

# SUGGESTED OPERATING PROCEDURES

OF THE

WILLIAMSON COUNTY  
RESCUE SQUAD

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

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**Introductions**

# Williamson County Rescue Squad, INC.

## Suggested Operating Procedures

The purpose of this Suggested Operating Procedure Manual is to provide suggestions for the operations of the Williamson County Rescue Squad, INC.

This manual is for the use of every member of the W.C.R.S., to help each person better represent the fire profession and the squad.

The Squad is judged by the performance of each individual member. Therefore, all of us should strive for high level of fire service.

Although most of the common and generally used operations are covered and the rules of good conduct are recorded, each firefighter and incident must be considered separately. Therefore, this manual in no way should be interpreted as removing all of the discretionary powers of individual firefighters in individual situations. Department policies and procedures must be followed, whenever possible. However, when the incident indicates the need to make a judgment decisions, the firefighter is not, and cannot be restricted by this manual.

No manual, however detailed, can be used for a substitute for good judgment.

Upon appointment to the Squad, it is most important that you fully realize the responsibilities imposed upon you and the confidence placed in you. It is a position of TRUST. The preservation and the safety of life and property are proof that a firefighter has been faithful to this trust.

When you accept a position as a firefighter, you become a part of the county and state government. One of your many responsibilities is the enforcement of county ordinances and the laws of the State of Tennessee. You should also study these rules and regulations and be completely familiar with all the requirements of your position. This will not only make you an invaluable asset to you personally as you seek promotion to a higher rank in the Squad.

At no time will this document supersede the Williamson County Codes or Tennessee State Laws (Tennessee Code Annotated), or any other recognized work, which is in ordinance form.

Williamson County Rescue Squad, INC.  
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**Code of Ethics**

**Williamson County Rescue Squad, Inc.**

- To strive to recognize the importance and honor of my profession.
- To conduct personal and official life to inspire public confidence.
- To prevent personnel gain or profit from being the object of my endeavors whenever position I will hold.
- To judge my fellow firefighters by standards I myself hold, and never jeopardize the safety of any fellow firefighters.
- To regard it as my duty to possess adequate knowledge to perform my job and avail myself to opportunities to learn more about my profession.
- To avoid alliances with person or businesses whose goals are inconsistent with the performance of a firefighter.
- To never claim unjustly qualifications I do not possess.
- To share publicity equally with fellow firefighters whether favorable or unfavorable.
- To pledge loyalty to my supervisors, fellow firefighters and to the organization I represent.
- To bear constantly in mind that the truth is to be sought before the case is made, so that the stature to Tennessee firefighters be enhanced rather than tarnished.

**DEFINITIONS**

1. Accountability – A subordinate is answerable to his or her superior for proper execution of assigned duties.

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2. Acting – Serving temporarily in a position to which the member ordinarily is not assigned, usually in position of higher responsibility. The acting member shall have authority, responsibility, and duties of the higher position.
3. Administrative Instruction – An order issued by an officer establishing a principle, policy, or procedure concerning a given subject not covered by general order, special order or a manual, and directed to members under command of or within the responsibility of the issuing officer.
4. Chain of Command – The unbroken line of authority extending from the Chief through a single subordinate at each level of command down to the level of execution.
5. Squad or Fire Squad – Williamson County Rescue Squad
6. Departmental Order – An inclusive term embracing fire regulations, general orders, special orders, and administration instructions.
7. Duty – A service that a subordinate is obligated to perform when assigned to do so by a superior.
8. General Order – A written order, issued by the fire Chief, applicable to the Squad as a whole or to a division thereof, which establishes a principle, policy, or procedure concerning a given subject. It is effective permanently from the date issued and is in force until revoked by a subsequent General Order.
9. Insubordination – The refusal to obey or comply with lawful order from a member of higher ranks or position.
10. Member- All employees of the squad.
11. Off Duty – The time when a member is not serving in a specified assignment as a Squad employee.
12. Officer – Chief, Assistant Chief, Captain, and Training Officer.
13. Officer-In-Charge (OIC) – Any officer in charge of a scene.
14. On Duty – A member is on duty during the period when actively engaged in the performance of regularly assigned duties, when performing a special mission for the Squad, while traveling either to or from a place of employment, or when directed by a supervisors to perform in the service of the Squad at other than regularly assigned duty hours.

### DEFINITIONS

15. Procedure – The official method for dealing with any given situation.
16. Report - A written communication in the appropriate form.

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17. Responsibility – A designated obligation that is established and can only be transferred by the governing body. Responsibility cannot be transferred on one's own initiative.
18. Rule – A prescribed guide for conduct or action. A regulation controlling conduct issued by the Chief.
19. Shall or May – “Shall” means mandatory; “May” denotes permissiveness.
20. Special Orders – A written order issued by the Fire Chief applicable to the entire Squad or to a division thereof, which establishes a temporary principle, policy or procedure on a given subject, usually for a specific period of time. When the effective period is not specified, it automatically becomes inoperative with the passing of the incident or situation causing its issuance.
21. Supervisor – An officer who has been assigned by the Chief or by job description to supervise the work of others.
22. Suspension – The act of temporarily denying members the rights and privileges of performing duties as a member of the Squad.

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### 101 **Personal Protective Clothing**

101.1 All personal protective clothing must meet or exceed the current minimum specification set forth by the National Fire Protection Agency (NFPA) Standards 1971, 1972, and any further standards for structural and/or approach garments/accessories for firefighting, and Occupational Safety and Health Administration (OSHA).

### 101.2 Fire Equipment

- A. Helmet – As per 100.1 and:
  - 1. Color
    - a. Chief Officers and Chaplin – White
    - b. Captains – Red
    - c. Lieutenants – Yellow
    - d. Active and Probationary Members- Black
  - 2. Decals –
    - a. Officers (all) – Appropriate rank designation on side crescents and approved helmet front.
    - b. Active and Probationary Members – “Fire/Rescue” designation on side crescents and approved helmet front.
- B. Fire Coat – As per 100.1 and:
  - 1. Color – Tan
  - 2. Inner/Outer Shell – As per 100.1
  - 3. Trim – As approved by the Chief
- C. Turnout/Bunker Pants – As per 100.1 and:
  - 1. Color – Tan
  - 2. Inner/Outer Shell – As per 101.1
  - 3. Trim – As approved by the Chief
- D. Boots – As per 100.1 and:
  - 1. Color – Black
- E. Gloves – As per 100.1
- F. Hood – As per 100.1
- G. Accessories – As accepted by 100.1

# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 100 – Protective Clothing Equipment

### **102 General Procedures**

- 102.1 All Members must have on helmet, hood, gloves, turnout coat, turnout pant, boots, and SCBA equipment before entering a structure, involved with any type of fire related incident.
- 102.2 Members Operating a vehicle or equipment on the fire ground in close proximity of the incident shall wear a minimum of turnout pants, boots, gloves, and helmet.
- 102.3 Helmet, gloves, hood, turnout coat, turnout pant, boots, and SCBA equipment shall be worn at all vehicle fires.
- 102.4 Helmet and turnout pants equipment shall be worn at all motor vehicle collisions.
- 102.5 Bunker pants, boots, and gloves shall be worn at all grass and brush fires. Any other equipment as deemed necessary by the OIC.
- 102.6 All members when working inside the inner circle on vehicle extrication calls shall wear helmet, gloves, hood, turnout coat, turnout pants, and boots.
- 102.7 During an emergency call, members seated inside the cab of a squad vehicle shall don their turnout gear before the vehicle is allowed to respond.
- 102.8 During any situation, members riding under the canopy of a squad vehicle shall don full turnout gear before the vehicle is allowed to respond.
- 102.9 There shall be no turnout gear left lying on the floor inside the station. All turnout gear shall be properly stored and maintained.
- 102.10 It is the responsibility of members to see that their turnout gear is in proper order. Members shall notify their Operations Division Officer when gear needs to be repaired or replaced.



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**Series 200 – PERSONAL SAFETY**

**201            General Procedures**

- 201.1            Anytime a member of the Squad is injured during any activity of the squad, requiring treatment or transportation by EMS personnel, the Chief and the Assistant Chief shall be notified immediately.
  
- 201.2            Surgical gloves are to be worn on the scene of all motor vehicle collisions and 1<sup>st</sup> responder incidents for protection against infectious diseases. On motor vehicle collisions, protective gloves may be worn over or instead of surgical gloves.
  
- 201.3            Any person riding under the canopy of a squad vehicle must wear eye protection such as goggles or preferably a helmet with the face shield down.
  
- 201.4            Anytime a squad member is working in or near traffic, they shall wear a turnout coat and helmet.

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**SERIES 300 – APPARATUS/EQUIPMENT**

**301 General Procedures**

- 301.1** No probationary member shall operate or use equipment unless authorized by an officer in charge.
- 301.2** The Chief must approve all requests for the use of squad equipment by an individual, and he must be notified of possession and return of the equipment.
- 301.3** A member may loan the squad any article or tool to be used by the squad. The Chief will give a signed receipt for such article.
- 301.4** Any article loaned to the squad may be withdrawn at any time by the owner on presentation of his receipt to the Chief and obtaining the Chief's permission to repossess said article or tool and remove it from squad use.
- 301.5** No member may take a squad vehicle on a callout unless authorized by the Chief Officer.
- 301.6** Members of the Squad operating mobile equipment or any other equipment on any endeavor of the squad shall at all times obey the rules of the Williamson County Rescue Squad and the laws of the city, county, state, or federal government.

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**SERIES 300 – APPARATUS/EQUIPMENT**

**302 SELF-CONTAINED BREATHING APPARATUS**

- 302.1 Breathing apparatus shall be positive pressure type that was constructed to the standards that were in force at the time of purchase. The unit shall have a minimum service life rating of 30 minutes, equipped with an audible alarm that will sound when the units reaches 20-25 percent of its rated service time, be equipped with an operating PASS device, and meet all other requirements of OSHA 1910.156 and OSHA 1910.134.
- 302.2 Personnel shall check SCBAs at the following:
- A. The first Monday of every month will be a full check of the unit for proper operation including the PASS device.
  - B. All other weekly checks will be for air pressure of the SCBA bottle only.
  - C. After each use a full check of the unit will be performed.
- 302.3 Each user of the equipment shall be trained in the cleaning, operational checks, and proper disinfecting of the unit.
- 302.4 Repairs, adjustments, and replacement of parts should be performed by individuals trained to perform such work.
- 302.5 Firefighter should be physically able to perform the work associated with interior structural firefighting while wearing a self-contained breathing apparatus. Should you have or incur any injury, illness, or disease that you are aware of that would prevent you, the wearer of the unit, from doing so, it must be brought to the attention of the Chief prior to further use.
- 302.6 Firefighter should be trained in the proper pre-donning checks, donning procedures, facepiece seal check, operational procedure, and any emergency procedure checks for the apparatus.
- 302.7 Before the firefighter using the apparatus in a toxic environment, proper facepiece seal shall be ensured. Any item such as temple frames of glasses, beards, side burns, or other condition that may cause the firefighter not to obtain a seal shall not be permitted.
- 302.8 It shall be the responsibility of the company officers to conduct and/or supervise the weekly checks and the driver's responsibility to conduct and/or supervise the after use cleaning, operational checks, proper disinfecting and replacement on apparatus of all SCBA's.
- 302.9 Before removal of the SCBA's in an environment that was toxic the gas detection device will first be used to ensure the environment is now safe.

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**SERIES 400 – DRIVING PROCEDURES**

**401                    Authorization – Personal Vehicles**

- 401.1                The Chief of the squad can authorize active members to display and use red lights and siren on their private vehicle. The prerequisites for this are :
- a.                Members must be at least hold the position of driver.
  - b.                *The member must have a clear driving record for the past three years.*
  - c.                The member must have successfully completed the “ Emergency Vehicle Operations Course ”.
- 401.2                No member under the age of 21 years shall be allowed to drive emergency traffic in his/her personal vehicle during a squad function.

**402                    Authorization – Squad Vehicles**

- 402.1                The prerequisites for being a *operator/driver* of a squad vehicles are:
- a.                The member must be at least 18 years old to drive in a non-emergency situation.
  - b.                The member must be at least 21 years old to drive in an emergency situation.
  - c.                The member must have a valid State of Tennessee driver license.
  - d.                The member must complete the “Emergency Vehicle Operations Course”.
- 402.2                A member’s rank, as described in the Position Description section of this manual, designates which squad vehicle he or she is authorized to drive.
- 402.3                The testing and demonstration shall be in the presence of the member’s Company Officer, and Training Committee/Officer, as describe in the Position Description section of this manual.

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**SERIES 400 – DRIVING PROCEDURES**

**403            Responding Emergency Traffic – Personal Vehicle**

- 403.1            The squad recommends you obey all traffic signs and signals.
- 403.2            The squad does not authorize anyone to exceed the posted speed limit, but under no circumstances will a member go more than fifteen miles per hour over the posted speed limit.
- 403.3            You shall not operate a vehicle in an emergency manner without the using both lights and siren.
- 403.4            Response considerations:  
                    a. The posted speed limit.  
                    b. The urgency of the call to which you are responding.  
                    c. The conditions of the road, weather, and vehicle you are driving as well as existing traffic.
- 403.5            With all the above considerations in mind, you will drive accordingly so as not to endanger persons or property. It is a driver’s responsibility to maintain complete control of his/her vehicle at all times, regardless of the situation.
- 403.6            All personal vehicles responding emergency traffic shall stop or come within a five mile per hour rolling stop at all intersections, traffic lights, or stop signs, where at anytime the vehicle can make a complete stop immediately unless a life-threatening situation requires discretionary action.
- 403.7            Any WCRS member who displays emergency lighting on their personal vehicle must display it in a fashion that it is visible from any point around a vehicle.

**Williamson County Rescue Squad, INC.**  
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**SERIES 400 – DRIVING PROCEDURES**

**404            Responding Emergency Traffic – Squad Vehicle**

- 404.1            All squad vehicle responding emergency traffic shall stop or come within a five mile per hour rolling stop at all intersections, traffic lights, or stop signs, where at anytime the vehicle can make a complete stop immediately unless a life-threatening situation requires discretionary action.
  
- 404.2            The squad does not authorize anyone to exceed the posted speed limit, but under no circumstances will a member drive a squad vehicle more than fifteen miles per hour over the posted speed limit.
  
- 404.3            In the event of a vehicle accident involving a squad vehicle, the driving and the vehicle shall remain at the scene until dismissed by the proper law enforcement officials.
  
- 404.4            The driver is to report immediately to the Officer In Charge (OIC) anytime an accident occurs. The OIC will determine the driver's immediate action and contact outside authorities.
  
- 404.5            Under no circumstance is a driver to pass a stopped bus when the bus driver, by mechanical signals, lights, or other means, indicates he/she is loading or unloading passengers. The driver is to wait until the bus driver motions you on or indicates by other means that he/she has stopped loading. The driver is then to proceed cautiously until beyond the bus.
  
- 404.6            Upon arrival at the scene, the Officer In Charge should advise the driver, in advance, of the particular circumstances at the scene. The driver should consider these circumstances when approaching the scene. The speed of approach, positioning, etc., should be determined by the situation at the scene.

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**SERIES 400 – DRIVING PROCEDURES**

**405           General Rules**

- 405.1           A driver is to wear a seat belt any time the vehicle is in motion. It is the driver's responsibility to see that all passengers wear their seat belt anytime the vehicle is in motion. Refusal by any passenger to wear a seat belt will be a violation of these rules. They will be required to get out the vehicle immediately.
- 405.2           No member shall ride on the sideboard or tailboard of any apparatus.
- 405.3           Anytime an apparatus leaves the station for any purpose, a qualified operator of that vehicle must be on board.
- 405.4           A driver shall not back a vehicle without a ground guide. If contact with the guide is lost, then the driver is to stop the vehicle immediately. The driver is not to move the vehicle until contact is reestablished with the guide. (It may necessitate the driver to disembark the vehicle to establish contact). If no one is available to assist the driver, he is to disembark, to ensure the path is clear before backing. Leaving the drivers seat and walking all the way around the vehicle before returning to the driver's seat to back shall accomplish this.
- 405.5           The driver will make all mirror and seat adjustments before moving the vehicle.
- 405.6           The driver or passenger is to check to be sure both lights and siren are operational before entering the street.
- 405.7           The driver, whenever possible, shall use directional signals.
- 405.8           No vehicle is to be driven in excess of thirty miles per hour if snow chains are being used.
- 405.9           After any activity, it is the responsibility of the driver to refill the vehicle's fuel tank if less than ¾ of a full tank.
- 405.10          No driver shall operate a vehicle, which he knows, or should know by reasonable means, to be in an unsafe condition.
- 405.11          All drivers will exercise due caution when pulling out of the station.
- 405.12          By State of Tennessee law, an emergency vehicle does not have the right of way because it is an emergency vehicle.
- 405.13          Secondary slowing/braking devices such as a Jake Brake or driveline retarder shall not be used during inclement weather.
- 405.14          At no time shall the driver leave behind, at the scene of the apparatus that they responded unless another qualified driver can take their place, and only then if approved by the command on the scene.

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SERIES 500- APPARATUS RESPONSE / ASSIGNMENT PROCEDURES

501 INITIAL RESPONSE

<i>Type of Call</i>	<i>District 14</i>	<i>District 21</i>	<i>District 22</i>	<i>District 23</i>
Vehicle Fire	1420	2121	2222	2324
	1423-N/E	2125-N/E	1423-N/E	2326-N/E
	2326(1)	1423(1)	2125(1)	1423(1)
Grass/Brush/ Trash Fire	1429	2127	2228	2313
	1423-N/E	2125-N/E	1423-N/E	2326-N/E
Structure Fire Or Alarm	1420	2121	2222	2324
	1423	2125	1423	2326
	1412	1423	1412	1423
	2125-N/E(5)	1412	2326-N/E(5)	1412
	2326-N/E(5)	2326-N/E(5)	2125-N/E(5)	2125-N/E(2)(5)
	2239-N/E(6)	2239-N/E(6)	2239-N/E(6)	2239-N/E(6)
Motor Vehicle Collisions	1412	2111	2222	2313
	1420	2121	1412	2323
		1412(3)		1412(4)
CO investigation	1420	2121	2222	2324
	1412-N/E	1412-N/E	1412-N/E	1412-N/E
Fire Investigation Outdoors	1429-N/E	2127-N/E	2228-N/E	2313-N/E
	1423-N/E	2125-N/E	1423-N/E	2326-N/E
Haz-Mat with Fire	Same as Structure Fire/Alarm			
Haz-Mat w/o Fire	1420	2121	2222	2324
	1412	1412	1412	1412
First Responder	1429	2111	2228	2313
Water Rescue	B-21	B-21	B-22	B-21
	B-22	2127	2228	B-22
	2127	2111	1412	2127
	2228	1412		2313
	1412			
Mutual Aid	As requested by Department			
Fire-Related Investigations Involving a residence	Same as a structure fire/alarm			
Non-fire related investigations Involving a residence	1420	2121	2324	2222

1. Last listed apparatus responds non-emergency to a staging area.
2. If east of HWY 31 2125 *does not* respond in district 23
3. 1412 responds N/E to Southall Road or Old Hillsboro Road
4. 1412 responds N/E to either Keystone subdivision or to the Texaco at Goose Creek.
5. Tankers respond N/E out of their district on fire alarms.
6. Ladder 2239 responds N/E on all fire alarms except for commercial fire alarms and school buildings.



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**SERIES 500- APPARATUS RESPONSE / ASSIGNMENT PROCEDURES**

**502 GENERAL PROCEDURES**

- 502.1 There shall be no personal vehicles at the scene of a motor vehicle accident except when:
- a. You have to drive by the scene to get to the station
  - a. *You are an Officer of the department*
  - c. *You are specifically called to the scene*
- 502.2 If a personal vehicle is used to get to the scene, it shall be parked off the road and completely out of the way of all emergency vehicles
- 502.3 On all motor vehicle collisions responses:
- a. Members are to respond to the station
  - b. Members will switch to non-emergency response when appropriate responding apparatus is enroute
- 502.4 There will be no more than two *personal* in the front seat of a squad vehicle at any time unless a seatbelt is provided.
- 502.5 All members responding to an emergency incident shall report to the designated station and respond to the scene on the appropriate apparatus. A member(s) may divert to the scene when:
- a. Appropriate apparatus have responded, except for motor collisions, medical calls, and hazardous materials incidents
  - b. The member must pass the scene in their direct route to the appropriate station
  - c. The officer in charge advises otherwise
- 502.6 All squad members must be given verbal permission from the Engineer/Driver before boarding, disembarking, or removing any equipment from apparatus. If the Engineer/Driver is out of the apparatus, it is permissible to get on or off the apparatus.

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**SERIES 500- APPARATUS RESPONSE / ASSIGNMENT PROCEDURES**

**503        ALARM CODES**

- 503.1        First Alarm- All emergency calls will receive a first alarm attention.  
Examples: Car fire, brush/trash fire, structure fire, motor vehicle collisions, first responder calls, and light rescue operations.
  
- 503.2        Second Alarm-Decision to be made by the Officer in Charge, who will commit all necessary equipment of the second. All available personnel will respond. The Officer in Charge may request mutual aid of nearby fire departments. Examples: major house fire, major structure fires.
  
- 503.3        Third Alarm- Decision to be made by Officer in Charge. At this point, all WCRS resources should be committed. Calls for mutual aid will be made for resources needed through the Emergency *Communication* Center.

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**Series 600- WATER SUPPLY PROCEDURES**

**601 General Procedure**

- 601.1 The Engineer on the first in engine will deliver three short blasts on the air horn when the water level in the engine's water tank reaches 25%.
- 601.2 Water hauls will be performed only for civic and industrial use. No water hauls for residential or agricultural use will be allowed. A Chief Officer must approve any requests for over 1,000 gallons.

# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 700 – Incident Command

### 701 **General Procedures**

701.1 The first arriving unit or officer at an incident will be responsible for establishing Incident Command. This Incident Command (IC) retains command responsibilities until relieved of command by a higher authority, command is passed to another Incident Commander, or the incident is terminated.

701.2 The first arriving unit or officer who will assume the role of Incident Commander shall confirm this fact by broadcasting the unit designation, arrival, assumption of command, and the name and location of command post.

701.3 The Incident Commander shall broadcast a brief initial report on the incident conditions including:

Building size (small, medium, large)

Building height

Occupancy

Fire/Smoke conditions (nothing showing, smoke showing, fire showing, working fire, fire fully involved)

Confirmation and designation of command

Action being taken (offensive or defensive)

Example: “1420 on the scene with a medium size, two-story dwelling with smoke showing. 1420 is laying a 4” line in, making an attack on the north side. 1401 will be any street command.”

701.4 The Incident Commander must quickly decide which of the following commitments he should make:

- a. nothing showing mode – Generally requires investigation by the first arriving apparatus while other companies may be assigned to level one stage.
- b. Fast Attack Mode – Requires immediate action to stabilize. This fast attack mode should be concluded rapidly with one of the following outcomes:
  - Situation stabilized by offensive attack
  - Command transferred to another command officer
  - Situation not Stabilized – Incident Commander moves to exterior command position.
- c. Command Mode – Some incidents will require strong, direct command from the outset due to their intensity. In these cases, the Incident Commander will assume a stationary exterior command position and remain there until relieved of command.

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### Series 700 – Incident Command

- 701.5 The Incident Commander must discipline himself to remain at the command post and manage the incident from one basic location.
- 701.6 Those arriving at an incident with an in-place incident command will under one of the following three categories:
- a. Working under the Incident Commander's authority
  - b. Taking command, if passed by the first Incident Commander
  - c. Assuming command from the Incident Commander by virtue of higher rank
- 701.7 The suggested radio designation for the Incident Commander is "Command" and automatically transfers with the current Incident Commander throughout the incident. Anyone wishing to communicate with the Incident Commander should simply call "Command".
- 701.8 When an Incident Commander is being relieved, he will provide a briefing which includes:
- a. Situation status (What have you got?)
  - b. Deployment and assignment (What have you done?)
  - c. Tactical needs (What do you need?)
- 701.9 When the Incident Commander comes to the end of the tactical priorities, he must de-commit the operating personnel and equipment and terminate command. This will be confirmed by radio (i.e. 1990 leaving the scene, terminating command at this location).

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**Series 800 – Fire Ground Procedures**

**801            Staging**

801.1            **Level 1** – Level 1 staging will automatically apply to all structure fire responses unless otherwise directed by the Officer In Charge.

- a. Level 1 Staging involves the following:
  - (1)        The first arriving engine company will respond directly to the scene and will operate to its best advantage.
  - (2)        The first arriving tanker will respond directly to the scene and will place themselves to their best advantage and report their action by radio.
  - (3)        If a ladder truck is requested, arrange for placement of the truck before its arrival.
  
- b. All engines companies will check maps and reference the immediate fire area for water supply.
  
- c. Staged companies or units will, in normal response situations, report company designation, standing by, and their direction (“1420, south”); it maybe necessary to be more specific when reporting standby positions in extraordinary response situations. An acknowledgement is not necessary from either dispatch or the Incident Commander. Staged companies will stay off the air until orders are received from Command. If it becomes apparent Command has forgotten the company is in a staged position, the Staging Officer shall contact command and re-advise him of their status.
  
- d. These staging procedures attempt to reduce routine traffic, but in no way should reduce effective communication or the initiative of officers to communicate. If staged companies observed critical tactical needs, they will advise Command of such conditions and theirs actions.

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**Series 800 – Fire Ground Procedures**

- 801.2 **Level 2- Staging** – Level 2 staging is used when an on-scene reserve of companies is required. These companies are placed in a staging area at a location designated by Command. When Command announces “Level 2 Staging”, all second alarm or greater companies will report to and remain in staging area until assigned. When going to Level 2, Command will give companies which are already staged (Level 1) will stay in Level 1 Staging unless otherwise by Command. All other responding units will respond to Level 2 staging area.
- a. The staging area should be away from the command post and from the emergency scene in order to provide adequate space for assembly and for safe apparatus movement.
  - b. When calling for additional resources, command should consider Level 2 staging at the time of the call. This is more functional than calling for Level 2 staging while units or enroute. The additional units will be dispatched to the staging area.
  - c. Command may designate a staging area and Staging Officer who is responsible for the activities outlined in this directive. In the absence of such assignment, the first fire squad officer to arrive at the staging area will automatically become the staging officer and will notify command on arrival. The arrival notification will be made to Command on the assigned tactical channel (Command may direct staging to communicate on a different radio channel).
  - d. In some cases, Command may ask the Staging Officer to scout the best location for the staging area and report back to Command.
  - e. The radio designation for the Staging Officer will be “Staging”. All communication involving staging will be between Staging and Command. All responding companies will stay off the air, respond to directly to the designated staging area, and report in person to the Staging Officer. They will stand by their unit with crew intact and warning lights off.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 800 – Fire Ground Procedures**

**802 Operations in building protected by automatic sprinklers:**

Purpose – To set procedure for the proper support of automatic sprinkler systems and to insure that they function properly during the fire suppression operations.

Scope – This Suggested Operating Procedure applies to all sprinkler properties within the first due jurisdiction of this squad.

802.1 Upon arrival, the Incident Commander shall size up the situation and commit one of the first-due engines to the fire department connection (FDC) of the sprinkler system, which is operating or may operate.

802.2 The engine designated to the FDC shall immediately hook up to a hydrant on the water main or other preplanned water supply and stretch a minimum of 2-1/2" or larger discharge lines to the siamese.

802.3 The Pump Operator will immediately charge the lines to the siamese once they are connected.

**Note:** Open valves slowly and gradually build pressure to 150 P.S.I. Maintain this pressure at the pump. Should pressure drop, increase again to 150 P.S.I.

802.4 At the same time the engine is making the hookup, the Incident Commander shall send someone equipped with a portable radio to the sprinkler control valve to:

- a. Insure that the valve is **open**.
- b. Remain at the valve in the event the valve needs to be closed.

802.5 The Incident Commander shall assure that as a minimum, two 1-3/4" handlines are stretched into the area where sprinklers are operating. This must be done even if no fire is visible.

802.6 At no time will the sprinklers be shut off without lines charged and in position.

802.7 Firefighting teams entering the fire area must be equipped with full protective clothing and S.C.B.A.

802.8 Firefighting teams must coordinate ventilation and suppression activities to insure they complement each other.

802.9 If you cannot find the fire, support the sprinklers and effect ventilation until they extinguish or the origin is located.



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- 802            Operations in building protected by automatic sprinklers: (continued)**
- 802.10        Once the fire is out, the system may be shut down. The person at the valve should remain until the fire is completely overhauled.
- 802.11        After overhaul has been completed, charged lines should remain in the area until the sprinkler system has been restored to normal operating order.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures  
**Series 800 – Fire Ground Procedures**

**803 Rapid Intervention Team**

- 803.1 At least one dedicated rapid intervention crew/company shall be standing by with equipment to provide for the rescue of members that are performing special operations or for members that are in positions that present an immediate danger of injury in the event of equipment failure or collapse.
- 803.2 Rapid Intervention are groups of atleast two personnel specifically in a staging capacity in the event of an emergency with interior or exterior working crews. The members of the Team are not available for any other purpose. Crews should be carefully selected to ensure rapid and efficient rescue of fire fighters in the event of an emergency.
- 803.3 The Team is to be comprised of at least officer and at least of firefighter. At no time will the team consist of two probationary members or probationary firefighters. The team members must be experienced and be able to act without direct supervision of the Incident Commander.
- 803.4 A rapid intervention crew/company shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that could be needed given the specifics of the operation under way. Examples of equipment that maybe needed with SCBA, portable radio, flashlights, and hand tools, which may become necessary to help rescue or free a firefighter.
- 803.5 The Team shall be formed as soon as resources allow.
- 803.6 The equipment for the team will be gathered when formed. Members may wish to personally select the tools carried with them. However, SCBAs are to be set-aside for the Team members as soon as possible to ensure the availability.
- 803.7 The composition and structure of a rapid intervention crew/company shall be permitted to be flexible based on the type of incident and the size and complexity of operations.
- 803.8 The incident commander shall evaluate the situation and the risks to operating crews and shall provide one or more rapid intervention team commensurate with the needs of the situation.
- 803.9 The assignment of any personnel shall not be permitted as members of the rapid intervention team if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.
- 803.10 During long operations the Rapid Intervention crew/company shall be replaced with fresh personnel and the past crew shall be given new tasks.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 800 – Fire Ground Procedures**

**804 LOST OR TRAPPED FIRE FIGHTERS**

804.1 The rescue of trapped or lost fire fighters in a burning building is especially time sensitive. There is a very narrow "window of survivability" for a fire fighter who is out of S.C.B.A. air supply or trapped by approaching fire. Individual fire fighters must not delay reporting to Command if they become lost, trapped or in need of assistance. Company officers must also not delay the reporting of lost fire fighters or inability to complete accountability reports. Command and sector officers must always assume that the missing fire fighter is lost in the building until the fire fighter can be accounted for. Command must also restructure the strategy and action plan to include a high priority rescue effort.

804.2 **"May-Day" RADIO MESSAGE**

The radio message "May-Day" will be used by lost or trapped fire fighters to report their status as being in trouble and needing rescue. Any member may use "May-Day" to report a lost fire fighter. Any report of "May-Day" will receive priority radio traffic followed by the emergency traffic tone. The term "May-Day" will be reserved ONLY to report lost or trapped fire fighters. The term "emergency traffic" will be used to report other emergencies. The term "May-Day" typically will be used in the following situations:

- By the member who is lost, trapped, or in trouble.
- By the company officer, sector officer, or other member who cannot account for an assigned fire fighter who is operating in the hazard zone. This "May-Day" would generally occur following a PAR report that fails to locate/account for the suspected lost member.
- By a member who witnesses or has confirmed that a fire fighter is lost or in trouble.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 800 – Fire Ground Procedures**

**804.3 COMMAND RESPONSE TO A MISSING FIRE FIGHTER**

The Incident Commander **MUST ALWAYS** assume that a missing fire fighter is lost or trapped in the building until the fire fighter is accounted for. Rapid, concise, decisions and actions must be taken to increase survivability. The following is a list of actions to be taken by Command for a reported missing or trapped fire fighter. These are guidelines and do not necessarily need to be accomplished in the order listed. The first five (5) must be accomplished very rapidly.

- **EMERGENCY TRAFFIC**  
Immediately upon a report of a missing or trapped fire fighter "Emergency Traffic" will be sounded to alert all personnel working on the fireground of the situation. Following the emergency traffic tone, "May Day" will be announced to alert all operating units of a lost or trapped firefighter (example: "We have a 'May-Day' in West Sector.>").
- **CHANGE THE PLAN TO A HIGH PRIORITY RESCUE EFFORT**  
The incident Commander must restructure the plan to include a high priority fire fighter rescue effort. A rapid, well thought out, rescue plan must be developed and the Command organization expanded. The plan and objectives must be communicated to other Command staff and sector officers for implementation.
- **IMMEDIATELY REQUEST ADDITIONAL ALARMS**  
At least one additional, alarm should be immediately requested including a medical component. Additional multiple alarms may be requested based on circumstances and potential. Level two staging should be implemented. Early consideration should be given to heavy equipment resources in case of structural collapses.
- **FIREGROUND ACCOUNTABILITY**  
A Personnel Accountability Report (PAR) must be immediately requested from all companies operating on the fireground. This is especially important in situations of structural collapse. Command cannot develop an effective rescue plan until accurate information is available on the number of missing fire fighters, their identify, their last reported work area, and which companies are affected.
- **COMMIT THE RESCUE SECTOR/BRANCH**  
Deploy the Rapid Intervention Team (RIT) to initiate search and rescue efforts (typically, the last reported work area). RIT will coordinate activities at that location. Additional available resources in staging may also be committed to rescue efforts.

# Williamson County Rescue Squad, INC.

## Suggested Operating Procedures

### Series 800 – Fire Ground Procedures

#### 804.3 COMMAND RESPONSE TO A MISSING FIRE FIGHTER cont.

- **WITHDRAWAL OF COMPANIES FROM AFFECTED AREA**  
In some situations, such as collapse, crewmembers can be separated. The only practical method to obtain an accurate roll call for a PAR may be to withdraw crews to the exterior. Withdrawal is a judgment call based on circumstances at the time, information available, and resources. It may not be practical or possible to do. However, the absolute need for an accurate roll call (PAR) and information on missing fire fighters remains a critical priority.
- **DO NOT ABANDON FIRE FIGHTING POSITIONS, PROVIDE REINFORCEMENT**  
Abandoning fire fighting positions during the rescue effort should be avoided. Command and crews should take aggressive measures to protect trapped or missing fire fighters from the effects of the fire. Efforts should be concentrated on reinforcing existing positions and keeping the fire out of the rescue area and providing appropriate ventilation and lighting. In some situations, it may be appropriate to write off some areas of the building in order to relocate companies and crews to better protect the rescue effort.
- **ASSIGN OFFICER TO THE RAPID INTERVENTION TEAM**  
An officer should be assigned to direct the rescue sector and rescue operations. Depending on the size of the rescue area and the complexity of operations, more than one officer may be needed to fill additional support positions or sectors. The sector officer will assign specific areas or grids of the building to each rescue team (company) to conduct searches before entering the building. Search efforts must be closely coordinated between sectors and Command must be kept informed.
- **ASSIGN A SAFETY SECTOR TO THE RESCUE EFFORTS**  
Rescue operations are high risk. The rescue operation may be taking place in post-collapse conditions or a flashover environment. Emotions may be high and fire fighters will tend to want to free-lance and take chances. A Safety Sector must be assigned to monitor activity and evaluate the safety of the operation. An available officer should assume this sector as soon as possible. Other Safety Sector responsibilities will be to assess the hazards, thus, allowing time for the RIT officer to concentrate on the critical rescue effort. These sector officers must work hand in hand to insure that a safe and effective rescue operation is conducted.
- **EXPAND THE COMMAND ORGANIZATION**  
With additional resources enroute, along with the critical rescue needs; the Command organization must expand ahead of the demand. The incident may eventually escalate to a Branch level operation. The Incident Commander must be proactive and aggressive in developing and expanding the Command organization.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 800 – Fire Ground Procedures**

804.3 **COMMAND RESPONSE TO A MISSING FIRE FIGHTER cont.**

- **EARLY ESTABLISHMENT OF TREATMENT AND TRANSPORTATION SECTORS**  
The Incident Commander must have treatment personnel in a position to immediately treat any rescued fire fighters. A transportation sector must also be in place and coordinating activities with the treatment sector officer.
- **OPEN/UNLOCK ALL DOORS, IF APPROPRIATE**  
All doors in the immediate area should be unlocked or forced open and at least the immediate interior area quickly searched. Where practical, the doors should be left open to provide an emergency escape route, unless doing so will have negative effects on the fire. In all cases, the doors must remain unlocked.
- **VENTILATE; MAINTAIN TENABILITY/LIGHTING**  
Reducing smoke conditions, through effective ventilation, improve the air quality for any victims, and will enhance search and rescue capabilities through increased visibility of the interior. Ventilation should be aggressively employed. Early lighting of the operation (both interior and exterior) needs to be included.
- **COORDINATE AND CONTROL THE SEARCH EFFORTS**  
The Incident Commander and RIT officer must insure that a complete, coordinated and controlled search is conducted. Close coordination of all search efforts is necessary in order to eliminate duplicate searches that waste time. All areas must be thoroughly searched.
- **R.I.T. - S.C.B.A. RESCUE KIT**  
Each RIT team should enter the building with at least one S.C.B.A. for each reported lost/trapped fire fighter. Missing fire fighters may have exhausted their S.C.B.A. air supply or may be trapped and cannot be quickly extricated. In each case, the fire fighter must be provided "clean" air to increase survivability.
- **WATCH FOR STRUCTURAL STABILITY OF THE BUILDING**  
Command and all personnel must watch the structural stability of the building throughout the rescue effort. Where a structural collapse has occurred, or the fire or other event has compromised the structural integrity of the building, a structural specialist should evaluate the structure.
- **STRONG SUPERVISION REQUIRED**  
Strong supervision and control of activities will be required by all officers. Emotions will be very high. Firefighters in this situation will tend to want to free lance or take higher risk. Treatment personnel will need to be restricted to only those needed. Crowd control of our own non-essential personnel may be required.

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Suggested Operating Procedures

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**804.3 COMMAND RESPONSE TO A MISSING FIRE FIGHTER cont.**

- **MEDIA CONTROL**  
Command will need to control the media early and throughout the incident. Information on the identities and conditions of lost fire fighters must be restricted until after next of kin are notified. Media film crews should be restricted to areas that are safe and at a distance that will prevent visual/facial identification of any victims.
- **WELFARE SECTOR/BRANCH**  
A welfare sector or branch will need to be established early. This will aid in notification of next of kin and allow Command to stay ahead of the media's release of information. A high-ranking officer should be assigned to direct this sector/branch.
- **CONFIRM WITH ALARM THAT DISPATCH MONITORS ALL RADIO CHANNELS**  
Command must ensure that dispatch monitor all radio channels. Should a lost fire fighter declare emergency on a channel other than the fireground tactical channel, Command must be immediately directed to the lost fire fighters channel for direct communications.

The nature of fire fighting places the fire fighter at risk of becoming lost or trapped. The toxic environment provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the lost fire fighter and the incident commander.

# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 800 – Fire Ground Procedures

### 804.4 BASIC SELF-SURVIVAL RESPONSIBILITIES

The Number 1 Basic Self-Survival responsibility is ***DON'T GET TRAPPED/LOST, OR RUN OUT OF AIR***. The rescue of trapped or lost fire fighters in a burning building is especially time sensitive because we work with a limited air supply.

- All teams entering the Hazard Zone must have a portable radio and personal rescue tools.
- Minimum crew size is two and crewmembers must remain intact.
- Crews must have an assignment and must be working under the Incident Command System.
- Crews will follow Air Management guidelines.

#### **CALL FOR HELP IMMEDIATELY**

Firefighters who find themselves lost or trapped must immediately use "May Day" to announce their situation while they continue to attempt to find their way out. Firefighters should not delay notification of distress. Notifications should occur as soon as the fire fighter THINKS he or she is in trouble. The longer you wait to tell somebody you are in trouble the more you jeopardize yourself and the rescuers lives.

#### **"MAY-DAY" RADIO MESSAGE**

The radio message "May-Day" will be used by a lost or trapped fire fighter to report their status as being in trouble and needing rescue. **Any report of "May-Day" will receive priority radio traffic.** The term "May-Day" will be reserved ONLY to report lost or trapped fire fighters. The term "emergency traffic" will be used to report other emergencies. Lost fire fighters should give Command information as to who they are, how many fire fighters, what Sector they were operating in, where they THINK they are (as accurately as possible), description of building structures surrounding them, sounds of nearby activities, (i.e., ventilation saw noise), or any other information that might direct rescue crews (RIC) to their location.

#### **OTHER RADIO CHANNEL**

If a lost fire fighter can not contact Command, dispatch, or any other units on the assigned radio channel, the fire fighter should go to another channel to attempt contact and declare an emergency. Channel 1 (dispatch) is preferred. It is important to find any channel that works. Once communication is established remain on that channel and messages will be relayed to Command.

#### **ACTIVATE PASS DEVICE**

As soon as a fire fighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. The device must remain on until rescued. If the device interferes with the lost fire fighters communicating critical radio messages to incident commander or rescuers, the device may be turned off temporarily. Once messages are completed, the device must again be manually activated.



Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 800 – Fire Ground Procedures**

**CREWS STAY TOGETHER**

Members that separate from each other make it difficult for rescuers to find all firefighters. Crewmembers that stay intact as a crew enhance their chances for ALL being rescued and allow easier, more efficient extrication.

**FOLLOW THE HOSE OR LIFELINE OUT**

Crewmembers should stay with the hoseline (or lifeline) and follow it out whenever possible. All fire fighters must remember that the male couplings lead toward the nozzle (the fire), female side of the couplings toward the pump (outside). The hoseline should always be treated as a safety line to the outside.

**SEARCHING FOR AN EXIT**

A lost fire fighter should always attempt to get out of the building by whatever means possible. Where doors, windows, or other egress is not available, fire fighters should next attempt to reach an exterior wall. Once at the wall, he/she will be able to search for doorways, windows, and hallways, which generally lead to the outside. Rescuers will first search hallways, around walls, and around windows and doors, before sweeping large interior areas. For this reason, fire fighters must avoid collapsing in the middle of open spaces. Getting to hallways, doors, or windows will increase the chances of being rescued early. Breaching walls for escape or fresh air can aide in survivability. These actions also provide predictable activities that will aid rescuers.

**RETREAT TO A SAFE REFUGE**

Where the fire fighter cannot find a way out, but there is a safe refuge (protective room or floor) away from the fire that the fire fighter can retreat to, he/she should take advantage of this location. Command and the rescuers should then be advised of the location by whatever means possible.

**STAY CALM AND CONSERVE AIR**

A conscious effort must be made by the lost fire fighter to control breathing. Unnecessary talking or physical activity must be ceased, unless absolutely needed. Firefighters must control and pace their physical exertion, activities in order to extend their SCBA air supply.

**HORIZONTAL POSITION**

If a fire fighter cannot get out, he should assume a horizontal position on the floor that maximizes the audible affects of the PASS device. The fire fighter should attempt to take this position at an exterior wall, doorway or hallway that maximizes quick discovery by rescue crews.

**FLASHLIGHTS/TAPPING NOISE**

If assuming a position to await rescuers, the fire fighters should attempt to position his flashlight toward the ceiling. This will enhance the rescuer's ability to see the light and locate the downed fire fighter. If able, the fire fighter should attempt tapping noises to assist rescuers in locating him (i.e., hitting a tool against a metal roll-up door).

**COMPANY OR SECTOR OFFICERS**

Company officers or sector officers who are unable to locate a crew or fire fighters assigned to them, must immediately notify command and use "MAY-DAY" to notify all personnel operating on the fireground. When possible the company or sector officer should include who is missing, last known location, and actions being taken. Fire fighting positions must not be abandoned during the rescue effort; the Company and Sector officers MUST control free-lancing. Command will initiate a rescue effort.

Williamson County Rescue Squad, INC.  
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**805 "MAY-DAY" RADIO MESSAGE**

Fire fighters to report their status as being lost, trapped, or injured and needing rescue will use the radio message "May-Day". Any member may use "May-Day" to report a lost fire fighter. Any report of "May-Day" will receive priority radio traffic followed by the emergency traffic tone. The term "May-Day" will be reserved ONLY to report a lost, trapped, or injured fire fighter(s). The term "emergency traffic" will be used to report all other emergencies.

**805.1 COMMAND RESPONSIBILITIES**

Command will maintain an awareness of the location of fire fighters on the fireground primarily through assignments and the accountability system. In the event that a fire fighter cannot be located through a PAR, or any other time a fire fighter is missing, the officer or any member should announce a "May Day." The term "May Day" will indicate a lost, trapped, or injured fire fighter. Command shall respond to a "May Day" by implementing a rescue plan for the fire fighter(s).

**805.2 MISSING FIRE FIGHTER?**

Company officers and individual fire fighters who suspect a fire fighter is missing must notify the incident commander immediately. The incident commander MUST ALWAYS assume that the missing fire fighter is lost in the building until the member is accounted for. The system must include the ability to identify when a fire fighter is going to be delayed beyond his/her SCBA airtime. The plan should include:

- Fire operations during rescue efforts
- Expanding organization
- Establish/deploy the RIT
- Assign a officer to manage the RIT
- Medical operations
- Family support branch officer
  - Member support--debriefing, etc.
- Logistics--specialized equipment (RM)
- Safety
- Support activities
- Media control--information management

**USE EMERGENCY TRAFFIC TONES TO ANNOUNCE THE REPORT OF A MISSING FIRE FIGHTER**

All personnel operating at the scene need to be alerted that a fire fighter is lost, trapped, or injured. A radio tone followed by a radio update will be utilized.

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**805.2 MISSING FIRE FIGHTER? Cont.**

**STRATEGY AND PLAN TO A HIGH PRIORITY RESCUE EFFORT**

The Incident Commander must restructure his/her strategy and action plan to include a fire fighter rescue effort. This may seem obvious to most. However, incident commanders can become overwhelmed by the emotion related to the crisis at hand and may become hooked on reacting to tasks rather than looking at the global picture. This can lead to disorganization and delays that can be fatal to the missing fire fighter.

Accurate information must be quickly obtained and acted on. Additional resources must be immediately obtained. Rapid commitment of the RIC/Rescue Sector must occur. These resources must be organized and controlled. The Command organization must expand. The strategy, plan, and objectives must be quickly communicated to Command staff and sector officers. The plan and rescue activities must be continually monitored and revised as necessary. Conditions and updated information causes changes in the plan and objectives. The Incident Commander must communicate any changes to the Command staff and sector officers.

**IMMEDIATELY REQUEST ADDITIONAL ALARMS**

In many situations, all resources on-scene may already be committed to fire fighting positions. Some fire fighters may already be approaching physical exhaustion; their SCBA's may be nearly empty. Relocating committed forces is difficult and slow. At least one additional alarm with ambulance should be immediately requested upon a report of a lost, trapped, or injured fire fighter. Additional alarms may need to be requested based on circumstances and potential. There should be no hesitation in requesting additional resources.

**INCLUDE AN AMBULANCE WHEN REQUESTING ADDITIONAL RESOURCES**

Medical personnel will be needed to treat rescued fire fighters. The incident commander must ensure that an adequate number of paramedics are responding as well as an adequate number of rescues to transport injured fire fighters. The incident commander should understand that the situation is critical, and that fire fighters sometimes tend to overextend themselves when searching for a missing fire fighter, resulting in additional fire fighters becoming injured. Adequate medical resources must be readily available and on site.

**UTILIZE A CENTRALIZED STAGING AREA**

All additional resources will be sent to a centralized staging area. The incident commander should commit resources from staging based on needs at the site. Staging controls resources and ensures that there is a route in and out of the scene, free of congestion, for rescues to transport recovered fire fighters.

**COMMIT THE RAPID INTERVENTION TEAM**

All significant fire fighting operations will have a rapid intervention team (RIT) assigned. This team should be fully outfitted with protective clothing, SCBA, etc., and monitoring all tactical radio traffic. Upon report of a missing fire fighter, the incident commander has a completely fresh crew/crews fully outfitted, available for commitment to an immediate search and rescue of the last known area of the missing fire fighter(s). The RIT team, or any fresh crew(s) in staging, must be immediately sent to the rescue area. The commitment of additional crews, however, must be controlled and organized.

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Suggested Operating Procedures

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805.3 MISSING FIRE FIGHTER? Cont.

**WITHDRAW COMPANIES FROM THE AFFECTED AREA, IF APPROPRIATE, TO OBTAIN A ROLL CALL AND RECONNAISSANCE INFORMATION**

In some situations, such as collapse or explosion, crewmembers may be separated. The only practical method, to obtain an accurate PAR of effected crews, may be to withdraw them to the exterior. In addition, withdrawal may be the only way to quickly obtain accurate information and reconnaissance on exactly where trapped members may be, routing to victims, debris locations, and the type of rescue equipment needed. Once the roll call and reconnaissance information is quickly obtained, crews can be re-assembled into a more organized rescue effort.

Withdrawal is a judgment call based on circumstances at the time, information available, and resources. It may not be practical or possible to do. However, the absolute need for an accurate roll call and information on missing fire fighters remains a critical priority. If it has determined not to withdraw, a detailed roll call must be obtained from each sector for all crews operating under his/her direction.

**DO NOT ABANDON FIRE FIGHTING POSITIONS--HOLD POSITIONS AND PREVENT FIRE SPREAD**

The reasons for a rapid intervention team, and the immediate request for additional resources, becomes very clear with this critical fireground need. If a missing fire fighter(s) is to survive, the incident commander must keep the fire out of the rescue area. Without rescue teams in place, any rescue effort will be significantly delayed, a decision must be made. Does he/she relocate companies committed to fire combat to the rescue effort and allow the fire to spread? Or does he/she hold the fire positions and wait for additional resources for the rescue effort? With a RIT team in place, the incident commander can initiate an immediate rescue effort without withdrawing or relocating fire combat companies.

In most situations, the incident commander cannot allow the fire to spread. If anything, these fire combat positions need to be reinforced. Additional companies should be sent to priority positions to keep the fire out of the rescue area. Large caliber handlines and master-stream appliances should be deployed when safe to do so. Adequate water supply must be obtained for this reinforced response.

**ASSIGN A OFFICER TO THE RESCUE SECTOR**

The incident commander is faced with a time critical crisis. Critical decisions and strong management of rescue operations is essential. An officer must be assigned to direct the rescue sector and rescue operations if not already assigned. Depending on the size of the rescue area and the complexity of operations, more than one chief officer may be needed to fill additional support positions or sectors.

**ASSIGN A SAFETY SECTOR TO THE RESCUE OPERATION**

Rescue operations are high risk. The operation may be taking place in a post-collapse environment. Flashover may have occurred. The incident commander must avoid sustaining additional injuries. Each additional injury requires a resource commitment that will draw away from the priority rescue effort. A safety sector in the affected area will help control the risk taking. The officer will be able to conduct an assessment of the hazards allowing time for the rescue sector officer to concentrate on the critical rescue effort. These sector officers must work hand in hand to insure that a safe and effective rescue operation is conducted.

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Suggested Operating Procedures

**Series 800 – Fire Ground Procedures**

**805.4 MISSING FIRE FIGHTER? Cont.**

**INDIVIDUAL RESPONSIBILITIES**

- To follow directions from superiors
- To continue with assignment unless otherwise directed
- To keep your cool

Every member on the scene should listen specifically for a "May-Day" as fireground noise could cover a call for the "May-Day."

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures  
**Series 900 – Vehicle/Transportation Accidents**

901 General Procedures

- 901.1 The initial response to a MVC (motor vehicle collision) shall be one engine and one rescue apparatus. If more resources of the Squad are needed, it shall be requested by the Officer-In-Charge.
- 901.2 Members shall not respond directly to the scene in their personal vehicle. Members shall report to the station and respond on the apparatus. If apparatus already responding check with the officer on board to see if help is needed. Remember turnout gear must be worn. When parking a personal vehicle at the accident scene, always park completely out of the way, preferably in a driveway or some other off the road position. Make sure there is some room for and safe place to park for the 5-7 other emergency vehicles that may be coming.
- 901.3 Extrication: Upon an alarm for vehicle/transportation accident, appropriate fire-apparatus, equipment and trained personnel shall respond to the accident scene. Emergency vehicles shall proceed in a safe manner obeying all traffic laws with regard to safety of citizens and fire/rescue personnel.
- Upon arrival at the collision, the ranking officer will overview the scene and ensures the safety of all concerned in the area. If a hazardous condition exists, he will notify the appropriate agency for response and then restrict the accident scene for entrance of only qualified personnel and equipment. No other agency will enter the area until it has been deemed safe for entrance by the appropriate agency in charge.
- The officer in charge will establish command and direct all emergency personnel on the scene and responding vehicles when they arrive on the scene as to where to spot or stage their apparatus.
- 901.4 If extrication is needed, always provide a charged 1 ¾ “ hoseline for protection of victim(s) and the Rescue personnel.
- 901.5 Whenever death occurs, the County Medical Examiner shall make an investigation of the circumstances of the death, which should include an examination of the body.
- 901.6 The body may not be moved except to preserve the body, until EMS obtains permission to do so by the County Medical Investigator. At the same time, move only at the direction of EMS.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 1000 – Rescue Incidents (Non-Fire)**

1001 General Procedures

1001.1 No vehicle door shall be unlocked by the Squad unless there is a life-threatening emergency.

# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 1100 – Communications

### 1101 Rescue Squad Dispatch Procedure

1101.1 WCRS is dispatched by the Williamson County Emergency Communication Center, which is location of the 911 center. They are referred to on the radio as “EOC”.

1101.2 The EOC will dispatch WCRS in the following manner:

- a. Transmit a pre-alert tone.
- b. Announce the call.

Example:            Designation- “Station 14”  
                          Type of incident – “Structure Fire”  
                          Location – “1919 North Chapel Road”

- c. After the pre-alert, the pagers will be toned and the call will be announced again.

Example:            Designation – “Station 14”  
                          Type of incident – “Structure Fire”  
                          Location – “1919 North Chapel Road, cross street Wilson Pike”

- d. Repeat announcement

1101.3 A second dispatch will be transmitted if WCRS units are not responding within (3) minutes, or if requested by the WCRS.

Example:            Notation – “Second Tone”  
                          Designation – “Station 14”  
                          Type of incident – “Structure Fire”  
                          Location – “1919 North Chapel Road, cross street Wilson Pike”



# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 1100 – Communications

### 1102 General Procedures

- 1102.1 All radio communications shall be by plain English.
- 1102.2 There shall not be any CB (citizen band) type radio language used.
- 1102.3 Unit identification shall consist of the unit's number only (e.g. 1412, not Rescue 1412, or Rescue 12).
- 1102.4 The procedure for making radio contact with another unit shall involve calling that unit number first, followed by the unit making the call.
- 1102.5 The Chief must approve all requests for the use of any WCRS communications equipment by an individual, except for use at Squad functions.
- 1102.6 Any radio transmitter operated under a WCRS FCC issued license must meet standards for personal radio frequency radiation safety as required by the FCC.
- 1102.7 A base unit (hall monitor) must have microphone removed when anyone is allowed onto the roof of Station 21,22,and 23 when there is any possibility of a worker getting closer than 12 feet to the transmit antenna, or when tower service is done at 1400.
- 1102.8 Mobile apparatus shall not be keyed into transmit when any body part is above the roofline of the cab, or within 4 feet of the radio antenna. Around WCRS cars or POV's, the person using the radio shall make sure no one is near the antenna before transmitting. Transmissions shall be made using the minimum power necessary for effective communications.
- 1102.9 In accordance with the FCC's radiation policy persons using handheld transmitters shall use the minimum power necessary and avoid extended periods of transmitting.
- 1102.10 Members who transmit on radios shall familiarize themselves with the location of a call using a map book, county map before checking en route.
- 1102.11 Members may not make reference to being "lost" or not familiar with call locations except for transmissions on simplex when checking final directions. An exception is allowed if an error in dispatch, maps, or initial directions is observed. The first unit to notice the error shall report it to command if it has been established, or to EOC if no command established.
- 1102.12 When a unit has checked on the scene on a subdivision street, other responding units or members shall not ask for the numerical or directions but maintain silence and await assignment by command.

# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 1200 – Emergency Medical Incidents

- 1200 **Purpose** – To set procedures to ensure an organized, prompt, and efficient emergency medical response and quality care to persons in need of emergency medical assistance within the districts of the Williamson County Rescue Squad, INC. (WCRS). Williamson County Rescue Squad and the Williamson Medical Center are to operate under the authorization of the Tennessee Department of Health and Environment, pursuant to standards adopted by the Tennessee Emergency Medical Services Board under the authority of Tennessee Code Annotated Section 68-140.
- 1201 **Nature of Calls** – First Responder Units shall respond when dispatched to scene of medical emergency to render emergency care until the ambulance arrives. Upon receipt of an emergency call, the telecommunicator at the Emergency Communications Center (ECC) will assign such priority as appropriate to minimize threat of loss of life or limb.
- 1202 Dispatch and Response Procedures**
- 1202.1 Upon receipt of a priority call meeting the criteria set forth in 1201, the ECC will dispatch the appropriate First Responder Unit.
- 1202.2 The First Responder Unit will then proceed immediately to the scene in a properly equipped WCRS vehicle. No personal vehicles will be allowed to respond.
- 1202.3 On a First Responder call, the responding WCRS Unit must have at least one certified First Responder level or higher person on board. The total number of personnel to respond for emergency medical assistance will be limited to three (3), unless extenuating circumstances exist. Under normal circumstances, no more than three shall enter the home and proceed to evaluate and treat the patient. If the third person is not needed for patient care, it is recommended that he return to the vehicle.
- 1202.4 If EMS arrives on the scene prior to the First Responder Unit, the EMS crew will either:
- A. Request the First Responder Unit to continue “emergency” or “non-emergency”
  - B. Advise the First Responder Unit it would be acceptable to discontinue response
- 1202.5 WMC-EMS shall be the only authorized agency to cancel the response of a First Responder Unit. If a cancellation is given by any other agency, the First Responder Unit shall confirm that order with the WMC-EMS responding unit before returning to the station.
- 1202.6 At no time will any First Responder personnel instruct the EMS unit to continue to a scene at a reduced response. It will be up to the EMS Unit Commander to change the unit response level.
- 1202.7 The First Responder unit must remain on the scene until the arrival of the EMS unit. In the event of another emergency, one First Responder must remain with the patient.
- 1202.8 The First Responder Unit shall not respond to calls for medical assistance unless assigned or authorized by EMS or the Emergency Communication Center (ECC).

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 1200 – Emergency Medical Incidents**

**1203 Dispatch and Response Procedures**

1202.9 EMS shall provide the pre-determined priority calls for which a first responder agency is automatically dispatched.

**1203 Communications Procedures**

1203.1 Two-way radio communications will be maintained between the First Responder Unit and ECC; the First Responder Unit should communicate directly to the responding EMS unit when possible. ECC will record all times as indicated.

**1204 Patient Care Procedures**

1204.1 When First Responder units arrive at the scene of an medical emergency prior to EMS, the following actions will be taken:

- A. Assess scene for need of additional resources.
- B. Assess patient for AIRWAY, BREATHING, and CIRCULATION with interventions if any compromise is found.
- C. Obtain brief history.
- D. Report finding to responding EMS unit.
  - 1. Age and sex of patient.
  - 2. Chief complaint.
  - 3. Level of consciousness.
  - 4. Vitals sign.
  - 5. Treatment and response.

1204.2 When First Responder units arrive at the scene of a motor vehicle collision (MVC) before the arrival of EMS, the following actions will be taken:

- A. Assess scene for need of additional resources.
- B. Determine the number of victims and extend of injuries.
- C. Report finding to responding EMS units.
- D. Provide care as indicated with C-spine precautions.

1204.3 In the case where the First Responder Unit arrives and the person involved in the MVC states they do not want an ambulance, the First Responder will report this along with patient status to the responding EMS unit.

1204.4 First Responder personnel should refrain from driving the ambulance with the following exceptions:

- A. Current employee of EMS.
- B. Is approved by the EMS supervisor.

1204.5 It should be noted that anyone who drives the ambulance will have:

- A. Current Tennessee Class D drivers license
- B. No more than two (2) moving violations of any type in the past three (3) years.
- C. Current Emergency Vehicle Operations Training. (Complete within the past two (2) years.
- D. Be 21 years of age.

# Williamson County Rescue Squad, INC.

## Suggested Operating Procedures

### Series 1200 – Emergency Medical Incidents

1204.6 Universal precautions will be used on all patients. First Responder agencies will maintain adequate supplies for their personnel to allow everyone to practice universal precautions. (The initial stock of supplies is not the responsibility of EMS.) The following guidelines will be used:

- A. Gloves will be worn at all times during patient care.
- B. Eye protection will be worn when the potential for splashing is present.
- C. Full body protection (gown, suit) will be worn when large quantities of blood and/or body fluids are present.

1204.7 All infectious materials on any scene will be placed in the red bag in the ambulance. If the ambulance leaves before this can be done, First Responder personnel will dispose the material in the same procedure at their station or call EMS to arrange for proper disposal.

1204.8 Proper clean up of blood/body fluids will be done with a 1:10 solution of bleach and water or equivalent solution. All blood spills on public property will be decontaminated before leaving the scene.

#### 1205 Equipment Exchange and Supply

1205.1 Supply exchange with EMS will occur on scene when possible, on a one for one basis. If unable to exchange on scene, First Responder personnel may come to 1200 EMS station and the crew will obtain supplies for them. The following guidelines will be used:

- A. Always ask before taking any supplies off the ambulance. The crew will know if they are short on certain product.
- B. Only those products listed for supply by EMS will be provided. (Adding products to the first responding units does not automatically mean EMS can exchange those supplies.)
- C. Empty oxygen cylinders may be returned to 1200 EMS quarters and a full one picked up. You may also exchange oxygen cylinders with the unit while on the scene.

#### 1206 General Procedures

1206.1 On a First Responder call, the responding WCRS unit driver must meet that vehicle's driver/operator qualifications.

1206.2 In all instances, after arrival of the Williamson Medical Center- Emergency Medical Services (WMC-EMS), the WMC-EMS personnel are responsible for and completely in charge of patient care.

1206.3 The First Responder personnel are responsible for assisting the WMC-EMS in patient care/handling. To employ this responsibility, the First Responder unit officer and his subordinates must have a working knowledge of the location and use of the equipment used on WMC-EMS ambulances.

1206.4 The chain of command must not be disrupted while operating at an emergency. Therefore, all requests for assistance will be directed through the First Responder unit officer, as he will be more familiar with the capabilities and limitations of their personnel and can make the best assignments for the particular task. The First Responder unit officer will cooperate fully with the WMC-EMS personnel.

# Williamson County Rescue Squad, INC.

## Suggested Operating Procedures

### **Series 1200 – Emergency Medical Incidents**

- 1206.5 While the Incident Commander of the First Responder unit is in overall command of the scene, the personnel of the WMC-EMS will be in charge of and responsible for all patient care and related EMS matters. All medical decisions that pertain to patient care, transportation, and related matters will be made by the WMC-EMS unit commander and/or the WMC-EMS supervisor.
- 1206.6 It is recommended that whenever possible, all First Responder personnel wear the appropriate uniform or clip ID when responding to a medical call. This is to assure proper identification to patient and bystanders.
- 1206.7 All responses by First Responders will be subject to critique and review by the WCRS, the WMC-EMS liaison, the WMC-EMS Training Coordinator, and the Tennessee Division of EMS.
- 1206.8 Any information obtained at a medical emergency scene is considered confidential and shall only be released to the public via Williamson Medical Center

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 1300 – Hazardous Materials Incidents**

1301 General Procedures

1301.1 All attempts to follow OSHA 1910.120, as it pertains to this Squad, shall be made.

1301.2 Verbal, radio, or telephone advice should be solicited from Williamson County Emergency Management Agency before entering any suspected hazardous environment.

1301.3 Contaminated victims, persons, or squad personnel should all stages in one area, as close to the exclusion zone as feasible, to eliminate the contamination of others.

1301.4 All contaminated equipment shall stay in the exclusion zone until deemed decontaminated by the scene Safety Officer.

1301.5 All attempts to follow NFPA 472, as it recommends to this squad, should be made.

1301.6 All equipment taken to a hazardous material scene should be considered expendable if contaminated.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 1400 – Mutual Aid Procedures**

1401 General Procedures

1401.1 On all incidents wherever two or more departments are involved there shall be an Incident Commander. Usually, this is the Officer-In-Charge of the first arriving department.

1401.2 The Incident Commander shall establish the Command Post for all incoming departments to report to.

1401.3 When responding to mutual aid calls, all personnel shall stay with their assigned apparatus until the Officer-In-Charge contacts the Incident Commander for an assignment.

1401.4 When assignments are complete, personnel shall return to their Officer-In-Charge or Command Post.

1401.5 Orders shall be taken from officers of your own department and no other department unless you have been assigned to that officer. Personnel shall stay at positions assigned unless reassigned unless one of the following exceptions occur:

- A. an unforeseen danger arises in that position, or
- B. it is necessary to make a rescue that suddenly arises.

1401.6 There shall be at least two (2) men assigned to another department to work as a team.

1401.7 No men will work with men from another department as firefighting partners.

1401.8 All communications shall be by standard county radio identifier numbers only.

# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 1500 – Department Rules

### 1501 General Procedures

1501.1 No turnout gear shall be allowed in the carpeted or living area of the stations.

1501.2 The sleeping areas of the stations are only for Rescue Squad members only.

1501.3 No member shall be allowed on the beds without sheets, spread, and a pillow during overnight stays.

1501.4 Each member shall furnish his or her own sheets, spreads, and a pillow during overnight stays.

### 1501.5 Duties and responsibilities of on-call companies

- A. Respond to all first alarms.
- B. Perform monthly maintenance checklists.
- C. Perform weekly checklists on SCBA(s).
- D. Hold briefing and maintenance check on the Monday of their week on call.
- E. Completion of all Incident Reports during their week on call.
- F. Assuring that equipment is readied for the next call.
- G. Performing general housekeeping duties.

1501.6 All meals are to be consumed in the kitchen area.

1501.7 All members under the age of 18 years and not under the supervision of their guardian shall not be on WCRS property between the hours of 2300 and 0800.

1502 Uniform Dress Code – The style and purchasing agent will be determined by the Operations Division Officers.

### 1502.1 Dress Uniform – For formal and public functions.

- A. Shirt
  1. White in color
  2. Long Sleeve
  3. Collar insignia for officers
- B. Pants
  1. Green in color
- C. Belt
  1. Black in color
- D. Shoes
  1. Black
- E. Tie
  1. Green in color



# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 1500 – Department Rules (continued)

- 1502.2 Regular Uniform – for fire and rescue operations, standbys, and training functions.
- A. Shirt and Pants
    1. General membership to wear Grey shirt and black pants, no jeans.
    2. Officers to wear white shirt and black pants, no jeans.
    3. Black uniform shoes or boots, no tennis shoes.
- 1502.3 All uniforms
- A. Patches
    1. WCRS – four (4) inch round – left sleeve.
    2. First Responder, EMT, EMT-I, EMT-P patch – right sleeve.
    3. American Flag – right sleeve; only to be worn when there is medical patch.
    4. Badge above left pocket.
- 1502.4 All members on standby shall wear a regular uniform as addressed in 1502.2 and 1502.3. Members not in uniform will be given an excused absence.
- 1502.5 All probationary members must own the required uniform before accepted to active membership status.

# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 1600 – Lifelight Helicopter Operations

- 1601 Purpose – To set procedures for the rapid movement of a seriously ill or injured patient to an appropriate hospital by Lifelight.
- 1601.1 Standby Status – Upon receipt of information indicating an incident has occurred in which one (1) or more victim(s) have sustained potentially serious injuries, the responding unit may call E.O.C. and ask to place Lifelight on standby. Standby places the flight crew on the helipad and flight coordinator plots the location on the map.
- 1601.2 Activation of Lifelight – Suggested guidelines for activating Lifelight include:
- A. Glasgow coma scale less than 13.
  - B. Multiple trauma with systolic blood pressure less than 80.
  - C. Extrication time of greater than twenty (20) minutes.
  - D. Penetrating injury proximal to elbow and knee (excludes trunk).
  - E. Limb paralysis.
  - F. Amputation proximal to wrist and ankle.
  - G. Ejection from automobile.
  - H. Death in same passenger compartment.
  - I. Combination trauma with burns of 15%, face, and airway.
  - J. Pediatric trauma.
  - K. Geriatric trauma.
- 1601.3 Once the helicopter has been requested, a Landing Zone Officer (L.Z. Officer) shall be designated by the Incident Commander on the scene. The L.Z. Officer shall be the only person communicating with the helicopter during the operation. This person shall be highly identifiable [green light on vehicle, type of clothes worn (highly visible vest or other appropriate identifier)].
- 1601.4 The primary concern of the Landing Zone Officer is to execute a safe arrival and departure of the helicopter. The Landing Zone Officer shall use the following criteria in selecting the landing zone:
- A. Locate as close as possible to the scene without interfering with rescue operations.
  - B. The landing zone shall be approximately one hundred (100) x one hundred feet (100).
  - C. Physically checking the landing zone for presence of any power or phone lines. Small trees, soft spots, and/or loose debris (gravel, sand, glass, flying dirt, dust, cut grass, etc.) can become a hazard during landing and takeoff. Ground personnel on the landing site should protect.
- 1601.5 At night, all power lines, poles, and other possible obstructions shall be marked with a spot/flood light or emergency vehicle. The Landing Zone Officer shall also advise the pilot of the location of these hazards. To prevent blinding of the pilot, spot/flood lights should never be directed towards the helicopter on landing or takeoff. Do not allow media crews to aim lights at the aircraft.

# Williamson County Rescue Squad, INC.

## Suggested Operating Procedures

### Series 1600 – Lifeflight Helicopter Operations

- 1601.6 The Landing Zone Officer shall also be responsible for the following responsibilities:
- Assume sector command and secure landing zone.
  - Establish radio contact with Lifeflight.
  - Assist pilot in locating the landing zone.
  - Keep bystanders one hundred (100) feet away from the landing zone.
  - Mark all wires or obstructions with lights.
- 1601.7 Once airborne, communication between the scene and Lifeflight are established on a radio frequency of 155.280 unless designated by Lifeflight. The Landing Zone Officer should never rely on the hand-held portable for communicating with the helicopter; this should be done on a mobile radio until the helicopter is within visual contact of the Landing Zone Officer. Personnel with the patient should relay patient information back to the Landing Zone Officer who may relay this back to the helicopter if time permits.
- 1601.8 The Landing Zone Officer shall assist the pilot in locating the exact site by giving simple directions and easily identifiable landmarks. Directions should be provided based upon the pilot's right or left. It is more difficult to find the landing zone in the daytime. As soon as the Landing Zone Officer has visual contact with the helicopter, let the pilot know. The Landing Zone Officer may reference major roads, but must take in consideration that the pilot cannot see road signs.
- 1601.9 The Landing Zone Officer shall alert the Lifeflight crew if there is more than one (1) patient. The Lifeflight crew will then make a triage decision dependant on the patient(s) status. There will be times when it is only appropriate to fly one (1) patient.
- 1601.10 Besides the number of patients, the following information is considered most important:
- A. Adult or pediatric.
  - B. Pinned or free?
  - C. Neuro and respiratory status.
- 1601.11 If hazardous materials are involved, the Landing Zone Officer shall advise the Lifeflight crew the name of the substance(s) or placard numbers(s), if known. The landing zone should then be at least 200 yards upwind of the scene. The patient must be decontaminated before loading on the aircraft.
- 1601.12 The landing of the helicopter will be at the discretion of the pilot. Possible reasons for a pilot aborting a landing might include, but are not limited to:
- A. Loss of radio contact with the Landing Zone Officer.
  - B. Unsuitable landing site.
  - C. Weather conditions
  - D. Debris on landing site.
  - E. Wires unidentified by Landing Zone Officer.
  - F. Inappropriate Landing Zone site.
- The helicopter may circle the landing zone several times before landing. The E.O.C. shall be advised when the helicopter is on the ground.
- 1601.13 The helicopter pilot or crew must make contact with the Landing Zone Officer prior to landing; no exceptions.

# Williamson County Rescue Squad, INC. Suggested Operating Procedures

## Series 1600 – Lifeflight Helicopter Operations

- 1601.14 Shutdown versus hot landing – The pilot shutdown if ground time will be greater than ten (10) minutes. The Landing Zone Officer shall advise the Lifeflight crew if there will be a lengthy extrication. The Landing Zone Officer and at least one (1) additional personnel (EMS, Fire Department, Rescue Squad, Law Enforcement, etc.) shall remain with the helicopter to keep unauthorized persons away from the helicopter.
- 1601.15 While the helicopter is running, no one should approach the helicopter unless specifically requested by the crew. Instead, the Lifeflight crew will come to the patient.
- 1601.16 When approaching or departing the helicopter, always do so from the front.
- 1601.17 Whenever possible, a patient staging area shall be prepared at least fifty (50) feet from the landing zone site (preferably in an EMS unit). All patients shall remain in the staging area until the flight nurse has completed a primary assessment. The patient(s) will be secured to the helicopter stretcher and then carried to the helicopter using a four (4)-person carry. A flight nurse or the pilot will safeguard the loading procedure by directing the traffic under the tail section.
- 1601.18 If two (2) patients are being loaded, the second patient should remain in the staging area until directed by the Lifeflight crew. This will be done after the first patient is secured and the area is clear of all personnel.
- 1601.19 As personnel have completed their assignments in patient loading, they will leave the tail section walking toward the front of the helicopter and continue to a minimum of fifty (50) feet from the helicopter.
- 1601.20 Lifeflight personnel (or authorized personnel) shall check the immediate area for loose debris or any items dropped. The Landing Zone Officer shall insure that emergency vehicles have been moved a minimum of one hundred (100) feet from the helicopter and that all vehicle doors, equipment, etc., are secure. The Landing Zone Officer will then position himself or herself in the view of the helicopter pilot and give the all clear for take off signal. As soon as the helicopter departs, the Landing Zone Officer will contact E.O.C. that the helicopter has left the scene.
- 1601.21 Patient information for records can be later obtained by calling the Lifeflight communication center.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 1800-Personnel Accountability**

**Personnel Accountability**

1801.1 Accounting for personnel operating at emergency incidents is an essential component of effective incident management. The use of this procedure reduces the risk of losing a firefighter and facilitates an effective and timely search and rescue, should a firefighter become missing, lost, or trapped. For this reason, this procedure will be followed at every incident.

1802 **OPERATIONAL RESPONSIBILITIES**

1802.1 Accountability involves a personal commitment of all personnel to work within the Passport system at an incident. Command must account for the present assignments of all companies during an incident. Division/Group Leaders must account for the companies assigned to their Division/Group. Team Leaders must account for their personnel, and individuals must stay with their assigned Division/Group.

1802.2 Command will maintain an accurate tracking and awareness of where companies and individuals are committed at an incident.

1802.3 Command will be responsible for including accountability as a major element in strategic and tactical planning, and will consider and react to any barriers that negatively affect personnel accountability.

1802.4 Team Leaders will maintain an accurate tracking and awareness of personnel assigned to them.

1802.5 All companies and individuals at the emergency scene will have an assignment given to them by Command. No freelancing.

1802.6 Companies arriving on the scene will remain intact, until given an assignment. Command may chose to leave a company intact or break them into different groups. The minimum crew size will be two or more members, preferably with a radio. Someone well have contact with a team either, audible, physical, or a safety guide rope with teams that does not have a portable radio.

1802.7 All groups will enter the hot zone together, stay together, and will exit the hot zone together. Reduced visibility and increased risk will require very tight company/group togetherness.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Series 1800-Personnel Accountability**

1802.8 When announcing PAR (personnel accountability report) over the radio, Team Leaders will announce that they have PAR and state the number of personnel for which they have accounted. Additionally, the Team Leader will verify his geographical location.  
Example, "Ventilation to Command, Ventilation has PAR with four members on the roof."

1802.9 Anytime members of a team leave one team for any reasons command must be notified; example one person leaves the salvage team to retrieve another salvage cover.

**1803 ACCOUNTABILITY EQUIPMENT**

**1803.1 Personnel Accountability Tags (PATs)**

1803.2 Personnel accountability tags are plastic tags that are engraved with the member's name.

1803.3 PATs are issued to every Department member.

1803.4 When responding on a unit, each member's PAT shall be attached to the unit's Passport board.

1803.5 Members going to a scene POV will give their PATs to Command or to the person command designates.

1803.6 PATs will be colored coded according to rank as listed:  
a. Chief Officers- White  
b. Captains- Red  
c. Lieutenants- Yellow  
d. Engineer through Firefighter- Black

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Personnel Accountability**

**1803.7 Passport Board**

1803.8 Passport boards are mounted on the dash of the apparatus and PATs are attached to the board. The passport board has the unit number on the upper portion of the board and has driver on the lower portion of the board. The passport board is positioned in full view of the person riding in the officer seat. The driver and member riding in the officer seat are responsible to ensure that every member's PATs is on the passport board.

1803.9 Each member is responsible for keeping the passport board accurate.

1803.10 Pass boards must accurately reflect the responding personnel on each apparatus.

1803.11 Passport boards will be given to Command upon arrival at the scene.

1803.12 Any member not having their PATs will not be allowed to ride on the unit.

1803.13 Any member arriving on the scene POV, without their PATs will not be allowed to any job in or near the hazardous environment.

**1803.14 Pass Board**

1803.15 Pass boards are located on the driver's side door of the districts first out engine and on 1412. The pass boards have the unit's number on the upper part of the board. The passport boards can be placed on this board and command needs to have the first piece of equipment pass board.

Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Personnel Accountability**

**1803.15 Command Board**

1803.16 Command boards are the large dry eraser boards they are located on 1412 and Chief officer cars. They will be used as soon as one arrives on the scene and scene dictates need for it to be used.

**1804 Personnel Accountability Report (PAR)**

1804.1 Several accountability benchmarks are included in tactical operations. The personnel accountability report (PAR) involves a roll call of all personnel assigned to an incident. For a Team Leader, reports of PAR is an accounting of the members assigned to that crew. For the Division/Group Leader, a PAR is an accounting for all crewmembers and companies assigned to that Division/Group.

**Example:** "Division 2 to Command", Division 2 has PAR with two members on the second floor."

1804.2 A PAR will be required by Command for the following situations:

- a. Any report of missing or trapped firefighters.
- b. Any change from offensive to defensive operations.
- c. Any sudden hazardous event at the incident – (flashover, backdraft, collapse, emergency withdrawal etc).
- d. By all crews reporting that, their assignment is completed. (Company Team Leaders of crews who have completed their assignment will ensure they have a PAR for their crews at the time they report to command that the task is completed.  
**Example:** "Search team to Command, Search team reporting primary search complete on first floor, Search team has PAR with three members."
- e. Every 30 minutes of elapsed time.

1804.3 In the event that the number of personnel does not match with that on the Pass Board or personnel are unaccounted for, command will request each team leader to announce the last name of each member on his team. Once, this is completed and command knows the name of the missing firefighter their name announced over the air and then all available members will try to locate this member. Their team leader will advise the last know location, RIT will begin to search this area first. If anyone locates the missing firefighter they will report to command immediately.



Williamson County Rescue Squad, INC.  
Suggested Operating Procedures

**Personnel Accountability**

1805 **PASSPORT IMPLEMENTATION - THE INCIDENT**

1805.3 Implementation of the Passport system will be the responsibility of all personnel. Division/Group Leaders will serve as Accountability Officers for their respective Division/Group. For those situations where it is not obvious as to when and where to turn in Passports, Company Officers should ask Command.

- 1805.2 The Passport system will function as follows:
- a. Upon arrival at the scene, the passport board will be given to command or how he designates.
  - b. Members arriving POV will give their PATs to command.
  - c. Command will use the Pass Board or the Accountability board.
  - d. Team leaders working within the hot zone will maintain accountability responsibility for their crew.
  - e. Command must maintain an awareness of which members are Team leaders.