

Grant County Fire Protection District 3

POLICY AND PROCEDURE

TACTICAL ACTION GUIDELINES

1. NUMBER: 9.1.2
2. SUBJECT: *Emergency Response and Operational Guidelines*
3. POLICY: This Policy and Procedure establishes Emergency Response and Operational Guidelines to be used by the District.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. It shall be the responsibility of the District Fire Chief to enforce this Policy and Procedure.
6. PROCEDURE:
 - A. When an alarm of fire is received, personnel assigned to drive, and the officer shall check the map for hydrant location and proper route. Other personnel shall take their assigned positions without delay.
 - B. Equipment to respond to alarms will be left to the judgement of the officer in charge, in no case shall they be less than the following:

Life threatening aid	- 1 Engine,
Life threatening auto accident-	1 Engine,
Car fire	- 1 Engine
Residential structure	- 2 Engines
Commercial structure	- 4 Engines
Natural cover fire	- 2 Wildland Engines
Service request	- Officer Discretion
 - C. Officers will be responsible for the correct interpretation of alarms and for the notification of all units or stations that are assigned to respond.
 - D. When a crew responding to an alarm encounters a fire enroute: the officer in charge shall take whatever action, which in sound judgment is indicated, according to the circumstances existing at the time. Should the crew encounter a fire while returning to the station, the officer in charge shall notify the dispatcher and proceed to extinguish the fire.
 - E. If an apparatus is unable to reach its destination in response to an alarm, the

officer shall cause the dispatcher to be notified by radio of inability to complete response.

- F. Officers and personnel dispatched to alarms outside the District shall respond with only those vehicles as directed by the District Fire Chief or Duty Officer. This shall cause a Chief Officer to be immediately notified of existing conditions and the action being taken.
- G. Personnel shall remain with their apparatus until ordered into action. Personnel are not to drift or mingle with personnel of other companies while awaiting orders.
- H. Upon arrival at scene, personnel shall be prepared at all times to carry out orders that will be given by the officer in charge, never leaving the apparatus unless ordered to do so. Personnel driving engines shall place the apparatus in position to lay lines, keep motor running and remain in driver's seat until further instructions.
- I. Officers and personnel of a crew shall work together as a unit whenever possible and avoid separation from each other unless otherwise ordered. Aimless wandering about fire premises is strictly prohibited. Personnel assigned as drivers shall stay with apparatus, unless ordered by the Officer in charge to do otherwise. Personnel not under orders shall remain at, or return to, apparatus until needed.
- J. Unless they are in charge at the fire, officers shall be with their crew to direct movements.
- K. The officer or senior firefighter first to arrive at the scene of an emergency shall assume command, and relay appropriate information to the responding Chief Officer. This information should include a request for additional personnel or apparatus if they deem it necessary. They may relinquish command upon the arrival of a superior officer, giving the details of emergency as required.
- L. Upon response to an emergency which involves equipment requiring the services of a utility company, the officer in charge at the scene shall notify the dispatcher, naming if possible, the utility company to be notified to respond.
- M. When the passage of trains, cars, automobiles or pedestrians would interfere with fire operations, the officer in command at the fire shall cause to be established suitable warning devices or barriers at a distance sufficient to ensure safe operations, asking for police assistance if necessary.
- N. Officers shall be guided by the judgment of the Officer in charge of pumpers as to the advisability of handling additional lines.
- O. While operating at fires, personnel shall be on the alert for any evidence which may have contributed to the cause of the fire.
- P. Personnel shall make every effort to preserve evidence of incendiarism at fires. The removal of debris, or the disturbance of conditions surrounding fires before the arrival of assigned investigators, should be carefully considered by the officer in charge. Before leaving the scene of a suspicious or incendiary fire, if an investigator has not arrived, the officer in charge shall delegate a firefighter to take charge of the premises with instructions to prevent the disturbance of conditions surrounding the fire and to permit entrance only to authorized persons. Personnel receiving this assignment shall refrain from discussion of the fire

except with authorized investigators or officials.

- Q. Personnel shall make every effort to prevent loss or theft of money, jewelry or other valuables at the scene of an emergency. Full authority is granted to officers of the Fire District in charge at fires to prevent the approach of any person, or to remove and keep away all persons, who in the officer's judgment is not usefully employed in extinguishing the fire or preserving property in the vicinity. This authority will be used to prevent entrance or loitering at the scene of fires by any individual not having a legitimate reason for being present.
- R. Any person finding money, jewelry or other valuables at the scene of an emergency, shall immediately report it to their immediate officer, who will report to the officer in charge. If the officer in charge is satisfied that the proper owner is located, he/she will turn over the valuables and secure a receipt. If the proper owner cannot be located, such valuables will be turned over by the officer in charge, to the District Fire Chief or appropriate law enforcement officer. In either event, a report will be submitted through channels promptly, with any receipts attached, and forwarded with report.
- S. Any person receiving a complaint of theft or loss of valuables at the scene of an emergency will immediately report to his/her immediate officer who will report to the officer in charge. The officer in charge will institute an investigation as soon as possible.
- T. Officers operating at fires shall avail themselves of information necessary to complete regular Response Report Form.
- U. The officer in charge shall ensure that all reports are completed on the appropriate forms.
- V. Reports shall also be made by the officer in charge who works on fires outside the district (Mutual Aid).
- W. When power, gas or water has been shut off from a fire building during extinguishing operations, the officer in charge shall contact the dispatcher by radio who in turn will see that the utility company supplying this service is notified immediately.
- X. Officers and personnel responding to an alarm in a U.S. mailbox shall control the fire with a minimum of damage to the contents, and if possible, without breaking open the box. Carbon Dioxide (CO-2) directed into the mail containers has been found very effective on these fires. In all cases of the fire affecting mailboxes, the Sheriff's Department shall be notified immediately, who in turn will notify a representative of the Postal Department.
- Y. Officers shall, before leaving the fire scene, make inspection to determine that their equipment is complete. Upon return to quarters, the officer shall make a complete investigation of the loss of any District property at fires or elsewhere and submit a written report promptly, outlining the investigation made. When loss of property is due to carelessness or neglect of any personnel, the facts as determined will be fully reported.
- Z. The person assigned to drive shall check all equipment before leaving the scene of

the fire to make sure that all is accounted for.

- AA. Upon return to the station, the apparatus shall be readied for service as quickly as possible.
- BB. Officers shall notify the dispatcher on return to quarters from any run.
- CC. Personnel shall endeavor to detect and obtain evidence to convict person guilty of causing false alarms or fire.
- DD. Radio procedure shall be the following, including:
 - 1. Use of standard words and phrases.
 - 2. Refraining from unnecessary and/or personal comments.
 - 3. Identify the unit you are when initiating communications, then unit you are calling.
- EE. Personnel shall not smoke, eat, nor talk unnecessarily, while attending a patient. Personnel shall not discuss a case with non-district personnel, nor make any remarks concerning the diagnosis of a case. They shall report to the doctor or ambulance personnel any facts or information pertinent to the case, as he/she may request.
- FF. Oxygen and SCBA-tanks shall be checked (refilling, if needed) as soon as possible after return to station.
- GG. All equipment (i.e., face pieces, SCBA-tanks and all necessary fittings) shall be thoroughly cleaned or changed after each call.
- HH. Names and addresses of all persons treated or transported shall be obtained for the records, and complete reports on the form provided shall be made upon return to station.
- II. Personnel should respond to their stations and proceed to the call on the apparatus.
- JJ. Personnel will not enter the emergency area without proper clothing.
- KK. On in-house aid calls, unnecessary personnel (not involved in patient care or being used as a runner) will wait outside the house.