. Interior crews must consist of at least two persons.
- The officer may assign the crew members to work under the supervision of another Company Officer. In such cases, the Officer assuming Command must communicate with the other Company Officer
- The officer may elect to assign the crewmembers to perform staff functions to assist command.

Limited Command

In certain situations, it may be advantageous for a first-arriving Company Officer to assume Limited Command until the arrival of the next company. This is indicated when the initial commitment of the first-arriving Company requires a full crew (i.e.: an immediate rescue situation).

“Passing Command” to a unit that is not on the scene creates a gap in the command process and compromises incident management. To prevent this “gap”, **COMMAND SHALL NOT BE PASSED TO AN OFFICER WHO IS NOT ON THE SCENE.** It is preferable to have the initial arriving Company Officer continue to operate in the Limited Command mode until command can be passed to an on-scene Officer.

When a Chief Officer or Duty Officer arrives at the scene at the same time as the initial arriving company, the Chief Officer or Duty Officer should assume Command of the incident.

Should a situation occur where a later arriving Company, Chief Officer, or Duty Officer cannot locate or communicate with Command (after several radio attempts), they will assume and announce their assumption of Command and initiate whatever actions are necessary to confirm the safety of the missing crew.

TRANSFER OF COMMAND

Command is transferred to improve the quality of the command organization. The following guidelines outline the transfer of command:

A. Purpose

Transfer of Command refers to the act of one individual relieving another individual of authority, responsibility, and accountability as it pertains to the execution of the function of Command. The progressive change-of-command principle shall be utilized.

1. Should an incident commander be a non-officer, they shall be relieved as soon as practical by the 1st arriving officer.
2. The 1st officer to assume Command shall retain Command until formally relieved by a higher-ranking officer.

Transfer of Command Procedure

1. At all times possible, transfer of Command shall be done face to face. When a face-to-face transfer cannot be accomplished, the incoming senior individual may assume Command immediately, but MUST make every effort to gain the necessary information as soon as possible.
2. The individual preparing to assume Command shall, at an appropriate moment, request a status report from the Incident Commander.
3. The Incident Commander shall brief the incoming individual as to:
 - a) The current situation
 - b) Any injuries, loss of life, etc.
 - c) All current control efforts and the status of those efforts.
 - d) The anticipated course of the incident.
 - e) The location of on-scene resources.
 - f) Any other information pertinent to the incident.
4. When the incoming individual is fully prepared to assume Command, he or she shall then formally relieve the current Incident Commander and reassign that individual as necessary. All transfers of Command shall be transmitted over the radio.
5. In order of preference, Command should be transferred by:
 - a) Face to face
 - b) Radio
 - c) Assumed by an Officer where the original Commander cannot be found.
6. Assumption of Command is discretionary for the Fire Chief
7. The Incident Commander will typically be the ranking Officer of the first due Engine Company. However, the abilities and capabilities of those Officers present should be evaluated and the more capable Officer on-scene should be considered for the Incident Commander role, regardless of whose first due it is.

GENERAL CONSIDERATIONS

The response and arrival of additional ranking officers on the incident scene strengthens the overall Command function. As the incident escalates, the Incident Commander should use these additional Officers as needed.

The arrival of a ranking or more senior officer on the incident scene does not mean that Command has been transferred to that Officer. Command is only transferred when the transfer of command process has been completed.

Chief Officers should report directly to the Command Post for assignment by the Incident Commander.

The Incident Commander has the overall responsibility for managing an incident. Simply stated, the Incident Commander has complete authority and responsibility for the Incident. If a higher-ranking officer wants to affect a change in the management of an incident, they must first be on the scene of the incident, and then utilize the transfer of command procedure. Anyone can affect change in incident management in extreme situations relating to safety by notifying the Incident Commander and initiating corrective action.

The practice of "Passing Command" is not a recommended practice. Passing Command to an officer not on the scene can create a gap in the Command process and compromise incident management and firefighter safety. The application of "Passing Command" has historically been applied to critical fast attack situations between first and second due companies. The need for the "Passing of Command" has been significantly reduced with the use of the Limited Command Mode function. Command should never be passed/transferred to an officer not on scene.

INCIDENT ACTION PLAN

Incident Action Plans are critical to the rapid, effective control of emergency operations. An incident action plan is a well-thought-out organized course of events developed to address all phases of incident control within a specified time. The incident action plan must be completed in a time frame that allows the least amount of negative action to continue.

Written incident action plans may not be necessary for short-term, routine operations. Large scale or complex incidents, however, require the creation and maintenance of a written plan for each operational period.

The incident action plan should contain strategic goals, tactical objectives, priorities, resource needs, and crew assignments. It should also establish anticipated outcomes, timelines for progress, and considerations for unanticipated events.

COMMAND STRUCTURE

It will be the responsibility of the Incident Commander to develop an organizational structure as soon as possible after arrival and implementation of initial tactical control measures. The size and com-

plexity of the organizational structure, obviously, will be determined by the scope of the emergency.

The Task Level of Command

The task level refers to those activities normally accomplished by individual companies or specific personnel. The task level is where the work is actually done. Task level activities are routinely supervised by Company Officers. The accumulated achievements of task level activities should accomplish tactical objectives.

Example:

The most basic command structure combines all three levels of the command structure. The Company Officer on a single engine response to a dumpster fire determines the strategy and tactics, and supervises the crew doing the task.

Routine Incident Command Organization

The basic structure for a "routine" incident involving a small number of companies requires only two levels of the command structure. The role of Command combines the strategic and tactical levels. Companies report directly to Command and operate at the task level.

The Tactical Level of Command

The Tactical Level includes directing operational activities towards specific objectives.

Tactical level officers include Branch, Division, and Group Officers who are in charge of grouped resources. Tactical level officers are responsible for specific geographic areas or functions, and supervising assigned personnel. A tactical level assignment comes with the authority to make decisions and assignments, within the boundaries of the overall plan and safety conditions. The accumulated achievements of tactical objectives should accomplish the strategy as outlined in the Incident Action Plan.

As an incident escalates the Incident Commander should group companies to work in divisions or groups. A division is the organizational level having responsibility for operations within a defined geographic area.

Establishment of Divisions

For the purpose of coordinating operations, the following procedure shall be used when geographically dividing an emergency incident.

Structures:

1. The exterior wall of any structure shall be designated as Divisions and shall be identified in order by going clockwise beginning with Division "Alpha". Followed by "Bravo, Charlie, and Delta".

2. Division "Alpha" shall be defined as that side containing the Street Address or the Front of the building.
3. Exposures shall be identified by the side of the involved structure to which it is exposed. Ex: The exposure facing Division Charlie of an involved structure would be identified as Exposure Charlie.
4. The interior floor area of a structure shall be known as a Division and shall be identified by its floor number. Ex: The 5th floor of a structure would be identified as Division 5.
5. Unusual areas such as multiple sub-basements, mezzanines, etc. Shall be designated as Divisions. These unusual areas shall be identified by their common name. Basements will be designated as Sub-Divisions. Ex: "Mezzanine Division", "Loft Division", "Sub-Division 1".
6. Personnel assigned to supervise a geographic area shall be designated as, and identified by, that geographic area. Ex: The supervisor of the 5th floor of a structure would be identified as Division 5. The supervisor of the interior of a single story structure would be identified as Division 1. Groups operating within a Division shall notify the Division supervisor of their location and when they are moving to another area of operation.

Open Areas:

1. Geographic areas necessary to maintain command and control should be established using natural dividing lines such as roads, creeks, railroad beds, etc. whenever possible.
2. These established areas shall be designated as "Divisions" and shall be identified alphabetically. A brush fire divided into three separate areas of control would be designated "Divisions Alpha, Bravo, and Charlie".
3. Personnel assigned to supervise geographic areas shall be designated as, and identified by, that geographic area.

Multi-Story Incident

In multi-story occupancies, divisions will be indicated by floor number (Division 6 indicates the 6th floor).

Groups

Groups are assigned Functional Responsibilities at an incident. Examples are Salvage Group, Search and Rescue Group, and Ventilation Group.

GROUPS HAVE A FUNCTIONAL RESPONSIBILITY WITHIN THE ENTIRE INCIDENT. THE VENTILATION GROUP WOULD BE RESPONSIBLE FOR VENTILATION OF THE ENTIRE BUILDING.

Basic Operational Approach to Divisions and Groups

The use of Divisions or Groups in the Command organization provides a standard system to divide the incident scene into smaller subordinate management units or areas.

Complex emergency situations often exceed the capability of one officer to effectively manage the entire operation. Divisions and Groups reduce the span of control to more manageable smaller sized units. Divisions and Groups allow the Incident Commander to communicate principally with these organizational levels, rather than multiple, individual Company Officers providing for an effective command structure and organization. Generally, Division or Group responsibilities should be assigned early in the incident, typically to the fire company assigned to a geographic area or function.

This early establishment of Divisions or Groups provides an effective Incident Command and organization framework on which the operation can be built and expanded.

The number of Divisions or Groups that can be effectively managed by the Incident Commander varies. The normal span of control is 3 to 7. In fast moving, complex operations, a span of control of no more than 5 is indicated. In slower moving incidents, the Incident Commander may effectively manage more Divisions or Groups.

When effective Divisions or Groups have been established, the Incident Commander can concentrate on overall strategy and resource assignment, allowing the Divisions or Groups to manage their assigned units. The Incident Commander determines strategy and assigns tactical objectives and resources to the Divisions or Groups. Each Division or Group Officer is responsible for the tactical deployment of the resources at their disposal, in order to complete the tactical objectives assigned by the Incident Commander. The Division or Group Officers are responsible for communicating needs and progress to Command.

Division and Group Guidelines

It will be the ongoing responsibility of Command to assign Divisions or Groups as required for effective emergency operations; this assignment will relate to both geographic and functional Divisions and Groups.

Command shall advise each Division or Group of specific tactical objectives. The overall strategy and plan should also be provided (time permitting) so the Division and Group know how their assignment fits into the overall plan.

The number of companies assigned to a Division or Group will depend upon conditions and the event dynamics.

Command will maintain an awareness of the number of companies operating within a Division or Group and the capability of that Division or Group to effectively direct operations. If a Division or Group cannot control the resources within the Division/Group, they should notify the Incident Commander so that responsibilities can be split or other corrective action taken. In most cases three (3) to seven (7) companies represent the maximum span-of-control.

The incident scene should be subdivided in a manner that makes sense. This should be accomplished by assigning divisions to geographic locations (i.e., Roof Division, Division Alpha, etc.) and assigning functional responsibilities to groups (i.e., Ventilation Group, Salvage Group, etc.).

Division or Groups will use the Division or Group designation in radio communications (i.e., Ventilation Group, Salvage Group, etc.).

Divisions or Groups will be commanded by Chief Officers, Company Officers, or any other Fire Department Member designated by Command.

Regular transfer of Command procedures will be followed in transferring Division or Group responsibility.

In some cases, a Division or Group Officer may be assigned to an area/function initially to evaluate and report conditions and advise Command of needed tasks and resources.

The assigned officer will proceed to the Division or Group, evaluate and report conditions to the Incident Commander, and assume responsibility for directing resources and operations within his/her assigned area of responsibility.

The Division or Group Officer must be in a position to directly supervise and monitor operations. This will require the Division or Group Officer to be equipped with the appropriate protective clothing and equipment for their area of responsibility.

Division or Group Officers will be responsible for and in control of all assigned functions within their Division or Group. This requires each Division or Group Officer to:

- A. Complete objectives assigned by Command.
- B. Account for all assigned personnel.
- C. Ensure that operations are conducted safely.
- D. Monitor work process
- E. Redirect activities, as necessary.
- F. Coordinate actions with related activities and adjacent Divisions or Groups.
- G. Monitor welfare of assigned personnel.
- H. Request additional resources as needed.
- I. Provide Command with essential and frequent progress reports.
- J. Re-allocate resources within the Division or Group.

The Division or Group Officer should be readily identifiable and maintain a visible position, as much as possible.

The primary function of Company Officers working within a Division or Group is to direct the operations of their individual crews in performing assigned tasks. Company Officers will advise their Division or Group Officer of work progress, preferably face-to-face. All requests for additional resources or assistance within a Division or Group must be directed to the Division or Group Officer. Division or Group Officers will communicate with Command.

Each Division or Group Officer will keep Command informed of conditions and progress through regular progress reports. The Division or Group Officer must prioritize reports to essential information only to reduce the amount of radio traffic.

Command must be advised immediately of significant changes, particularly those involving the ability or inability to complete an objective, hazardous conditions, accidents, structural collapse, firefighter injury, etc.

When a company is assigned from Staging to an operating Division or Group, the company will be told to what Division or Group and to which Officer they will be reporting. The Division or Group Officer will be informed which particular companies or units have been assigned by the Incident Commander. It is then the responsibility of the Division or Group Officer to contact the assigned company and to transmit any instructions relative to the specific action requested.

Division or Group Officers will monitor the condition of the assigned crews. Relief crews will be requested in a manner to safeguard the welfare of personnel and maintain progress.

Division or Group Officers will insure an orderly and thorough reassignment of crews to Rehab. Crews must report to Rehab intact to facilitate accountability.

The Strategic Level of Command

The strategic level involves the overall command of the incident. The Incident Commander is responsible for the strategic level of the command structure. The action plan should cover all strategic responsibilities, all tactical objectives, and all support activities needed during the entire operational period. The Action Plan defines where and when resources will be assigned to the incident to control the situation. This plan is the basis for developing a command organization, assigning all resources and establishing tactical objectives. The strategic level responsibilities include:

- A. Determining the appropriate strategy
- B. Establish overall incident objectives
- C. Setting priorities
- D. Develop an Incident Action Plan
- E. Obtaining and assigning resources
- F. Predicting outcomes and planning
- G. Assigning specific objectives to tactical level units

As a small incident escalates into a major incident, additional organizational support will be required. The Incident Commander can become quickly overwhelmed and overloaded with information management, assigning companies, filling out and updating the tactical worksheets, planning, forecasting, requesting additional resources, talking on the radio, and fulfilling other Command functions. As additional Officers arrive on the scene, the Command organization may be expanded through the involvement of additional Officers to fill General Staff Positions within the Command structure such as Operations, Planning, Logistics, Finance, Safety, Public Information, Liaison, Branch Officers, etc.

Section and Unit level positions within the Incident Management System will be activated only when the corresponding functions are required by the incident.

Branches

Branches may be established on an incident to serve several purposes. However, they are not always essential to the organization of the Operations Section. In general, branches may be established for the following reasons:

When the number of Divisions or Groups exceed the recommended span-of-control for the Operations Section Chief, the Incident Commander or Operations Section Chief should designate a Multi-Branch structure, and allocate the Divisions or Groups within those branches. In the following example the Operations Section Chief has one Group and four Divisions reporting with two additional Divisions and one Group being added. At this point, a two-Branch organization should be formed due to span-of-control.

Two Branch Organizations

Branches should operate in their area of responsibility and preferably on different radio channels. Communications between Branch Officers and Command will be on a separate channel. The radio designation for Branches should reflect the objective of the Branch (i.e., Fire Branch, Medical Branch, HazMat Branch).

ESTABLISHING SECTIONS

Operations

The Operations Section is responsible for the direct management of all incident tactical activities, the tactical priorities, and the safety and welfare of the personnel working in the Operations Section. The Operations Section Chief uses the appropriate radio channel to communicate strategic and specific objectives to the Branches and/or Divisions and Groups.

The Operations Section is most often implemented as a span-of-control mechanism. When the numbers of Branches, Divisions, or Groups exceed the capability of the Incident Commander to effectively manage – the Incident Commander may staff or assign an Operations Section to reduce their span-of-control. Thus transferring direct management of all tactical activities to the Operations Section Chief. The Incident Commander is then able to focus his/her attention on management of the entire incident rather than concentrating on tactical activities.

Roles and Responsibilities:

1. Manage incident tactical activities
2. Coordinate activities with the Incident Commander
3. Implement the Incident Action Plan
4. Assign resources to tactical level areas based on tactical objectives
5. Build an effective organizational structure through the use of Branches and Divisions/Groups
6. Provide tactical objectives for tactical level officers
7. Control Staging Operations

8. Provide for life safety
9. Determine needs and request additional resources through Command
10. Consult with and inform other Sections and the Incident Commander as needed.

The Operations Section Chief is responsible for the direct management of all incident tactical activities and should have direct involvement in the preparation of the Action Plan for the period of responsibility.

EXPANDED ORGANIZATION

Staging

Staging Areas are locations designated within the incident area, which are used to temporarily locate resources that are available for assignment. In this expanded organizational structure, Staging reports to the Operations Section Chief. The Operations Section Chief may establish, move and discontinue the use of Staging Areas. All resources within the designated Staging Areas are under the direct control of the Operations Section Chief and should be immediately available. Staging will request logistical support (ex: food, fuel, sanitation) from the Logistics Section.

The purpose of staging is to provide a standard system of resource placement prior to tactical assignments. Failure to utilize such a system results in added confusion on the incident scene with units determining their own tactical assignments. Incident Commanders will lose track of their resources. This results in poorly applied resources such as; priorities being overlooked, the inability to oversee personnel safety, and a general lack of accountability. The following policy addresses two (2) staging requirements; Level I – the initial response involving multiple units and, Level II – the response of multiple units beyond the initial response.

Level I Staging – Utilized by all responding units and including a full 1st alarm assignment regardless of the type of incident.

1. Level I staging shall automatically be followed unless specific orders to the contrary are received for the 3rd and 4th due Engine Companies. Units should take up positions to support earlier arriving companies. In lieu of orders to the contrary, units shall proceed to a convenient location (at a hydrant if available) approximately one (1) block from the scene. Upon arrival at this location unit officers shall transmit (unit ID) is staged as (ID the location). This message will inform the Incident Commander that the unit is ready for assignment.
2. No unit shall commit itself to any operation without having received orders or approval from Command.
3. Unit officers shall not request assignments from staging. Should a staged unit feel that the BIR indicated a need for their unit and no orders have been received, they shall repeat the transmission "Unit xxx is stage at (ID the location)." If the 2nd transmission is not acknowledged, the unit officer shall report directly to the Incident Commander by walking to the Command Post.

Level II Staging – Utilized by all responding units beyond the 1st Alarm assignment.

- A. Level II staging shall utilize an area suitable to park, organize, and coordinate the anticipated

response of additional resources.

1. Command, upon requesting additional resources, may inform Headquarters of the designated location of the Level II staging area. If an area is not designated, the first due and arriving Engine Company shall locate an area and inform Command of its location.
2. The 1st unit officer arriving at the Level II staging area, and without orders to the contrary, shall assume "Staging Officer". Truck, Squad or other specialized unit officers should not be used as the Staging Officer.
3. Communications to and from the incident scene and the Level II staging area shall be directly between Command or Operations and the Staging Area Officer. Requests for assignment of units from staging shall be directed from Command or Operations to the Staging Area Officer. No unit shall take any action except as directed by the Staging Area Officer.

B. Duties of the Staging Area Officer

1. Identify location by use of warning lights. All other units shall turn off emergency lights.
2. Log in all responding resources and notify Command or Operations of available resources.
3. Park apparatus in such a manner as to avoid congestion and facilitate movement.
4. Dispatch resources as directed by Command or Operations.
5. Maintain the level of resources in staging deemed necessary by Command
6. Coordinate with police to insure access and security of staging area.

Planning

The Planning Section is responsible for gathering, assimilating, analyzing, and processing information needed for effective decision-making. Information management is a full time task at large and complex incidents. The Planning Section serves as the Incident Commander's "clearing house" for information. This allows the Incident Commanders staff to provide information instead of having to deal with dozens of information sources. Critical information should be immediately forwarded to Command or whoever needs it. Information should also be used to make long-range plans. The Planning Section Chief's goal is to plan ahead of current events and to identify the need for resources before they are needed.

Roles and Responsibilities

1. Evaluate current strategy and plan with the Incident Commander
2. Maintain resource status and Personnel accountability.
3. Refine and recommend any needed changes to plan with Operations input.
4. Evaluate incident organization and span-of-control.
5. Forecast possible outcome(s).
6. Evaluate future resource requirements
7. Utilize technical assistance as needed
8. Evaluate tactical priorities, specific critical factors, and safety
9. Gather, update, improve, and manage situation status with a standard approach.
10. Maintain incident records.

Logistics

The Logistics Section is the support mechanism for the organization. Logistics provide services and support systems to all the organizational components involved in the incident including facilities, transportation, supplies, equipment maintenance, fueling, feeding, communications, medical services, and responder rehab.

Roles and Responsibilities

1. Provide for medical aid for incident personnel and manage responder rehab.
2. Coordinate immediate critical incident stress debriefing function.
3. Provide and manage any needed supplies or equipment.
4. Provide fuel and needed repairs for equipment.
5. Obtain specialized equipment or expertise as directed by Command.
6. Provide food and associated supplies.
7. Secure need for fixed or portable facilities.
8. Provide any other logistics needs as requested by Command.

Finance/Administration

The Finance/Administrative Section is established on incidents when the agency(s) who are involved have a specific need for finance services. Not all agencies will require the establishment of a separate Finance/Administrative Section.

Roles and Responsibilities

1. Procurement of services and/or supplies from sources within and outside of the Fire Department as requested by Command.
2. Documenting all financial costs of the incident.
3. Documenting for possible cost recovery for services and or supplies.
4. Document for compensation and claims for injury.

Incident Commander

Once the Operations Section is in place and functioning, the Incident Commander's focus should be on the strategic issues, overall strategic planning and other components of the incident. This focus is to look at the "big picture" and the impact of the incident from a broad perspective. The Incident Commander should provide direction, advice and guidance to the Command and General Staff in directing the tactical aspects of the incident.

Roles and Responsibilities

1. Review and evaluate the plan, and initiate any needed changes.
2. Provide on-going review of the overall incident.

3. Select priorities.
4. Provide direction to the Command and General Staff Officers.
5. Review the organizational structure and initiate change or expansion to meet incident needs.
6. Provide Command and General Staff functions as necessary.
7. Establish liaison with other internal agencies, outside agencies, property owners, or tenants.

Command Staff

Command Staff positions are established to assume responsibility for key activities that are not a part of the line organization. Three specific staff positions are identified.

1. Public Information Officer (PIO)
2. Safety Officer
3. Liaison Officer

Additional positions might be required based on the size and nature of the incident.

Public Information Officer (PIO)

The PIO function is to develop accurate and complete information regarding incident cause, size, current situation, and resources committed and other matters of general interest. The PIO will normally be the point of contact for the media and other governmental agencies, which desire information directly from the incident. In either a single or unified command structure, only one PIO would be designated. Assistants may be assigned from other agencies or departments involved.

Safety Officer

The Safety Officer's function at the incident is to assess hazardous and unsafe situations and develop measures for insuring personnel safety. The Safety Officer has emergency authority to stop and or prevent unsafe acts. In a unified command structure, a single Safety Officer would be designated. Assistants may be required and may be assigned from other agencies or departments making up the unified command.

Liaison Officer

The Liaison Officer's function is to be a point of contact for representative from other agencies. In a single command structure, the representatives from assisting agencies would coordinate through the Liaison Officer. Under a unified command structure, representatives from agencies not involved in the unified command would coordinate through the Liaison Officer.

TYPES OF COMMAND

Command is responsible for overall management of the incident. Command also includes certain staff functions. The command function within the IMS may be conducted in two general ways.

1. Single Command
2. Unified Command

Single Command – Incident Commander

Within a jurisdiction where an incident occurs and when there is no overlap of jurisdictional boundaries involved, a single Incident Commander will be designated by the jurisdictional agency to have overall management responsibility for the incident. The Incident Commander will prepare incident objectives that in turn will be the foundation upon which subsequent action planning will be based. The Incident Commander will approve the final action plan and all requests for the ordering and releasing of primary resources.

Unified Command

A unified command structure is called for under the following conditions:

The incident is totally contained within a single jurisdiction. More than one department or agency shares management responsibility due to the nature of the incident or the kinds of resources required, i.e., a passenger airliner crashes within a national forest. Fire, medical, and law enforcement all have immediate but diverse objectives. The primary differences between a single and unified command structure are:

In a single command structure, a single Incident Commander is solely responsible, within the confines of their authority, to establish objectives and overall management strategy associated with the incident. The Incident Commander is directly responsible for follow-through, to ensure that all functional area actions are directed toward accomplishment of the strategy. The implementation of planning required to effect operational control will be the responsibility of a single individual (Operations Section Chief) who will report directly to the Incident Commander.

In a unified command structure, the individuals designated by their jurisdictions, or by departments within a single jurisdiction, must jointly determine objectives, strategy and priorities. As in a single command structure, the Operations Section Chief will have responsibility for implementation of the plan. The determination of which agency or department the Operations Section Chief represents must be made by mutual agreement of the unified command. It may be done on the basis of greatest jurisdictional involvement, number of resources involved, by existing statutory authority, or by mutual knowledge of the individual's qualification.

GLOSSARY OF IMS TERMS

Branch – An organizational level having functional/geographic responsibility for major segments of incident operations. The Branch Level is organizationally between Section and Division/Group Levels.

Clear Text – The use of plain English language in radio communications transmissions. No agency specific codes are used when using Clear Text.

Command – The act of directing, ordering, and or controlling resources by virtue of explicit legal, agency, or delegated authority.

Command Post (CP) – The location from which primary command functions are executed.

Command Staff – The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

Company – A ground vehicle providing specified equipment capability and personnel (Engine Company, Truck Company, Rescue Company, etc.).

Company Officer – The individual responsible for command of a Company. This designation is not specific to any particular fire department rank.

Division – That organization level having responsibility for operations within a defined geographic area. The Division Level is organizational between Single Resources and the Branch Level.

Engine Company – A ground vehicle providing specified levels of pumping, water, hose capacity and personnel.

Finance Administrative Unit – Responsible for all costs and financial actions of the incident. Includes time, procurement, compensation/claims, and costs.

General Staff – The group of incident management personnel comprised of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administrative Section Chief.

Group – The organizational level responsible for a specified functional assignment at an incident (ventilation, salvage, water supply, fire attack, etc.).

Incident Action Plan – The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Commander (IC) – The individual responsible for the management of all incident operations.

Incident Management System (IMS) – A system with a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated goals at an

incident.

Information Officer – The person responsible for providing information to the media or other appropriate agencies requiring information directly from the incident scene. Member of the Command Staff.

Initial Attack – Resources initially committed to an incident.

Liaison Officer – The person serving as the point of contact for assisting or coordinating agencies. Member of the Command Staff.

Logistics Section – Responsible for providing facilities, service, and materials for the incident. Includes the Rehab Unit and Medical services.

Operations Section – Responsible for all tactical operations at the incident. Includes up to five (5) Branches, twenty-five (25) Divisions/Groups and one hundred twenty-five (125) Single resources.

Planning Section – Responsible for collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Includes resource status, documentation, and technical specialists.

Rescue Company – A ground vehicle providing specified rescue equipment, capability, and personnel.

Safety Officer – Responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety. Member of the Command Staff.

Section – That organization level having functional responsibility for primary segments of incident operations, such as: Operations, Planning, Logistics, and Finance. The Section Level is organizationally between the Branch and Incident Commander Levels.

Staging Area – That physical location where incident personnel and equipment are assigned on an immediately available status. The Staging Area is supervised by the Staging Officer.

Strategic Goals – The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives.

Tactical Objectives – The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

Truck Company – A ground vehicle providing an aerial ladder or other aerial device, specified portable ladders, other specified equipment, and personnel.

¹ WCVRA Respiratory Protection

