

BOARD OF PUBLIC WORKS AND SAFETY

RESOLUTION NO. 25-08

A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF GREENWOOD REPEALING FIRE DEPARTMENT PROCEDURE GENERAL ORDERS AND APPROVING AND ADOPTING FIRE DEPARTMENT STANDARD PROCEDURES MANUAL

WHEREAS, to meet its responsibility to the community and to promote the provision of fire and public safety services in a safe, professional, respectful, efficient and effective manner, it is important for the Fire Department to set written standards for its firefighters and employees regarding performance of duties and the conduct of operations;

WHEREAS, the Fire Department has drafted the Greenwood Fire Department Procedures Manual ("Procedures Manual") attached hereto as Exhibit A;

WHEREAS, the Board of Public Works and Safety has reviewed the attached Procedures Manual and believes it is in the best interests of the City to repeal all current Fire Department Procedure General Orders and to adopt the Procedures Manual;

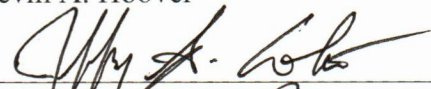
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF GREENWOOD, INDIANA THAT:

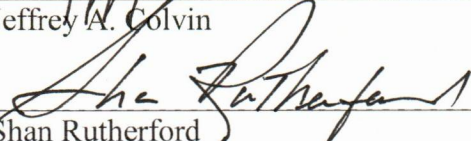
1. All Fire Department General Orders establishing procedures and procedural guidelines for Fire Department employees, and any and all revisions or amendments thereto, are hereby repealed, as are any other documents or portions of documents in conflict with the Greenwood Fire Department Procedures Manual attached hereto as Exhibit A.
2. The Greenwood Fire Department Procedures Manual attached hereto as Exhibit A is hereby approved and adopted.
3. The Greenwood Fire Department Procedures Manual shall go into immediate effect upon passage of this Resolution.
4. The Fire Department shall distribute the Greenwood Fire Department Procedures Manual to all affected employees and shall obtain a signed acknowledgement of receipt from all said individuals.

PASSED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF GREENWOOD, INDIANA this 24th day of JULY, 2025, by a vote of 3 ayes, 0 nays.

BOARD OF PUBLIC WORKS AND SAFETY


Kevin A. Hoover


Jeffrey A. Colvin


Shan Rutherford

ATTEST:


Amanda Leach, Clerk of the Board of
Public Works and Safety

Greenwood Fire Department

Fire Procedure Manual

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Chapter 1 - User Guide and Glossary

User Guide

100.1

INTRODUCTION

The purpose of this guide is to familiarize users of Lexipol's Fire Procedures with their basic style, format and structure.

STRUCTURE

Each Fire Procedure is organized into these sections:

- A. Purpose and Scope: Brief summation of the document.
- B. Corresponding Policies: Points users to policies in the Lexipol Fire Manual that correspond with a specific procedure document.
- C. First Five Minutes: Tasks and instructions for first-on-scene responders; appears only in operational procedures. When creating a non-operational procedure, skip this section but retain overall structure and format,
- D. Procedures: Resource deployment, operations, personnel, apparatus.
- E. Universal Practices: Commonly used, best practice information about procedures.
- F. Decision tree: Illustrated procedure guide for operational policies.

FORMAT

Every procedure has a label and procedure number.

- A. Section numbers contain a procedure number. For example, in Chapter 3 in the procedure titled Apparatus Driving Safety, 300.1 is Purpose and Scope and 300.2 is First Five Minutes.
 - 1. Sections are organized in tiers designated by letters, then numbers, then symbols. An exception appears in the First Five Minutes section
 - # This symbol designates First Five Minutes tasks.
 - This symbol calls out items of instruction within a task.
- B. When inserting information into sections, remember that general information goes into the lettered section, followed by:
 - 1. Specific information or instructions related to the lettered section in a numbered subsection.
 - Any information used to further explain the numbered subsection uses this symbol.
 - A list within a list may include detail requiring this symbol.

STYLE

The term "style" refers to the rules Lexipol follows for spelling, punctuation, grammar and other issues. These guidelines maintain consistency, which should help Fire Procedures users have a

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User Guide

clear, uniform understanding of regularly used terms, acronyms and other elements throughout the documents. Here are style issues you may encounter:

Acronyms: When using an acronym, spell it out on first use within a document. For example, write *personal protection equipment* on first reference. If it is used again in the procedure, add the acronym in parentheses and use the acronym on second and later references.

Abbreviations: Abbreviating a commonly used term is acceptable in some cases, such as when the term is familiar, and the meaning of the abbreviated word is universally known. Examples are *HAZMAT* and *decon*.

Citations: Citations relating to operational procedures will appear in guide sheets. The guide sheets will cite to national fire service standards and sources used to develop best practice.

GLOSSARY

A glossary of terms and phrases used within the procedure documents and decision trees follows this user guide.

GUIDE SHEETS

Guide sheets offer direction for customizing content for your agency, if necessary. They also contain a list of references, such as NFPA standards and International Association of Firefighter best practices.

Glossary

101.1

Active shooter/violent incident operational zones:

- **Cold zone** – Area outside of the immediate threat deemed safe enough for personnel to assemble and work at a Casualty Collection Point (CCP) without concern for migration of the threat.
- **Warm zone** – Area that is relatively secure and that is entered by personnel as part of a team to extract viable patients to a CCP.
- **Hot zone** – Area entered only by law enforcement personnel. The hot zone includes any area where a suspect or suspects may be located and that is not under the control of law enforcement.

Anchor point – A safe area from which wildfire operations start.

Annunciator or fire alarm control panel (FACP) – A control station for an alarm system within a building.

Apparatus – Any emergency fire response vehicle.

- **Aerial:** Apparatus with a mounted ladder or tower capable of elevating, rotating, and extending.
- **Engine:** Apparatus with pump, water, and hose.

Cache – A complement of predetermined tools, equipment, and supplies stored in a designated apparatus location and ready for use by a Rapid Intervention Team.

Casualty collection point (CCP) – A geographic location at or near the scene of an active shooter/violent incident to which victims are extracted. Depending on the size of the incident, there can be multiple casualty collection points. This area should serve as the initial point where all patients will be formally triaged, treated, and transported.

Civil disorder – Any public disturbance involving acts of violence by assemblages of three or more persons that causes an immediate danger to, or results in damage or injury to the property or person of, any other individual (18 USC § 232).

Civil disorder operating zones:

- **Cold zone** – Area outside of the immediate threat deemed safe for personnel to operate without concern for migration of the civil disorder threat.
- **Warm zone** – Area that is relatively secure and where personnel can operate with or without law enforcement personnel present, depending on a threat assessment performed by the Incident Commander (IC).
- **Hot zone** – Area that, based upon a threat assessment, is deemed too unstable or unsafe for personnel to operate.

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Glossary

Conditions, Actions, Needs (CAN) situation report – Information reported to the Incident Commander (IC) by on-scene personnel regarding conditions being experienced, actions being taken, and support or resources needed to accomplish a given task.

Division – Used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Fire attack modes:

- Defensive: Fire attack initiated and completed from the exterior.
- Offensive: Fire attack initiated from the interior.

Fire control room – A centralized location within a structure that houses the controls for emergency fire detection/suppression systems.

Flow path – The movement of hot fire gases from the seat of the fire toward openings in the buildings and the movement of fresh air toward the fire.

Group – Established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function and are not necessarily within a single geographic division.

Hazardous materials (HAZMAT) operational zones (hot, warm, cold):

- The exclusion zone (or hot zone) is the area with actual or potential contamination and the highest potential for exposure to hazardous substances.
- The contamination reduction zone (or warm zone) is the transition area between the exclusion and support zones. This area is where responders enter and exit the exclusion zone and where decontamination activities take place.
- The support zone (or cold zone) is the area of the site that is free from contamination and that should be safely used as a planning and staging area.

Immediately dangerous to life or health (IDLH) – Used to describe an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Incident action plan (IAP) – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may identify operational resources and assignments. It may also include attachments that provide direction and important information for managing the incident during one or more operational periods.

Incident Command/Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for managing all incident operations at the incident site. This will initially be the first responder to arrive on-scene and will be transferred to a senior officer upon his/her arrival.

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Glossary

Incident hot zones – For other than HAZMAT incidents and active shooter/violent incidents, the zone where hazards are present requiring implementation of scene safety practices. The incident conditions dictate the hazard zone and what scene safety practices should be implemented.

Landing zone (LZ) – A designated location for a helicopter to take off and land.

Lookout – An on-scene member tasked with paying attention to changing scene environments to provide warning to working personnel. During periods of civil disorder, the lookout may also be tasked to keep watch over, and alert law enforcement and incident command, of any attempts by the public to damage, sabotage, or take apparatus and equipment, or otherwise interfere with fire operations.

Mayday – A call indicating a firefighter may be in distress and in need of rescue, including being disoriented, trapped, or injured.

Mutual aid – The provision of personnel, equipment, materials, or associated services to another jurisdiction for the purpose of aiding in fire suppression or other emergency incidents. Mutual aid is generally authorized in a written agreement between and among agencies/organizations and/or jurisdictions, or by state law or regulation.

Personnel Accountability Report (PAR) – A roll-call system designed to confirm the identity, location, and well-being of all personnel working at an incident.

Qualified officer – A member with the Incident Command System certifications and any other qualifications necessary to assume fireground responsibilities or an event occurring on the fireground, such as a Mayday.

Rapid intervention team/crew (RIT/RIC) – A team of two or more firefighters dedicated solely to rescuing firefighters in distress.

Rehabilitation (Rehab) – To restore or bring to a condition of health or useful and constructive activity.

Risk assessment – The process of identifying fireground hazards and the potential impact of those hazards on firefighter safety when engaged in specific fireground assignments or tasks.

Rules of Air Management (ROAM) – A system used by firefighters to remain aware of how much breathing air is in the SCBA and ensure there is enough breathable air for a safe exit from an IDLH environment.

Size-up – The initial and ongoing process of gathering and analyzing information critical to incident factors that lead to problem identification.

Span of control – The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.

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Glossary

Staging – Location established where resources can be placed while awaiting a tactical assignment.

- Primary or Level 1 staging: As determined by department policy, the location for incoming units. Generally, this should be about one block from the incident.
- Secondary or Level 2 staging: The location to which all second or greater alarm or mutual-aid companies report.

Tactical withdrawal – The cancelation or withdrawal of a response or operations based on conclusions from a threat assessment, or a report from the incident command structure above that of an IC, of a credible threat of violence to personnel while responding to or operating at any incident.

Task force – A group of apparatus and personnel assembled and assigned to operate as a response and operations unit.

Temporary refuge area (TRA) – Area of relative safety for members to retreat during wildfire operations.

Temporary traffic control devices (TCD) – Cones, flares, flashing lights, signs, and other devices used to direct traffic around emergency scenes.

Threat assessment – An initial and continuing review of civil disorder conditions, the nature of the call for service, and on-scene conditions, resulting in a determination to either:

- Initiate or continue a response.
- Continue or terminate operations.

The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events, and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- Any time a subject challenges or threatens members of the department with violence or harm.
- Any scene where members of the department are attacked in any way. Examples include rocks, bottles, or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.

Any event involving civil disturbance, large-scale demonstrations, or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

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Fire Procedure Manual

Glossary

Traffic Incident Management System – All-hazard management program for managing roadway incidents.

Unified command(UC) – An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Chapter 2 - Organization and Administration

Incident Command and Control

200.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures to establish command for Greenwood Fire Department units responding to emergency incidents.

Corresponding Policies:

Emergency Response
Fireground Accountability
Incident Management
Staging

200.2 FIRST FIVE MINUTES

The first arriving department unit should contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC), when appropriate.

The Incident Commander (IC) should:

#Establish the department personnel accountability system.

#Perform or direct another member to perform a 360 assessment of the incident and report the results to the IC.

#Declare an offensive or defensive strategy.

#Confirm scene safety for all Emergency and Medical Services (EMS) incidents.

#Begin incident stabilization (reactive mode to proactive mode).

#Assign critical tasks.

#Call for any additional resources as appropriate.

#Refer to the Unified Command Procedure if the incident involves multiple jurisdictions or multiple agencies/organizations within a single jurisdiction.

200.3 PROCEDURES

200.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Apparatus should respond to the scene and position to fulfill its assignment, or stage, as directed by the IC.

(a) Initial arriving apparatus should leave access for later arriving units.

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Incident Command and Control

- (b) Apparatus not immediately required for stabilization of the scene should stage in an area that allows critical units access to the scene.
- (b) Personnel
 - 1. Personnel should be in personal protective equipment (PPE) suitable for the response.

200.3.2 OPERATIONS

- (a) Incident Command and Command Modes
 - 1. Whenever practicable, after establishing command the IC should declare Command Mode and not engage in any firefighting operations. He/she should locate and establish a command post and advise Control and fireground personnel of the command location.
 - 2. When the IC declares Command Mode, he/she should assign the remainder of the crew consistent with one of the following options, depending on resources and scene conditions:
 - (a) A member of the company should be designated as the acting officer and command the remainder of the crew for tactical assignments.
 - (b) The remaining company personnel should be assigned to staff functions to assist the IC.
 - (c) The remaining company personnel should be assigned to another company.
 - 3. Investigative and Fast Attack Modes
 - (a) When the IC determines Command Mode is not reasonably practicable and, based on scene conditions and resources, decides that he/she should engage in firefighting operations, he/she should declare either an Investigative Mode or Fast Attack Mode:
 - Investigative Mode – The IC is with investigating crews.
 - Fast Attack Mode – The IC has determined that his/her direct involvement in the fire attack will make a positive difference in the outcome of the incident and participates in rescue, suppression or crew safety activities.
 - (b) When in Investigative or Fast Attack mode, the IC should have a portable radio and make appropriate communications and assignments for incoming units.
 - (c) As soon as it is practicable, an IC in Investigative or Fast Attack mode should either transfer command to a qualified officer who can assume Command Mode or have incoming units take over investigative or fire attack tasks to allow him/her to assume Command Mode.
 - 4. Transferring command

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Incident Command and Control

- (a) Depending on staffing and the situation, command may be transferred to a later arriving qualified officer or an officer of superior rank/experience.
- (b) Whenever practicable, transfer of command between the initial IC and the qualified officer assuming command should be face-to-face.
- (c) The IC transferring command should provide a verbal report to the qualified officer assuming command. Whenever practicable, the report should be given in written form as well and should include, but not be limited to:
 - Conditions encountered on arrival.
 - Strategic and tactical objectives.
 - Crew assignments and locations.
 - Current outcome of strategy and tactics.
 - Any significant obstacles.
 - Personnel accountability report.
 - Plans for future operations.
- (d) Following the transfer of command, the qualified officer assuming command should notify Control and all incident personnel via the fireground channel that he/she is now in command.

Operational Readiness

200.1 PURPOSE AND SCOPE

This document provides daily operational readiness procedures for Greenwood Fire Department personnel. These procedures should be implemented at the start of each shift (tour).

Corresponding Policies:

Emergency Response
Fire Station Living
Fireground Accountability
Minimum Staffing Levels
Personal Protective Equipment
Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

200.2 FIRST FIVE MINUTES

At the start of each shift:

#The Company Officer should:

- Conduct roll call
- Provide a staffing report to the Battalion Chief
- Assign riding positions
- Outline tasks to be completed during the shift
- Inspect all Department personnel accountability materials assigned to the Company Officer, direct all engineers to inspect all personnel accountability materials assigned to the apparatus and direct all firefighters to inspect all individual personnel accountability materials. Any missing or damaged personnel accountability materials should be reported to the Company Officer as soon as is reasonably practicable.

#The Battalion Chief should ensure all companies are staffed per department policy.

200.3 PROCEDURES

Members with responsibility for operational readiness include:

200.3.1 BATTALION CHIEF

The Battalion Chief should be responsible for every station, apparatus and member assigned to his/her battalion.

Priority should be given to:

- (a) Assigning resources so that all stations and companies are staffed according to department guidelines.
- (b) Checking status so that all companies are in-service or otherwise accounted for.

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Operational Readiness

200.3.2 COMPANY OFFICER

The Company Officer should be responsible for firefighters assigned to the company or companies under his/her command and the overall condition of the apparatus and station.

Priority should be given to:

- (a) Instructing and directing firefighters to understand responsibilities during emergency responses.
- (b) Instructing, directing and supervising firefighters to understand and complete assigned tasks.
- (c) Directing firefighters to initiate repair or replacement of damaged, inoperable or missing equipment.

200.3.3 OPERATIONS

Engineers should be responsible for conducting a daily inspection of all apparatus established by the Department.

- (a) The inspection should include all items and provisions identified to ensure safe operational status in the Department policy.
- (b) When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Company Officer should be immediately notified.
 - 1. If the Company Officer determines that the apparatus is not safe to operate, it should be removed from service as soon as practicably reasonable.
 - 2. Any safety-related deficiency that does not require the apparatus to be taken out of service should be repaired as soon as practicably reasonable.
- (c) Diesel exhaust emission systems should be inspected to make sure they are attached and operating properly. Systems not operating properly should be reported to the Company Officer.

200.3.4 FIREFIGHTER

Firefighters should comply with the following requirements:

- (a) Inspecting his/her personal protective equipment and placing it on or near the apparatus for quick donning.
- (b) Inspecting and testing his/her assigned self-contained breathing apparatus and knowing where it is stored on the apparatus.
- (c) Understanding the responsibilities of his/her position during emergency response.
- (d) Inspecting tools assigned to his/her unit.
- (e) Complying with the department personnel accountability system and reporting any damaged or inoperative personnel accountability equipment to the Company Officer.
- (f) Assisting the engineer with inspecting tools, equipment and supplies assigned to the apparatus.
- (g) Serving as spotter when the engineer is backing the apparatus.

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Fire Procedure Manual

Operational Readiness

- (h) Reconnecting the vehicle exhaust removal system after each call. This should be assigned to the firefighter sitting in the position closest to the apparatus exhaust.

Unified Command

201.1 PURPOSE AND SCOPE

This document provides the procedures for establishing a unified command for the Greenwood Fire Department operating at a multi-agency and/or multi-jurisdictional incident.

Corresponding Policies:

Incident Management
National Incident Management (NIMS) Training

201.2 FIRST FIVE MINUTES

The first arriving unit should contact Control and:

#Provide the following information:

- Unit on-scene
- Initial scene size-up
- Primary (Level 1) Staging area
- Unit assuming incident command (IC), when appropriate.

#Advise that the incident requires establishment of a Unified Command (UC) and identify:

- The initial required UC departments, if the incident is contained to a single jurisdiction.
- Agencies, if the incident will require multi-jurisdictional UC.
- Location of an initial command post for the UC.

#Establish the department personnel accountability system. Personnel accountability remains the responsibility of each agency.

The UC should:

#Select a spokesperson for a single point of contact.

#Set priorities and objectives.

#Develop an Incident Action Plan (IAP).

#Develop a Communications Plan.

#Account for capabilities and constraints.

#Develop and adopt an overall strategy based on the priorities and objectives and capabilities.

201.3 PROCEDURES

- (a) Before continuing to participate in a UC in another jurisdiction, the Greenwood Fire Department should satisfy the following requirements:

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Unified Command

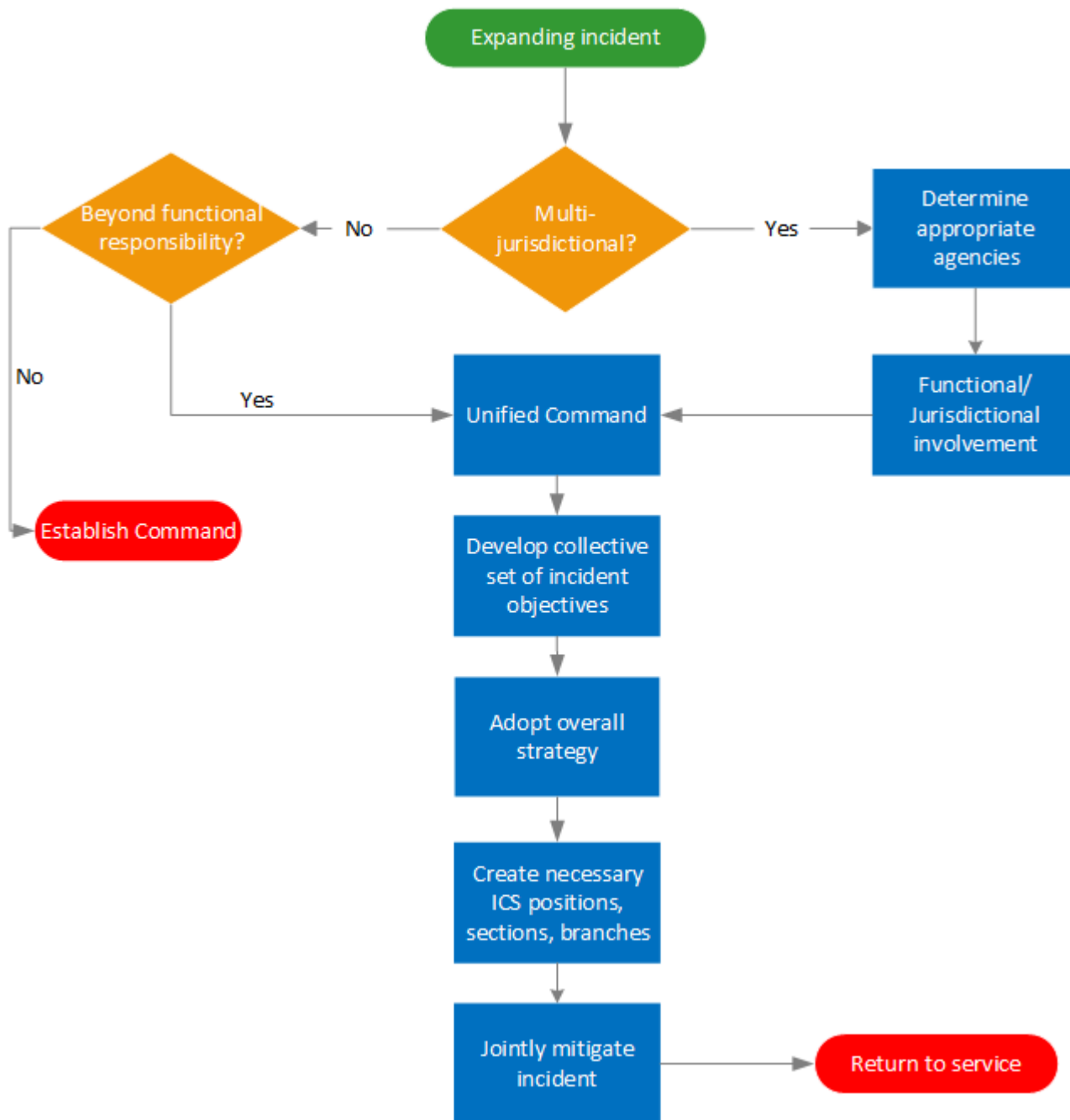
1. Have the authority or functional responsibility to participate in the incident.
 2. Have an area of responsibility that is affected by the incident or response operations.
 3. Have the authority for commanding, coordinating or managing a major aspect of the response.
 4. Have the resources, including funds to support participation in the response organization.
- (b) The department UC representative(s) should:
1. Be trained in the Incident Command System.
 2. Have decision-making authority and capacity for the full duration of the incident.
 3. Have the authority to commit and direct Greenwood Fire Department resources, including funding, to the incident.
 4. Maintain any other credentials or qualifications required by law or policy for participation in a UC.

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Fire Procedure Manual

Unified Command

201.4 PROCEDURE DECISION TREE



Physical Asset Management

201.1 PURPOSE AND SCOPE

This document provides procedures for managing the Department's physical assets.

Corresponding Policies:

Physical Asset Management
Use of Department-Owned and Personal Property
Use of Personal Communication Devices
Use of Department-Owned Vehicles
Non-Official Use of Department Property

201.2 INVENTORY CONTROL

The Fire Chief or the authorized designee should establish an accurate inventory-control and record-keeping system for tracking the department's physical assets.

201.2.1 INITIAL INVENTORY

- When developing a new inventory control system, asset counts can be divided into smaller tasks and spread out over time.
- Additionally, a risk-based approach may be used to determine which capital assets to count first and which ones to count later. Where the risk of loss is high, inventory counts should be scheduled as soon as possible.
- Upon acquisition of a new physical asset, an inventory record should be created and the appropriate information documented before placing the asset into operation or service, in accordance with the Physical Asset Management Policy.

201.2.2 INVENTORY REVIEW

An inventory review of all physical assets should be conducted at least annually. The purpose of the inventory review is to maintain an accurate and complete record of department physical assets. Both the initial inventory and all inventory reviews should be supervised by a person designated by the Fire Chief or the authorized designee.

201.3 DISPOSAL OF PHYSICAL ASSETS

In order to accurately track and classify how a physical asset is disposed of, including sale, donation, transfer, salvage, or scrap, members responsible for recording the disposal should use the inventory-control and record-keeping system so that the transfer may be accurately classified. Disposal of personal property is governed by IC 36-1-11.

201.4 LOSS, DAMAGE, OR DESTRUCTION

Members should report the loss, damage, or destruction of department physical assets not assigned to them under the Use of Department-Owned and Personal Property Policy to their

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Physical Asset Management

commanding officer, the Fire Chief, the appropriate committee chairperson, or the authorized designee for review and investigation according to the Physical Asset Management Policy.

Members experiencing loss, damage, or destruction of physical assets assigned to them should make all reports according to the Use of Department-Owned and Personal Property Policy.

201.5 SURPLUS OR OBSOLETE ASSETS

Physical assets that are no longer utilized by the department should be identified and classified as surplus or obsolete and stored or disposed of by the Fire Chief, the appropriate committee chairperson, or the authorized designee according to the Physical Asset Management Policy. Disposal of surplus property is governed by IC 5-22-22.

201.6 CORRESPONDING PROCEDURES

Purchasing and Procurement

Personnel Evaluations

202.1 PURPOSE AND SCOPE

This document provides guidelines for supervisors who are responsible for completing evaluations of department personnel.

Corresponding Policies:

Records Management
Performance Evaluations
Promotions and Transfers
Position Descriptions
Classification Specifications
Career Tracks
Fire Officer Development
Educational Incentives

202.2 INITIAL STEPS

Review the Performance Evaluations Policy.

- Determine the type of performance evaluation that needs to be completed, according to the Performance Evaluations Policy:
 - Regular
 - Transfer
 - Special
- Gather the following:
 - Job description of the member being evaluated
 - Previous evaluation of the member being evaluated
 - Supervisor notes concerning the performance of the member during the rating period
 - Any department documentation related to uniform goals for the Department and personnel

202.3 PROBATIONARY MEMBERS

Supervisors should evaluate the performance of probationary members on a continuous basis throughout the probationary period, as directed by the Performance Evaluations Policy.

202.4 PERMANENT STATUS MEMBERS

Supervisors should prepare an evaluation of each member under their command twice per year, prior to the transfer of a member to a new assignment, or when special circumstances warrant, as directed in the Performance Evaluations Policy.

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Personnel Evaluations

After gathering all required documents and information, the supervisor should complete the evaluation form. While completing the form, the supervisor should remain objective and free from bias. The evaluation should be completed based on facts, observed job performance, and the member's knowledge, skills, and abilities. Supervisors should not allow personal feelings toward the member to influence the evaluation.

202.5 RATINGS

Supervisors should follow the rating categories described in the Performance Evaluations Policy when completing personnel evaluations. Additionally, the supervisor should provide specific descriptions of the member's demonstrated or observed behaviors, knowledge, skills, and abilities. When a member earns a rating that is above or below the requirements for a "meets standards" classification, the supervisor completing the evaluation should thoroughly document the reasons for the high or low rating in the rater comments section of the evaluation.

Ratings that are below "meets standards" should include comments from the supervisor related to specific deficiencies and actions as well as goals to improve the member's performance level.

202.6 EVALUATION REVIEW

When the immediate supervisor has completed the evaluation form, it should be reviewed according to the Performance Evaluations Policy. The second-level supervisor should assess the fairness, impartiality, uniformity, and consistency of the first-level supervisor's comments and ratings. The second-level supervisor should provide feedback to the first-level supervisor prior to the review of the evaluation with the member being assessed.

202.7 EVALUATION INTERVIEW

After completing the evaluation form and receiving feedback from the second-level supervisor, the member's immediate supervisor should schedule a time to discuss the evaluation results with the member and present the member with a copy of the evaluation.

When the supervisor is conducting the evaluation interview, it is important to set up the desired environment including but not limited to:

- The interview should be held in private at a time convenient for both the supervisor and the member.
- The evaluation interview should be held face to face, whenever practicable.
- Both the supervisor and the member should be seated without any barriers between them (e.g., tables, desks).
- The supervisor should allow the member to read through the evaluation form in its entirety before discussing any specific ratings.
- The supervisor should allow the member to ask questions about the supervisor's ratings and comments.
- The interview should maintain a professional tone at all times.

Report Writing and Documentation

202.1 PURPOSE AND SCOPE

This document provides procedures for preparing reports and other documentation required by the Department.

Corresponding Policies:

Administrative Communications
Post-Incident Analysis
National Fire Incident Reporting System
Fire Investigations
Pre-Hospital Care Reports
Performance Evaluation
Personnel Complaints

202.2 INITIAL STEPS

- Determine whether a government, agency, or other form exists. If so, ensure that the correct form is used and that all required information is provided.
- Where there is no applicable form, refer to the relevant policy or procedure to ensure that all necessary facts and information are gathered and documented.
- In gathering facts and information, follow the basic rule of who, what, when, where, why, how, and how many.
- In all reports, be accurate in all facts and information.
- In completing reports, remember that the report should give the reader as complete a picture as possible of the subject of the report.
- Failure to complete reports in a timely manner may result in disciplinary action.

202.3 TYPES OF REPORTS

202.3.1 MEMORANDUMS AND ELECTRONIC COMMUNICATIONS

Memorandums (memos) and electronic communications are common forms of written communication in the fire service. The purpose of the memo may include but is not limited to:

- Members making personnel-related requests, such as a request for time off, to switch a shift with another member, or to request tuition reimbursement, should the Department have such a policy.
- Members notifying superiors of possible policy or procedure violations by other members.
- Members responding to a superior requesting information related to a workplace incident.
- A superior notifying a member that a particular personnel request is approved or denied.

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- A superior providing a member with information on the status or resolution of a complaint.
- The Department notifying members of temporary or permanent policy or procedural changes or new policies or procedures.
- The Department notifying members of shift changes or other work-related matters.

A memorandum should have the following form:

- Title: Department memorandum
- Heading
 - TO:
 - FROM:
 - DATE:
 - SUBJECT:
 - RELEVANT POLICY/PROCEDURE
- Introduction - A short statement summarizing the subject of the memo.
- Body - A more detailed explanation of the subject of the memo, including, when necessary, the reason for the request or action, reference to the relevant policy/procedure, relevant facts and information, and effective/ending dates.
- Conclusion - A summary of what was stated and the request for action.
- Any additional documentation required by policy/procedure, as applicable.

An introduction or conclusion may not be needed, based upon the nature of the request or action. For example, a request for time off, pursuant to a time off or leave policy, may require only a sentence or two. Members should review applicable policies and procedures and ensure that all required information is included so that the request may be acted upon without the need for follow-up.

202.3.2 EMS NARRATIVES

The Company Officer or OIC on the first arriving apparatus is responsible for the completion of the EMS (E.H.R.) report. The Company Officer or OIC can delegate this task to the person/persons on the apparatus with primary patient care. If there are multiple patients, a report will be completed for each patient.

In addition to the prescribed sections or coding boxes requiring completion on a Patient Care Report (PCR) or electronic Patient Care Report (ePCR), there will be space for a narrative. The narrative should include but is not limited to the following elements:

- Dispatch and response summary, including:
 - Time received by dispatch
 - Time of dispatch

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- Time response initiated
- Time of arrival on scene
- Time departed from scene to hospital
- Time of arrival at hospital
- Time clear of hospital
- Time back in quarters
- Scene summary: What happened when you arrived? What did the scene look like?
- Initial patient assessment, together with any changes in the assessment.
- Interventions: What you did to or for a patient.
- Status change: Were there any changes in the patient's condition, and what further actions or interventions occurred?
- Safety summary: Describe how you packaged and transported the patient.
- Disposition

All PCR's shall be completed by the end of shift.

202.3.3 FIRE INCIDENT REPORTS (NFIRS)

The Senior Officer on the first arriving apparatus is responsible for the completion of the entire fire incident narrative. If the response is marked a working incident, the Battalion Chief or Incident Commander will be responsible for the main fire incident report. The Company Officer or OIC for each responding apparatus is responsible for entering their personnel and unit narrative under their respective apparatus. The Company Officer or OIC will not delegate this responsibility to his/her subordinates.

A Fire Incident Report must be completed for all Medic only responses. This is the responsibility of the Company Officer in which the Medic was dispatched from.

All applicable sections and coding boxes of the NFIRS or state Fire Incident Report should be thoroughly completed. In addition to the prescribed sections, there may be space for, or the Department may require, a narrative. Narratives may also be required of the commanding officers for stations or units. The narrative should include but is not limited to:

- Initial information provided to responding units by dispatch.
- Information gathered upon arrival.
- Initial actions, including but not limited to tasks and assignments.
- What actions were taken to complete or attempt to complete assignments and tasks.
- Evaluation of the incident and actions taken. If decisions were made to not take a specific action or tactic, it should be noted.

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Additional information may include to whom the property was turned over, civilian and firefighter casualties, residents displaced, and other agencies that may have responded.

The Incident Commander of a call for service should review the narratives of all responding units to ensure relevant fireground actions are documented.

All NFIRS reports shall be completed by the end of shift.

202.4 FIRE INVESTIGATION REPORTS

The on-scene investigator will be responsible for documenting and completing an investigation report as well as the investigation section of the primary fire report. The investigator will not delegate this responsibility to his/her subordinate. Investigations may take additional time to complete, however, investigation reports are to be completed as soon as all information and data has been collected.

The information and format of fire investigation reports is informed by NFPA 921 – The Guide for Fire and Explosion Investigation, as well as legal precedent that calls for using a scientific approach to origin and cause determination. The fire investigation report should reflect the use of the scientific method by the investigator to reach a conclusion.

A complete fire investigation report should contain the following information:

- A detailed summary of the incident
- List of participating investigators and their role in the investigation
- Description of the structure or vehicle being investigated
- Exterior observations
- Interior observations
- Witness interviews and statements
- Background information
- Evidence collected, including how it was processed and laboratory results (includes photographs and sketch of scene)
- Analysis of origin and cause
- Conclusion

202.5 QUALITY MANAGEMENT

The Company Officer or OIC for each apparatus will be responsible for reviewing and making sure that every incident report is completed appropriately. If the report is missing or lacks information, the Company Officer or OIC is to direct the person responsible for the report to complete it immediately. The Company Officer or OIC is not to complete the report for their subordinates.

Quality Management on reports shall be completed at the end of shift to assume all information is timely and correct. It is the responsibility of each Company Officer to complete the Quality Management Process. EMS data must be quality checked in order to be submitted to IDHS.

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Report Writing and Documentation

The Battalion Chief for each shift shall be responsible for insuring completion and quality of Fire Reports. This includes confirming that all Fire Reports have been imported, personnel have been entered, unit reports completed, coding in regards to incident type is correct, aid given/received, location type, property use, and actions take are appropriate.

202.6 PERSONNEL CHANGES

For all personnel changes, the chief officer responsible for administration should coordinate with the human resources department, if available, to confirm that a report form is established for personnel changes. The form should provide for, at a minimum:

- The name of the member who is the subject of the personnel change.
- Reference to any policies, procedures, or other operating documents providing authority to make the personnel change. List any relevant sections or subsections. For personnel changes made by an officer pursuant to discretionary authority, any policy, procedure, or other operating document granting discretionary authority should be referenced, as well. Examples of other operating documents include but are not limited to:
 - Interim orders or directives.
 - Employee agreements, memorandums, or letters of understanding.
 - Local ordinances.
 - Relevant statute, regulation, or administrative rulings, such as a decision from a state public employment relations commission.
- The reason for the personnel change.
- The effective date of the personnel change.
- Whether the personnel change is permanent or temporary and, if the change is temporary, the anticipated end date of the change.
- Confirmation that all applicable policies and procedures were followed.

Personnel changes include but are not limited to:

- Station transfers that are ordered or permitted outside of any regular station transfer calendar.
- Shift changes that are ordered or permitted outside of any regular shift change calendar.
- Initial assignment.
- Suspensions.
- Promotions.
- Demotions.
- Terminations.

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Report Writing and Documentation

202.7 UNIVERSAL PRACTICES

- Reports may be considered public records and may be subject to public disclosure and subpoena during legal proceedings and administrative hearings.
- All reports should be written in the first person and active voice.
- Sentences should be clear and concise using standard English.
- Correct grammar and spelling should be used.
- Avoid the use of abbreviations, jargon, and slang.
- Always proofread your reports and documents.
- Do not cut and paste from one report to another.
- Do not use all bold or capitalized fonts.
- When possible, or at least periodically, have a peer review reports and give constructive feedback.

202.8 CORRESPONDING PROCEDURES

Administrative Investigations and Interviews

Discipline

Personnel Complaints

Personnel Evaluations

PTO Conversion - Temporary Assignment

203.1 PURPOSE

- (a) Operations personnel of the Greenwood Fire Department work more overall hours than administrative personnel, therefore obtaining more PTO. This policy provides a mechanism for converting 24/48 hour shift personnel PTO to 40 hour per week administrative PTO.

203.2 DEFINITIONS

- (a) PTO - Paid Time Off
- (b) Shift personnel - work 24 hours on duty, 48 hours off duty, and 212 hours per month in a rotating 28 day cycle.
- (c) Administrative personnel - work 8 hour work days, 40 hours per week, and 160 per month in a rotating 28 day cycle.

203.3 POLICY

- (a) PTO conversion will occur if the shift personnel is assigned to Administration for 30 days or more. Conversion will be calculated based upon the return to active duty date given to Administration by the shift personnel.
- (b) The Assistant Chief will convert the shift personnel PTO to Administrative PTO based upon the following conversion table depending on the years of service with the organization.
 - 1. 2nd year of service - reduction of 1 hour per month in Administration
 - 2. 3rd and 4th year of service - reduction of 5 hours per month in Administration
 - 3. 5th – 14th year of service - reduction of 11 hours per month in Administration
 - 4. 15th – 19th year of service - reduction of 12 hours per month in Administration
 - 5. 20th year of service and beyond - reduction of 14 hours per month in Administration
- (c) If shift personnel have a deficit of PTO based upon this conversion, that member will have the remainder of the PTO converted at the beginning of the next calendar year upon accrual of PTO.

Separation of Service

204.1 PURPOSE

- (a) To establish the method of documenting an employee separation, to ensure timely and accurate processing of an employee leaving the Department, and ensure appropriate clearance actions are completed prior to an employee's departure.

204.2 DEFINITIONS

- (a) Separation: Act of ending employment with the Greenwood Fire Department by means of Resignation, Retirement, Disability, Layoff/Reduction in Force, Disability, Death, or Termination.
- (b) Resignation (including normal retirement): Employee should submit written resignation to his or her immediate supervisor. Written resignation should include the last day the employee intends to work and the date of separation. The Fire Department requests two (2) weeks notice prior to the separation date. The original written resignation letter should be forwarded to Human Resources. If an employee resigns, but does not provide at least two (2) weeks notice prior to departure, he/she may be ineligible for rehire at a later point. The Greenwood Fire Department may select an earlier termination date upon receipt of the employee's resignation if it so chooses.
- (c) Retirement: Employee must submit written notice of intent to retire from his or her position with the City. The City requires notice two (2) months prior to the retirement date, whenever possible, to allow time for planning and transition.
- (d) Layoff/Reduction in Force: Employee is laid off by the City due to lack of available work and/or budget constraints. Factors that may be taken into account in determining order of layoff include: performance history, skill level, length of service, and attendance history. If possible, Department Heads will give affected employee(s) at least two (2) weeks notice in advance of a layoff.
- (e) Disability: Under Indiana Law, members can apply for disability, so long as he/she has "a covered impairment that permanently or temporarily makes a fund member unable to perform the essential function of the member's duties, considering reasonable accommodation to the extent required by the Americans with Disabilities Act". The Human Resources Department will actively work with disabled employees to form all reasonable accommodations and ensure that the employee is informed of his/her benefit options and other programs provided by the State of Indiana and the federal government.
- (f) Death: Employee is deceased. The Human Resource Department will act on behalf of the employee and his or her family in completing the necessary forms.
- (g) Termination: Employee is discharged for failure to meet job requirements, for violation of the City's employment policies or work rules, or for any other lawful reason pursuant to the City of Greenwood Employee Handbook and or/or as determined by the Greenwood Fire Department Merit Board.

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Separation of Service

204.3 POLICY

(a) Required Documentation

1. A departing employee must complete the Exit Process prior to ending employment with Greenwood Fire Department. The process is initiated by submitting a Letter of Intent through their appropriate Chain of Command. The employee must schedule an appointment with their respective Supervisor to complete the Employee Equipment Return Checklist and a City of Greenwood Human Resources Payroll Form. All documentation must be completed and all required signatures obtained before leaving service. These forms shall be forwarded to the Assistant Chief and then returned to the HR office.

(b) Responsibilities

1. The employee's Supervisor will be responsible for:
 - (a) Obtaining employee's separation paperwork (resignation letter, retirement letter, or termination papers) from his/her chain of command.
 - (b) Completing the Equipment Return Checklist.
2. The Employee will be responsible for:
 - (a) Scheduling an appointment with their respective Supervisor to complete separation paperwork and exit interview.
 - (b) Returning any Departmental property or equipment to the appropriate office or resolving any outstanding issues. This shall include, but is not limited to:
 1. Portable Radios, Cell Phones, Laptops, Computer Equipment, Assigned Vehicle, Tools, Breathing Apparatus and/or Components, Outstanding Financial Transactions, Injury/Accident Reports, Keys, Petty Cash, Credit Cards, Security Access Cards, Key Fobs, Investigatory Equipment, Certain Badges, I.D. cards and Personal Protective Equipment (PPE).
 - (c) Full time career firefighters will need to coordinate with Greenwood HR department to complete an exit interview to discuss status of benefits.

204.4 REFERENCES

- (a) City of Greenwood Employee Handbook

Safe Place

205.1 POLICY

- (a) To establish a departmental policy regarding Project Safe Place.

205.2 DEFINITION

- (a) The Safe Place Program is a national youth outreach and prevention program for young people in need of immediate help and safety. The Greenwood Fire Department is an active participant of the Safe Place Program.

205.3 POLICY

- (a) All Greenwood Fire Department stations display the distinctive Safe Place logo. The logo is on the exterior of the fire station in places easily visible from the street.
- (b) Greenwood Fire Department stations are available at any time, 24 hours a day, for youth in crisis.
- (c) How Safe Place Works
 1. If a young person arrives at one of Greenwood Fire Department stations and asks for help
 - (a) The fire department employee will find a quiet, comfortable place for the youth to wait while they call the licensed Safe Place agency.
 - (b) The Safe Place contact may call the location back to identify the volunteer or staff member who will come to meet the young person at the location.
 - (c) Notify the on duty Battalion Chief of the immediate situation. Mark out of service if needed to assure that the youth is not left in the station by himself/herself.
 - (d) Ideally within 20-30 minutes or less, the Safe Place volunteer or agency staff member will arrive to talk with the youth and, if necessary, provide transportation to the agency.
 - (e) Once at the agency, counselors will meet with the youth and provide support. Agency staff makes sure the youth and their families receive the help and professional services they need.
 - (f) After resolution of the situation, notify Fire Department Administration via email that the Safe Place program was implemented.

205.4 REFERENCE

- (a) 318 - Safely Surrendered Baby Law
- (b) 322 - Child Abuse
- (c) <http://nationalsafeplace.org/>

On-Duty Meals

206.1 PURPOSE

- (a) The purpose of this General Order is to formalize the current procedures for providing meals in the fire stations in order to ensure that the practices related to this function are consistent throughout the Department.

206.2 DEFINITION

- (a) Group Mess – Group Mess will include the purchasing, preparing, eating, and cleaning of kitchen area after group meals.

206.3 POLICY

- (a) Personnel may travel in their assigned apparatus to and from a grocery store or restaurant located within their district. Personnel may not travel outside their district to obtain food unless approved by the on duty battalion chief.
- (b) Companies shall remain in service at all times and shall properly park their vehicles at any establishment. At no time shall a Greenwood Fire Department vehicle use the emergency fire lane as a parking space.
- (c) Crew integrity shall be maintained at all times. Crew members shall take a portable radio with them and remain in contact with dispatch at all times.
- (d) Greenwood Fire Department personnel entering a store or restaurant shall be in appropriate uniform.
- (e) On duty Greenwood Fire Department personnel are allowed to dine out at a restaurant under the following conditions:
 - 1. At no time shall fire department personnel be in the presence of any alcohol or dine in a bar area.
 - 2. Fire Department personnel should limit their time off station while dining out.
- (f) Each member of the company shall be responsible for the cost of their meal.
- (g) The officer in charge shall make every effort to ensure that, to the greatest extent possible; a reasonable effort is made to meet the personal preferences of each member of the fire station regarding the cost and nutritional quality of the meals.
- (h) The Officer in charge shall decide based on staffing needs if it is necessary to take the apparatus to a store within their district, or to allow the individual assigned as the group mess cook for that day, to be excused to shop for meals for the group.

206.4 POLICY REFERENCE

- (a) 1106 - Fire Station Living

PERF/Physical Results

207.1 PURPOSE

- (a) To establish a policy in regards to the release of medical and psychological results and information to fire department applicants following their pre-employment physical as part of their conditional offer.

207.2 DEFINITIONS

- (a) PERF: Public Employees' Retirement Fund

207.3 POLICY

- (a) An applicant with the Greenwood Fire Department must complete a pre-employment physical as part of the applicant's conditional offer of employment.
- (b) A pre-employment physical includes both medical and psychological evaluations and must meet PERF minimum requirements.
- (c) An offer of employment is conditional based on successfully passing the statewide baseline medical examination and the statewide mental examination for acceptance into PERF, as well as any local medical and mental examination requirements. If a candidate does not pass these examinations and requirements, the offer of employment will be withdrawn.
- (d) The medical service performing the medical and psychological evaluations will disclose to the Greenwood Fire Department any results and information gathered in the process of the assessment. The results and information will be kept confidential and only shared with those members that are on a need to know basis.
- (e) Regardless of the applicant's results, it is the policy of the Greenwood Fire Department to not share or disclose information with the applicant other than stating that the applicant was recommended into PERF or not recommended.

207.4 POLICY REFERENCES

- (a) 1000 - Recruitment and Selection
- (b) 1020 - Fitness and Wellness Program

Fire Department Training

208.1 PURPOSE

- (a) To establish a procedure to outline annual training requirements for employment, company level training and training requests for the Greenwood Fire Department.

208.2 DEFINITIONS

- (a) **Annual** - Within calendar year following previous year.
- (b) **Frequency** - How often a training or task shall be completed
- (c) **Shall** - Must; are obliged to, required
- (d) **Should** - A standard that is encouraged but not required
- (e) **Officer** - Holding the rank of Lieutenant or higher in operations
- (f) **SDS** - Safety Data Sheets
- (g) **EVOC** - Emergency Vehicle Operator Course
- (h) **PTO** - Paid Time Off
- (i) **Education Leave** - Time off granted for educational purposes

In accordance with Regulations and Standards:

- (a) NFPA 1500 Standard on Fire Department Occupational Safety and Health Program
- (b) NFPA 1021 Standard on Fire Officer Professional Qualifications
- (c) NFPA 1001 Standard on Fire Fighter Professional Qualifications
- (d) National Incident Management System
- (e) OSHA 1910.120 Hazardous Materials - Hazardous Waste Operations and Emergency Response
- (f) NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program
- (g) NFPA 1002 Fire Apparatus Driver/Operator Professional Qualifications
- (h) ISO Fire Suppression Rating Schedule
- (i) OSHA 1910.156 Fire Brigade Standard
- (j) OSHA 1910.147 Control of Hazardous Energy (Lock Out/Tag Out)
- (k) OSHA 1910.146 Permit Required Confined Space
- (l) NFPA 1670 Standard on Operations and Training for Technical Search and Rescue Incidents
- (m) NFPA 1410 Standard on Training for Initial Emergency Scene Operations
- (n) Indiana Title 655 Board of Firefighting Personnel Standards and Education
- (o) OSHA 1910.157 Portable Fire Extinguishers

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- (p) OSHA 1910.95 Hearing Protection Standard
- (q) OSHA 1910.200 Hazard Communication
- (r) OSHA 1910.38 Emergency Action Plans
- (s) OSHA 1910.1030 Blood Borne Pathogens
- (t) NFPA 1581 Standard on Fire Department Infections Control Program

208.3 ANNUAL TRAINING

208.3.1 POLICY

- (a) To maintain employment with the Greenwood Fire Department, every merit and part-time firefighter shall attend the following annually:
 - 1. CPR: Refresher class on site, or shall provide documentation they have been CPR certified within that year
 - 2. Annual OSHA Training: Refresher class on site, or shall provide documentation they have had a refresher class outside of Greenwood Fire Department
 - 3. Hazardous Communication: Captains will provide employees effective information and training on hazardous chemicals in their work area and make sure the SDS is current at each station.
- (b) Certain Employees shall attend the following annually as defined:
 - 1. Driver's Training: Each cleared engineer will demonstrate proficient driving skills while driving an EVOC course set up by the training division. Annual hours for existing Engineer is set at 12 hours, for newly cleared Engineer's is 60 hours. Annual pump operator training is 12 hours.
 - 2. Incident Management: Each officer or any ride out officer shall participate in Incident Command Training of at least 6 hours annually.
 - 3. Hazardous Materials - 6 hours annually
 - 4. Recruit Training - 240 hours
 - 5. Facilities Training - 18 hours onsite
 - 6. Company Officer (classes) Training - 12 hours annually
 - 7. Company Training - 16 hours per member per month
 - 8. ISO: Training hours for respective rank position held within the Greenwood Fire Department
 - 9. Building Familiarization for Pre-Fire Planning Programs - annually
 - 10. Two nighttime Drills - 3 hours annually
 - 11. Shall participate in 8 half-day drills of 3 hours each (annually). May count toward single company or multi-company drills. One half-day training shall be hazardous materials training.

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12. Shall participate in 4 multi-company drills - 3 hours each annually. (Night drills and half-day drills may count toward multi-company drills).
13. Primary extrication companies shall have 12 hours of annual training solely based on the specialty
14. Primary hazardous materials companies shall have 12 hours of annual training solely based on the specialty
15. Primary RTF companies shall have 12 hours of annual training solely based on RTF
16. Shall have 1 hour of annual Technical Rescue Awareness training

208.4 COMPANY LEVEL TRAINING

Company Level Training's purpose is to provide continuing education of fire ground and emergency medical practices through daily training.

208.4.1 POLICY

(a) Company Officer

1. Company Officers shall conduct station company level training each shift. Company Officers shall document all training and those in attendance into the appropriate fire department recording software.
2. All training shall be in compliance with Greenwood Fire Department operational guidelines along with NFPA rules and regulations.
3. Training can be on any subject matter related to Fire, EMS, Hazmat, or Technical Operations.
4. Failure to comply and appropriately document daily training may result in discipline.

208.5 TRAINING REQUESTS

This section is to establish a process for training documentation and outside course participation requests.

208.5.1 PROCEDURE

- (a) Training that is requested outside of the Greenwood Fire Department shall go through the Training Division
- (b) Employees may self-register for a class if approved by the Training Division
- (c) Individuals requesting to take a course shall fill out a Course Participation Request Form. At the time of the training request, all individuals should have all pertinent information about the course, including but not limited to:
 1. Course Participation Request Form
 2. Dates of Course
 3. Times of Course

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4. Course Description
 5. Course Location
 6. Course Instructor (if possible)
 7. Course Cost
 8. Benefits of participating in course for employee and the Department
- (d) Once the request form is completed, it shall be submitted to the member's respective Battalion Chief.
- (e) The Battalion Chief shall review the request and either approve or deny the request based on adequate staffing in the absence of the member. The form should then be submitted to the Training Division for approval/denial and registration.
1. All requests for education leave must be approved by the member's respective Battalion Chief
- (f) The Training Division will not accept requests later than seven (7) days prior to registration.
- (g) Once submitted to the Training Division, requests for outside training will be reviewed on an individual basis. The decision regarding the course will be documented on the form and a copy provided to the member.
- (h) Decisions will be impartial and information used to determine participation in the course will include but not limited to:
1. Individual Competence
 2. Individual range of impact
 3. Benefits to the Department and City
 4. Course Content
 5. Course Applicability
- (i) Decisions for payment of expenses for course, as well as additional expenses will be based on, but not limited to:
1. Availability of funds
 2. Location of the course
 3. If the course is a requirement of the requester's current position
 4. Benefits to the department
- (j) If an approved course requires an overnight stay, the department may pay for additional expenses such as a hotel, transportation, and possibly a per diem. This determination will be done on a case by case basis and at the discretion of the Fire Chief. The Fire Department will follow the City of Greenwood travel policy in which the Deputy Mayor and Controller must approve expenses in accordance with the City of Greenwood Employee Handbook and the City of Greenwood Travel Policy.

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- (k) Each full time shift member employee may have up to 48 hours of Educational Leave per calendar year. Education leave is time that the employee can be off shift in order to attend a class. If an employee has used all of their education leave time, that does not prevent them from taking a class. In those cases, the employee may be required to utilize PTO to attend the class. Educational leave time is designed to be used in those cases where the employee needs to be off for their entire shift.
- (l) Education leave for administrative staff will be at the discretion of the Fire Chief in addition to the guidelines in this procedure. Course request forms for administrative staff shall be turned in to the employee's immediate supervisor.
- (m) In the event that an individual has been approved to take a course and fails to either attend or pass the course, the employee shall reimburse the Fire Department for all costs paid out for the course. If the employee fails the course due to not completing or attending the course, the employee will also reimburse the fire department for the educational time off. The employee will be responsible for making up any classes that are required components of the employee's job description. Failure to attend or pass a required course may result in disciplinary action up to and including termination.
- (n) Individuals will have a 30 day period after completing a course to show proof of successful completion.
- (o) Individuals must present their certification, upon completion of a course, for placement in their training file.
- (p) Individuals may be required to teach a course or implement programs as part of course approval and participation.
- (q) Should a approval or denial of a course be questioned, an appeal may be presented through the Training Division through the Fire Chief.

Live-Fire Training

209.1 PURPOSE AND SCOPE

This procedure provides practices for Greenwood Fire Department personnel during training exercises involving live-fire scenarios.

Corresponding Policies:

Incident Management
Live-Fire Training
Fireground Accountability
Rapid Intervention/Two-In Two-Out

Applicable References & Standards: NFPA 1403 – Standard on Live-Fire Training Evolutions

209.2 INITIAL TASKS

Before starting any live-fire training exercise, the safety officer shall ensure the lead instructor has:

- Assigned one qualified instructor to each functional crew.
- Assigned one qualified instructor to each backup line.
- Assigned one additional qualified instructor to each functional assignment.
- Confirmed all participants meet the required minimum training requirements.
- Established accountability for all personnel on the scene.
- Ensured or directed all participants to perform a familiarization walk through and pre-burn briefing of the scene which should reveal:
 - The layout of the acquired structure, prop, or burn building.
 - Key egress points.
 - Obvious hazards, including but not limited to:
 - Location of utilities.
 - Basements.
 - Abandoned underground tanks and vaults including wells, cisterns, and fuel tanks.
 - Exposure considerations
- Confirmed an Emergency Medical Services (EMS) unit and Advanced Life Support (ALS) crew capable of transporting a patient is on location.

209.3 PROCEDURES

209.3.1 RESOURCE DEPLOYMENT

- (a) Apparatus

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Live-Fire Training

1. Apparatus should be staged to avoid blocking egress points while allowing for proper use of the apparatus. All pumping apparatus used to supply hose lines for fire attack and backup must be capable of producing at least 95 gpm.
 2. Fire attack and backup hose lines shall be supplied from separate water sources.
- (b) Personnel
1. Personnel should be in full personal protective equipment (PPE) suitable for their role in the training scenario.
 - (a) For fire attack positions, this should include turnout coat and pants, helmet, firefighting boots, firefighting hood, firefighting gloves, and SCBA.
- (c) Prohibitions
1. Under no circumstances shall any people act as victims in any live-fire training scenario.

Chapter 3 - General Operations

Fireground Accountability

302.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenwood Fire Department personnel accountability and safety. This procedure should be implemented at all incidents.

Corresponding Policies:

Fireground Accountability
Incident Management
Rapid Intervention, Two-In/Two-Out
Tactical Withdrawal

302.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should:

Contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)

The IC should:

- (a) Establish the department accountability system for all personnel on-scene and advise incoming units of the accountability location. Whenever practicable, the accountability location should be at the incident command post.
- (b) When practicable, assign an accountability officer on incidents that expand beyond the initial arriving unit.
- (c) The Accountability Officer is responsible for tracking personnel at an emergency incident. The Accountability Officer will utilize the Accountability System to assist the Incident Commander in tracking groups and divisions, company assignments, and movement of personnel at emergency incidents. This role is a function of command and may not be assigned on every incident based on the Incident Commander's needs and abilities.

302.3 PROCEDURES

302.3.1 RESOURCE DEPLOYMENT

- (a) Apparatus
 1. Apparatus should have an accountability passport board to account for all personnel on the unit. This board should be updated any time there is a change in personnel assigned to the unit and should be provided to the IC or Accountability Officer, if one is assigned, upon request.
 2. Officer should have a backup passport inside their left breast pocket.

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Fireground Accountability

3. Each riding position on an apparatus is assigned a portable radio, with a radio designation/identifier assigned to the corresponding position on the apparatus.
 - (a) Alpha (A): Company Officer
 - (b) Bravo (B): Firefighter Behind Officer
 - (c) Charlie (C): Firefighter Behind Engineer
 - (d) Delta (D): Engineer
- (b) Personnel
 1. All personnel should be issued the necessary Personal Identification Tags. It is the responsibility of each member to ensure that their Personal Identification Tag is located in the proper location. The Company Officer should ensure crew member tags are properly placed on the apparatus at the beginning of the shift.
 - (a) PIT placement on passports shall reflect Apparatus Riding Position Identifier. (Alpha first, Bravo second, Charlie third, Delta forth.
 - (b) One is attached to the white passport, carried by the officer, to provide reference of personnel responding on that apparatus.
 - (c) Another is attached to the red apparatus passport mounted on the officer's seat pedestal showing all working personnel on that apparatus.
 2. No firefighter should perform any task requiring use of the personnel accountability system without the proper Personal Identification tags.
 3. All personnel are responsible for:
 - (a) Proper use of helmet shield inserts and PIT's
 - (b) Having the correct radio according to the apparatus riding position identifier, (radios should be marked with an A, B, C, D), and that the radio has a charged battery.
 - (c) Proper apparatus riding position identifier placement on their PIT's on passports when on duty and ready for response.
 - (d) Removing their PIT's from passports when not available for response.
 - (e) Reporting lost PIT's: Advise your Company Officer and they will contact Headquarters for replacements.
 - (f) Officer's, at all times, are responsible for the accuracy of the apparatus passports.
 - (g) PIT's of off duty firefighters should be stored on the helmet shield insert area.
- (c) Level of Accountability
 1. Level One Accountability is used on all incidents yet determined as working, (Level 1 Staging), and is maintained with Order of Arrival and apparatus/ crew position communicated to Command. During Level One Accountability all apparatus passports remain on the pedestal under the Officer's seat.

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Fireground Accountability

2. Level Two Accountability is used on all working incidents, or when recommended by Command, Safety, or the Accountability Officer. Companies shall report their operating location, (i.e. side, floor level, exposure, structure, etc.) and any critical changes thereafter. The initial Battalion Chief shall maintain accountability of all units as they arrive on scene.
 - (a) Upon arrival, the Accountability Officer or assigned personnel will collect the red apparatus passports of the initial response assignments and face to face with Command for an accountability update and then transfer of accountability duties. Available personnel may be asked to assist with collection of red apparatus passports due to geographic spread of the incident. However, all companies and ambulance crews assigned beyond additional alarms, including RIT teams, are to bring their red apparatus passport in the protective pouch to the Accountability Officer or assigned personnel at the Incident Command post.
3. Level Three Accountability is utilized during incidents that require immediate accountability of all personnel assigned to the incident. Command or the Safety Officer declares Level Three Accountability. The personnel then all report back to their apparatus of assignment for confirmation and PAR. Notification of Level Three Accountability shall be three (3) long blasts on the apparatus air horns and the announcement by fire control of Level Three Accountability for an evacuation order.

302.3.2 OPERATIONS

(a) Incident Commander

1. The IC is responsible for the overall accountability of all personnel assigned to the incident. The IC is directly responsible for the accountability of personnel working independently of a company, crew, team, division or group including:
 - The Incident Safety Officer.
 - The engineer.
2. The IC should:
 - Maintain the personnel accountability system throughout the duration of the incident.
 - Expand the accountability system as the incident expands, including assigning additional accountability officers, as appropriate.

(b) Division/Group Supervisor

1. The Division/Group Supervisor should be responsible for the accountability of the companies and crews assigned to his/her division or group.
2. The Division/Group Supervisor should:
 - Maintain visual or radio contact with all companies and crews assigned to the division/group.
 - Know the location and tasks of all assigned resources.

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- Remain in his/her assigned area to maintain close accountability of assigned resources.
- Obtain Personnel Accountability Reports (PARs) with conditions, actions, needs and reports of all assigned resources, as necessary.

(c) Company Officer

1. The Company Officer should be responsible for the personnel assigned to his/her company.
2. The Company Officer should:
 - Maintain unit integrity by ensuring all members enter and leave any IDLH environment or assignment area together.
 - Know each assigned firefighter's location and task assignment.
 - Maintain contact by sight, sound or touch with each firefighter and monitor crew air consumption to ensure an adequate exit air supply.
 - Maintain the accountability system assigned to the crew.

(d) Firefighter

1. The individual firefighter should:
 - (a) Ensure his/her Personal Identification tags are correct and placed in the correct location.
 - (b) Stay with assigned company.
 - (c) Maintain awareness of his/her air consumption to ensure an adequate exit air supply.
 - (d) Notify the Company Officer of any reasonably identified situation that may be detrimental to the operation, such as:
 - Low air supply.
 - Inability to complete an assignment.
 - Evidence of collapse.
 - Hostile fire event.
 - Deteriorating conditions.

(e) Personnel Accountability Report (PAR)

1. The passive personnel accountability system should be reviewed or a PAR requested by the IC and/or Safety Officer whenever these situations occur:
 - (a) Report of a missing, trapped or injured firefighter
 - (b) Change from offensive to defensive mode
 - (c) Unexpected catastrophic event occurs such as:
 - Flashover

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Fireground Accountability

- Backdraft
 - Structural collapse
 - Mayday
- (d) An emergency evacuation
 - (e) A fire is declared under control
 - (f) Every 20 minutes of elapsed time
 - (g) Anytime the IC feels that it is appropriate
2. Non-emergency radio traffic should be held until the PAR is completed.
 3. A PAR report should include the following information:
 - (a) Unit designation.
 - (b) Number of personnel.
 - (c) Assigned task and location.

See attachment: [Helmet and Shield Definitions](#)

SCBA Operational Use

303.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenwood Fire Department units responding to an Immediately Dangerous to Life and Health (IDLH) environment that requires the use of a Self-Contained Breathing Apparatus (SCBA).

Corresponding Policies:

Rapid Intervention/Two-in Two-out
Respiratory Protection Program

303.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should:

#Contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)

The IC should:

#Notify Control and incoming units of Immediately dangerous to life and health (IDLH) conditions that may require responding units to stage away from the scene or go on air before or immediately upon arrival. These conditions may include, but are not limited to:

- Hazardous materials leaks, fumes or vapors
- Potential explosion
- Excessive smoke

#Perform or direct another member to perform a 360 assessment and report back to the IC. The 360 assessment should, in part, reveal whether potential or actual IDLH conditions exist.

#Establish the department accountability system.

#Before entering an IDLH environment, take reasonable steps to ensure that the practice of two-in/two-out is being followed and that a Rapid Intervention Team is on-scene or responding.

#Call for any additional required resources, including units with RIT and air refill capabilities.

#Establish a rehabilitation (rehab) area and assign members to rehab duties.

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SCBA Operational Use

303.3 PROCEDURES

(a) Apparatus

1. Apparatus should be placed according to procedures for the specific event. Follow the Traffic Incident Management System and Roadway Incidents Procedure for roadway incidents.
2. Apparatus Operators should keep their SCBA close enough to don quickly if needed.

(b) Personnel

1. Personnel should:
 - (a) Be in full personal protective equipment (PPE) until otherwise advised.
2. In deciding whether to go on air, personnel should consider:
 - Timing.
 - Size-up.
 - Wind direction.
 - Location.
 - Hazardous conditions, current and future.
 - Atmospheric monitoring.
 - Conditions unique to the IDLH.
3. The Incident Commander (IC) should consider establishing operating zones.

303.4 OPERATIONS

(a) Suppression Team

1. Personnel entering the IDLH atmosphere should do so in teams of two or more and remain in visual or voice contact with each other at all times.
2. Personnel should operate using the practice of two-in/two-out.
3. All teams should enter, operate and leave together.
4. Personnel should be on air whenever they are:
 - (a) Investigating smoke conditions.
 - (b) Engaged in suppressing any size fire with the possible exception of a vegetation fire.
 - (c) Entering an area that may be oxygen deficient such as:
 - Confined spaces.
 - Trenches.
 - Unventilated structures.
 - Septic tanks.

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SCBA Operational Use

- (d) Entering the hot zone at a hazardous material incident.
 - (e) Entering any area where contaminant levels may become unsafe without warning.
 - (f) Operating in any situation where exposures cannot be identified or reasonably estimated.
 - (g) Ordered by the Company Officer or IC to be on air.
- (b) Emergency Procedures
1. The Fireground Accountability and Mayday procedures should be used whenever:
 - A sounding Personal Alarm (or Alert) Safety System (PASS) or low-air alarm that cannot be associated with a firefighter outside the IDLH area is reported.
 - A member is reported to be missing.
 - A PAR reveals missing members.
 - A member calls a Mayday.
 2. All malfunctioning SCBA should be removed from change-out zones, placed out of service and tagged for later inspection.
- (c) Rapid Intervention Team
1. When functioning as the initial RIT members should be in full PPE and have SCBA equipped with Universal Air Couplings, when available, ready for use.

303.5 UNIVERSAL PRACTICES

1. Assigned personnel should use their SCBA during all phases of the fireground operation, including overhaul, until otherwise advised by the IC.
2. Crews on air should enter only with a full tank and monitor time and air use according to the Greenwood Fire Department's Rule of Air Management (ROAM).
3. To maintain situational awareness in the hazard zone, crews should:
 - Look for changing fire behavior and structural hazard conditions.
 - Communicate face-to-face and/or via radio the conditions they observe and any change in conditions.
 - Have two or more escape routes out of their work area.
 - Create a safety zone to work between the fire and their exit so that the fire cannot prevent their exiting.
4. Crews on air should continually monitor air use so adequate time and air supply will be available to exit the structure safely.
5. Personnel must exit the IDLH environment before activation of the low-air alarm.

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6. The Company Officer, IC, Incident Safety Officer or designated member should refer to the Respiratory Protection Program Policy for exposure and stress monitoring and reevaluation of personnel.

Rapid Intervention Team

304.1 PURPOSE

- (a) To establish guidelines for Rapid Intervention Team (RIT) for the Greenwood Fire Department. The RIT guidelines should be followed/established during any operation that Incident Command determines hazardous to firefighter safety.

304.2 DEFINITIONS

- (a) Working Incident - Any incident where an immediate threat to the life and safety of firefighters operating at an emergency scene exists.
- (b) PASS - Personnel Alert Safety System.
- (c) WWW - Who are you? Where are you? What do you need/what happened?

304.3 POLICY

- (a) Rapid Intervention Team (RIT):
 - 1. The Greenwood Fire Department's Rapid Intervention Team will be designated as "RIT".
 - 2. RIT shall be used only for the rapid search and rescue of firefighters in distress.
 - 3. The RIT shall consist of a minimum of three (3) firefighters, preferably four (4) firefighters.
- (b) Establishing the RIT Group:
 - 1. The Incident Commander has the discretion to downgrade or initiate a RIT response to any incident they deem appropriate.
 - 2. RIT shall be established on every "Working Incident".
 - (a) The RIT Group will be assigned to an appropriate apparatus by Command, and established by that rig Officer.
 - (b) This Officer will remain in control of the RIT Group until:
 - 1. Relieved by another RIT Officer.
 - 2. Relieved of duties by the Incident Commander.
- (c) On arrival the RIT Group, when practicable, should make efforts to "soften" the building while completing their 360 scene assessment. These actions should be reported to command. Actions to complete this include:
 - 1. Remove burglar bars and window guards
 - 2. Unlocking/forcing and controlling locked doors
 - 3. Deploy ground ladders for additional points of entry and exit
 - 4. Setting up or calling for additional lighting
- (d) RIT Equipment:

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1. RIT equipment will be carried on all first out engines.
2. Only the RIT shall use the RIT assigned tools and equipment.
3. RIT Tools:
 - (a) RIT Pack:
 1. 60-minute SCBA cylinder.
 2. Low-pressure (Face-mount) 2nd-stage regulator.
 3. High-Pressure (Universal Air Connection) Hose.
 4. Specialized RIT-Only face piece.
 5. RIT Pack has a shoulder/carry strap with a seat belt style quick disconnect.
 6. One (1) large (quarter-turn locking) carabiner on the end of the pack.
 7. One (1) large wire cutters.
 - (b) RIT Tag-line:
 1. 200-foot rope in small reflective bag.
 2. Bag has a shoulder/carry strap with a seat belt style quick disconnect that is used to carry the bag.
 3. One (1) small (quarter-turn locking) carabiner attached to the end of the rope, which is to be attached outside of the structure prior to entry.
 - (c) Flat-head Axe.
 - (d) Halligan tool.
 - (e) Thermal Imaging Camera.
 - (f) PAK-TRACKER.
 - (g) Radios.
 - (h) Flashlights.
- (e) RIT Positions, Tools & Duties:
 1. Officer:
 - (a) Tools:
 1. TIC/PAK-TRACKER.
 2. Radio.
 3. Flashlight.
 - (b) Duties:
 1. Remain positioned between Searchers & Nav/Air.
 2. Manage the RIT team members.

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3. Monitor air supplies of your RIT members.
 4. Communicate with and relay benchmarks to Command.
 5. Assume the duties of the tag-line from Nav/Air once the down firefighter has been located.
 - (a) Ties off tag-line near victim (NOT directly to the victim).
 - (b) Maintains contact with the line until the RIT is out of the structure.
 - (c) Develop initial removal plan.
 - (d) Relay removal needs to next RIT team.
 - (e) Calls for another RIT Team to extract victim.
 - (f) Must NOT engage in the physical portion of the operation.
 - (a) The safety of the entire RIT is severely compromised.
2. Search-1
 - (a) Tools:
 1. Flat-head Axe.
 2. Radio.
 - (b) Duties:
 1. Remain positioned ahead of the Officer.
 2. Stay in voice contact with Officer at all times.
 3. AGGRESSIVELY search for firefighter.
 - (a) The searcher that finds the firefighter:
 - (a) Communicate to all members that the firefighter has been located.
 - (b) Resets victim's PASS device.
 - (c) Converts the victim's waist strap to a crotch strap.
 - (d) Assist Nav/Air with getting the firefighter on RIT air supply.
 - (b) The searcher that does NOT find the firefighter:
 - (a) Moves to the firefighter's location.
 - (b) Performs a sweep in the immediate vicinity for a secondary exit.
 3. Search-2
 - (a) Tools:
 1. Halligan Tool.

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2. Radio.
- (b) Duties:
 1. Remain positioned ahead of the Officer.
 2. Stay in voice contact with Officer at all times.
 3. AGGRESSIVELY search for firefighter.
 - (a) The searcher that finds the firefighter:
 - (a) Communicate to all members that the firefighter has been located.
 - (b) Resets victim's PASS device.
 - (c) Converts the firefighter's waist strap to a crotch strap.
 - (d) Assist Nav/Air with getting the firefighter on RIT air supply.
 - (b) The searcher that does NOT find the firefighter:
 - (a) Moves to the firefighter's location.
 - (b) Performs a sweep in the immediate vicinity for a secondary exit.
4. Navigation/Air Supply (Nav/Air)
 - (a) Tools:
 1. RIT Pack.
 2. RIT Tag-line.
 3. Radio.
 4. Flashlight.
 - (b) Duties:
 1. Tie-off tag-line outside before entering.
 2. Remain positioned behind the Officer while search is being performed.
 3. Stay in voice contact with Officer at all times.
 4. When victim is found:
 - (a) Hand off tag-line to Officer.
 - (b) Attach RIT air supply to firefighter in the following preferred order:
 - (a) High-Pressure line (UAC).
 - (b) Replace 2nd Stage regulator with RIT regulator.

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- (c) Replace victim's face piece with the RIT-Only face piece only if the victim's mask is damaged or missing.
 - (c) Assist the searcher with converting the firefighter's SCBA pack to a rescue harness.
- (f) RIT Benchmarks
 - 1. Unit # entering with Number of personnel.
 - (a) *Example: "EG93 entering as RIT 2 with 4 members."*
 - 2. RIT Entry Location.
 - 3. RIT Location changes - first floor, second floor, etc.
 - 4. Firefighter(s) Located.
 - 5. Firefighter(s) Name Confirmation.
 - 6. Tag-line Secured.
 - 7. RIT Air Supply Secured.
 - 8. Harness Converted.
 - 9. Planned Exit Location.
 - 10. Removing Firefighter.
 - 11. Victim Out.
 - 12. Victim to EMS.
 - 13. RIT out of building with PAR.
 - 14. MAYDAY Terminated, Firefighter & RIT with PAR.
- (g) RIT Deployment & Operations:
 - 1. RIT shall deploy only by order of the Incident Commander.
 - 2. Incident Commander actions immediately following a MAYDAY transmission:
 - (a) Deploy RIT.
 - (b) Acknowledge the MAYDAY.
 - (c) Assigns an on-scene Chief/Company Officer as RIT Chief.
 - (d) Communicates with RIT Chief.
 - (e) Orders additional RITs as deemed necessary.
 - (f) Re-assigns the Fire Standby Medic unit as the RIT Medic.
 - (g) Continues to manage the fire incident.
 - 3. RIT Chief:
 - (a) Appointed on the scene by the Incident Commander once a MAYDAY is transmitted and RIT is deployed.

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- (b) Exclusively manages the RIT & MAYDAY operations, allowing the Incident Commander to continue managing fireground operations.
 - (c) Communicates with MAYDAY firefighter, RIT, and Incident Commander and directs the operation as deemed necessary.
 - (d) Ensures all RIT Benchmarks are met.
 - (e) Monitors Air Supply of RIT members.
 - (f) Anticipates the number of RITs & resources needed for the operation.
 - (g) Requests additional RITs and other needed resources as necessary via the Incident Commander.
4. RIT Team Actions:
- (a) Before Entering:
 - 1. Confirm **WWW** information.
 - 2. Confirm Assignments.
 - 3. Recall members performing proactive tasks.
 - 4. Announce the entry location.
 - 5. Tie off tag-line outside.
 - (b) When Searching:
 - 1. Speed is CRUCIAL! Aggressive movement towards the sound of the PASS device, using the Pak-Tracker as a guide to point the RIT in the right direction.
 - 2. Remember, this is a FF search - NOT a civilian search!
 - 3. Communicate findings/location.
 - 4. Monitor interior conditions.
 - 5. Monitor Air supplies of all FF's.
 - 6. Don't become part of the problem.
 - 7. Call for additional resources before needed.
 - 8. Use any technique to FIND the firefighter - TIME CRITICAL!
 - (c) When Firefighter is found:
 - 1. Notify Command of appropriate benchmarks.
 - 2. Call for additional RIT team for extraction.
 - 3. Assess the firefighter.
 - 4. Assess the interior conditions.
 - 5. Assess the RIT members.
 - 6. Secure the FF's air supply.

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7. Develop the removal plan.
 8. Determine the best removal location.
 9. Convert the FF's harness.
 10. Remove the FF.
 11. Update Command of progress/benchmarks.
5. Company Officers:
 - (a) Perform an accountability check of your crew.
 1. ONLY ADVISE COMMAND IF A MEMBER IS MISSING.
6. On-Scene Firefighters Actions:
 - (a) All firefighters, not directly involved in the MAYDAY, MUST maintain radio discipline and transmit only Emergency Traffic.
 - (b) Face-to-face communication should be used for all non-emergency communication.
7. Fire Control Actions:
 - (a) Announce as per Dispatch procedure:
 1. Once firefighter declares MAYDAY, activate Alert Tone 2 on the assigned talk group for a full 3 Seconds.
 2. Announce: "All units operating on (talk group) a MAYDAY has been declared",
 3. "Unit # and FF Name go ahead with your traffic".
 - (b) Ensure Command responds to the MAYDAY.
 1. Advise them if they do not.
 - (c) Dispatch the next ALARM LEVEL IN CAD as per MAYDAY/RIT deployment protocol.
- (h) Fire ground Communications During RIT Operations:
 1. All units operating on the fire ground shall REMAIN ON THE SAME CHANNEL
 - (a) Radio discipline MUST be maintained - Transmit only Emergency Traffic.
 - (b) Face-to-face communication should be used for all non-emergency communication.
 - (c) When the IC or RIT Chief deems necessary the fire ground operations will be moved to a **Separate Channel for communications**.
 - (d) The RIT/MAYDAY shall remain on the main incident Channel.
- (i) Special Considerations:
 1. If one member of the RIT must exit - ALL MEMBERS MUST EXIT.
 2. At NO TIME during RIT operations shall contact with the tag-line be lost.

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3. If the RIT must exit the structure before the victim is found.
 - (a) The tag-line must be secured prior to exiting.
 - (b) If no tie-off location is found, the tag-line must be managed and brought out with the RIT.
 4. In the event there are only three (3) members of the RIT then there will only be one (1) Search position.
 5. If after locating the victim, the victim must be left for any reason during the removal process, the victim's PASS alarm must be reactivated and the victim must be rolled onto the tag-line.
- (j) RIT Dispatch Protocols:
1. Report of Fire.
 2. Working Fire.
 3. Fire ground MAYDAY.
 4. OIC ordered.

304.4 POLICY REFERENCE

- (a) 302- Fire Ground Accountability
- (b) 303 - Rapid Intervention/Two-In Two-Out

Mayday

305.1 PURPOSE

- (a) To provide guidelines for the understanding of how and when to declare a "Firefighter MAYDAY" while operating on the fire ground with the Greenwood Fire Department.

305.2 DEFINITIONS

- (a) Mayday - The term used during emergency operations to signal a firefighter in distress.
- (b) PASS - Personnel Alert Safety System.

305.3 POLICY

- (a) Any number of situations place firefighters in eminent danger during firefighting operations that can lead to a firefighter MAYDAY. Below are some situations when declaring a MAYDAY is appropriate:
 - 1. Firefighter that encountered any of the following:
 - (a) Missing.
 - (b) Disoriented.
 - (c) Trapped and/or entangled.
 - (d) Unresponsive or injured.
 - 2. SCBA Malfunctions/Emergencies.
 - 3. Fall through Floor/Roof.
 - 4. Imminent Collapse.
 - 5. Collapse (Partial or Full).
 - 6. Exit cut-off.
 - 7. Loss of Water Supply.
- (b) Managing "YOUR MAYDAY" – Firefighter Survival
 - 1. Prevention is the KEY!
 - (a) Prevent emergency situations from developing if possible.
 - 2. Develop a Survival Attitude.
 - (a) Prepare and train for emergencies.
 - 3. Develop situational awareness.
 - (a) What's your air supply?
 - (b) What floor were you on?
 - (c) What were you doing?
 - (d) Who was with you and where are they now?

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Mayday

- (e) Locate a Wall.
 - (f) Locate a Hose line.
- 4. Communicate with Your Crew.
 - (a) Verbally call out to your crew.
 - (b) Contact your crew via radio.
 - (c) Activate your PASS device.
 - (d) Make noise by sounding a tool.
- 5. Alert Command and Control by Declaring a MAYDAY.
 - (a) A "MAYDAY" report is to be transmitted over the radio on the appropriate operations channel.
 - 1. Who are you?
 - 2. Where are you?
 - 3. What do you need/What happened?
 - (b) Example: "MAYDAY, MAYDAY, MAYDAY, (wait for alert tone and acknowledgment) this is Firefighter Smith, Engine 91, Attack group, (Minimum Name/Apparatus), I am on the Charlies side, middle of the building near a window (describe location best as possible), I am separated from my crew and I am disoriented...send help."
- 6. Active PASS device!!!
- 7. Emergency Status Radio Button.
 - (a) Reasons to activate the Emergency Status Button.
 - 1. Too much traffic to get on radio.
 - 2. MAYDAY is not acknowledged by Command.
- 8. Continue Solving the Problem while RIT is responding.
 - (a) Keep Command updated on your progress/needs.
- 9. If Unable to Solve the Problem:
 - (a) Communicate with Command.
 - (b) Communicate with RIT if possible.
 - (c) Make sure your PASS device is activated.
 - (d) Sound with a tool.
- (c) Responding to a MAYDAY.
 - 1. Refer to OG 1.7 RIT.

305.4 POLICY REFERENCE

- (a) 303 - Rapid Intervention/Two-In Two-Out

On-Scene Rehabilitation

306.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenwood Fire Department firefighter rehabilitation. This procedure should be implemented at all working fires, greater alarm emergencies or during extended operations.

Corresponding Policies:

Critical Incident Stress Debriefing
Heat Illness Prevention Program

306.2 FIRST FIVE MINUTES

#The Incident Commander (IC) should determine whether operational needs and/or weather conditions require the establishment of a formal rehabilitation group.

- Incident rehabilitation can be informal for routine incidents such as minor structure fires or small wildland fires. Informal rehabilitation is usually performed at the company level. The accountability system applies to both informal and formal rehabilitation.
- Rehabilitation should begin when emergency operations or training exercises pose a potential safety or health risk to members.

#During the 360 assessment and size-up, the IC should take notice of appropriate locations for rehabilitation operations.

- Potential locations for a formal rehabilitation group should be noted in the Initial Action Plan.
- The rehabilitation group should be near the command post but outside the immediately dangerous to life and health (IDLH) area.

#Assign a rehabilitation officer, if required, as soon as resources permit.

- The IC is responsible for rehabilitation of members unless that duty is delegated to a rehabilitation officer.

#Call for any additional required resources.

- The IC or rehabilitation officer should call for rehabilitation resources, including emergency medical service (EMS) units dedicated to rehab, early in an incident to allow time for the resources to arrive and set up the formal rehabilitation location.

306.3 PROCEDURES

306.3.1 RESOURCE DEPLOYMENT

A large scale, long duration or extreme weather incident will require the establishment of a formal rehabilitation group.

- (a) Location

Greenwood Fire Department

Fire Procedure Manual

On-Scene Rehabilitation

1. The rehabilitation group should be near the command post.
2. Primary considerations are:
 - Sufficient space to accommodate the number of personnel expected.
 - Sufficient space for a separate area to remove personal protective equipment (PPE).
 - Accessibility for EMS and ambulance(s).
 - Away from hazardous atmospheres including apparatus exhaust.
 - Uphill and upwind from any gross decontamination area.
 - Shaded in the summer and protected from inclement weather (cold/rain/snow).
 - Accessible to a water supply for hydration and cooling.
 - Away from spectators and media whenever possible.
- (b) Personnel (Rehabilitation Team)
 1. The rehabilitation team should have sufficient personnel to staff these functions:
 - (a) Rehabilitation officer to manage the group.
 - (b) Member assigned to accountability for rehab check in/check out.
 - (c) Provision of hydration and nourishment and warming or cooling aids as required.
 - (d) EMS personnel for vital sign monitoring.
 - (e) Critical Incident Stress Team (if required).

306.3.2 OPERATIONS

- (a) Entry Point
 1. When practicable, company officers should direct crews to rehab together.
 2. Make an initial medical screening assessment for general signs and symptoms requiring treatment and an initial assessment of vital signs.
 3. Remove PPE and provide clean-up/decontamination resources. Gross decontamination techniques should be employed before coming in contact with gear and equipment that has not been involved in suppression operations or a hazardous materials response hot zone.
 4. If no further medical attention is required, direct crew members to hydration, replenishment and warming or cooling resources.
- (b) Hydration and Replenishment
 1. In cold weather, water and sports drinks should be at room temperature.
 2. Members in rehab should:
 - Drink at least 8 ounces of fluid every 15 minutes.

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Fire Procedure Manual

On-Scene Rehabilitation

- Eat easily digested foods such as plain sandwiches, stew, fruits and snack bars.
 - Avoid fried foods or high fat foods.
 - Avoid carbonated or caffeinated drinks.
 - Cool down/warm up as determined by the elements.
- (c) Medical Treatment and Transport
1. EMS members assigned to rehab should:
 - (a) Provide a medical screening assessment and take vital signs including:
 1. Temperature
 2. Blood pressure
 3. Age-adjusted heart rate
 4. Respiratory rate
 5. Pulse oximetry
 - (b) Treat members exhibiting signs or symptoms requiring further assessment, vital signs exceeding EMS protocols and/or symptoms of heat/cold stress.
 - (c) Treat minor injuries.
 - (d) Arrange for patient transfer to other EMS crews for medical transport as needed.
 - (e) Reassess each member's vital signs before return to duty.
- (d) Return to Duty and Reassignment
1. The Company Officer is responsible to make sure members and crews are properly hydrated, receive medical treatment if required, rest and medical clearance before return to duty or reassignment.
 2. Rest periods should be no less than 20 minutes under any conditions and should be minimum of 20 minutes after using a second 30-minute or using a single 45-minute or 60-minute self-contained breathing apparatus (SCBA) cylinder.
 3. The rehabilitation officer should be permitted to adjust the time frames depending on work or environmental conditions. Consideration should be given to maintaining an equal work/rest time ratio.
 4. A record of all members passing through rehabilitation should be maintained. The record should include:
 - Unit number.
 - Member name.
 - Vital signs.
 - Time in/time out for members entering or leaving rehab.

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Fire Procedure Manual

On-Scene Rehabilitation

- Disposition.

306.4 UNIVERSAL PRACTICES

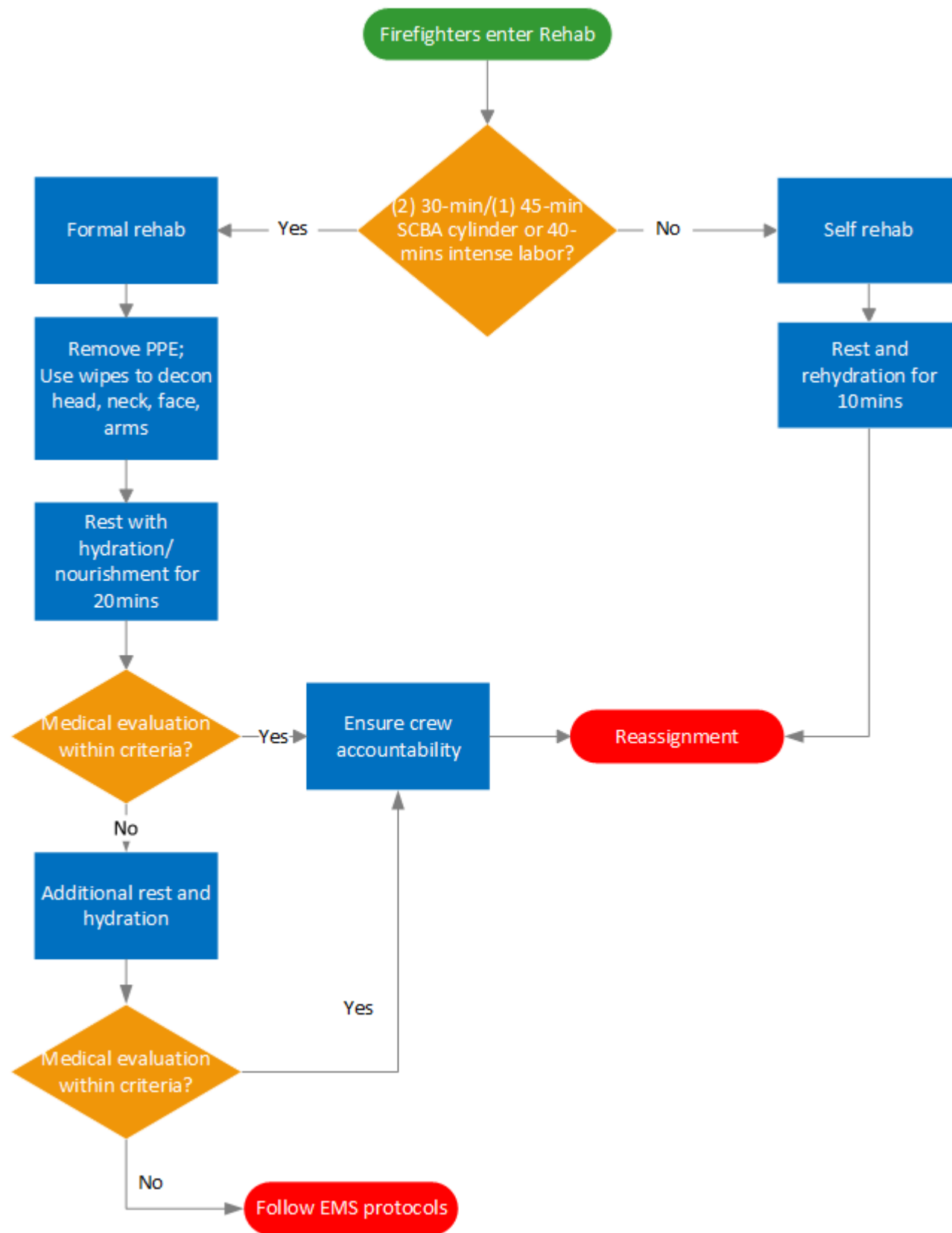
1. Company Officers should continually observe fellow crew members for conditions requiring rehabilitation.
2. All members should recognize the general signs and symptoms requiring further assessment and signs and symptoms of heat stress, cold stress and heat-related illness.

Greenwood Fire Department

Fire Procedure Manual

On-Scene Rehabilitation

306.5 PROCEDURE DECISION TREE



Fireground Communications

307.1 PURPOSE AND SCOPE

This document provides on-scene communication procedures for Greenwood Fire Department units operating on emergency incidents.

Corresponding Policies:

Fireground Accountability
Hazardous Materials Response
High-Rise Incident Management
Incident Management
Mobile Data Terminal Use
Rapid Intervention/Two-In Two-Out
Staging

307.2 FIRST FIVE MINUTES

When practicable and when applicable, the following communications should include, but not be limited to:

#Communications to Control from the first arriving Greenwood Fire Department unit:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)
- Declaration of a working incident
- Cancel or request additional resources and next level alarms as required due to the size and nature of the incident and based on results of a 360 assessment.
- Rapid Intervention Team (RIT) assigned by order of arrival unless deemed unnecessary by IC
- Declaration of operational mode (investigate, attack, command)

#Communications from the IC to incoming units:

- Instructions to any units needed to immediately operate at the scene, including:
 - Where units should position if warranted
 - Task assignments
 - Structure entry points
 - Advise as to any special tools or equipment personnel may need to accomplish assigned tasks

307.3 PROCEDURES

Greenwood Fire Department

Fire Procedure Manual

Fireground Communications

307.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. When directed by Control apparatus radios should be tuned to the fireground operations channel while en route and on-scene. Officers should acknowledge assignments clearly and concisely to avoid unnecessary radio traffic but otherwise should generally avoid using the fireground operations channel while en route unless called. While responding apparatus shall move to the assigned talkgroup.

(b) Personnel

1. Personnel operating within an immediately dangerous to life and health (IDLH) environment shall each have a portable radio tuned to the fireground frequency.
2. Personnel operating on the fireground should keep radio communications to a minimum when possible.

307.3.2 OPERATIONS

Fireground communications may include:

(a) Emergency Traffic Declaration

1. A request for an emergency traffic declaration should be reserved for situations involving immediate danger to personnel. Examples of situations that warrant an emergency traffic declaration include:
 - Structure evacuation
 - Unexpected building collapse or sudden change in conditions
 - Serious injury to personnel
 - Motor vehicle accident involving fire department equipment that results in injuries
 - An unstable situation in which personnel are being assaulted or physically threatened
2. A member requesting an emergency traffic declaration should radio IC with a transmission similar to: "Incident Command from Engine 1 with Emergency Traffic." Personnel should take a short pause, then go ahead with emergency traffic.
3. The IC should acknowledge and repeat the emergency transmission and take any necessary action.
4. When an emergency traffic declaration is made all other radio traffic should be held until the emergency traffic message is delivered and acknowledged.
5. Once the emergency traffic is completed, the IC shall have fire control activate alert tone and announce "All clear, resume radio traffic."

(b) Mayday from a lost, injured or trapped firefighter

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Fire Procedure Manual

Fireground Communications

1. Mayday communications should follow the Mayday procedure and Rapid Intervention/Two-In Two-Out policy.

307.4 UNIVERSAL PRACTICES

1. Radio traffic is to be used for official business at all times.
2. Radio communications on the fire ground should be National Incident Management System (NIMS) compliant.
3. Personnel operating on the emergency scene should remain aware of radio traffic and wait for breaks to avoid "walking over" other transmissions, unless there is a need to request an emergency traffic declaration.
4. Radio transmissions should be made using plain language and unit designations instead of names. Use of codes should be avoided in all transmissions.
5. Personnel should acknowledge receipt of transmissions/orders and repeat. The repeat doesn't need to duplicate the original message word for word, but it should be a brief and concise summary of the message's intent. For example:
 - "Engine 1, from Command, take a 1 ¾" pre-connect to the door on Side C."
"Engine 1 is clear, 1 ¾" pre-connect to Door Side C."
6. Personnel should decide what to say before pressing the transmit button. Radio must be keyed up for 1-2 seconds prior to transmission.
7. When practicable, personnel should hold the radio microphone a few inches from the mouth to avoid audio distortion.
8. Personnel should not hold a portable radio with the antenna touching or very close to exposed skin, especially the eyes or face, when transmitting.
9. Portable radios should not be operated in an explosive atmosphere unless they are rated as intrinsically safe for fire ground operations.

307.4.1 RADIO PROCEDURES AND COMMUNICATION ORDER MODEL

1. Effective communication is a primary factor in making the fire ground a safer environment. The Greenwood Fire Department will follow a proven communications order model developed by the National Fire Academy.
2. National Fire Academy Communication Order Model
 1. The "Handshake" model
 2. The "Hey You, Its Me" model
 3. The Four C's Model - Connect, Convey, Clarify, Confirm
3. All radio transmissions are to conform to this model:
 1. Apparatus initiating transmission calls the unit ID they wish to contact followed by the word "FROM" and then their own unit ID. The sender then awaits acknowledgment before proceeding. - "Ladder 91 from Engine 91"

Greenwood Fire Department

Fire Procedure Manual

Fireground Communications

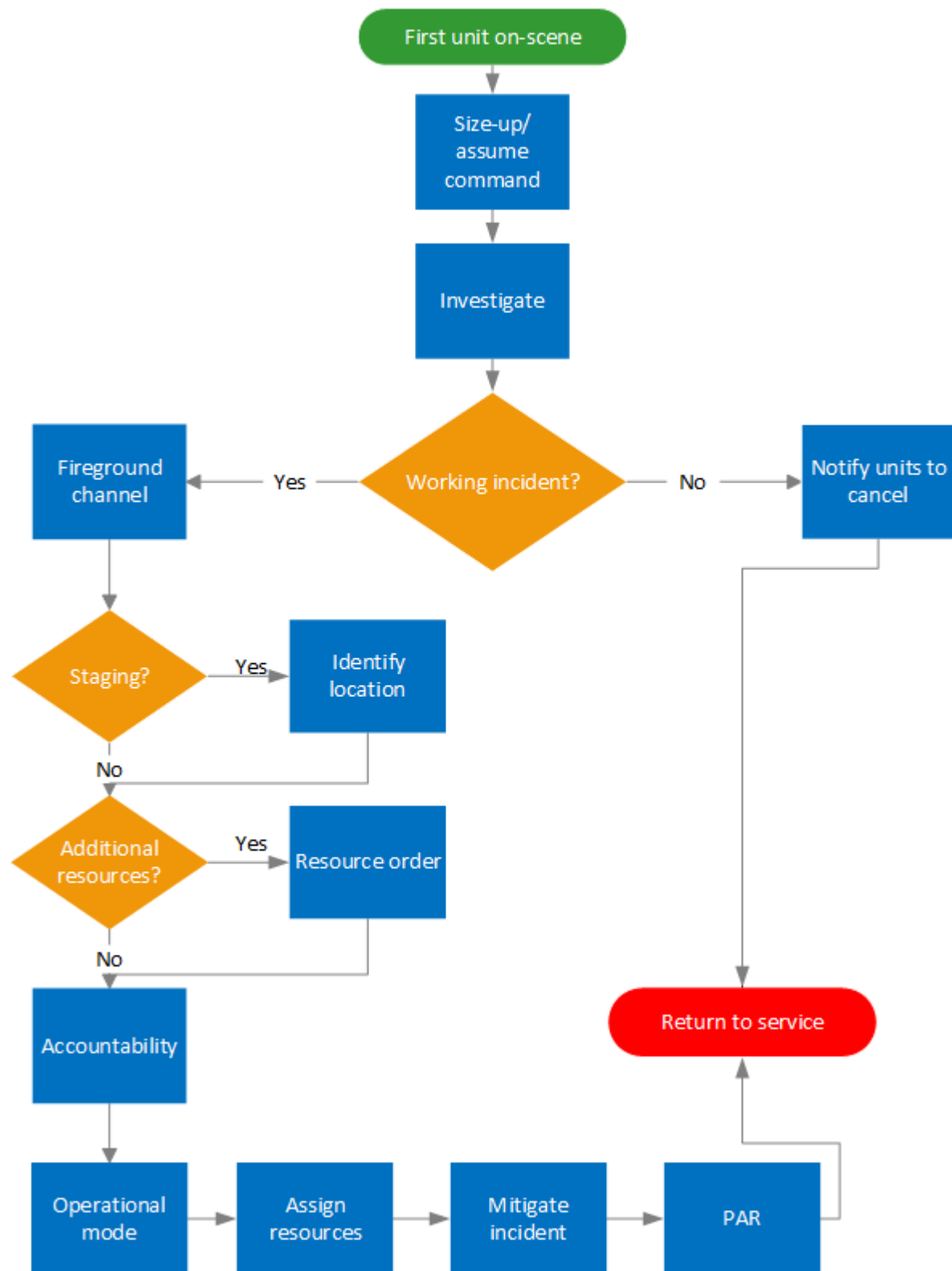
2. The unit being contacted acknowledges the sender by stating their unit ID - "Ladder 91"
3. Unit initiating the transmission delivers the message
4. Unit being contacted will provide confirmation by restating their unit ID and repeating or paraphrasing the message back to the sender.
5. Simply saying "OK", "Clear" or "Copy" to acknowledge a message is not acceptable.

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Fireground Communications

307.5 PROCEDURE DECISION TREE



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Fireground Communications

Communication[Definitions.pdf](#)

Establishing Fireground Operations

308.0 PURPOSE AND SCOPE

This document outlines initial arrival and on-scene procedures for Greenwood Fire Department to establish fireground operations.

Corresponding Policies:

Fireground Accountability
High-Rise Incident Management
Incident Management
Staging
Wildland Firefighting

308.1 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should:

#Contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)

#If fire or smoke is visible, declare a working incident

#Perform or direct another member to perform a 360 assessment of the incident and report results to the IC.

#Declare an initial operational mode based on extent of fire, life hazards, building construction, occupancy premises and resources available:

- Offensive
- Defensive

#Develop an initial Incident Action Plan and, based upon available and arriving personnel, prioritize, assign and tasks to incoming units. Task assignments include:

- Scene safety
- Primary search and rescue
- Initial fire attack
- Water supply
- Ventilation
- Rapid Intervention Team

#Utilize groups and/or divisions to maintain proper span of control.

Greenwood Fire Department

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Establishing Fireground Operations

#Call for or cancel additional resources as required. Total response time should be considered when requesting additional resources.

308.3 PROCEDURES

308.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Arriving apparatus should be positioned as the IC directs and for the specific incident and conditions. To prevent unsafe or ineffective positioning or the need to reposition, apparatus positioning should follow staging levels:
 - (a) Primary (Level 1) Staging should be determined as order of arrival. As determined by department policy, only one or two pieces of apparatus should proceed directly to the scene along with any responding chief officers. Any other unit responding should stop one block away from the incident in the direction of travel and report its location.
 - (b) Secondary (Level 2) Staging: When dictated by IC, the location should be announced when the additional resources are dispatched. This is the cue to establish the Staging Area Manager function.
2. The IC should consider a stage-away option when there may be a violent encounter.

(b) Personnel

1. Personnel should be wearing appropriate structural firefighting personal protective equipment (PPE) and be prepared to carry out their assigned tasks.
2. No personnel, regardless of rank, should enter an immediate danger to life and health (IDLH) atmosphere without full PPE and self-contained breathing apparatus (SCBA).

308.3.2 OPERATIONS

Operations will be dictated by the incident and conditions.

308.4 UNIVERSAL PRACTICES

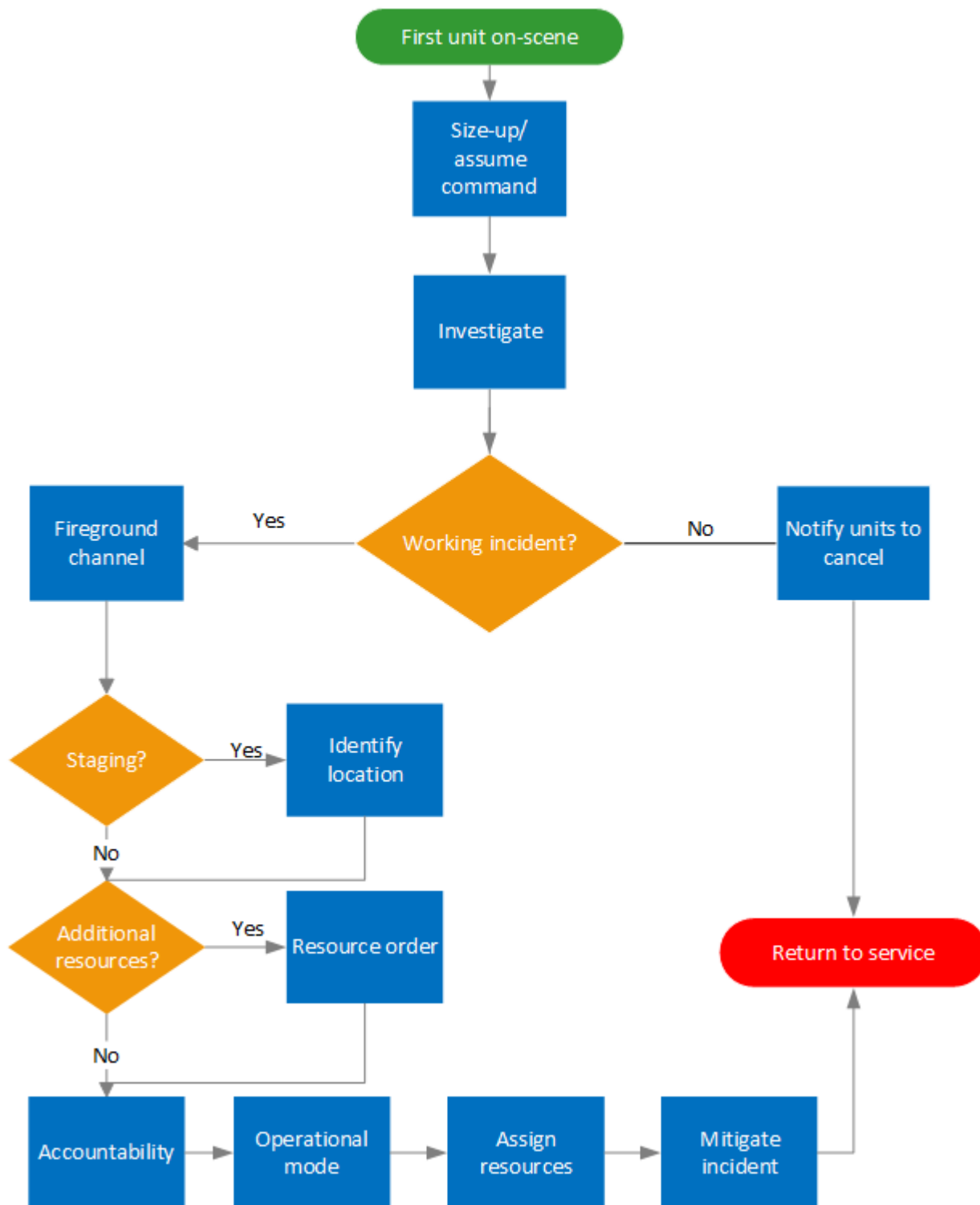
1. The IC should incorporate risk management and risk assessment principles into all levels of the incident management system to define acceptable and unacceptable risks for all members working at an incident.
2. The IC should implement Crew Resource Management principles of communications, teamwork, leadership, task allocation and critical decision making during all emergency incidents.
3. Crew leaders or Division/Group supervisors should coordinate all fireground activity by communicating all intended actions and waiting for confirmation and an affirmative response before initiating their assigned task. For example, the ventilation crew should coordinate with search and rescue crews and hose teams to avoid any change in fire flow path that could trap these crews.

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Fire Procedure Manual

Establishing Fireground Operations

308.5 PROCEDURE DECISION TREE



Commercial Alarm System Activations

309.1 PURPOSE AND SCOPE

This document provides procedures for Greenwood Fire Department personnel responding to alarm system activations at commercial locations.

Corresponding Policies:

Incident Management
Knox-Box Access
Staging

309.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)

#Perform or direct another member to perform a 360 assessment of the incident and report results to the IC.

#Should consult building pre-incident plan, if available.

#Contact building occupants and responsible party. If unoccupied, locate the key entry system. Make sure to replace key at the end of the response.

#Gain access to the building and locate the fire control room, annunciator panel or fire alarm control panel.

#Assign crews to investigate annunciator panel indicators and attempt to isolate the alarm system device that caused the activation.

309.3 PROCEDURES

309.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Apparatus should be placed according to order of arrival. If not assigned to a task, apparatus should be staged according to the Structure Fire or High-Rise Incident procedures as applicable.

(b) Personnel

1. Personnel should respond and treat alarm activations as if they are confirmed fires.

Greenwood Fire Department

Fire Procedure Manual

Commercial Alarm System Activations

309.3.2 OPERATIONS

A response to a commercial alarm system activation involves the following operations:

- (a) Actual Emergency
 - 1. When alarm activations indicate an actual event requiring specific response, operations should shift to the Structure Fire or High-Rise Incident procedures.
- (b) System Malfunction
 - 1. When investigation of the alarm activation reveals a system malfunction, personnel should coordinate with the owner or responsible party to reset the system. If the system will not reset, consider the need or requirement for evacuation or fire watch and contact the fire code official.
 - 2. The system may be silenced but should not be reset by Greenwood Fire Department personnel, unless assisting the property representative.
 - 3. If the fire suppression system has been activated, but there is no fire, personnel should take proper steps to conserve property and isolate the riser. Fire watch must be implemented.
 - 4. In all the above instances, email the Prevention Division with all information.

309.4 UNIVERSAL PRACTICES

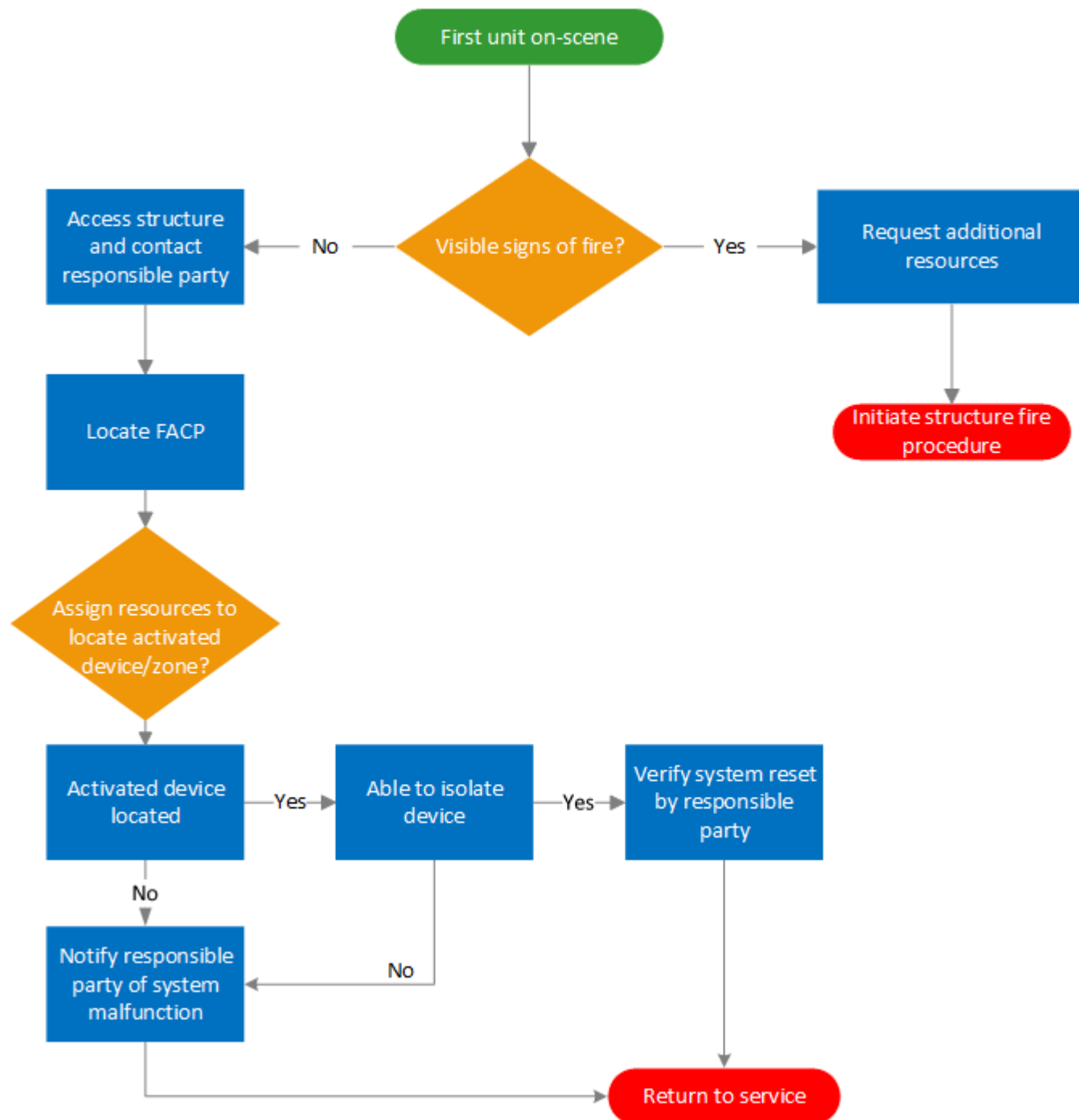
- 1. Personnel should be in full personal protective equipment (PPE) including self-contained breathing apparatus (SCBA) and have appropriate tools and equipment on all alarm system activations.
- 2. Units should not clear the scene until the cause of the alarm activation has been investigated and resolved.
- 3. The response level on an alarm activation response should not be changed or canceled by Control unless a disregard is received from the alarm company.

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Commercial Alarm System Activations

309.5 PROCEDURE DECISION TREE



Smoke or Fire of Unknown Origin

310.1 PURPOSE AND SCOPE

This document provides procedures for Greenwood Fire Department personnel responding to calls for smoke or fire of unknown origin.

Corresponding Policies:

Fireground Accountability
High-Rise Incident Management
Incident Management

310.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Primary staging location
- Unit assuming incident command (IC)

#Perform or direct another member to perform a 360 assessment of the incident and report results to the IC.

#Establish the department personnel accountability system.

#Speak or direct another member to speak with the caller, if possible.

#Request additional resources as needed.

310.3 PROCEDURES

310.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Arriving apparatus should be positioned as the IC directs and for the specific incident and conditions. To prevent unsafe or ineffective positioning or the need to reposition, apparatus positioning should follow staging levels:
 - (a) Primary (Level 1) Staging: Should be determined by order of arrival and determined by department policy. Only one or two pieces of apparatus should proceed directly to the scene along with any responding chief officers. Any other unit responding should stop one block away from the incident in the direction of travel and report its location.
 - (b) Secondary (Level 2) Staging: When dictated by the IC, the location should be announced when the additional resources are dispatched. This is the cue to establish a Staging Area Manager function.

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Smoke or Fire of Unknown Origin

(b) Personnel

1. Personnel should be in full personal protective equipment (PPE).

310.3.2 OPERATIONS

A response to a smoke or fire of unknown origin call involves the following resources and operations:

(a) Crew members should:

1. Have a Thermal Imaging Camera (TIC), carbon monoxide (CO) detector and gas monitor.
2. Have tools that will aid in any investigation or if a fire or smoke source is discovered, including but not limited to:
 - (a) Hand lights
 - (b) Hand tools
 - (c) Halligan bars and axes (married sets)
 - (d) Pike poles
 - (e) Dry Chemical (A-B-C) fire extinguisher or pressurized water extinguisher.
3. Investigate energy-generating sources such as appliances, light ballasts, sump pumps, cooking equipment, and heating, ventilation and air-conditioning units.
4. Locate and view panel boxes for scorched or smoking connections. If fuses are tripped, investigate the affected areas, appliances or equipment.
5. Check outlets, service connections and light fixtures for scorching or smoking, and investigate surrounding areas and walls by feel and TIC.
6. Listen for crackling or other sounds that might indicate smoldering or electrical shorting.
7. Check other building occupancies and neighboring properties.
8. For high-rise building responses, check the lowest and highest floors for any evidence of smoke production or travel.
9. Make a visual and TIC inspection of accessible spaces and investigate inaccessible spaces by feel and TIC. These spaces include but are not limited to:
 - Attics and cocklofts
 - False ceilings
 - Trash cans
 - Crawl spaces

(b) The IC should:

1. Treat all smoke or fire of unknown origin calls as a structure fire response.
2. Avoid canceling the call or returning any units until the source of smoke or fire is located and no hazard exists.

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Fire Procedure Manual

Smoke or Fire of Unknown Origin

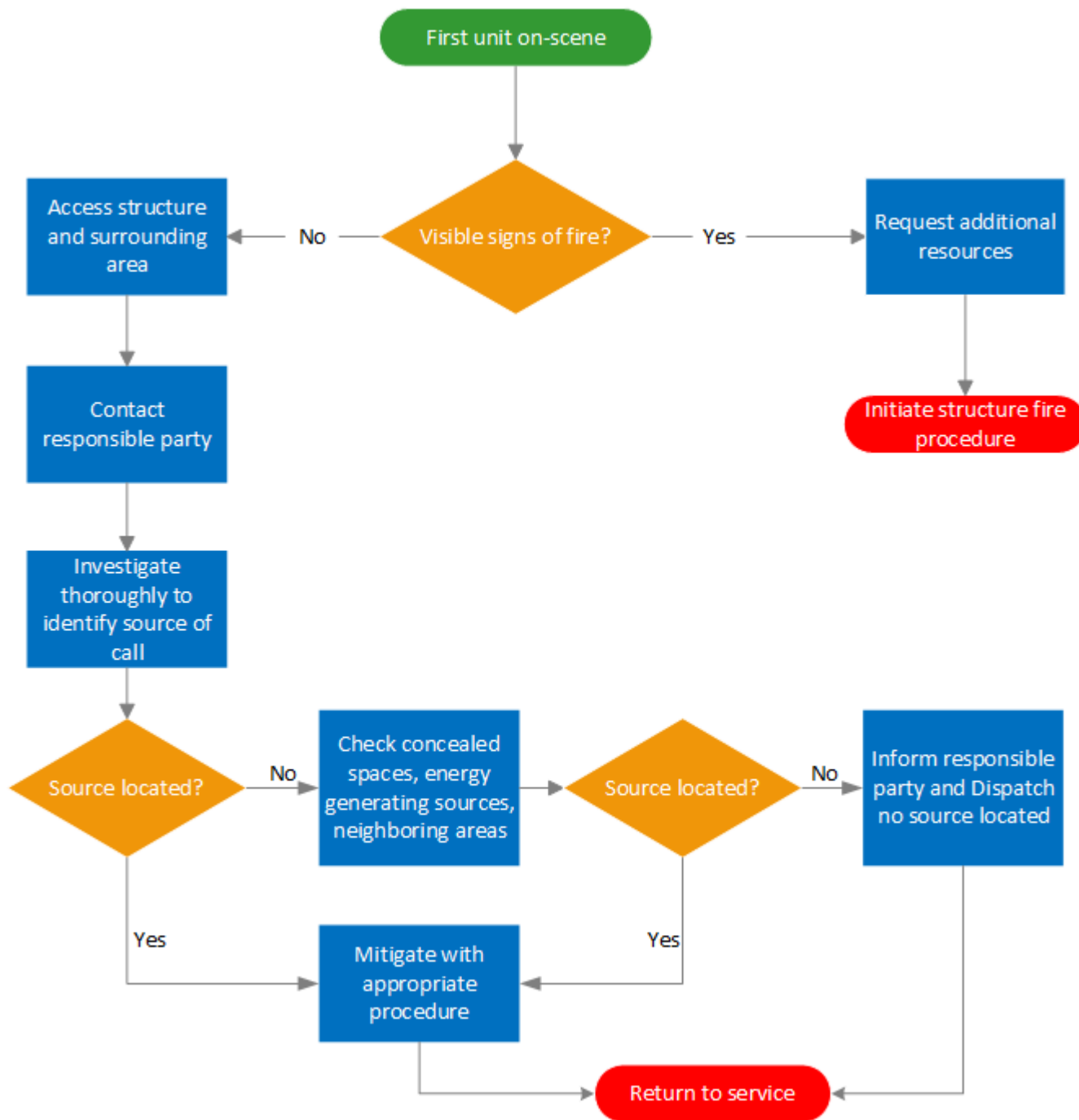
3. Consider splitting crews into teams to more quickly investigate multiple areas. Each member should have a portable radio.
4. Consider that building occupants might be mistaken or not be completely truthful about the possible source of smoke and burning smells. For example, children might hide evidence of burning and occupants may not be forthcoming out of embarrassment or concern about repercussions from landlords or supervisors.
5. When practicable, discuss the results of the investigation with the caller, occupant or owner.

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Fire Procedure Manual

Smoke or Fire of Unknown Origin

310.4 PROCEDURE DECISION TREE



Mid to High-Rise Fires

311.1 PURPOSE AND SCOPE

This document provides arrival and initial procedures for Greenwood Fire Department personnel responding to a high-rise incident. This procedure should be implemented at all high-rise incidents.

Corresponding Policies:

Elevator Restrictions During Emergencies
Emergency Response
Fireground Accountability
High-Rise Incident Management
Incident Management
Rapid Intervention/Two-In Two-Out
Staging

311.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should contact Control and provide the following information:

- Unit on-scene.
- Initial scene size-up.
- Location of a Primary (Level 1) Staging area.
- Unit assuming incident command (IC).

The IC should:

#Refer to any existing building pre-plan for site specific information and procedures.

#Initiate department personnel accountability system.

#Perform or direct another member to perform a 360 assessment and report the results to the IC. The 360 assessment should include, but not be limited to, the following information:

- Location of the fire control room and/or annunciator panel or fire control panel
- Identification of the fire floor or division
- Conditions on the fire floor or division and the floor above
- For buildings with multiple standpipes, identification of which riser requires water
- Floors or sectors where occupants are or may be in immediate danger
- Identification and location of attack stairs
- Identification and location of evacuation stairs

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Fire Procedure Manual

Mid to High-Rise Fires

#Assign personnel as is practicable to make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger.

#Recall all elevators to the lobby.

#Call for additional resources that are required or anticipated. Consider the high level of equipment and personnel a high-rise fire demands and reflex time when requesting resources.

311.3 PROCEDURES

311.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. The first due engine should position for fire attack. The company officer will determine if they are stretching from the apparatus or using the standpipe system. This must be relayed to other companies and command as it will determine their actions. The second due engine shall assist the first due engine with deploying the primary attack line.
2. If the first due engine elects to use the standpipe, the first due engineer will proceed to the FDC and connect and secure a water supply. The second engine engineer shall assist the fire due engine engineer.
3. The third and fourth engines shall deploy a back up, or second, attack line. If the standpipe system is used, this must be completed from two floors below. If the fire is reported as under control, the stretch may be completed from the fire floor standpipe outlet. The back up, or second, attack line must be of equal diameter and one length longer than the primary attack line.
4. Unless otherwise directed by the IC, the first and second due aerials should position in a location allowing for deployment of the ladder or tower and engaging in aerial operations. The first and second aerials can be supplied by the third and fourth arriving engines.
- 5.

(b) Personnel

1. All responding personnel should be in full structural firefighting PPE, including SCBA, and remain with their unit crew until assigned.
2. Companies not involved in initial fire attack should report to the base area for assignment. The officer of the first unit arriving at the base location should, unless otherwise assigned, assume supervision of the base area.
3. Elevators should only be used by personnel in accordance with any existing Greenwood Fire Department elevator policy.
4. Personnel should gather and have with them all tools and resources reasonably anticipated as necessary to engage in high-rise firefighting operations. These include, but are not limited to:

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Mid to High-Rise Fires

- Hand lights
- At least one Thermal Imaging Camera (TIC) for each crew or team
- Hand tools
- Entry tools
- Tools for breaching walls and ceilings
- High-rise pack(s), which should include but is not limited to:
 - 2.5" Gate Valve
 - 45 degree elbow
 - Inline Pressure Gauge
 - 2 Spanner wrenches
 - 1 Pipe wrench
 - 2 Hose straps
 - Bolt cutters
 - Spare standpipe wheel
 - Wire brush
 - 4 50' sections of 2.25" hose folded in a Denver bundle configuration, one of these bundles will have a 2.5" smooth bore nozzle with a 1-1/16" tip.

311.3.2 OPERATIONS

- (a) The IC should direct incoming units according to the practice of ALS-Base:
 - 1. Attack
 - (a) After establishing water supply to the FDC, the first and second due engine companies should advise the IC and be prepared to immediately engage in initial fire attack.
 - (b) The initial fire attack should be performed by at least two companies.
 - (c) The attack companies should check the conditions on each floor while ascending to the floor below the fire floor via the attack stairway.
 - 2. Lobby Control
 - A Lobby Control Unit Leader should be assigned to control access to the lobby and elevators. Personnel should be assigned to the unit leader as required by the size and scope of the incident.
 - 3. Staging (Personnel)
 - This should be located in the building at a minimum of two floors below the fire floor, as long as atmospheric conditions allow.
 - 4. Base

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Fire Procedure Manual

Mid to High-Rise Fires

- This area should be located outside the building, away from a collapse zone and should be large enough to handle the anticipated personnel and equipment needed.

(b) Tasks

1. In addition to ALS-Base assignments, the IC should consider the following task assignments based upon scene and fire conditions:
 - Assigning units to continue evacuation for the safe exit of building occupants.
 - Assigning units to search and rescue.
 - Assigning units to ventilation and fire flow control.
 - Coordinating adequate self-contained breathing apparatus (SCBA) supply and refill capabilities.
 - Setting up exhaust fans and portable lighting as needed in the lobby and at the staging and base areas.

(c) Coordination of Operations

1. The IC should maintain communications between all of the following units to coordinate all efforts and, as much as is reasonably possible, control how the actions of these units impact the safety and effectiveness of the other operations:
 - (a) Fire attack and suppression
 - (b) Search and rescue
 - (c) Evacuation
 - (d) Ventilation
 - (e) Water supply
2. In order to maintain span of control, the IC should consider assigning Group and Division Supervisors.

(d) Assignments

1. Fire Attack - Water on the fire is critical to mitigating the emergency. Due to reflex time, getting crews in place is of the utmost importance.
2. Lobby Control - Control access to and from the building. Ensuring elevators and building systems are being managed or have been assigned to another officer. Assign a Systems Control Unit Leader as resources allow.
3. Staging - Two floors below fire floor in open area (not stairwell). All units ascending should report to staging unless otherwise assigned by the IC.
4. Rapid Intervention Team - should be positioned on the staging floor before personnel enter into an immediately dangerous to life or health (IDLH) environment.

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Fire Procedure Manual

Mid to High-Rise Fires

5. Base - Should be established outside the building where incoming units are, as is reasonably practicable, clear of falling debris. The base assignment is responsible for assembling and deploying resources as requested by the IC.

311.3.3 DEPLOYING STANDPIPE BUNDLES

1. Locate the standpipe to be used. In older buildings this will be the floor below. Newer construction standpipes are commonly located on a landing between floors.

2. The ladder company should be searching ahead of the engine company. It is imperative that the ladder company report conditions to the engine company making a standpipe connection.

- a. If the ladder company reports fire in the hallway, a wet advance must be used.
- b. if the ladder company is able to confine the fire by closing a door to the apartment or office, a dry stretch on the fire floor may be accomplished.

3. Positions:

- a. all positions will assist in carrying equipment to the floor/landing below the fire floor.
- b. Once at the staging location, all bundles need to be placed on the floor, straps removed, and connections made.
- c. The nozzle firefighter will take one bundle up to the fire floor.
- d. The backup firefighter will take another bundle up behind the nozzle firefighter while making sure the hose in the stairwell stays to the outside of the stairwell.
- e. Once at the fire floor, determine if a wet or dry stretch will be used.
- f. If a wet advance is needed, the hose needs to be ran backwards up to the next landing to assist in the push. Once the hose is in place, call for water.

1. Nozzle firefighter: responsible for operating the nozzle
2. Officer: tactical decisions, crew safety, communication to command.
3. Back up firefighter: assist with completing the stretch and advancing hose. There should be multiple back up firefighters as two engine companies have combined to complete the stretch. These firefighters must help to push hose and manage corners.
4. Control firefighter: responsible for making the connection to the standpipe using the equipment provided in the standpipe bag. It is imperative to bleed the standpipe of air prior to connecting the hose. The control firefighter should connect to the standpipe in following fashion:
 - a. Remove cap and clean threads

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Mid to High-Rise Fires

- b. Have the officer call for the system to be charged
- c. Bleed air from the system, insuring full travel of the valve
- d. Connect the gate valve to the outlet
- e. Connect the elbow to the gate valve
- f. Connect the inline pressure gauge to the elbow
- g. Connect hose to the inline pressure gauge
- h. Wait for the attack crew to call for water
- i. Open the valve when water is called for
- j. Open the valve completely and wait for the attack crew to "cycle" the line to remove kinks. Once the line has been cycled, slowly close the valve until the desired pressure is achieved. (2.25" hose has about 7.5psi friction loss per section for 50psi tip pressure. This works out to 30psi for four bundles plus 5psi for the floor above. 80-90psi discharge at the inline gauge should be correct.)

g. The backup/second attack line will follow a similar procedure. It is imperative that conditions are monitored closely as the second line may need to stretch to the floor above the fire for extension. This will necessitate extra hose.

h. The number of handlines being deployed via standpipes in a single stairwell needs to be limited to two. These lines take up a lot of space and make traveling the stairs difficult. It may be necessary to deploy additional handlines from a different stairwell.

311.4 UNIVERSAL PRACTICES

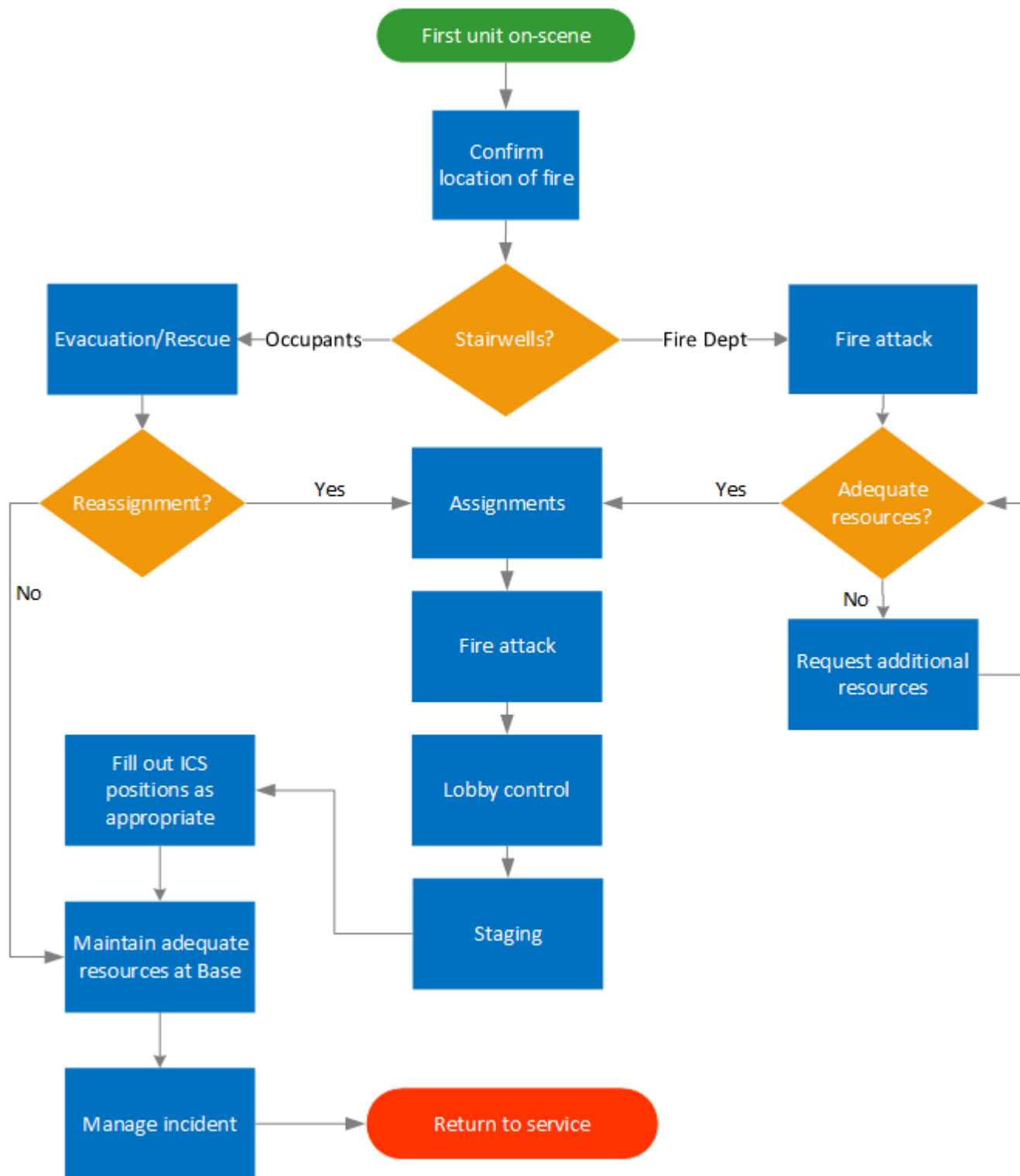
1. Ensure adequate resources are requested early in the event as high-rise incidents are time- and labor-intensive.
2. Maintain awareness of varying wind conditions and flow paths that may be present during a high-rise incident. These changing conditions can impact personnel working in the building.
3. Environmental and atmospheric conditions can vary dramatically at different heights within a high-rise structure. Consider using wind control devices, such as high-rise fire curtains, and high-rise nozzles when appropriate.
4. Rehab should be set up on the staging floor in an area removed from ongoing operations and free from an IDLH environment.

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Mid to High-Rise Fires

311.5 PROCEDURE DECISION TREE



Traffic Accidents and Vehicle Fire Response

312.1 PURPOSE AND SCOPE

This document provides procedures for Greenwood Fire Department personnel responding to motor vehicle accidents and vehicle fires.

Corresponding Policies:

Emergency Response
Fireground Accountability
High-Visibility Safety Vests
Incident Management
Staging
Roadway Incident Safety

312.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should:

#Contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit Establishing Incident Command (IC)

The IC should:

#Establish the department accountability system for all personnel on scene.

#Perform or direct another member to perform a 360 assessment to identify:

- Hazardous materials (HAZMAT) placards.
- Badges or labels indicating hybrid, electric, or alternative fuel vehicles such as:
 - Electric vehicle (EV)
 - Hybrid
 - High Voltage
 - Zero Emission
 - Compressed natural gas ("CNG" in blue diamond, passenger side rear)
 - Liquid natural gas ("LNG" in black diamond on fuel tank and/or rear of vehicle)
 - Liquid Propane Gas ("LPG" in blue diamond, rear of vehicle)
 - Liquid/compressed hydrogen ("H2" in blue diamond, rear of vehicle)
- Overhead wires or other involved utility equipment.
- Leaking or venting motor fuel, liquid propane (LP) or compressed natural gas (CNG), or other HAZMAT conditions.

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Traffic Accidents and Vehicle Fire Response

- Lithium-ion batteries off-gassing or showing signs of thermal runaway.
- Vehicle stability.
- Total number of victims and initial triage.
- Fallen utility lines.
- Any other conditions that could interfere with extrication operations or create an immediately dangerous to life and health environment.

#If a commercial vehicle is involved, reasonable efforts to locate the driver should be made to determine what is being carried and the presence of hazardous materials.

#If any of the following indicators or conditions are present, develop an initial incident action plan and respond in accordance with the DOT Emergency Action Guide, alternative fuels emergency field guide used by the department, and the Hazardous Materials Initial Incident Response Procedure:

- A HAZMAT placard, material safety data sheet or notice
- A visible HAZMAT
- Presence of leaking motor fuel
- Leaking or venting LP or CNG tanks
- Badges or other indicators that the vehicle is alternative fuel, electric, or hybrid
- Lithium-ion batteries off-gassing or showing signs of thermal runaway

#If it reasonably appears hazardous materials are present, including leaking or venting motor fuel, LP, or CNG, suppression operations should not begin until the IC or the Incident Safety Officer approves.

#Call for any additional resources required.

312.3 PROCEDURES

312.3.1 RESOURCE DEPLOYMENT

Resources deployed during response to a traffic accident or vehicle fire should use the following procedures:

(a) Apparatus

1. When practicable, the roadway should be closed to all traffic. When road closure cannot be accomplished, apparatus should be placed according to the Traffic Incident Management System and Roadway Incidents Procedure.

(b) Personnel

1. Personnel should be in personal protective equipment (PPE) that is appropriate for the on-scene hazards unless otherwise advised by the IC.

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Traffic Accidents and Vehicle Fire Response

- (a) For a vehicle fire, PPE should include a self-contained breathing apparatus (SCBA).
- (b) High visibility vests approved for roadway use should be worn by all personnel when not directly engaged in fire suppression activities.

312.3.2 OPERATIONS

If the vehicle is alternative, electric, or hybrid, carry out all operations according to the alternative fuel vehicle emergency field guide used by the department.

Traffic accident and vehicle fire response may involve the following operations:

- (a) Vehicle disabling and immobilization.
 - 1. When practicable and reasonable, the vehicle should be disabled:
 - (a) Place vehicle in park and turn off ignition.
 - (b) Disconnect the 12-volt battery
 - (c) If the key is located, remove from the ignition. If equipped with a keyless start, move the key at least 20 feet from the vehicle to prevent unintended engagement of any proximity functions.
 - 2. When practicable and reasonable, the vehicle should be immobilized:
 - (a) Approach the vehicle at an angle to avoid bumpers and other parts launched by high pressure systems and tires that may explode.
 - (b) Chock the wheels.
 - (c) Set the parking brake.
 - (d) Place vehicle transmission in park.
- (b) Traffic accident with injuries
 - 1. Standard EMS protocols for patient treatment and transport should be followed.
 - 2. Responders should avoid placing themselves between the patient and any undeployed airbags that may be located within the vehicle passenger compartment.
 - 3. Personnel should be aware of and look for cracked or overheated high voltage batteries as they can release toxic materials and fumes.
- (c) Vehicle Fire
 - 1. A water supply should be considered before beginning operations. At least one 1¾-inch hoseline should be deployed.
 - 2. Personnel should approach the vehicle from the side or at an angle to avoid bumpers and other parts launched by high-pressure systems and exploding tires.
 - 3. EVs may contain lithium-ion batteries, which are prone to thermal runaway. In cases of thermal runaway involving a battery that cannot be removed from

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Traffic Accidents and Vehicle Fire Response

a vehicle, personnel should use copious amounts of water to cool adjacent batteries, enclosures, and exposures to allow time for the battery to burn out. Some batteries may take several hours, or even days, to fully burn out.

4. Batteries that can be removed safely from a vehicle should be submerged in water or placed in a containment device designed for that purpose.
5. Fires involving lithium-ion batteries or mobility devices where there is not runaway should be extinguished by using copious amounts of water.
6. Due to the danger of reignition, full PPE including SCBA with facepiece should be worn at all times when working around lithium-ion that have been involved in fire or exposed to high temperatures.

(d) Extrication

1. If extrication is required, personnel should refer to the Vehicle Extrication Operations Procedure.

312.4 UNIVERSAL PRACTICES

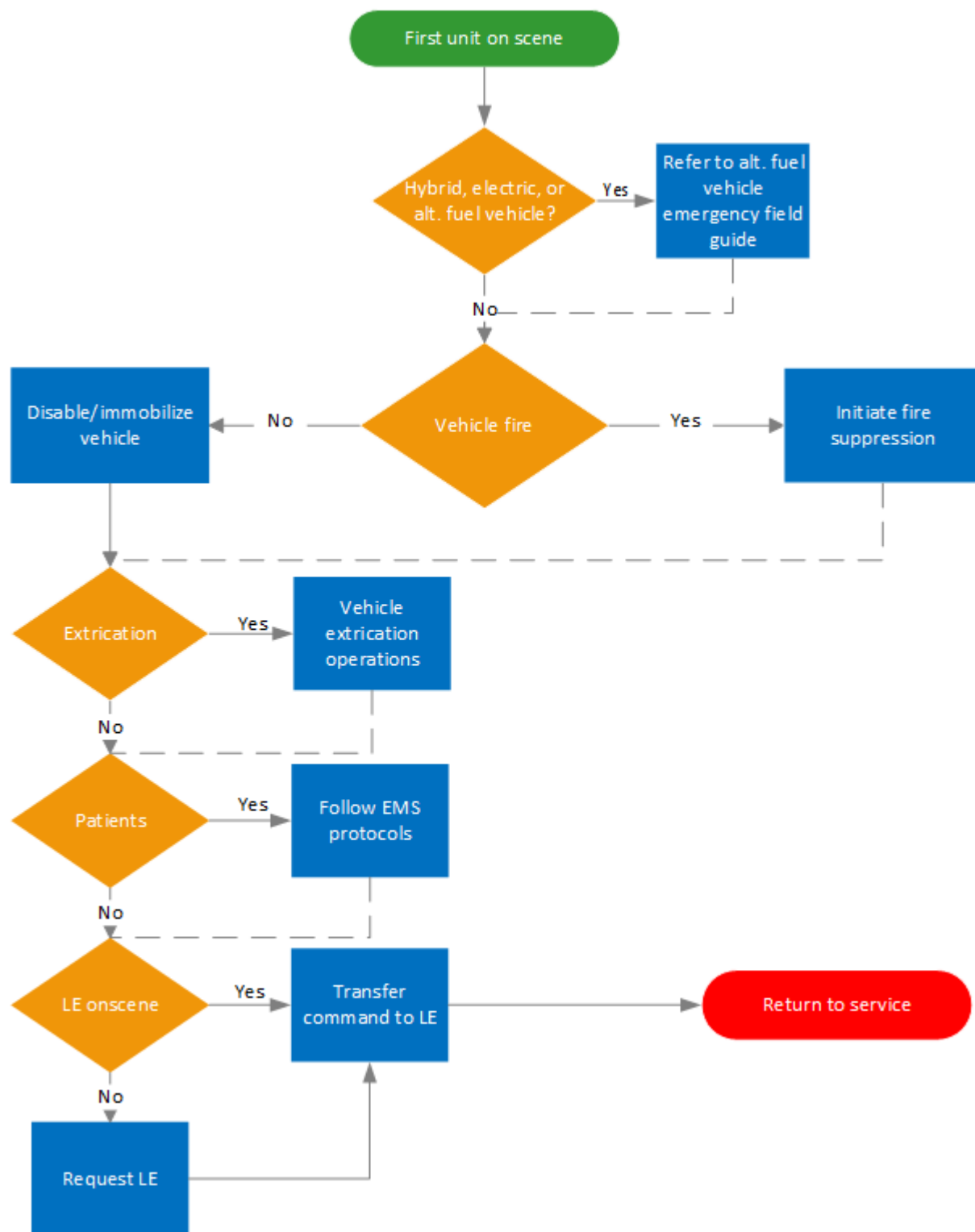
1. All department vehicles should have a current alternative fuel emergency field guide stored with the DOT Emergency Response Guidebook (ERG). This guide should be used to develop an initial incident action plan and for ongoing operations.
2. The scene should be surveyed with a thermal imaging camera (TIC) to determine the location of any victims. For example, victims may have been ejected from a vehicle, landing away from the crash scene or hidden by trees and brush.
3. When practicable, scene preservation practices should be used to preserve evidence in case law enforcement determines a criminal investigation is required. Personnel should disturb only what is necessary to complete rescue and fire suppression operations. For example, liquor bottles or drug paraphernalia found in a vehicle should be left undisturbed or moved only to complete operations.
4. The IC should take reasonable steps to ensure that adequate gross decontamination is performed before releasing units from any scene where personnel were exposed to potentially harmful substances including:
 - Smoke.
 - Soot.
 - Body fluids.
 - Hazardous materials.

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Fire Procedure Manual

Traffic Accidents and Vehicle Fire Response

312.5 PROCEDURE DECISION TREE



Vehicle Extrication Operations

313.1 PURPOSE AND SCOPE

This procedure provides arrival and on-scene procedures for Greenwood Fire Department units responding to an incident involving extrication from a motor vehicle.

Corresponding Policies:

High Visibility Safety Vests
Incident Management
Personal Protective Equipment
Staging

313.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should:

#Contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit Establishing Incident Command (IC)

#Confirm that at least one unit has been dispatched carrying full vehicle extrication tools and personnel trained in the use of the tools. This should include hydraulic extrication systems, cribbing, bracing, shoring, and blocking.

The IC should:

#Designate at least one fire suppression team and at least one extrication team with an assigned officer for each.

#Establish the department personnel accountability system.

#Perform or direct another member to perform a 360 assessment to identify:

- Hazardous materials (HAZMAT) placards.
- Badges or labels indicating hybrid, electric, or alternative fuel vehicles such as:
 - Electric vehicle (EV)
 - Hybrid
 - High voltage
 - Zero emission
 - Compressed natural gas ("CNG" in blue diamond, passenger side rear)
 - Liquid natural gas ("LNG" in black diamond on fuel tank and/or rear of vehicle)
 - Liquid propane gas ("LPG" in blue diamond on rear of vehicle)

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Vehicle Extrication Operations

- Liquid/compressed hydrogen ("H2" in blue diamond, rear of vehicle)
- Overhead wires or other involved utility equipment
- Leaking or venting motor fuel, liquid propane (LP) or compressed natural gas (CNG), or other HAZMAT conditions.
- Lithium-ion batteries off-gassing or showing signs of thermal runaway.
- Vehicle stability.
- Total number of victims and initial triage.
- Number of entrapped victims.
- Any other conditions that could interfere with extrication operations or create an immediately dangerous to life and health environment.

#If a commercial vehicle is involved, reasonable efforts to locate the driver should be made to determine what is being carried and the presence of hazardous materials.

#If any of the following indicators or conditions are present, develop an initial incident action plan and respond in accordance with the DOT Emergency Action Guide, alternative fuel guide used by the department, and the Hazardous Materials Initial Incident Response Procedure:

- A HAZMAT placard, material Safety Data Sheet or notice
- A visible HAZMAT
- Presence of leaking motor fuel
- Leaking or venting LP or CNG tanks
- Badges or other indicators that the vehicle is alternative fuel, electric, or hybrid
- Lithium-ion batteries off-gassing or showing signs of thermal runaway

#If it reasonably appears hazardous materials are present, including leaking or venting motor fuel, LP, or CNG, suppression and extrication operations should not begin until the IC or the Incident Safety Officer approves.

#Call for any additional resources required.

313.3 PROCEDURES

313.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Priority positions should be given to:
 - (a) Units with extrication systems and equipment.
 - (b) Fire suppression units.
 - (c) EMS.

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Vehicle Extrication Operations

2. If any of these units are not yet on-scene, sufficient room should be left for approach and placement upon their arrival.
- (b) Personnel
1. Personnel should don and remain in full PPE until otherwise directed by the IC. , Extrication team personnel should wear the appropriate PPE for the given task.

313.3.2 OPERATIONS

If the vehicle is alternative, electric, or hybrid, carry out all operations according to the alternative fuel vehicle emergency field guide used by the department.

- (a) Suppression Team
1. The fire suppression activities should be in accordance with the Traffic Accidents and Vehicle Fire Response Procedure. In addition, the fire suppression team should:
 - (a) Have at least one firefighter keep a charged line trained on the extrication team and their activities.
 2. Stabilize the vehicle
 - Approach the vehicle at an angle to bumpers and other parts launched by high-pressure systems and tires that may explode.
 - Chock the wheels.
 - Set the parking brake.
 - Put the transmission in park.
 - If the vehicle is on its side or overturned, use appropriate equipment to stabilize the vehicle.
 - Use extreme caution when placing stabilization equipment against electric or hybrid vehicles to avoid damaging the battery cell.
 3. Disable the vehicle
 - (a) Turn off the ignition
 - (b) Disconnect the 12-volt battery (following manufacturer instructions)
 - (c) If the key is located:
 - Remove the key from the ignition.
 - If equipped with a keyless start, move the key at least 20 feet from the vehicle to prevent unintended engagement of any proximity key functions.
- (b) Extrication Team
1. The extrication team should consist of an officer and a minimum of two firefighters.
 - (a) The assigned extrication officer should:

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Vehicle Extrication Operations

1. Establish a hot zone. Access to this area should be limited only to those firefighters involved in the extrication process, EMS personnel should remain in the warm/cold zone until directed otherwise.
2. Keep the IC informed of the status of extrication operations.
3. See that tools and extrication systems reasonably expected to be used are brought to the hot zone and request additional tools and resources when needed.
4. Supervise extrication procedures on hybrid, electric, or alternative fuel vehicles using manufacturers' recommendations found in the alternative fuel vehicles emergency field guide used by the department, to avoid cutting into fuel delivery, high-voltage, or high-pressure components.
5. Work with the EMS provider in the vehicle to coordinate the best and most efficient means of extrication.
6. In developing an extrication strategy, the extrication officer and the safety officer should consider:
 - (a) Scene safety.
 - (b) Vehicle stability.
 - (c) Fire and EMS personnel safety.
 - (d) Patient assessment and treatment.

313.4 UNIVERSAL PRACTICES

1. All department vehicles should have a current alternative fuel emergency field guide stored with the DOT Emergency Response guidebook. This guide should be used to develop an initial incident action plan and for ongoing operations.
2. Airbags can deploy without warning. Unless an airbag has deployed and is exposed or personnel are otherwise advised by the IC or extrication officer, assume every steering wheel, door, seat, pillar, window, and panel contains an undeployed airbag or curtain. To the extent possible, avoid and work around these areas.
3. Members should assume all vehicles are hybrid, electric, or alternative fuel powered until they are reasonably confirmed otherwise.
4. Due to a lack of engine noise, electric or hybrid vehicles may appear to be shut down when they are still running. Confirm the engine is shut down by following the manufacturer's recommendations in the alternative fuel emergency field guide used by the department.
5. Pillars and panels can contain wiring and compressed gas cylinders. Remove all plastic trim to expose areas where cutting is planned.
6. Extrication activity can compromise vehicle stability without warning. Appropriate stabilization should be planned and placed prior to engaging in extrication.

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Vehicle Extrication Operations

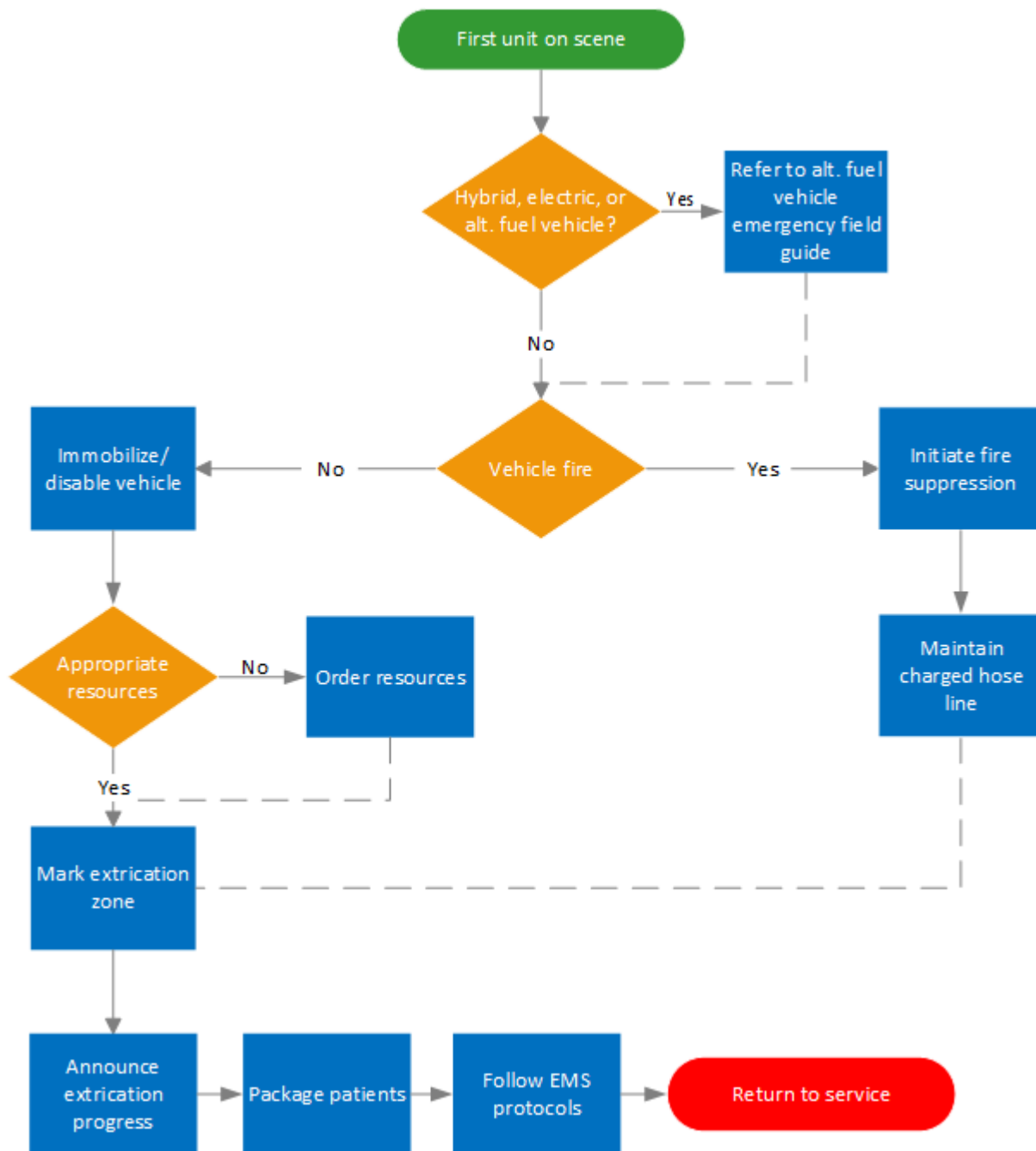
7. The IC should take reasonable steps to ensure that adequate gross decontamination is performed before releasing units from any scene where personnel were exposed to potentially harmful substances including:
 - (a) Smoke.
 - (b) Soot.
 - (c) Body fluids.
 - (d) Hazardous materials.

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Vehicle Extrication Operations

313.5 PROCEDURE DECISION TREE



Incident Management System

314.1 PURPOSE

- (a) The Greenwood Fire Department responds to a wide variety of emergency incidents. In order to effectively manage personnel and resources, and to provide for the safety and welfare of personnel, we will always operate within NFPA 1561 at an emergency incident scene, and large scale training operations. This guideline should be employed in establishing Command, and all additional components of the National Incident Management System (NIMS) should be used where warranted.

314.2 DEFINITION

- (a) Command Procedures are designed to:
 - 1. Establish an effective incident organization that defines activities and responsibilities assigned to the Incident Commander and other individuals operating within the Incident Management System.
 - 2. Ensure that a strong, direct, and visible Command will be established from the onset of the incident.
 - 3. Place the responsibility for Command on a certain individual through a standard identification system, depending on the arrival sequence of members, companies, and Chief Officers.
 - 4. The Incident Commander is responsible for the completion of tactical objectives listed below in order of priority:
 - (a) Life Safety
 - 1. Promote the safety of the citizens and firefighters as the number one priority.
 - 2. Life safety includes rescue, accountability and welfare of personnel.
This priority is ongoing throughout the incident.
 - (b) Incident Stabilization
 - (c) Property Conservation
- (b) The Incident Management System is used to define roles for responders to facilitate the completion of tactical objectives.
- (c) The Incident Commander is the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.

314.3 POLICY

- (a) The Incident Commander is responsible for all of the following functions. As Command is transferred, so is the responsibility for these functions. The first five (5) functions must be addressed immediately at the initial establishment of Command.

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Incident Management System

1. Establish and announce Command and establish an effective operating position (Command Post).
 2. Rapidly evaluate the situation (Size#Up).
 3. Initiate, maintain, and control the communications process.
 4. Identify the overall objectives and strategy (offensive or defensive), develop an Incident Action Plan, and assign companies and personnel consistent with the plan and Operational Guidelines.
 5. Develop an effective Incident Management Team.
 6. Review, evaluate, and revise (as needed) the Incident Action Plan.
 7. Provide for the continuity, transfer, and termination of Command.
- (b) The development of the organizational structure should begin with the deployment of the first arriving fire department apparatus and continue through a number of phases, depending on the size and complexity of the incident.
1. Large scale and complex incidents = More developed command organization
 2. Small scale and simple incidents = Basic command organization
 3. The Incident Commander should have more people working than commanding while maintaining an effective span of control.
- (c) The basic configuration of Command includes three levels:
1. Strategic Level: Involves the overall command of the incident. The strategic level responsibilities include:
 - (a) Determine Objectives.
 - (b) Determining the appropriate strategy: **Offensive or Defensive.**
 - (c) Establishing a strategic plan for the incident.
 - (d) Setting priorities.
 - (e) Obtaining and allocating resources.
 - (f) Predicting outcomes and establish planning.
 - (g) Assigning specific objectives to tactical level units.
 2. Tactical Level: Designates tactical assignments and operational activities to achieve objectives and strategy. Tactical Level Officers include Branch Directors, Division and Group Supervisors who are in charge of resources.
 3. Task Level: Refers to those activities normally accomplished by individual companies or specific personnel and are routinely supervised by Company Officers. The accumulated achievements of task level activities should accomplish tactical objectives.
- (d) The most basic Command structure combines all three levels of the Command structure. The Company Officer on a single engine response to a dumpster fire determines the strategy and tactics, and supervises the firefighters doing the task.

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Incident Management System

1. Command: Strategic/Tactical/Task
- (e) The basic structure for a "routine" incident, involving a small number of Companies, requires only two-levels of the Command structure. The role of Command combines the strategic and tactical levels. Companies report directly to Command and operate at the Task Level.
 1. Command: Strategic/Tactical Level
 2. Company(s): Task Assignment
- (f) Complex emergency situations often exceed the capability of one Officer to effectively manage the entire operation. The Incident Commander should assign companies to work in Groups and Divisions, which reduce the span of control to more manageable smaller sized unit.
 1. Command: Strategic Level
 2. Divisions/Groups: Tactical Level
 3. Company(s): Task Assignment
- (g) As the incident organization grows in complexity and the span of control maximized, the Incident Commander may implement Sections and Branches as additional intermediate levels within the Command Organization. (See O.G. 1.1.4)
- (h) BENCHMARKS - Benchmarks are used to identify that specific tactical objectives have been completed. Those benchmarks that are used routinely and their definition are:
 1. Size Up: Verbally identify those factors used for the initial evaluation of an emergency situation which forms the basis for strategies and tactics.
 2. Primary Search: Quick search performed by first arriving units. Radio transmission should be "All clear –primary search".
 3. Secondary Search: A more complete, thorough search performed by companies to insure that all victims that may have been in the structure have been located. Radio transmission should be "All clear –secondary search".
 4. Fire Under Control: Fire is no longer extending and no further resources will probably be needed. Radio transmission is "Fire under control".
 5. Loss Stopped: Indicates that all property conservation is complete. Issued when we are finished and are preparing to leave. Radio transmission is "Loss Stopped".
 6. PAR (Personnel Accountability Report): Roll call performed prior to terminating command to insure that all firefighters have been accounted for. Radio transmission is "Command has PAR".
 7. Cause and Origin: Can be a benchmark if it is determined. If not it will be left for a fire investigation unit to determine.
 8. Termination of Command: When incident is complete and on scene companies are finished with assignments.

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Incident Management System

- (i) A Command Post in a vehicle equipped for this purpose is a priority at all working incidents. A vehicle which provides appropriate work space for the Incident Commander and staff personnel, lighting, communications equipment, supplies, reference items and some isolation from outside distractions will make Command more effective. Company and Command Officers should eliminate all unnecessary radio traffic while responding, unless such communications are required to ensure that Command functions are initiated and completed. This requires the initial Incident Commander to give a clear on#the#scene report and continue to give updated progress reports as needed.
- (j) Anyone can effect a change in Incident Management in extreme situations relating to safety by notifying Command of a Safety Officer Stop Order and initiating corrective action.

314.4 POLICY REFERENCE

- (a) 300 - Incident Management

Command Divisions, Groups, Branches, and Sections

315.1 PURPOSE

- (a) At the onset of a large incident or a small incident that escalates into a major emergency incident, additional organizational support will be required. This guideline will provide a basis for the addition of Divisions, Groups, Branches, and Sections at an incident as needed.

315.2 DEFINITIONS

- (a) Division: Officer(s) and/or company(s) assigned to and operating at a specific geographic area of an incident.
- (b) Group: Officer(s) and/or company(s) assigned to completing a specific task or function at an incident.
- (c) Branch: Officer and/or personnel assigned to coordinate activities of the Divisions and Groups within operations or logistics.
- (d) Section: The organizational level having responsibility for a major functional area of incident management, such as operations, planning, logistics, finance/administration, and intelligence (if established).

315.3 POLICY

- (a) Divisions and Groups
 1. The safety and effectiveness of firefighting personnel represents the major reason for establishing Divisions and Groups.
 2. Establishment of Divisions or Groups reduce the overall amount of unnecessary radio communications. Most routine communications within a Division/Group should be conducted in a face-to-face manner between Company Officers and their Division/Group Supervisor.
 3. Command should begin to assign Divisions or Groups based on the following factors:
 - (a) Situations which will eventually involve a number of companies or functions beyond the capability of Incident Command to directly control. Command should initially assign division responsibilities to the first companies assigned to a geographic area until Chief Officers are available.
 - (b) When Command can no longer effectively manage the number of companies currently involved in the operation.
 - (c) When companies are involved in complex operations, e.g., large interior or geographic area, hazardous materials, technical rescues.

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Command Divisions, Groups, Branches, and Sections

- (d) When companies are operating from tactical positions which Command has little or no direct control over, e.g., out of sight.
 - (e) When the situation presents special hazards and close control is required over operating companies, e.g., unstable structural conditions, hazardous materials, heavy fire load, marginal offensive situations.
4. When establishing a Division or Group, the Incident Commander will assign each Division/Group Supervisor:
- (a) Tactical objectives
 - (b) A radio designation, e.g., Attack Group, Bravo Division, Roof Division, Ventilation Group.
 - (c) The identity of resources assigned to the division/group.
 - (d) In some cases, a Division/Group Supervisor may be assigned to an area or function initially to evaluate and report conditions and advise Command of needed tasks and resources. The assigned Supervisor will proceed to the division, evaluate and report conditions to the Incident Commander, and assume responsibility for directing resources and operations within his or her assigned area of responsibility.
 - (e) Divisions/Groups can be commanded by a Branch Director. Division/Group Supervisors can be Chief Officers, Company Officers, or any other fire department member designated by Command. In many cases, the Division/Group responsibility will be given to the Company Officer who receives the initial assignment.
 - (f) The Division/Group Supervisor must be positioned to directly supervise and monitor operations. This will require the Division/Group Supervisor to be equipped with the appropriate protective equipment for his or her area of responsibility. Division/Group Supervisors will be responsible for and in control of all assigned functions within their group. This requires each Division/Group Supervisor to:
 - 1. Complete objectives assigned by Command.
 - 2. Account for all assigned personnel.
 - 3. Ensure that operations are conducted safely.
 - 4. Monitor work progress.
 - 5. Redirect activities as necessary.
 - 6. Coordinate actions with related activities, and adjacent division.
 - 7. Monitor welfare of division personnel.
 - 8. Request additional resources as needed in a timely fashion.
 - 9. Provide Command with essential and frequent progress reports.
 - 10. Reallocate resources within the group.

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Command Divisions, Groups, Branches, and Sections

- (g) Each Division/Group Supervisor will keep Operations or Incident Command informed of conditions and progress in the Division or Group through status reports. The Division/Group Supervisor must prioritize progress reports to essential information only.
- 5. Divisions and Groups will be regulated by the following guidelines:
 - (a) The Division/Group Supervisor should be readily identifiable and maintain a visible position as much as possible.
 - (b) The primary function of the Company Officers working within a Division/Group is to direct the operations of their individual companies in performing assigned tasks. Company Officers will advise their Division/Group Supervisor of work progress, preferably face-to-face. All requests for additional resources within a Division or Group must be directed to the Division/Group Supervisor. Division and Group Supervisors will communicate with Operations if established by the Incident Commander. If Command has not established Operations, communications run through Command.
 - (c) Command must be advised immediately of significant changes, particularly those involving ability or inability to complete an objective, hazardous conditions, accidents, structural collapse, etc.
 - (d) Functional tasks will be identified by the function, e.g., Safety Group, Ventilation Group, etc. Division and Group Supervisors will use the Division or Group designation in radio communications, i.e., "Madison Ave. Command from Attack Group".
 - (e) Divisions assigned to specific operating areas will be designated by location (Alpha, Bravo, Charlie, Delta). Alpha Division would be the front of the building and the other divisions would go clockwise around the building in alphabetical order.
 - (f) In multi-story occupancies, Divisions will usually be indicated by floor numbers, i.e., division three (3) indicates 3rd floor. In some cases the floor identification may be subdivided into geographic areas such as "Division three (3) Alpha" or "Division three (3) Delta".
 - (g) The number of companies assigned to a Division/Group will depend upon conditions within that area. Command will maintain an awareness of the number of companies operating within a Division/Group and the capability of that Division/Group Supervisor to effectively direct operations.
 - (h) If a Division/Group Supervisor cannot control the resources within the Division/Group, he or she should notify the Incident Commander so that responsibilities can be split or other corrective action taken. In most cases, five (5) resources represent the maximum span of control for a Division/Group Supervisor.
 - (i) Resources can be combined into task forces or strike teams. A Division Supervisor can manage up to seven (7) strike teams or task forces. The

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Command Divisions, Groups, Branches, and Sections

companies assigned to the strike team or task force report to the Strike Team or Task Force Leader who in turn reports to the Division or Group Supervisor.

1. A task force is a group of resources that has a common leader. A task force can be predetermined or formed at the incident, (3) Engines and (2) Ladders would make up a Task Force lead by a Task Force Leader.
 2. Strike teams are specific combinations of the same kind and type of resource with common communications and a specified leader, (5) ALS ambulances would make a Strike Team lead by a Strike Team Leader.
- (j) Division/Group Supervisors will monitor the condition of the firefighters operating under their supervision. Relief companies will be requested in a manner to safeguard the safety of personnel and maintain progress toward the Division/Group objectives.
- (k) When a company is assigned from Staging to an operating group, the company will be told to which Division/Group Supervisor they will be reporting. The Division or Group Supervisor will be informed of which particular companies or units have been assigned by Operations or Command. It is then there possibility of the Division/Group Supervisor to contact the assigned company to transmit any instructions relative to the specific action requested.
- (l) Division/Group Supervisors will insure an orderly and thorough reassignment of firefighters to the rehab Group. Companies must report to rehab intact to facilitate accountability.
- (b) Branch
1. As the incident organization grows in complexity and the span of control with sectors is maximized, the Incident Commander may implement Branches as additional intermediate levels within the Command Organization. The Branch Level of the organization is designed to provide coordination between groups/divisions and Command.
 2. Branch Directors supervise and manage a number of Division and Group Supervisors, and report to the Incident Commander.
 3. Branch Directors should be utilized at incidents where the span of control with groups or divisions are maximized or incidents involving two or more distinctly different major management components, e.g. The Incident Commander may elect to assign Branch Directors to reduce span of control issues related to an expanding incident.
 4. The intent of the Branch Level of the command structure is to split an incident into manageable components and reduce the span of control. Branch Directors will normally be utilized at very large scale incidents that involve two or more major components. The following types of incidents are example of where Branch Directors should be utilized:

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- (a) A large fire with a major evacuation, or a large fire with a large number of patients.
 - (b) A Hazmat Incident that requires a major evacuation.
 - (c) A large scale incident spread over a wide geographic area.
 - (d) An incident with mass casualties and a significant hazard, i.e., Hazmat fire, plane crash, flood, etc.
 - (e) Any incident where the number of divisions or groups exceed the span of control that can be effectively managed by the Incident Commander.
 - 5. Branch Directors should operate on separate talk groups if possible. The radio designation of Branch Director should reflect the function or geographic area of the Branch, e.g., Fire Control Branch, Medical Branch, etc.
 - 6. When Command implements Branch Directors, the Division/Group Supervisors should be notified by Incident Command of their new supervisor. This information should include:
 - (a) What Branch the Division/Group is now assigned to.
 - (b) The talk group the Branch (and Division/Group) is operating on.
 - 7. Radio communications should then be directed from the Division/Group Supervisor to the Branch Director instead of Incident Command. Division/Group supervisors will relay this information to the Companies working in their Division/Group.
 - 8. Branch Director Positions should be assigned to Chief Officers. Depending on the situation, Branch Directors may be located at the Command Post or at a remote location. When located at the command Post, Branch Directors can communicate on a face-to-face basis with the Incident Commander and/or Operations Section Chief. When an incident encompasses a large geographic area it may be more effective to have Branch Directors in forward operating positions. When Branch Directors are sent to forward positions, they should utilize a Command Officer's vehicle as a forward Branch Command Post (where feasible). In these situations, Incident Command must assign Officers in the Command Post to monitor each Branch talk group.
 - 9. Command may occasionally be faced with a situation where he or she has very little control over operational Division(s) or Groups. Command should utilize Branch Directors to coordinate the activities of these divisions. Branch Directors are not limited to Operations. Any Section Chief may implement Branches within their individual sections as needed.
- (c) Section
- 1. As a small incident escalates into a major incident, additional organizational support will be required. As additional ranking Officers arrive on the scene, the Command Post organization may be expanded through the involvement of Command Officers and staff personnel to fill section positions. Section Chiefs assist the Incident Command Staff with the overall management of the incident

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scene and operate at the Strategic Level. The Incident Commander implements Sections as needed, depending on the situation and priority of needs. One incident may only require a Logistics Section while another incident may require all the sections to be implemented. Where possible, Section Chiefs should operate on separate talk#groups and utilize the radio designation that identifies their Section (Planning, Logistics, etc.). During the initial phases of the incident the Incident Commander and his or her staff carry out these four section functions. The Fire Department's involvement and needs at the incident scene can be divided into four sections.

(a) LOGISTICS SECTION

1. Plan the organization of the Logistics Section.
2. Assign work locations and preliminary work tasks to Section personnel.
3. Notify the Resources Unit of the Logistics Section units activated including names and locations of assigned personnel.
4. Assemble and brief Branch Directors and Unit Leaders.
5. Participate in preparation of the Incident Action Plan (IAP).
6. Identify service and support requirements for planned and expected operations.
7. Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
8. Coordinate and process requests for additional resources.
9. Review the IAP and estimate Section needs for the next operational period.
10. Advise on current service and support capabilities.
11. Prepare service and support elements of the IAP.
12. Estimate future service and support requirements.
13. Receive Incident Demobilization Plan from Planning Section.
14. Recommend release of Unit resources in conformity with Incident Demobilization Plan.
15. Ensure the general welfare and safety of Logistics Section personnel.

(b) PLANNING SECTION

1. The Planning Section Chief is responsible for gathering, assimilating, analyzing, and processing information needed for effective decision making. Information management is a full time task at a large complex incident. The Planning Section serves as the Incident Commander's "clearing house" for information. This allows the Incident Commander to have a single person provide him or her

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with information instead of having to deal with dozens of information sources. Critical information should be immediately forwarded to Command (or to whoever needs it). Information should also be used to make long range plans. The Planning Section Chiefs chief goal is to plan ahead of current events and to identify the need for resources before they are needed.

2. Evaluate current strategy and plan with the Incident Commander.
3. Refine and recommend any needed changes to plan.
4. Evaluate incident organization and span of control.
5. Forecast possible outcome(s).
6. Evaluate future resource requirements.
7. Manage personnel accountability within the hazard area, in coordination with the accountability officer.
8. Utilize technical assistance as needed.
9. Evaluate tactical priorities, specific critical factors, and safety.
10. Gather, update, improve, and manage information with a standard systematic approach.
11. Liaison with any needed outside agencies for planning needs.

(c) ADMINISTRATIVE SECTION

1. Attend planning meetings as required.
2. Manage all financial aspects of an incident.
3. Provide financial and cost analysis information as requested.
4. Gather pertinent information from briefings with responsible agencies.
5. Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
6. Determine the need to set up and operate an incident commissary.
7. Meet with Assisting and Cooperating Agency Representatives, as needed.
8. Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
9. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
10. Provide financial input to demobilization planning.
11. Ensure that all obligation documents initiated at the incident are properly prepared and completed.

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12. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.

(d) OPERATIONS SECTION

1. The Operations Section Chief is responsible for the tactical priorities, and the safety and welfare of the personnel working in the Operations Section. The Operations Section Chief Officer uses a tactical talk group to communicate strategic and specific objectives to Branch Officers.
2. Coordinate activities with the Incident Commander.
3. Implement the Incident Management Plan.
4. Assign units to Branches/Divisions/Groups based on tactical objectives and priorities.
5. Build an effective organizational structure through the use of Branches, Divisions and Groups.
6. Provide Branches, Divisions and Groups tactical objectives.
7. Manage Operation Section activities.
8. Provide for life safety.
9. Determine needs and request additional resources.
10. Consult with and inform other Sections and the Incident Command staff as needed.
11. Other roles and responsibilities that occur or are assigned by the Incident Commander.
12. Establish liaison with other city agencies and officials, outside agencies, property owners and or tenants.
13. Assign a Staging Area Manager an Operations Section Chief should use the radio designation of "Operations". The vast majority of incidents can be effectively managed without an Operations Section Chief, or with the Operations Section Chief located at the Command Post Implementing an "Operations" radio designation in the middle of a major incident can create some confusion with radio communications. It is absolutely essential that all personnel operating at the incident are made aware of the activation of "Operations". It is recommended that the Incident Commander have a radio Control Operator at the Communications Center "tone out" that Operations has been placed in effect and identify the new Operations Officer. All Division and Group Supervisors and Branch Directors must then direct their communications to the "Operations" Section Chief. The Operations Section Chief will communicate with the Incident Commander for request for additional resources,

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provide progress reports, etc. Once implemented, "Operations" becomes a forward Command Post. As such, the Operations Section Chief will need some personnel assigned to assist as staff members to help with communications, tactical worksheets, etc.

14. The Incident Commander – Role and Responsibilities after Activation of an Operations Officer Once the Operations Section Chief is in place and functioning, the Incident Commander's focus should be on strategic issues, overall strategic planning and other components of the incident. This focus is to look at the "big picture" and the impact of the incident from a broad perspective. The Incident Commander should provide direction, advice and guidance to the Operations Section Chief in directing the tactical aspects of the incident.
15. Review and evaluate the plan and initiate any needed changes.
16. Provide on#going review of the overall incident.
17. Select priorities.
18. Provide direction to the Operations Section Chief.
19. Review the organizational structure, initiate change or expansion to meet incident needs.
20. Initiate Section and Branch function as required.
21. Other duties as necessary.
22. In order to maintain continuity and overall effectiveness, the Incident Commander and Operations Section Chief should normally be in the Command Post together.

315.4 POLICY REFERENCE

- (a) 300 - Incident Command

Scene Size-Up

316.1 PURPOSE

- (a) To establish a systematic approach to the multifaceted, complex situation in which the Greenwood Fire Department is called for service.

316.2 DEFINITIONS

- (a) Size#up is the evaluation of problems and conditions that affect the outcome of an incident. It should be thought of as an information gathering process. Proper size#up begins before the alarm is received, while companies are performing building inspections and district familiarization and continues when the alarm is received.

316.3 POLICY

- (a) The first arriving officer is responsible for performing the size#up however all other crew members, and later arriving units, should perform their own size#ups. By having each individual perform their own size up, there is a reduced chance of vital information being missed. Performing a proper size#up offers a standard list of basic items that Command must consider. This information should provide Command with a checklist to assist with decision making and developing the Initial Action Plan (IAP). Size#up is a continual process and should be performed throughout the incident. Incident Commanders should monitor changes and adjust strategy and tactics accordingly.
- (b) Two approaches to size#up:
 - 1. The 5 point size up should be used by initial arriving company officers. The 5 point size up is more manageable for company officers and sets the foundation for the later arriving Incident Commander. The acronym for the 5 point size up is BELOW.
 - (a) Building construction
 - 1. Type (fire resistive, non#combustible, ordinary, heavy timber, wood frame).
 - 2. Hazards/Concerns.
 - (b) Extent and Location of Fire
 - 1. Smoke # how much, is it pushing, location.
 - 2. Fire # where is it and how much is showing.
 - (c) Life Safety
 - 1. Occupants in distress or trapped.
 - 2. Risk to firefighters.
 - (d) Occupancy Type
 - 1. Single family dwelling, multi#family dwelling, or commercial.
 - (e) Water Supply

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Scene Size-Up

1. Supply line# what size is needed.
2. Hand line# size and positioning.
2. The 13 point size up should be performed by later arriving Incident Commanders. Incident Command should be able to use the information from the 5 point size up to build their 13 point size up. The acronym for the 13 point size up is COAL WAS WEALTH.
 - (a) Construction
 1. Construction type: Fire resistant, non#combustible, ordinary, heavy timber, or wood frame.
 2. Outside opening: doors, windows and degree of security.
 3. Size, age, and condition.
 4. Roof Type: Bow string, bow joist, etc., and condition.
 5. Interior arrangement and access e.g., stairs, hall, elevators, etc.
 6. Vertical or horizontal openings, shafts, and/or channels.
 7. Concealed spaces and/or attic characteristics.
 8. Effect the fire has had on the structure.
 - (b) Occupancy
 1. Type: business, mercantile, public assembly, institutional, residential, hazardous, industrial, storage, school, etc.
 2. Status: open, closed, occupied, vacant, abandoned, or under construction.
 3. Fire load.
 4. Occupancy associated characteristics or hazards.
 5. Value characteristics associated with occupancy.
 - (c) Apparatus and Manpower
 1. Personnel and equipment on scene, responding, and/or staging.
 2. Condition and capability of personnel.
 3. Estimate of additional resources and response time.
 - (d) Life Hazard
 1. Number, location, and condition of occupants.
 2. Time estimate for fire effect on victims.
 3. Hazards to fire personnel.
 4. Commitment required for search and rescue e.g., personnel, equipment, and Command.
 5. Fire control required for search and rescue.

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Scene Size-Up

6. Need for EMS.
- (e) Water Supply
 1. Availability of hydrants.
 2. Supplemental water supply.
 3. Adequacy of water supply.
- (f) Auxiliary Appliances
 1. Fire Protection equipment e.g., sprinklers and standpipes.
- (g) Street Conditions
 1. Traffic.
 2. Parked vehicles.
 3. Width of street.
 4. Construction.
 5. Snow or Ice.
- (h) Weather
 1. Extreme Temperatures.
 2. Humidity.
 3. Rain, snow, or ice.
 4. Wind.
- (i) Exposures
 1. Access, arrangement, and distance of exposures, external and internal.
 2. Combustibility of exposures.
 3. Severity and urgency of exposures.
 4. Value of exposures.
 5. Most dangerous direction of fire spread.
 6. Time estimate of fire effect on exposures.
- (j) Area
 1. Size and height.
- (k) Location And Extent Of Fire
 1. Percentage of structure involved.
 2. Location of fire.
 3. Stage: incipient, free burning, flashover, smoke explosion, etc.
 4. Most dangerous direction of fire spread.

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Scene Size-Up

5. Time of involvement.
 6. Type and amount of material involved e.g., structure, interior finish, contents, everything.
 7. Type and amount of material left to burn.
- (l) Time
1. Hour, day, and week of the year.
 2. Special hazards by virtue of holidays and special events.
- (m) HAZMAT
1. Flammable liquids, explosives, poisons, corrosives, etc.

316.4 POLICY REFERENCE

- (a) 300 - Incident Command

Staging

317.1 PURPOSE

- (a) The Greenwood Fire Department responds to a wide variety of incidents. In order to effectively manage personnel and resources, and to provide for the safety and welfare of personnel, this guideline for apparatus staging should be employed at incidents warranting.

317.2 DEFINITIONS

- (a) Staging is a systematic approach to tracking apparatus as they arrive and leave an incident scene. Staging can be at various levels from on scene apparatus placement, to Level I or Level II. Along with as formal as a geographical location with a "Staging Officer" and informal as "apparatus placement on scene".

317.3 POLICY

- (a) Level 1 Staging
 - 1.
 - (a) The first engine company will respond directly to the scene and will operate to its best advantage.
 - (b) The ladder will respond directly to the scene and position to operate to its best advantage.
 - (c) Non-command staff vehicles will not stage on arrival. These vehicles will park in a location so as not to restrict access to the scene by other arriving apparatus.
 - (d) All other units will stage, uncommitted, approximately one block from the scene until assigned by Command. Apparatus should identify a key hydrant within the staged area to stand-by.
 - 2. General Vehicle Placement Guidelines:
 - (a) Engineers should place their apparatus no closer than 50' from an incident.
 - (b) Engines should remain on the street whenever possible. All apparatus not otherwise committed should park on the incident side of the roadway, or out of the roadway if the area allows it.
 - (c) If necessary to safeguard personnel, apparatus shall be positioned to block the flow of traffic to the scene. Apparatus should not block the movement of traffic unless necessary to safeguard the scene.
 - (d) Apparatus shall not drive off roadways or parking lots without first ascertaining the ability for the ground to hold the apparatus throughout the route of travel. Leaving roadways or parking lots shall be done as a "last resort" basis.
 - (e) Apparatus shall not park or otherwise encroach onto private driveways except as a "last resort" basis. Apparatus shall only use residential driveways to turn apparatus around as a "last resort" basis.

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Staging

(b) Level 2 Staging

1. Level 2 is a formal staging area at a location designated by Command.
2. When the IC announces a formal Staging area, Fire Control shall be notified and all responding companies will report to and remain in the staging area until assigned to the incident.
3. All units in the Level 2 area will turn off their warning devices.
4. The first Officer or apparatus arriving at the Level 2 staging area will assume Staging Officer duties.
 - (a) Assume a position that is visible to incoming staged units.
 - (b) Maintain a log of companies in the staging area and inventory of all specialized equipment that might be needed at the scene.
 - (c) Give progress reports to Command indicating number and type of units in the staging area:
 1. Advise the IC when the level of resources in the staging area is depleted to two engines and one ladder or tender.
 - (d) If the IC identifies a base level of resources to be maintained in the Staging area, the Staging Officer will work directly with Fire Control to insure this level is maintained.
 - (e) Separate Staging areas may be required for some incidents (i.e. Medical, Hazmat, support, etc.). In such cases, the Staging officer will so designate and relay this information to the IC and the Dispatcher.
 - (f) Coordinate with Law Enforcement to block the streets, roads, intersections, and other access required for a staging area.
 - (g) Assure that all apparatus are parked in an appropriate manner.

317.4 POLICY REFERENCE

- (a) 309 - Staging

Evacuation Orders and Signals

318.1 PURPOSE

- (a) This standard operating guideline addresses evacuating orders for first responders when operating in dangerous structures or areas including: responsibility for orders, evacuation signals, and procedures for calling evacuation.
- (b) This guideline pertains to all members of the Greenwood Fire Department as well as any agency providing aid or assistance.

318.2 POLICY

- (a) The Incident Commander shall be responsible for the safety of all persons on the scene of an incident. The Incident Commander and/or the Safety Officer shall determine when eminent danger is present and shall give the order to evacuate the structure or area.
- (b) The Incident Commander shall notify the units on the incident by radio that the structure or area is to be evacuated i.e., Level Three Accountability. Fire Control shall activate alert tone #2 for five seconds and repeat the order.
- (c) An Engineer designated by the Incident Commander will continually sound the air horns on the apparatus closest to the incident for a period of 3-seconds. After a 5-second period, the signal will be given again in the same manner. The signal will be given a total of 3 times unless otherwise directed by the Incident Commander.
- (d) All personnel hearing this signal shall immediately exit the structure/danger area and report to their apparatus for accountability according to OG 1-6.

318.3 POLICY REFERENCE

- (a) 302 - Fire Ground Accountability
- (b) 303 - Rapid Intervention/Two-In Two-Out

Residential Response

319.1 PURPOSE

- (a) Determine the recommended actions taken during a response to a residential alarm and/or fire.

319.2 DEFINITION

- (a) The following is an overview of actions during a residential response:
 1. Size up all scenes.
 2. Rescue.
 3. Locate the fire.
 4. Identify & control the flow path (if possible).
 5. Cool the heated space from a safe location.
 6. Extinguish the fire.
 7. Salvage and Overhaul.
 8. Rescue and Salvage are actions of opportunity that may occur at any time.

319.3 POLICY

- (a) **Residential Response Nothing Showing:**

1. Arriving apparatus will proceed in the following manner:
 - (a) First Due Engine:
 1. Upon arrival position apparatus for primary fire attack so as not to block both lanes of travel.
 2. The Officer will give a proper size-up including but not limited to number of stories, type of structure, what they see, and action being taken. The Officer will ensure command is established.
 3. The crew will assume investigations group responsibilities, investigate the nature of call and then advise the IC.
 4. The IC may choose to downgrade or upgrade the response as needed.
 - (b) Second Due Engine:
 1. Stage at the closest hydrant and be prepared to lay supply line to first due engine. The engine company will ensure the hydrant is operational by checking the water flow and each discharge.
 - (c) First Due Ladder:
 1. Respond to the scene, position to its best advantage.
 - (d) Battalion Chief:

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Residential Response

1. Position for command operations.
2. Establish or call for transfer of command.
3. Direct companies and call for additional resources as needed.
- (e) All Other Responding Apparatus:
 1. Assume a Level One staging position unless directed otherwise.
- (b) **Smoke Showing or Working Fire Residential Response:**
 1. This response covers incidents where smoke is visible prior to arrival at the scene, smoke or fire showing reported by Law Enforcement, multiple calls, and working fires confirmed by the caller.
 2. Arriving apparatus will proceed in the following manner:
 - (a) First Due Engine:
 1. May establish a water supply where possible, or the Officer deems the fire to be larger than the booster tank's ability.
 2. Position apparatus for primary fire attack while allowing sufficient room for the effective placement of the ladder, if needed.
 3. The Officer will give a proper size-up including but not limited to number of stories, type of structure, what they see and action being taken and the Officer will ensure Incident Command has been established.
 4. The first due engine shall pull an attack line and progressively move towards the fire, while performing a quick search & rescue as these are opportunistic and may occur at any time all while performing fire attack. The Engineer shall then ensure a water supply is secured for sustained operations.
 - (b) Second Due Engine:
 1. Ensure that a water supply has been established and determine if there is a need to pump from the hydrant to the attack engine.
 2. If the first due engine is performing a rescue, then the second due should pull an attack line from the first due engine and initiate fire attack.
 3. If the first due engine is initiating fire attack, be prepared to pull a second attack line from the first due engine and initiate fire attack.
 4. Second due engineer shall assist with water supply and or exterior firefighting equipment deployment, to include assisting the ladder engineer with ground ladder deployment.
 - (c) Third Due Engine
 1. Ensure a water supply has been established to the Ladder for exposure or defensive operations (wet or dry supply line).

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Residential Response

2. Ensure that a back-up line to the attack team has been established. If already complete, pull a third line for exposures and/or extension.
 3. Third due engineer shall assist with water supply and or exterior firefighting equipment deployment, to include assisting ladder engineer with ground ladder deployment.
- (d) Fourth Due Engine
1. Set up for RIT operations and assume "RIT Officer" unless directed otherwise by the IC.
- (e) First Due Ladder
1. Respond to the scene, position to its best advantage.
 2. Assume "Search Group" unless otherwise directed by the IC (Inside Truck)
 3. Ensure ventilation has been accomplished. If ventilation is not needed or is already completed, begin interior Ladder operations unless otherwise directed by command (Outside Truck).
 4. Ladder engineer shall not be engaged with interior operations unless directed to do so by Incident Command.
 5. Ladder engineer shall ensure that there are ground ladders or aerial device deployed in operational positions around the structure for firefighter ingress egress and civilian rescue.
- (f) Second Due Ladder
1. Prepare to assist with ventilation, secondary search, overhaul, or RIT.
- (g) TSU 92 (future Squad 91):
1. Set up Rehabilitation and/or EMS group as directed by Incident Command.
- (h) Squad 91 (future Squad 93):
1. Officer assume Safety Officer position.
 2. Engineer report to the command post to assume Accountability
- (i) 1.
- (j) First due transporting Medic:
1. Assist TSU with EMS/Rehabilitation group.
- (k) Battalion Chief:
1. Position for command operations.
 2. Call for transfer of command or establish command if necessary.
 3. Direct companies and call for additional resources as needed.

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Residential Response

4. Shall establish and maintain a Rapid Intervention Team (RIT) during all interior structural firefighting operations or when situation dictates the need for a Rapid Intervention Team.
- (l) Other personnel/apparatus should report as follows:
 1. All GFD staff officers should report to the IC.
 2. All other apparatus shall report to staging.

Commercial Response

320.1 PURPOSE

- (a) Determine the recommended actions taken during a response to a Commercial alarm and/or fire.

320.2 POLICY

- (a) Commercial responses for an active fire alarm (see Procedure 402).
 - 1. The apparatus response shall be one of the following:
 - (a) Commercial Structures - Engine and Ladder
 - (b) Commercial Structures with High Life Hazard - Engine, Ladder and Battalion Chief
 - 2. Arriving apparatus will proceed in the following manner:
 - (a) First Due Engine:
 - 1. Upon arrival position apparatus for primary fire attack so as not to block all lanes of travel.
 - 2. The Officer will give a proper size-up including but not limited to number of stories, type of structure, what they see and action being taken.
 - 3. The crew will assume investigation responsibilities and investigate the cause.
 - 4. The Officer may choose to downgrade/upgrade response when needed.
 - (b) Ladder:
 - 1. Respond to the scene, position to its best advantage, assist Investigations group. .
 - (c) Battalion Chief:
 - 1. Position for command post operations.
 - 2. Establish command.
 - 3. Direct companies and call for additional resources as needed.
 - 3. All engineers shall stand by with their apparatus unless otherwise directed by the Incident Command.
- (b) Nothing Showing Response.
 - 1. This response covers commercial responses with nothing showing.
 - 2. Arriving apparatus will proceed in the following manner:
 - (a) First Due Engine:

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Commercial Response

1. Upon arrival position apparatus for primary fire attack so as not to block all lanes of travel.
 2. The Officer will give a proper size-up including but not limited to number of stories, type of structure, what they see, and action being taken. The Officer will ensure command is established.
 3. The crew will assume investigations responsibilities and investigate the cause of call. The OIC may choose to downgrade the response by disregarding unneeded companies or advising incoming companies to continue non-emergency.
- (b) Second Due Engine:
1. Stage on a water supply to supply the first due engine..
- (c) Third Due Engine:
1. Stage on the system and prepare to supply the system once ordered by command..
- (d) Fourth Due Engine:
1. Stage for best access to the scene.
- (e) First Due Ladder:
1. Respond to the scene, position to its best advantage and assist Investigations.
- (f) Second Due Ladder:
1. Stage/Position for best advantage
- (g) Squad 91:
1. Stage near the command post and prepare for Safety/Accountability.
- (h) Battalion Chief:
1. Position for command post operations.
 2. Call for transfer of command if they feel it is necessary or establish command if it has not been established.
 3. Direct companies and call for additional resources as needed.
- (i) All Other Responding Apparatus
1. Assume a Level 1 staging position unless directed otherwise.
- (c) Smoke Showing or Working Fire Response.
1. This response covers incidents where smoke is visible prior to arrival at the scene, smoke or fire showing reported by Law Enforcement, multiple calls and working fires confirmed by the caller.
 2. Arriving apparatus will proceed in the following manner:
 - (a) First Due Engine:

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Commercial Response

1. May establish a water supply where possible, or the Officer deems the fire to be larger than the booster tank's ability.
 2. Position apparatus for primary fire attack while allowing sufficient room for the effective placement of Ladder Companies.
 3. The Officer will give a proper size-up including but not limited to number of stories, type of structure, what they see and action being taken and the Officer will ensure Incident Command has been established.
 4. The crew should pull an appropriate attack line and either start attacking the fire and/or assist with evacuation of any known occupants. Note: It may be necessary to knockdown some of the fire for evacuation purposes.
- (b) Second Due Engine:
1. Supply the attack engine. (best practice is to lay from the attack engine, steamer the hydrant, and pump to the attack engine)
 2. Assist attack group with hose line advancement if a 2.5" attack line is pulled.
 3. If a small diameter attack line was pulled, pull a back up line (equal diameter or greater, plus an extra 50').
- (c) Third Due Engine:
1. Stage on the FDC and connect to the FDC and a water supply.
 2. Supply the system once order to do so by command..
 - 3.
- (d) Fourth Due Engine:
1. Set up for RIT operations unless otherwise directed by Incident Command.
- (e) First Due Ladder:
1. Proceed to the scene and be prepared to place the apparatus for aerial operations if necessary.
 2. Begin a primary search
 - 3.
- (f) Second Due Ladder
1. Position for best advantage, prepare for aerial operations
 2. Prepare for ventilation, secondary search or other task as assigned by command.
- (g) Squad 91 (future Squad 93):
1. Officer assume Safety Officer

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Commercial Response

2. Engineer report to the command post for Accountability.
- (h) Medic Unit:
 1. EMS/Rehabilitation.
 2. Be prepared to assist TSU 92 with rehabilitation.
- (i) Battalion Chief:
 1. Battalion should mark the incident "a working incident" as soon as possible.
 2. Position for command post operations.
 3. Establish or call for transfer of command.
 4. Direct companies and call for additional resources as needed.
 5. Communicate all necessary bench marks to fire control during the incident e.g., Offensive/Defensive attack, Primary search & Secondary search, FDC supplied, Evacuation, Safety Officer, RIT/ Mayday, Accountability w/PAR, Under control, Loss stop and Air quality.
 6. Establish and maintain a Safety Officer and Rapid Intervention Team during all interior structural firefighting operations.
- (j) TSU 92(future Squad 91):
 1. Set up Rehabilitation and/or EMS as directed by Incident Command.
- (k) Other personnel/apparatus should report as follows:
 1. All GFD staff officers should report to Incident Command.
 2. All other apparatus shall report to staging.

Vehicle Fire

321.1 PURPOSE

- (a) This Guideline applies to GFD responses to all fires originating in and primarily contained to vehicles that travel on normal roadways. This does not apply to vehicle fires that are inside structures or fires involving extremely large vehicles or vehicles that contain specialized hazards.

321.2 POLICY

Standard Vehicles

- (a) Safety
 - 1. All personnel operating in suppression operations shall wear full protective gear and SCBA's during fire suppression activities.
 - 2. Appropriate PPE shall remain in place during overhaul operations until air monitoring has determined hazards to firefighting personnel have been abated.
 - 3. During fire suppression operations, no reflective vests shall be worn by firefighters.
 - 4. If operating in an active roadway, reflective vests shall be donned by all personnel in the roadway not conducting fire suppression activities.
- (b) Apparatus Placement
 - 1. Fire apparatus should be placed in such a manner that the apparatus and crew will be at a safe distance from fire or explosion.
 - 2. If operating in a roadway with active vehicular travel, apparatus shall be placed at a deflecting angle to protect all fire department operations from upstream traffic as it approaches the scene.
- (c) Suppression
 - 1. Any means of extinguishment may be used as each situation calls for.
 - 2. If larger fire streams or multiple fire streams need to be deployed, the officer in charge shall request additional resources as needed.
 - 3. If tank water is not sufficient to handle the fire extinguishment, then the officer in charge shall consider additional resources to provide for an adequate water supply.
- (d) Overhaul
 - 1. Overhaul shall be done to insure full extinguishment of the fire. Care should be taken in the overhaul process to preserve as much as possible to aid in the investigation procedure.
 - 2. If overhaul needs to be delayed to allow for pictures or the fire investigator to start processing the scene, make sure the fire is extinguished and constantly

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Vehicle Fire

evaluated for rekindle until the investigation can be started and overhaul completed.

(e) Investigation

1. The crew should attempt to determine the cause of the fire by questioning the driver and/or occupants of the vehicle and ascertaining the events leading up to the fire if possible.
2. If the crew is uncertain of the cause or if the fire is suspicious, the Battalion Chief should be called to the scene for determination whether to call out the investigator or have the vehicle secured until the investigation can be completed.
3. If the vehicle needs to be secured, the designated towing company shall be contacted by Fire Control to remove the vehicle to a secured lot. The investigations division will then investigate the origin and cause at the earliest available time.
4. Any fire involving serious injury or death to the occupants shall have an investigator called to the scene, regardless of the time of day/night.

(f) Incident Termination

1. At the completion the incident, all equipment shall be accounted for and placed back in a ready status on the apparatus.
2. If Command was initiated, then it shall be formally terminated and all apparatus shall be placed back in service. Any Fire Ground talk group, if utilized, shall be released to Fire Control.
3. The officer in charge shall ensure all parties involved in the incident are clear on the termination of the incident and provide any relevant information that is necessary.

Electric/Hybrid Vehicles

a. Definitions:

- Electric Vehicle (EV): An electric vehicle is a vehicle that runs fully or partially on electricity. E-Vehicles use an electric motor powered by a fuel cell or batteries.
- Hybrid Vehicle: A hybrid vehicle is powered by an internal combustion engine that works in concert with an electric motor. An onboard generator produces electricity, an integral software manages its output, directing it to a battery pack.
- Thermal Runaway: An uncontrolled increase of cell temperature caused by exothermic reactions inside the cell. A hazardous condition caused by a chain reaction within a battery cell which can be very difficult to stop once started. Causes of thermal runaway - exposure to excessive temperatures, short-circuit, mechanical destruction, penetration, or impact.

b. Procedures

1. Size Up: Upon arrival, the officer in charge shall size up the situation and request additional resources if needed.

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Vehicle Fire

- (a) Special attention shall be made to identify any and all placards and/or labels that may provide essential information to the Incident Commander for the safety of all persons involved.
 - 2. Water Supply: When suppressing a vehicle fire involving an EV or hybrid, water is the recommended extinguishment agent. Early considerations must be given to a sustained water supply or additional water supply sources.
 - 3. DO NOT attempt to pierce the engine or battery compartment of the vehicle. Focus on cooling the batter pack which may necessitate tilting or flipping the vehicle using a tow truck or winch.
 - 4. Water should be applied until the fire is extinguished and the battery is cooled to below 100 degrees Fahrenheit with no off gassing.
 - 5. At least one hose line should remain in place for up to 45 minutes. If there is no re-ignition, prepare to tow the vehicle.
 - 6. An engine company should follow the tow truck to the tow yard. Once off loaded, wait an additional 45 minutes to assure no re-ignition.

Trash, Leaf Fire, Open Burn

322.1 PURPOSE

- (a) Determine the recommended actions taken during a response to a trash, leaf, and/or open burn fire.

322.2 POLICY

- (a) Apparatus will respond non-emergency on illegal trash, leaf or rubbish fires unless given information by Fire Control indicating a need for emergency response i.e. fire near other combustibles or exposures, or leaf fire being blown by strong or gusty winds.
- (b) Apparatus placement will be such that the apparatus and crew will not be placed in jeopardy and will allow sufficient clearance for safe maneuverability of hose lines, equipment, and personnel for extinguishment operations. Whenever possible, placement shall not block or obstruct the normal flow of traffic.
- (c) Apparatus should not be driven off road or onto soft shoulders until the surface has been thoroughly checked for its ability to support apparatus weight.
- (d) Personnel should consider the use of SCBA on trash or rubbish fires where unknown combustibles may be involved. Use of SCBA is at the discretion of the Officer.
- (e) Fires of a suspicious nature shall necessitate the call out of the on-call Investigator.
- (f) All trash, leaf and refuse fires shall meet the guidelines of the Open Burning Code Sec. 6-83 for the City of Greenwood. (Ord.12-15).

Natural Gas Response

323.1 PURPOSE

- (a) This guideline describes the actions to be taken by Greenwood Fire Department Personnel for the response to and mitigation of hazards due to a natural gas leak.

323.2 POLICY

- (a) **Single Engine Response**

- 1. Upon dispatch, responding unit shall determine wind direction in order to approach the scene and stage upwind of the dispatched location. The wind direction can easily be determined by checking the fire station flags prior to leaving stations. If this is not possible, Fire Control should be contacted to request wind direction and speed while en route. Investigate and determine any further needs or assistance.

- (b) **Multiple Apparatus**

- 1. Upon the dispatch, responding units shall determine wind direction, approach the scene and stage upwind of the dispatched location. At no time shall units park or stage in a location where there is an active release of natural gas. All responding units, with the exception of the first arriving unit and Battalion Chief, shall stage upwind and out of the hazard area until directed by Incident Command. The wind direction can easily be determined by checking the fire station flags prior to leaving stations. If this is not possible, Fire Control should be contacted to request wind direction and speed while en route.

- (c) **Greenwood Fire Department Personnel Safety**

- 1. The first consideration during mitigation of the incident shall be the protection and safety of Greenwood Fire Department personnel. This shall be accomplished by the following criteria:
 - (a) No Greenwood Fire Department Personnel shall enter an unknown concentration of natural gas without full protective gear including SCBA in operation.
 - (b) All apparatus shall remain staged out of all identified hazard areas. An engine shall be designated to establish a water supply outside of hazard area, but as close to the area as deemed safe. It may be necessary to have crews man hand lines as protection for either Greenwood Fire Department or utility employees who are stopping the flow of gas. When appropriate, un-manned master streams are the safest water delivery devices available.
 - (c) Constant air monitoring shall take place 360 degrees around the incident, to identify the hazard area of the incident. The hazard area shall be constantly re-evaluated by additional air monitoring. If necessary the hazard area shall be enlarged or reduced as air monitoring data and other information is reported to the Incident Commander.

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Natural Gas Response

- (d) All sources of ignition that are present in the hazard area shall be eliminated as is practical. This is especially true before ventilation is started, as ventilation could lower the gas concentration in air within the flammable range.

(d) Life Safety and Civilian Exposures

1. The secondary consideration for all responses shall be to initiate actions to protect civilian exposures relevant to the incident. Some actions that should be considered include the following:
 - (a) All people should be evacuated from any hazard area until the incident is mitigated and all areas are reported safe to re-enter.
 - (b) Traffic shall be shut down adjacent to an incident if it is determined to be in the hazard area.
 - (c) No civilian shall re-enter any hazard area unless approved by the Incident Commander.

(e) Control of Gas Flow

1. Once the life safety hazard has been identified and addressed, the most effective control of a natural gas leak is to shut down the flow of gas. Greenwood Fire Department Personnel shall attempt to shut down the gas leak if the actions are within Greenwood Fire Department means. Greenwood Fire Department should only shut down gas valves at service meters or individual valves to gas appliances on the customer side of the service meter. At no time should Greenwood Fire Department personnel shut down valves in the natural gas delivery system upstream of a service meter.
2. Venting gas that is burning shall not be extinguished until the flow of gas is stopped. A severe explosion hazard will be created by extinguishing free flowing gas and allowing the gas to remain flowing.

(f) Gas Leak in a Confined Structure

1. If during the initial investigation of a gas leak involving a structure, the gas leak has or appears to have created a gas to air concentration above the explosive limits inside the structure the following guidelines shall apply:
 - (a) The area around the structure shall be completely evacuated to a minimum isolation distance of 300 feet. This includes fire apparatus, firefighters, police units, utility employees and vehicles, residents, onlookers, etc.
 - (b) Only units approved by Command shall enter the isolation area.
 - (c) No one should enter the structure unless attempting a life-saving rescue of a known occupant.
 - (d) The gas supply to the structure, or the leak area, shall be shut down to prevent the further buildup of gas. This may have to be accomplished by the utility company depending on the location of the leak.

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- (e) All sources of ignition should be eliminated including having the electrical service to the structure disconnected as remote from the structure as feasible. No electrical service disconnections should take place in an environment that is above the Lower Explosive Limit for the involved product.
- (f) Once all known sources of ignition have been eliminated, natural ventilation of the structure should be initiated in the least intrusive manner possible. Ventilation procedures should be accomplished quickly with all units assigned to ventilation to immediately exit the isolation area and await the gas concentration to drop to safe levels.
- (g) Once the gas concentration has reached safe levels, the incident should be terminated as per this policy and Greenwood Fire Department guidelines.

(g) Ventilation

- 1. Ventilation of structures should be accomplished primarily by natural ventilation techniques. At no time shall a powered ventilation fan be initiated or used in a hazardous area unless it is certified as an explosion proof device and all ventilation fan operating conditions are satisfied.

(h) Air Monitoring

- 1. Constant air monitoring shall take place until the incident is deemed to be hazard free. Table A lists the flammable ranges and hazards of typical gas products we normally will respond to. Table B lists the conversion factors for the combustible gases on the list. Greenwood Fire Department personnel performing air monitoring shall remain in full PPE until such time as the incident is determined to be hazard free.

(i) Utility Company Notification

- 1. Upon confirmation of any gas leak, the utility company having jurisdiction shall be contacted to respond, to stop the flow of gas. Once all hazards have been mitigated, the utility company shall have custody of the incident transferred to their control. At no time shall Greenwood Fire Department personnel turn gas valves back on, this shall be the responsibility of the utility company having jurisdiction.

(j) Incident Termination

- 1. Once the flow of gas has been stopped and the area ventilated to remove all hazards, Greenwood Fire Department shall ensure the utility company has secured all equipment involved in the release, including the locking of the gas meter if warranted. Upon verification by the utility company, Greenwood Fire Department will allow evacuees, occupants, facility representatives, etc. to re-enter the scene and coordinate information transfer from the utility company to facility representatives.

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Natural Gas Response

2. The Incident Commander will release fire department resources as the hazard abates and they are no longer needed. The Incident Management System will be terminated as per Greenwood Fire Department procedures.

Table A

MSA Alatair 5X Multi-Gas Detector

Oxygen Sensor

Range 0%-30%

Alarms 19.5% and 23.0%

Carbon Monoxide

Range 0-2000 ppm

Alarm 25 ppm & 100 ppm (STEL 100 ppm)(TWA 25 ppm)

Hydrogen Sulfide

Range 0-200 ppm

Alarms 10 ppm and 15 ppm

Combustible Gas

Range 0-100%

Alarms 10% LEL and 20% LEL

Natural Gas

Range 0-100% LEL

Alarms 5% LEL and 15% LEL

Propane Gas

Range 0-100% LEL

Alarms 2.1% LEL and 9.5% LEL

Carbon Monoxide Response

324.1 PURPOSE

- (a) This guideline describes the actions to be taken by Greenwood Fire Department Personnel for the response to and mitigation of hazards due to carbon monoxide.

324.2 DEFINITIONS

- (a) Carbon Monoxide is a gas by-product of incomplete combustion. It is odorless, colorless, tasteless, and can be fatal. Appliances such as furnaces, stoves, and water heaters, along with automobiles and other petroleum burning products can produce Carbon Monoxide. When a faulty or unusual condition exists, Carbon Monoxide may be vented into areas where people are present.
- (b) Carbon Monoxide poisoning may be difficult to diagnose, and its effects are cumulative in nature. Symptoms may include headache, nausea, weakness, flushing of the skin, vertigo, irritability, and with pre-existing heart disease, chest pain and leg pain. These symptoms are similar to the flu.
- (c) The Occupational Safety and Health Administration (OSHA) established a permissible exposure plan (PEL) for eight (8) hours at 50 ppm in the general workplace.
- (d) The National Institute for Occupational Safety and Health (NIOSH) established a recommended exposure limit (REL) for Carbon Monoxide of 35 ppm as an eight (8) hour TWA and 200 ppm as a ceiling.

324.3 POLICY

- (a) Nature of Complaint and Response:
 - 1. Response to Carbon Monoxide (CO) alarms will depend on information received in the initial dispatch message, and from updates received from other agencies that may also be responding to the alarm.
 - 2. Carbon Monoxide is a byproduct of incomplete combustion. A Carbon Monoxide (CO) detector wired to an alarm panel that has activated might be the first indication of an incipient fire.
 - 3. Emergent Response: Carbon Monoxide (CO) detector activated and occupant(s) complain of flu like symptoms.
 - (a) Respond one (1) ladder company, one (1) engine company and one (1) medic, one (1) Battalion Chief
 - 4. Non-Emergent Response: Carbon Monoxide (CO) detector activated and occupant(s) have no medical symptoms.
 - (a) Respond one (1) Engine Company.
- (b) Response Objectives:
 - 1. Investigate a reported Carbon Monoxide (CO) problem, to include an activated detector.

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Carbon Monoxide Response

2. Render emergency medical care, if applicable.
3. Advise occupant(s) of findings.
4. Assist them in exiting the structure, if necessary.
- (c) Investigation Procedures:
 1. Ensure the safety of the response personnel by securing the immediate area and establishing control zones.
 2. The first arriving officer shall determine the need to establish a command structure.
 3. Ensure that the proper Emergency Medical Service is provided to the occupants that require it.
 4. Establish accountability and assign entry & backup teams. If it is determined that a "life threatening condition" exists, an immediate primary rescue search will be undertaken by personnel who have the necessary protective equipment, as defined by these guidelines.
 5. Determine if any persons at the scene are exhibiting symptoms of Carbon Monoxide (CO) poisoning by conducting an interview with the occupants.
 - (a) Observe occupants to confirm signs of Carbon Monoxide (CO) poisoning.
 - (b) Observe the behavior of any pets in the area.
 - (c) Check for the presence of "at risk" groups (e.g. very young, elderly, pregnant females, any that's already sick).
 - (d) Ask about activities of the occupants over the past several hours, since lower concentrations can take several hours to activate the detector.
 - (e) Determine the location of the detector(s), by area and level in the residence/occupancy. How long have the detectors been alarming?
 - (f) Was the automobile running in the garage?
 - (g) Determine if occupants opened any windows or doors.
 - (h) Determine if the occupants shut off any appliances.
 6. If no one exhibits symptoms of Carbon Monoxide (CO) poisoning it will not be necessary to evacuate and ventilate the structure unless a level of 10 ppm or higher is detected.
 7. The incident commander shall request the gas company to respond to the scene if:
 - (a) A Carbon Monoxide (CO) level of 10 ppm or higher is detected through on-scene air monitoring.
 - (b) Responding Fire Company/ Hazmat team shuts off a gas appliance.
 - (c) Someone is showing signs of being ill due to Carbon Monoxide (CO).
 - (d) The incident commander feels a response by the gas company is needed.

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Carbon Monoxide Response

8. Procedure for Carbon Monoxide (CO) investigation:
 - (a) Don required personal protective equipment as established by the IC/ Safety Officer and the Operating Guideline.
 - (b) Prepare air monitoring equipment for use and comply with recommendations of the equipment manufacturer.
 - (c) Determine the need for a backup team.
 - (d) Prior to interior monitoring, observe the exterior of the structure for possible causes.
 - (e) Upon entering the structure for monitoring purposes, sample the air at ground, mid and ceiling levels (diamond pattern) in all areas and all building levels.
 - (f) SCBA should be considered during interior operations. If air sampling determines the parts per million (ppm) is less than 35, SCBA use may be discontinued. However, SCBA should still be donned in the event that conditions change.
 - (g) If Carbon Monoxide (CO) readings are 10 ppm or higher in any areas, ventilation of that area should begin.
 - (h) Continue ventilation of affected area until the Carbon Monoxide (CO) has dissipated.
 - (i) Re-sample air five (5) minutes after ventilation is stopped to insure the Carbon Monoxide (CO) levels remain absent.
9. If Carbon Monoxide source is located:
 - (a) Attempt to correct if within the scope of duties.
 - (b) Shut off fuel supply (if applicable).
 - (c) If a fuel burning appliance is involved, inform Incident Command of appliance type and condition.
 - (d) Record the readings indicated at each location and level.
 - (e) Begin baseline exposure levels.
10. If Carbon Monoxide (CO) source is not found and Carbon Monoxide (CO) continues to be detected:
 - (a) Continue scene control; no re-entry by the occupant.
 - (b) Advise command to contact either the gas utility or other potential resource to assist in Carbon Monoxide (CO) source determination.
11. If no Carbon Monoxide (CO) is detected and no source of the Carbon Monoxide detector activation is located:
 - (a) Exit the structure, clear the instrument in fresh air, then re-enter and re-check the structure.

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- (b) If an additional air monitoring device is available, utilize it to verify the findings of the first unit.
 - (c) If possible, check the detector for evidence of activation by looking at the sensor element for discoloration.
 - (d) Advise Incident Command of your findings.
12. Monitor readings:
- (a) Readings of 9 ppm or less:
 - 1. Inform occupants that fire department instruments did not detect an elevated level of Carbon Monoxide (CO) at this time.
 - 2. Recommend that occupant check their detector per manufacturer recommendations.
 - 3. Attempt to reset the detector.
 - (b) Readings of 10 ppm or more:
 - 1. Note the highest level of Carbon Monoxide (CO) found; inform EMS of the findings.
 - 2. Inform occupants of the potentially dangerous levels of Carbon Monoxide (CO) inside the structure.
 - 3. If the source of the Carbon Monoxide (CO) is found, shut off the appliance. Inform the occupants to have a service technician come to service the appliance.
 - 4. Ventilate the structure.
 - 5. Attempt to reset the detector. It may take five (5) to forty-eight (48) hours for the detector to reset. Some units will require replacement.
13. First Aid:
- (a) Move occupants to fresh air outside the structure.
 - (b) Administer 100% oxygen as needed.
 - (c) Monitor patient CO level with the Masimo CO-Oximetry device.
14. Smell or Report of Gas:
- (a) Upon arrival, there should be multiple gas detectors on the scene that can monitor for Lower Explosive levels (LEL) and for Volatile Organic Compounds e.g., natural gas, liquefied petroleum gas, etc.
 - (b) The Ethel mercaptan in liquefied petroleum gas and butyl mercaptan / Dimethyl sulfide mixture for natural gas are placed in these fuels so it can be detected by the human senses and have an odor threshold of 2.8 ppb (parts per billion). This far below the LEL of either of the fuels.
 - (c) If at any time there is an odor of gas the appropriate apparatus or response should be called to the scene.

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Carbon Monoxide Response

(d) Maintenance of Monitors

1. The fire department shall issue a 4-gas detector to each engine and ladder company.
 - (a) These detectors should be capable of monitoring the following gases: Oxygen (O₂), Carbon Monoxide (CO), Hydrogen Sulfide (H₂S), and Lower Explosive Limit (LEL).
2. The fire department shall issue a Hydrogen Cyanide (HCN) detector to the Battalion Chief.
3. Each Station Captain or Officer in charge shall assure that the 4-gas detectors are placed on the apparatus in a secure location.
4. The Battalion Chief shall assure that the Hydrogen Cyanide (HCN) detector is placed on the Battalion vehicle in a secure location.
5. The 4-gas detector shall be checked and tested during the apparatus equipment check and documented on the apparatus check sheet. The Hydrogen Cyanide detector shall be checked and tested during the Battalion equipment check and documented on the apparatus check sheet.
6. If a problem with the detectors is found, the officer shall immediately notify the Battalion Chief who will then notify the Hazardous Materials Officer or Coordinator. The Hazardous Material Officer or Coordinator shall re-calibrate and maintain all fire department detectors.

324.4 POLICY REFERENCE

- (a) 308 - Atmospheric Monitoring for Carbon Monoxide

Power Lines/Electrical Utilities

325.1 PURPOSE

- (a) The following procedures apply to transformer, power line incidents, power lines down, and vehicle accidents involving power lines.

325.2 DEFINITIONS

- (a) Power lines can come in contact with the ground as a result of storm related activity, fire, or vehicle accidents. In all cases, the potential for electrical shock/electrocution and secondary fire must be considered.

325.3 POLICY

- (a) **Electrical Safety**

1. Scene safety should be observed at all times.
2. Assume all downed lines are energized.
3. Treat any downed or sagging line as energized and dangerous until informed otherwise.
4. Do not drive over downed lines.
5. Do not park under or adjacent to a line break.
6. Do not spray water on electrical source. Hose streams conduct current.
7. Do not use pike poles, ropes, and/or equipment to handle power lines.
8. Consider using hot stick to ensure safe environment.

- (b) **Downed Power Lines**

1. Position apparatus away from downed lines.
2. Set up hot zone no less than 25 feet in all directions from downed lines. Mark area with yellow caution tape or cones.
3. Notify fire control of pole number. If unable to obtain pole number, then provide pole number from pole outside of hot zone.
4. Remain on scene until Power Company arrives if power lines are in contact with a roadways, sidewalks and/or structures.
5. Remaining on the scene for lines down in non-accessible areas is the officer's discretion.

- (c) **Transformers**

1. Position apparatus away from exposure area.
2. Set up hot zone no less than 50 feet in all directions. Mark area with yellow caution tape or cones.

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3. Notify fire control of pole number. If unable to obtain pole number, then provide number from pole outside of hot zone.
4. Do not walk under affected transformer.
 - (a) Transformers may contain PCBs or other types of oil.
 - (b) Transformers may explode and spread hot or burning oil.
5. Secure area and deny entry.

(d) **Vehicle Accidents**

1. Position apparatus away from downed power lines.
2. Set up hot zone no less than 25 feet in all directions from downed lines. Mark area with yellow caution tape for cones.
3. Notify fire control of pole number. If unable to obtain pole number, then provide number from pole outside hot zone.
4. Do not touch vehicle.
5. Instruct occupants in the vehicle to remain calm and stay inside the vehicle until power lines are de-energized.
6. Secure the area and deny entry.

Non-Hydrated Tender Operations

326.1 PURPOSE

- (a) Tender Operations should be utilized any time a pressurized water source is not available. This guideline identifies the basic types of tender operations utilized to transport water from a water source to fire attack apparatus.

326.2 DEFINITION

- (a) Dump and Run Tender Operations: Tender operations in which tenders offload their water into a portable tank(s) through gravity dump arrangement to provide a suction supply for the engine.
- (b) Pump and Run Tender Operations: A tender operation in which tenders offload their water by either pumping directly from a discharge(s) or through a hose line(s) into a portable tank(s) to provide a suction supply for an engine.
- (c) Pumping Nurse Tender Operations: A tender operation where the tender supplies water from a pump discharge through a flexible hose line to the intake of an engine.
- (d) Tender Fill Operations: An operation to fill from a hydrant or static water source.
- (e) Water Supply Task Force: A grouping of apparatus to provide a water supply in the event of an incident occurring in a non-hydrant area, frozen hydrant(s) or any time the incident commander needs a static water supply placed at the incident. Example:
 - 1. Tanker Task Force 92 = Engine 92 and Tender 62
- (f) Water Supply Officer (WSO): Responsible for managing the water supply to the attack group. The officer of the second arriving engine will assume this assignment.
- (g) Water Thief: A small, gated manifold-type appliance with a 5" Stortz connection and three (3) 2.5" connections.

326.3 POLICY

- (a) Pre-Determined Assignments.
 - 1. First Arriving Engine.
 - (a) Lay supply line from area that tender or drafting engine can set up, give up (announcing need for tender operations), establish command, and assume fire ground responsibilities.
 - 2. First Arriving Tender.
 - (a) Provide a water supply for the early attack and rescue efforts.
 - (b) Assess the layout and access of the incident prior to committing or positioning the tender.
 - (c) Determine a suitable position to set up dump tank operation and position the drafting equipment at the location. This location may have been

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Non-Hydrated Tender Operations

identified by the layout of a supply line by the first arriving engine or by the second arriving engine.

- (d) The tender will then be re#positioned to provide a Pumping Nurse Tender Operation to the primary pumping engine.
- (e) If the nurse tender becomes blocked in, the Incident Commander should request tender resources to assist with water shuttling to the dump site.
- (f) The initial dispatch to an area that has no hydrants should include three other Tenders to ensure an adequate water supply for the initial fire attack. The CAD should ensure this happens during dispatch. If needed the WSO should ask for the additional resources. The water shuttle cycle should be: One tender dumping, one tender traveling, and one tender filling at the hydrant.

3. Second Arriving Engine.

- (a) Is responsible for insuring a sustained water supply by either working to establish a dump tank draft operations, or by providing a relay pump operation from a hydrant when available. (Note: as a rule of thumb, placing an engine at the hydrant to relay will improve water supply pressure, especially when supplying a 5" layout of 1000' or more). This may include the following:
 - 1. Providing or completing a supply line dropped from the primary pumping engine to the designated dump tank site.
 - 2. Position the second arriving engine and the dump tank and attach necessary appliances to perform a draft/relay operation. Keep in mind that at an intersection, the dump tank should be set in a position to keep the tender backing distance to a minimum, dump their water and pull away.
 - 3. The officer of the second arriving engine should become the WSO unless Incident Command has already assigned that position. If necessary a separate talk group should be requested for the water supply operation to minimize radio traffic on the primary fire ground talk group. This will also allow better coordination of the tanker shuttle operation.
 - 4. The attack engineer and the supply engine engineer should direct their radio traffic to Incident Command. The water supply group leader should monitor the primary fire ground talk group and manage the tanker shuttle operation on the alternate talk group if one is established.

(b) Apparatus Placement.

- 1. Establishing a water supply in a non#hydrated area takes time so the initial attack crews will have limited water. Do not allow the attack crews to advance into structure beyond the available water supply.

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Non-Hydrated Tender Operations

2. Apparatus placement is critical in operations that involve relay pumping and tanker operations. All responding apparatus and support cars shall be positioned to the same side of the roadway. The side by side dump tank and draft engine position will in most cases block the roadway.
 3. An access lane should be maintained for the ladder company.
 4. Transporting ambulances should be mindful of being blocked in and should stage behind the dump tank operation.
 5. The tender should not be operated or positioned off the roadway or driveway unless directed by Incident Command.
 6. The drafting engine must use caution when positioning close to the dump tank for drafting operations and not place the engine exhaust pipe close to the dump tank. The exhaust pipe can melt a hole in the dump tank if placed too close.
- (c) Water Supply Options.
1. Pumping Nurse Tender Operations.
 - (a) This method is to be used when command or the designated WSO has determined that the fire ground operations/conditions dictate that a nurse tender operation be used to supply the primary attack engine. The WSO may determine that a nurse operation be utilized as long as the delivery rate required can be maintained with this operation.
 - (b) The engineer will properly position the fire attack engine.
 - (c) The first arriving tender shall be positioned to allow a 2.5" or 5" supply line to be connected from the tender discharge to the intake of the attack engine. If the original hose lay exceeds 500', crews should consider relay pumping.
 - (d) The tender engineer engages the tender's pump and charges the line to 50 PSI.
 - (e) The delivery rate available is limited by the supply line size and the pump capacity of the tender.
 - (f) The WSO or the attack engine engineer then advises command of the amount of water on the scene and advises the tender as to adjustments in pressure needs.
 - (g) If nurse tender operations are being used. Dump and run operations still need to be set up as a backup plan in case the fire progresses beyond the abilities of nurse tender operations.
 - (h) Note: The nurse tender operation can be used while dump and run operations or relay#pumping operations are set#up. Tender used for nurse tender operations may become blocked#in by other apparatus or hose lines and may not be available for shuttling operations. Incident Command or the WSO may need to request additional tenders, and another tender to replace the tender utilized for nursing operations.

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Non-Hydrated Tender Operations

2. Dump Tank Operations.

- (a) This method should be considered when the fire ground operations/ conditions dictate that a dump tank operation be used to supply the primary attack engine. A dump tank operation with tenders shuttling water will be necessary when large volumes of water or a sustained water supply is necessary.
- (b) The dump tank should be placed on as level of a surface as possible. When a dump tank must be placed on an unlevelled surface ensure the dump tank drain is at the lowest side of the tank.
- (c) The dump tank should be removed from the apparatus by no less than two (2) firefighters.
- (d) The surface the dump tank will be placed on should be free from rocks, sticks, glass or any other debris that may puncture the tank.
- (e) A salvage cover should be placed on the ground over the spot chosen for the dump tank location prior to setting the tank.
- (f) Position the tank in a location that easily allows filling while providing maximum access to the fire ground incident.
- (g) After positioning the dump tank, the tender can fill the dump tank using the side or rear discharge.
 - 1. The tender engineer should open the dump valve completely allowing the dump tank to fill as quickly as possible. Use caution as to not dump water on the drafting strainer causing turbulence in the draft possibly causing the drafting engine to loose prime.
 - 2. Before leaving the dump tank to refill, the tender engineer should ensure the dump valve is closed and all chutes are retracted and secured.
- (h) If the initial hose lay is under 500', the second due Engine Company, after completing any necessary hose lays should be positioned to draft from the dump tank to the attack engine.

3. Hydrant/Static Water Source Tender Filling Operations

- (a) When possible, request an engine to be placed at a hydrant to assist with filling of tenders.
- (b) The engine connects to the hydrant utilizing a 5" supply line (if hydrant is compatible).
- (c) Three (3) supply lines of 2.5" hose will be stretched out, which will serve as fill lines, allowing three tenders (if needed) to be arranged to be filled.
- (d) While three tenders may be arranged to fill, only one tender is filled at a time.
- (e) The engineer should maintain 150 PSI for filling operations.

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Non-Hydrated Tender Operations

- (f) When filling tenders under pressure, make sure that the fill lid on top of the tender(s) are open. This will ensure that the tender will not be damaged by forcing water into the tender and compressing air inside of the tank which can rupture the tank if the pressure is not released. When finished filling, always make sure that the lid is shut and secured before driving back to the scene.
- (g) The WSO will determine which tenders go to what fill site (if more than one site is being used).
- (h) WSO should consider turn-around times, fill and off-loading rates when positioning tenders in the shuttling rotation. More tenders may be called for if needed.
- (i) If unable to assign an engine to the hydrant, a Water Thief should be utilized. It should be attached to the hydrant using a 5" supply line. Water will then be controlled at the Water Thief allowing several different fill options and faster control of hydrant water.
- (j) Tenders should operate with lights on at all times during operations for the safety of personnel.

Witnessed Emergency While Responding to an Incident

327.1 PURPOSE

- (a) Provide guidance to the OIC that is witness to a separate emergency during a response to an incident.

327.2 DEFINITION

- (a) OIC- Officer in Charge whether it be the assigned officer or the firefighter "riding out" in the officer seat.
- (b) Discretionary Authority- Authority to use sound judgement to stop during a response, i.e. to stop at the scene of a crash with entrapment while on an abdominal pain run.

327.3 POLICY

- (a) If while responding to an incident, personnel on an apparatus witness another emergency, the officer shall have the discretionary authority to stop at the emergency, or continue on the original run. In either case, the officer must immediately contact Fire Control and inform them of:
 - 1. Type of incident.
 - 2. Address of incident.
 - 3. Course of action the officer intends to take.
 - 4. Any additional resources the officer may need.
- (b) Fire control will then send the appropriate equipment to the given location.

Chapter 4 - Fire Prevention

Annual Inspections

400.1 PURPOSE

- (a) In order to ensure safe businesses in the city of Greenwood, the Code Enforcement division will complete yearly inspections of all commercial occupancies in the city. Additionally, Code Enforcement will complete yearly inspections of all educational and health care institutions.

400.2 POLICY

- (a) Annual inspections of commercial, educational, and health care facilities will occur between January 1st and December 31st during the normal business hours of 0700-1800. Inspections will be divided into districts for delegation of the occupancies. If an occupancy fails its initial inspection, then a re-inspection will be scheduled and completed within 30 days. This process can continue up to three re-inspections. After the third failed re-inspection the results will be forwarded to the City legal Department for further action. Annual inspections will be documented utilizing the current fire department inspection program.

400.3 POLICY REFERENCE

- (a) 400 - Fire Inspections
- (b) 403 - Code Enforcement

Plans Review

401.1 PURPOSE

- (a) The Code Enforcement Division will determine if newly submitted plans are in line with current life safety and fire protection guidelines by a process of blueprint plans review.

401.2 POLICY

- (a) Plans are assigned by the Administrative Assistant. Code enforcement personnel will then have 10 business days to complete the review as per the Greenwood Fire Department Plans Review checklist. After completion of the review, the member reviewing will submit a letter to the Administrative Assistant who will then send the applicant an email or letter by USPS detailing the changes needed or to confirm the plans are without violation. The completed letter will be saved in the respective software program.

401.3 POLICY REFERENCE

- (a) 400 - Fire Inspections
- (b) 403 - Code Enforcement

Construction Site Inspection

402.1 PURPOSE

- (a) The Code Enforcement Division will ensure new constructed or remodeled businesses in the City of Greenwood meet life safety and fire protection standards. This will be accomplished by a number of construction site inspections during the building or renovation of structures.

402.2 DEFINITIONS

- (a) COO - Certificate of Occupancy

402.3 POLICY

- (a) Contractors or project managers will call into Greenwood Fire Department Headquarters or the City of Greenwood CDS to schedule a site inspection. The site inspection should be conducted within 2 business days of the request.
- (b) A member may conduct all or some of the following:
 - 1. Proof Roll of Driveway or Parking Lot Area
 - 2. Water requirement for construction site
 - 3. Fire Protection (Hood, Fire Alarm, Fire Sprinkler)
- (c) The following inspections will be scheduled through Community Development Services:
 - 1. Rough In
 - 2. Above Ceiling
 - 3. Final Inspection
- (d) During each construction site inspection, the code enforcement member will conduct the inspection based on applicable codes. At the completion of the inspection the site representative shall be notified of the results of the inspection. If there are deficiencies or violations found during the inspection the code enforcement member conducting the inspections will photograph the violation and provide a deficiency list and parameters of passing, in writing, to the site manager or project manager. After all inspections are complete, the code enforcement member completing the final inspection will sign the COO or TCO. All inspections shall be documented accordingly and handled as legal documents. All actions taken by the code enforcement member shall be documented and maintained in a well organized system.

402.4 POLICY REFERENCE

- (a) 400 - Fire Inspections
- (b) 403 - Code Enforcement

Fire Investigations

403.1 PURPOSE

- (a) The Code Enforcement Division will provide a certified arson fire investigator for investigation of fires.

403.2 DEFINITIONS

- (a) ATF: Bureau of Alcohol, Tobacco, and Firearms

403.3 POLICY

- (a) In the event that a Fire Investigator is needed on an incident, the Incident Commander will directly notify the on-call fire investigator for the shift.. The responding fire investigator will notify fire control that he/she are enroute to the fire on the appropriate fire talk group. Once the investigator arrives on scene he/she will meet with the Incident Commander to get a briefing on the incident. If deemed necessary by the fire investigator, Greenwood Police Department detectives, the State Fire Marshal's Office or an ATF agent may be summoned to the scene. If there is a death involved in the fire, the State Fire Marshall's Office will be notified. In the case of a prolonged investigation beyond the scene, the fire investigator will be involved in the questioning of suspects. All fire investigations will be done per NFPA 921 standards.

403.4 POLICY REFERENCE

- (a) 401 - Fire Investigations

On-Call Investigator

404.1 PURPOSE

- (a) To establish guidelines for rotation and scheduling of the Greenwood Fire Department on call investigator.

404.2 DEFINITIONS

- (a) Trades - a trade is one investigator working another investigator's normal shift. The initiating investigator would then have to work the other investigator's normal shift to "pay" the shift back.

404.3 POLICY

- (a) Each of the fire prevention employees will be assigned a 24 hour shift that they will be designated as the on-call investigator. The on-call investigator will be kept up to date in Fire Manager. The Fire Marshal shall ensure each month is covered.
- (b) Investigators will be allowed to initiate 8 trades per calendar year. The Fire Marshal shall ensure not more than 8 trades occur in a calendar year.
- (c) Scheduled PTO time will not count as a trade.
- (d) When a fire investigator is needed at the scene of an incident, the incident commander will directly contact the on-call investigator for their shift, or notify Fire Control of the need to contact the specific on call investigator. Fire control will contact the on-call investigator(s) either by phone or text.
- (e) If the fire department investigator is not able to fill their time as assigned, it is the responsibility of that investigator to find a qualified replacement from the investigation team to provide coverage. If this is done by other Fire Prevention personnel, it shall be done through a trade on the Fire Manager program.

404.4 POLICY REFERENCE

- (a) 401 - Fire Investigations

Pre-Incident Planning

405.1 PURPOSE

- A. The purpose of this policy is to set forth guidelines for conducting pre-incident plans. The purpose of pre-incident plans are to collect information on businesses and structures for the purpose of keeping firefighters informed of potential hazards and to assist with the development and strategy and tactics in case of an emergency.

405.2 PROCEDURE

- A. The Battalion Chiefs shall be responsible for administering the pre-incident plan program including scheduling, quality assurance, and standardization among shifts.
- B. Once pre-incident plans are assigned by a respective battalion chief, building occupants shall be notified by telephone or face-to-face of the Greenwood Fire Departments request to conduct a pre-incident plan of their business or structure. The pre-incident plan shall be scheduled at a date and time that will be the most convenient to the occupant so as to cause minimal business interruption.
- C. No fire gear shall be worn into a business during a pre-incident plan and fire department members should be professional in appearance.
- D. Businesses or structures designated as target hazards or high life hazards will be a priority.
- E. All pre-incident plans shall be documented and uploaded into the designated pre-plan software. Each pre-plan shall include but not be limited to:
 - 1. Demographic Information
 - (a) Address
 - (b) Phone Number
 - (c) Description
 - (d) Style
 - (e) Use
 - (f) Status
 - (g) Target Hazard Identification
 - 2. Area
 - 3. Access
 - 4. Construction
 - 5. Needed Fire Flow
 - 6. Contacts
 - (a) Emergency Contacts
 - (b) Key Holders

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Pre-Incident Planning

- (c) Alarm Company
 - (d) Name
- 7. Hazardous Materials
- 8. Attachments
 - (a) Upload up to date drawings
 - (b) Scan Emergency Action Plan if applicable
- 9. Graphical/Pictorial Information: Symbols, Icons, Units
 - (a) Alarm Panel Location
 - (b) Fire Department Connections
 - (c) Utilities
 - (d) Knox Box
 - (e) Hazardous Materials Locations
 - (f) Special Hazards
 - (g) Other units of strategic/tactical nature
- F. Businesses or structures designated as target hazards or high life hazards should be updated on a regular basis.

Chapter 5 - Emergency Medical Services

Protocols

500.1 PURPOSE

- (a) The purpose of this general order is to ensure and maintain proper knowledge and application of EMS protocols.

500.2 DEFINITIONS

- (a) BLS - Basic Life Support
- (b) ALS - Advance Life Support
- (c) EMTB - Emergency Medical Technician Basic
- (d) EP - Emergency Paramedic

500.3 POLICY

- (a) The Greenwood Fire Department will adhere to the Indianapolis Metropolitan Area EMS protocols. Protocols will be updated yearly, and all personnel will be tested over the most current set of protocols as they are updated. EMTB personnel will follow the BLS portion of the protocols and EP personnel will follow both the BLS and ALS portions.

Provider Certification

501.1 PURPOSE

- (a) The purpose of this general order is to maintain Greenwood Fire Department's status as a Certified EMS provider in Indiana.

501.2 DEFINITION

- (a) IDHS - Indiana Department of Homeland Security.

501.3 POLICY

- (a) To be certified by IDHS the Greenwood Fire Department must submit a Renewal Application for Emergency Service Provider Certification every two years. The renewal application contains many parts and needs to be submitted 60 days prior to the expiration of the certification. Upon completion and approval of the application, IDHS will provide a new certification for the organization.
- (b) The Greenwood Fire Department Division Chief of EMS will be responsible for completing and submitting the Renewal Application for Emergency Service Provider Certification.

Personnel Certification

502.1 PURPOSE

- (a) The purpose of this general order is to identify the process needed to remain certified or licensed as an EMS provider for the Greenwood Fire Department.

502.2 DEFINITION

- (a) ACADIS - the State of Indiana's on-line portal for certification and recertification.

502.3 POLICY

- (a) Each active field provider must maintain a current EMS Certification with the State of Indiana Department of Homeland Security. In order to accomplish this, each member must attend the proper number of in service hours for their respective level of certification. These in service hours are collected in a rotating two year period based on the member's original certification date. The month before the member's certification is due, the member must login to ACADIS and provide the appropriate information for their EMS certification. When complete, the member must provide the new certification or license to the Division Chief of EMS or an administrative assistant for placement in the member's training file.

Apparatus Certification

503.1 PURPOSE

- (a) The purpose of this general order is to outline the process for fire department apparatus to maintain EMS certification through the State of Indiana.

503.2 DEFINITIONS

- (a) IDHS - Indiana Department of Homeland Security

503.3 POLICY

When a new apparatus needs to be certified as an EMS response vehicle, an Application for Vehicle Certification – State Form 551 must be completed and submitted to the Department of Homeland Security. Upon receipt, the EMS division of IDHS will schedule an inspection. The inspection will cover all the items listed in Checklist of Emergency Vehicle Equipment- State Form 51816. After the inspection IDHS will provide an apparatus specific EMS certification number and sticker to be applied to the passenger's side rear window. The EMS certification number shall be printed in 3" contrasting color decals and applied to the front driver's side and passenger's side corners as well as the driver's side rear of the vehicle. EMS certification of apparatus may be transferred to a new vehicle if the new vehicle is the same type of apparatus as the old.

- (a) The Greenwood Fire Department Division Chief of EMS will be responsible for the completion and submission of an Application for Vehicle Certification
- (b) Certified vehicles must adhere to Article 2 of the Indiana Administrative Code.
- (c) Reserve apparatus will not be certified as it will assume the EMS number of the apparatus it is running as.

EMS Quality Assurance

504.1 PURPOSE

- (a) To provide a continual means by which to assure quality patient care for the citizens and guests of Greenwood, and also provide a means by which to release new GFD Emergency Medical Providers.

504.2 POLICY

- (a) The EMS Division will be available to make emergency medical calls with responding GFD apparatus. The EMS Division will be able to ride along with apparatus or respond in their assigned vehicle. While on the scene of an emergency run, the EMS Division will mainly be in an observation role, but may be asked upon to participate in patient care.

Physician On-Scene

505.1 PURPOSE AND SCOPE

This document provides physician on-scene procedures for Greenwood Fire Department personnel. These procedures should be implemented when members encounter a physician on the scene of an EMS response.

Corresponding Policies:

Patient Care Reports

Patient Refusal of Pre-Hospital Care

Advance Health Care Directives

505.2 INITIAL STEPS

In the event a physician presents themselves on the scene of an EMS response, personnel should:

- Ask to see the physician's state-issued medical credentials.
- Determine whether the physician is the patient's personal physician or a good Samaritan without a previous relationship to the patient.

505.3 PHYSICIAN ON-SCENE

505.3.1 PATIENT'S PERSONAL PHYSICIAN ON-SCENE

If the physician on the scene is in their own office or care facility or is the patient's personal physician:

- The EMS provider may accept assistance or advice from the physician if they are consistent with department protocols.
- If the physician suggests treatment or techniques that are outside department protocols, personnel should contact Medical Control or the Base Hospital Physician.

505.3.2 GOOD SAMARITAN PHYSICIAN ON-SCENE

If the physician on the scene is not the patient's personal physician and is not in their own office or care facility:

- The EMS provider should contact Medical Control or the Base Hospital Physician for guidance.
- The EMS provider may accept assistance or advice from the physician as long as it is consistent with department protocols.

505.3.3 CONTROL OF PATIENT CARE

Department personnel have responsibility for patient care unless the on-scene physician accepts full responsibility, after communicating with Medical Control or the Base Hospital Physician.

If the on-scene physician accepts full responsibility for patient care, the physician should:

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Physician On-Scene

- Accompany the patient to the hospital.
- Document their interventions and orders in the department's Patient Care Report (PCR).
- Sign the department's PCR.

505.3.4 CONFLICT BETWEEN PHYSICIAN ON-SCENE AND MEDICAL CONTROL OR BASE HOSPITAL PHYSICIAN

If there is a conflict between orders given by the on-scene physician and the department's Medical Control or Base Hospital Physician, department personnel should:

- Provide care within their scope.
- Follow the direction of the Medical Control or Base Hospital Physician.
- Put the on-scene physician in direct contact with the Medical Control or Base Hospital Physician.

505.4 UNIVERSAL PRACTICES

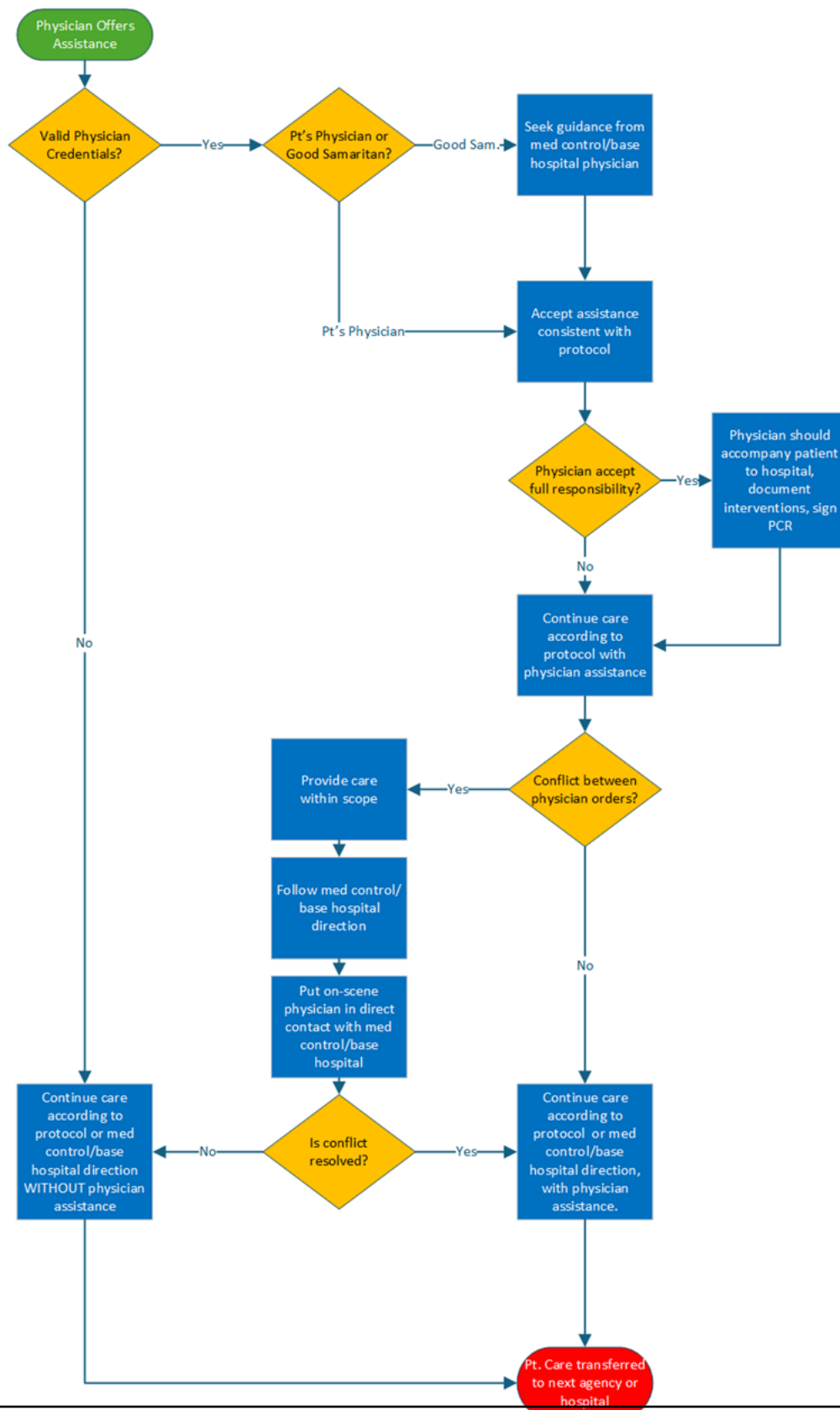
- Department members should address physicians who are on the scene of a response with courtesy and professionalism.
- Department members should contact Medical Control or the Base Hospital Physician any time a physician on the scene of a response asks the member to perform an intervention that is outside the member's scope of practice or outside established department policy or protocol.

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Physician On-Scene

505.5 PROCEDURE DECISION TREE



BLS Delivery

506.1 PURPOSE

- (a) In an effort to provide immediate care for the citizens and guests of Greenwood, the Greenwood Fire Department is certified as a Basic Life Support Provider. Basic Life Support (BLS) care will be provided to pre-hospital patients that require Emergency Medical care. BLS will be provided to the patient for as long as it is deemed appropriate, or a higher medical authority arrives on scene.

506.2 POLICY

- (a) Staffing
 - 1. Allocation:
 - (a) All Greenwood Fire Department Engines and Ladder are basic life support certified by the State of Indiana. These vehicles operate as a non-transport first response apparatus. Firefighter/Emergency Medical Technicians will staff the engines.
 - 2. Minimum Qualification:
 - (a) All personnel operating as Firefighter/Emergency Medical Technician for the Greenwood Fire Department must meet the minimum qualifications as listed in the current job description.
- (b) Apparatus
 - 1. State Certification: Each of the primary engines of the Greenwood Fire Department is certified as BLS Non-Transport emergency response vehicles.
 - 2. Locations:
 - (a) Station 91- 155 E. Main St. Greenwood, IN 46143
 - 1. Engine 91, Engine 95, and Ladder 91.
 - (b) Station 92- 1244 Fry Rd. Greenwood, IN 46142
 - 1. Engine 92
 - (c) Station 93-1090 W Cutsinger Rd. Greenwood, IN 46143
 - 1. Engine 93
 - (d) Station 94- 755 N. Graham Rd. Greenwood, IN 46143
 - 1. Engine 94
- (c) Daily Requirements
 - 1. EMTs will check their equipment on the engine every morning during apparatus check to assure all equipment and supplies are available for an EMS response.
 - 2. Standard Operating Procedures: The EMT will treat all patients in accordance with standard level of care which includes, but is not limited to Marion County Pre-hospital Protocols and on-line medical control with Franciscan.

ALS Delivery

507.1 PURPOSE

In an effort to provide the highest level of care for the citizens and guests of Greenwood, the Greenwood Fire Department is certified as an Advanced Life Support Provider. Advance Life Support (ALS) care will be provided to pre-hospital patients that require a higher level of medical intervention. Early ALS intervention affords the patient some of the same procedures that would be done upon arrival to the hospital emergency department while still in the pre-hospital environment.

507.2 POLICY

(a) Staffing

1. Allocation:

- (a) The four Greenwood Fire Department engines are Paramedic level certified by the State of Indiana. These vehicles operate as a non-transport first response paramedic apparatus. Paramedics will staff the engines as one of the assigned crew of firefighters as available.

2. Minimum Qualification:

- (a) All personnel operating as Firefighter/Paramedic for the Greenwood Fire Department must meet the minimum qualifications as listed in the current job description.

(b) Apparatus

1. State Certification: Each of the primary engines of the Greenwood Fire Department is certified as Paramedic Non-Transport emergency response vehicles.

2. Locations:

- (a) Engine 91- Station 91- 155 E. Main St. Greenwood, IN 46143
(b) Engine 92- Station 92- 1244 Fry Rd. Greenwood, IN 46142
(c) Engine 93- Station 93-1090 W Cutsinger Rd. Greenwood, IN 46143
(d) Engine 94- Station 94- 755 N. Graham Rd. Greenwood, IN 46143

(c) Daily Requirements

1. Equipment: Paramedics will be provided all the necessary equipment and supplies in an "ALS" Combination bag. This bag will contain at a minimum the equipment and supplies mandated by the State of Indiana EMS code for Paramedic providers. Paramedics will be expected to have all their equipment and supplies ready for any apparatus within the first fifteen minutes of their assigned shift. If there is a problem with equipment or supplies, the Battalion Chief will be notified immediately.

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2. Equipment Checks: Paramedics will maintain proper documentation for ALS medications and solutions by completing the Combination Bag inventory at the beginning of their shift.
3. Narcotics: The paramedic will maintain possession of the narcotic keys at all times while on duty. Narcotics will be secured in the Knox Vault on each engine.
4. Standard Operating Procedures: The paramedic will treat all patients in accordance with standard level of care which includes, but is not limited to Marion County Pre-hospital Protocols and on-line medical control with Franciscan.

Contract Ambulance Operations

508.1 PURPOSE

- (a) It is the primary purpose of this guideline is to define the teamwork environment necessary on the scene of an emergency in order to provide the highest level of care available to all patients.

508.2 POLICY

- (a) Greenwood Fire Department shall be responsible for, and manage all, emergency scenes and hazard mitigation that involve both services in the Greenwood Fire response area. This shall include vehicle accidents, extrications and specialty rescues.
- (b) Responding ambulance crews shall work within the established Incident Management System.
- (c) All requests for additional resources, manpower or specialized equipment shall be requested through the incident commander on the scene. This will include additional ambulances, supply vehicles and/ or air ambulance.
- (d) Greenwood Fire Department will do everything that is safely possible to allow the highest medical authority on the scene access to the patient for assessment and treatment.
- (e) All personnel on the scene of the incident shall work together to provide the highest level of patient care.
- (f) Establishing and providing patient care shall be the number one priority of both agencies, only to be superseded by safety of response personnel.

Out of Hospital Cardiac Arrest in a Public Setting

509.1 PURPOSE

- (a) It is the primary purpose of this guideline to give responders a method to provide high quality care for a patient suffering from cardiac arrest while preserving their dignity and allowing a place of business to continue operating.

509.2 POLICY

- (a) Crews shall make every attempt to provide high quality care consistent with Marion County protocols and AHA ACLS guidelines on scene.
- (b) A minimum of 5 minutes of high quality CPR, ACLS medications via IO or IV, and basic or advancement airway management must be completed prior to moving the patient. Use of the Autopulse is preferred for the purposes of this guideline.
- (c) On the arrival of the transporting ambulance, the patient will be moved to the ambulance via stretcher and the remainder of the resuscitation efforts shall take place there.
- (d) It is imperative to understand that the patient is simply being removed from their current environment to protect both them and the public.
- (e) This is not an excuse to transport a patient in cardiac arrest.
- (f) If the patient expires in the back of the ambulance, GPD shall be requested to the scene to start their investigation. The ambulance shall remain out of service until the body has been released to the coroner.

Squads

510.1 PURPOSE

- (a) To establish Squads as a service in the City of Greenwood. This will provide Greenwood Fire Department and its members with direction and guidance for staff and operation of the units.

510.2 SCOPE

- (a) This Operational Guideline applies to all members of Greenwood Fire Department involved with supervising and operating QRV-Squads.

510.3 RESPONSIBILITY

- (a) All Employees are responsible for:
 - 1. Reviewing this Operational Guideline and becoming familiar with the written content and compliance with this Guideline
 - 2. Compliance with this policy
 - 3. Annually reviewing this Operational Guideline and revising the written content as needed
 - 4. Communicating to all members when any revisions have been made
- (b) Cleared Driver Operator/EMT or Paramedic: Will be responsible for all patient care, patient care reports, EMS equipment and unit readiness.
- (c) Fire Officer/Crew Leader: Responsible for safe overall operation of the vehicle, assisting the EMT/Paramedic with patient care, reports and equipment.

510.4 POLICY

- (a) The Greenwood Fire Department is committed to providing the highest quality, operationally efficient service in the community.
- (b) Squads are being established at specified periods of time each day. The Squads will be stationed at Station 91 (central location in the City), and Station 93 (Southwest) to augment prompt, professional response to medical emergencies and improve fire response reliability for engine and ladder companies. The other purpose of the Squad is to reduce wear and tear on fire apparatus.
- (c) Squads shall operate based on needs established by accumulated run response data.
- (d) Squads shall be established by a minimum of one Driver Operator/EMT or Paramedic and one ride out officer. The ride out officer must be a minimum of an EMT-B. The ride out officer shall serve as the Crew Leader and the Firefighter/EMT or Paramedic shall service as the Driver/Operator.
- (e) The equipment check shall ensure all equipment required by The Indiana Department of Homeland Security and The Indiana State EMS Commission for an ALS Non-Transport vehicle. It is the responsibility of both crew members to make sure all

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Squads

equipment is accounted for and the daily check entered in the appropriate reporting software..

1. Any equipment problems or supply shortages will be reported to the Division Chief of EMS.
 2. Any mechanical issues will be put in the appropriate reporting software and reported to the Lieutenant of Support Services.
 3. The Squads shall not be placed in service until any shortages or mechanical issues are properly addressed for the Squads to properly service the City of Greenwood.
- (f) The duty uniform will reflect Greenwood Fire Department's current Uniform General Order. The ride out officer shall have their full complement of PPE and SCBA face piece with them.
- (g) Division Chiefs of EMS and Training shall conduct a spot check of the Squad Crews periodically to ensure crews have the proper credentials.
- (h) The ride out officer of the Squad is ultimately responsible for crew, equipment, response, and time management
- (i) .The Squad shall stay in its respective district in the City of Greenwood unless authorized or directed by the Battalion Chief.
- (j) The Squad shall ensure they are monitoring radio traffic on "Fire Dispatch," responding immediately upon dispatch or pick up calls when not dispatched and in service.
- (k) Crews shall pick up any equipment that was used on a patient. All equipment shall be properly cleaned, disinfected, or replaced and placed back on the Squad.
- (l) The Squads shall attempt to replace any equipment used on scene from the transporting Ambulance on scene. If the Squad is unable to replace equipment, they will either replace out of the Station 91 EMS cabinet or contact the Division Chief of EMS.
- (m) The Squads must have all EHR's and NFIRS reports completed prior to going off duty.
- (n) Personnel assigned to the Squads shall review the Department Calendar and make an effort to participate in daily training and activities when they are not engaged in responses.
- (o) Personnel shall ensure the vehicle is cleaned, stocked, and fueled for the next day's staffing.

510.5 PROCEDURE

- (a) Major Events / Non-EMS
1. Upon arrival to a non-EMS call, the crew should report to the Incident Commander.
 2. On Mass Causality incidents the Driver/EMT or Paramedic shall be assigned Triage Officer. The Fire Officer shall be assigned Transport Officer
- (b) Vehicle Accidents

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1. Upon arrival the crew shall assume primary patient care responsibilities to free up the Fire Apparatus for extrication and suppression activities.
 2. Both crew members will don proper PPE based on the hazards presented to treat the patient.
- (c) EMS Calls
1. Upon arrival the crew shall assume primary patient care responsibilities or assist the Ambulance Provider with service delivery.
 2. If there are multiple patients or other conditions that warrant additional resources, the Fire Officer shall immediately request the additional resources needed.
 3. Based on information provided in Spillman or by dispatch, the Fire Officer may request additional resources as needed.
- (d) Report of Fire/ working incident (first due)
1. If arriving as a first due apparatus, position so as not to block arrival of suppression apparatus.
 2. Give a proper size-up including, but not limited to, number of stories, type of structure, conditions, and actions being taken.
 3. Both members should begin a primary search (if there is no truck company on scene).
 4. Once a primary search is complete, both member should exit the structure (with PAR), and report to command for reassignment.
- (e) Report of Fire/ Working Incident (later arriving)
1. When arriving later in the incident Squads may be used to fill out functions of command such as Accountability and Safety.
 - (a) The ride out officer will be assigned Safety.
 - (b) The driver will be assigned Accountability.
 2. In the event command functions have already been assigned, squad companies can be used to augment other fire ground operations, such as engine or ladder operations, rehab, or RIT.
 3. If assisting with engine or ladder operations, it is imperative that squad members communicate with the engineers of the respective apparatus they are assisting as to equipment being used.
 4. It is imperative that accountability is maintained at all times when reassigned to assist another unit.

510.6 APPENDIX A

Emergency Inventory

The EMS Squad must meet the following Indiana Codes:

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Squads

IC 16-31-31-3; IC 9-19-5; IC 9-19-5; IC 9-19-5-1; IC 9-19-5-2; IC 9-19-5-3

Equipment

- (a) EMS Squads will be equipped at a minimum to meet IDHS Form 51816 (R2/4-06). The following items will be stocked on the EMS Squad and a daily EMS inspection must be completed and placed in Fleetio:

1. ALS Bag
2. Airway Bag
3. C-Collar Bag
4. LifePak 15
5. MCI Bag
6. C-Pap
7. Suction Unit
8. Infection Control Kit
9. Disinfectant Wipe
10. Hand Sanitizer
11. Spare O2 Bottle
12. EMS Gloves
13. KED
14. KTD
15. Controlled Substances

Controlled Substances

- (a) The EMS Squad at a minimum will carry the controlled substances:
1. Three (3) Fentanyl
 2. Two (2) Midazolam
 3. Two (2) Ketamine
- (b) All controlled substance shall be kept in a med vault or Knox Vault with Key Secure
- (c) The EMS Squad must adhere to Greenwood Fire Department General Order 5.4 Controlled Substances

Multi-Casualty Incidents (MCI)

511.1 PURPOSE AND SCOPE

This document provides procedures for Greenwood Fire Department personnel when responding to multi-casualty incidents (MCIs).

This procedure does not apply to active shooter and other violent incidents (AS/VI). AS/VI response is addressed in the Active Shooter and other Violent Incidents (ASVI) Procedure.

Corresponding Policies:

Incident Management

Emergency Response

Patient Care Reports

511.2 DEFINITIONS

Multi-casualty incident (MCI) - An EMS incident in which the number or severity of patients potentially exceeds the available EMS resources, limiting the ability to provide reasonable care and transportation. All incidents involving greater than six patients shall constitute an MCI.

Triage - The sorting of patients based on the severity of their injuries.

Simple Triage And Rapid Treatment (START) - Triage system that allows first responders to quickly triage victims based on three primary observations: Respiration, Perfusion, and Mental Status (RPM).

511.3 FIRST FIVE MINUTES

The first-arriving Greenwood Fire Department unit responding to an MCI should attempt to accomplish the following as soon as reasonably practicable:

- Contact Control and provide the following information:
 - Unit on-scene
 - Initial scene size-up
 - Confirm and Declare an MCI
 - Unit Establishing Incident Command (IC)
 - Location of a primary (Level 1) staging area

The IC should:

- Perform or direct another member to perform a 360-degree scene assessment to determine:
 - Number of patients.
 - Hazards.
 - Whether there is entrapment.

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Multi-Casualty Incidents (MCI)

- Need for additional resources, including the number and type of ambulances.
- Establish the Greenwood Fire Department personnel accountability system as soon as practicable.
- Establish a treatment area.
- Contact medical control to advise area hospitals of the incident as early as practicable.
- Designate a Staging Area Manager.
- Designate the following groups and assign group supervisors:
 - Triage
 - Treatment
 - Transport
 - Fire suppression, if necessary
 - Rescue, if necessary
- Coordinate with other responding agencies to establish a Unified Command (UC) and determine an appropriate location for the Incident Command post.
- Request additional resources, as needed.

511.4 PROCEDURES

511.4.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Placement of apparatus and ambulances should be at the direction of the Incident Commander (IC) or UC if one has been established. When reasonably practicable, the apparatus and ambulances should be staged and loaded away from immediate hazards.
2. Once assigned, the staging area manager should designate level 1 and level 2 staging areas and communicate that information to incoming units.
3. No unit should leave staging to approach the treatment area until ordered to do so by the IC or their designee.

(b) Personnel

1. Personnel should be in personal protective equipment (PPE) that is appropriate for the on-scene hazards unless otherwise advised by the IC.
2. Personnel should not begin operations without orders from the Incident Command post.

511.4.2 DUTIES AND OPERATIONS

a. EMS Branch Director:

1. Confirm approximate number of patients

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Multi-Casualty Incidents (MCI)

2. Make rapid assessment of incident
3. Request additional units and resources beyond what has already been requested.
4. Assign Group Officers and distribute corresponding portfolios from MCI KIT
5. Coordinate all EMS operations during incident
6. Utilize EMS Tactical board.

b. Triage Group Supervisor

1. Obtain briefing from the EMS Branch Director
2. Obtain Triage Group Supervisor packet and Triage Supplies packet from the EMS Branch Director
3. Determine equipment and number of personnel needed for the Triage Group; request needed personnel and equipment from the EMS Branch Director
4. Coordinate personnel assigned to group
5. Distribute triage tags or ribbons to support personnel as appropriate
6. Advise Treatment Group Supervisor of approximate number of green, yellow, red, and black patients as soon as possible
7. Coordinate transfer of patients by priority to the appropriate treatment area
8. Once all patients are triaged, inform the EMS Branch Director and Treatment Group Supervisor of the number and types of patients.

c. Treatment Group Supervisor

1. Obtain briefing from the EMS Branch Director
2. Obtain Treatment Group Supervisor packet from the EMS Branch Director
3. Determine equipment and personnel needs
4. Coordinate personnel assigned to Group
5. Establish Treatment Area
 - i. Think big, the treatment area must be capable of accommodating large numbers of patient and equipment
 - ii. Consider weather, safety of patients and personnel, and possible hazardous material dangers.
 - iii. Area shall be readily accessible and have clearly designated entrances and exits
 - iv. The Treatment Group will be divided into four distinct and well marked areas. The areas shall be marked with color coded flags and tarps.
 1. RED - Seriously ill or injured patients
 2. YELLOW - Patients with moderate injuries

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Multi-Casualty Incidents (MCI)

3. GREEN - Minor Injuries (walking wounded)
 4. BLACK - Patients that are dead or with injuries which will lead to certain death.
 - v. Treatment Group Supervisor SHALL NOT become involved in patient care
 - vi. Coordinate with Transportation Group Supervisor for patient transport
- d. Transportation Group Supervisor
1. Only Transportation Group Supervisor will communicate with hospitals
 2. Obtain briefing from the EMS Branch Director
 3. Obtain Transportation Group Officer packet
 4. Determine equipment and personnel needs of the transportation group
 5. Coordinate personnel assigned to group
 6. Provide and coordinate patient transport to appropriate facilities
 7. Consult with Treatment Group Supervisor and establish ambulance loading zones
 8. Determine need for landing zone for air support units
 9. Request ambulances from Staging Group Supervisors
 10. Keep track of how many and types of patients each hospital can accommodate
- e. Staging Group Supervisor
1. Obtain briefing from EMS Branch Director
 2. Obtain Staging Group Supervisor packet
 3. Establish location of the staging area and notify the Incident Command
 4. Determine equipment and personnel needs
 5. Coordinate personnel assigned to group
 6. Ascertain from the Transportation Group Supervisor location of ambulance loading zone and best route
 7. Send appropriate number and types of ambulances to the ambulance loading zone when requested

511.5 UNIVERSAL PRACTICES

If a bus is used to transport minor patients, at least one paramedic or EMT should be on board, and an ambulance should follow behind.

Patients whose conditions change to meet the expectant criteria while awaiting transportation should be re-categorized as such.

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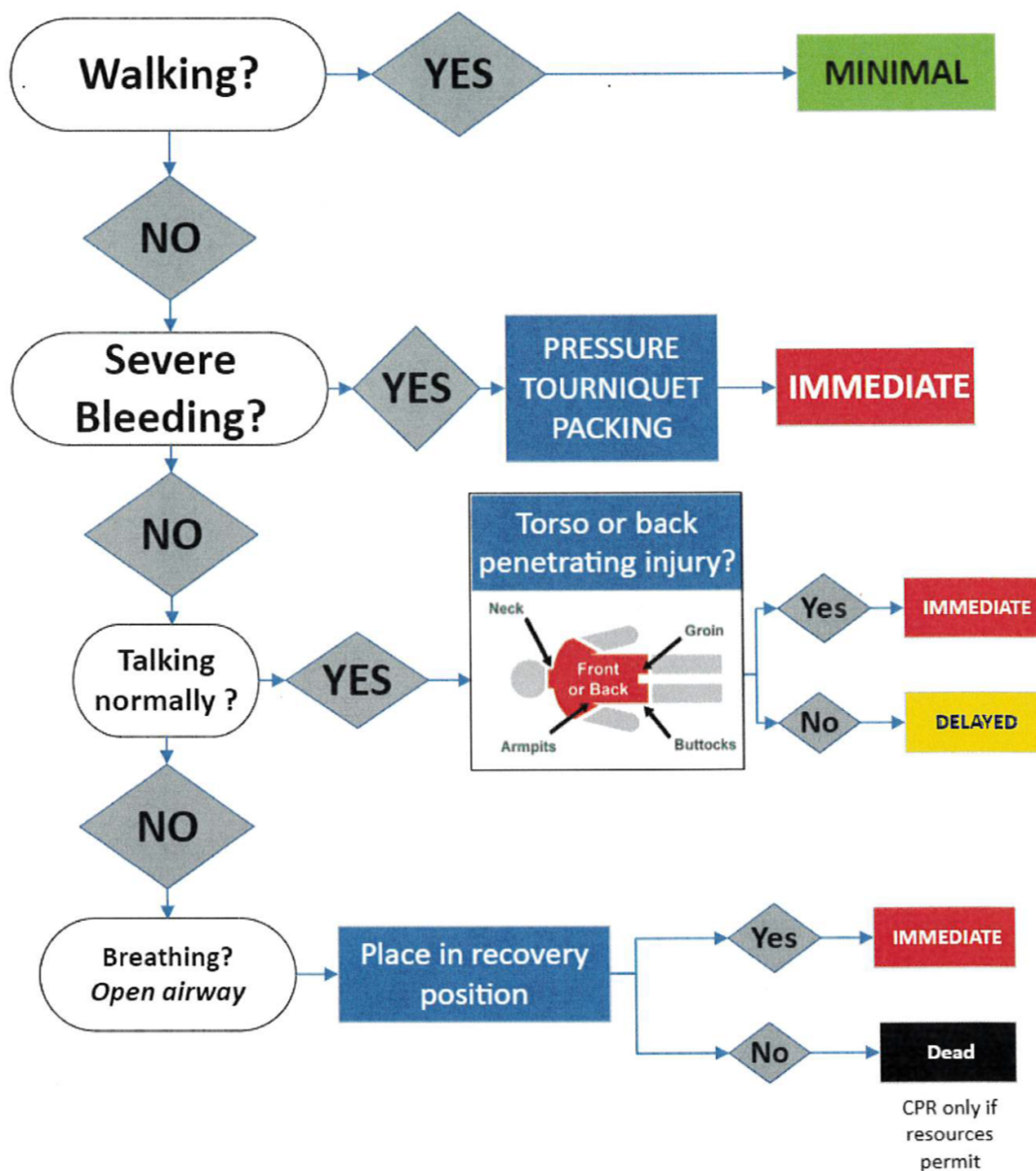
Multi-Casualty Incidents (MCI)

511.6 PROCEDURE DECISION TREE

Operations

Ten Second Triage (TST)

Adapted from NHS England
Use during a declared Mass Casualty Incident



Forcible Entry for Non-Fire Incidents

512.1 PURPOSE AND SCOPE

These procedures provide guidelines to members of the Greenwood Fire Department for when forcible entry techniques are used to gain access to scenes for EMS and non-fire-related incidents.

Unannounced arrival in a private residence or business increases the likelihood of self-defense techniques by the occupants, including the use of firearms. It is imperative that members announce themselves as department members any time they attempt to gain access to a building where their presence is unexpected.

Corresponding Policies:

Incident Management
Staging
Tactical Withdrawal
Active Shooter and Other Violent Incidents
Knox-Box® Access
Body Armor
Workplace Violence

512.2 DEFINITIONS

Welfare check - A visit to check the health and status of an individual when there is reason to believe the individual may be at risk and in need of assistance or intervention.

512.3 INITIAL STEPS

The need for forcible entry should be established as early as practicable.

When responding for a welfare check, behavioral emergency, or any incident to assist law enforcement with forcible entry, the responding unit should obtain the following from Control:

- Confirm law enforcement response and ETA
- If a law enforcement-generated response, obtain background on the initial incident
- Whether the patient is believed to have weapons
- History of responses to the address
- Whether building occupants are aware of the response

The first-arriving Greenwood Fire Department unit should accomplish the following as soon as reasonably practicable:

- Consult with law enforcement to determine if the need for forcible entry exists.
- Select the appropriate forcible entry method.

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Forcible Entry for Non-Fire Incidents

- Request additional resources, as needed.

512.4 PROCEDURES

512.4.1 RESOURCE DEPLOYMENT

- Apparatus
 - For welfare checks, apparatus should park in front of the address or within clear view of it.
 - For police-related incidents, apparatus should stage out of sight and behind cover whenever practicable.
 - For EMS incidents, apparatus should be placed close enough for members to have immediate access to equipment but should not block the arrival or placement of ambulances or other EMS units.
- Personnel
 - Members should wear clothing that readily identifies them as firefighters or EMS providers.
 - Members should not stand directly in front of doors or windows except as required to knock or force entry.

512.4.2 OPERATIONS

Situational awareness must be maintained throughout all incidents. Department members should remain vigilant and aware of their surroundings.

If, at any time during an incident, scene conditions become hostile, department members should retreat to a safe location. See the Tactical Withdrawal Policy for more information.

Welfare checks are primarily a law enforcement responsibility. Department members should coordinate with on-scene law enforcement.

If the scene is not safe for department members, they should continue staging until law enforcement has made the scene safe. At no point should department members attempt to gain entry to a structure where a criminal suspect or violent individual is believed to be inside.

If the scene is deemed safe for department members to operate, a 360 size-up should be conducted to determine:

- If any occupants are visible:
 - What is their condition?
- General conditions inside the building
- Presence of a Knox-Box
- Open windows
- Unlocked doors

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Forcible Entry for Non-Fire Incidents

In situations where a key holder is responding and will arrive within a reasonable amount of time, members should await their arrival. However, entry should not be delayed if life-threatening conditions are observed.

If it is determined that department members need to gain entry, the following measures should be taken to ensure responder safety:

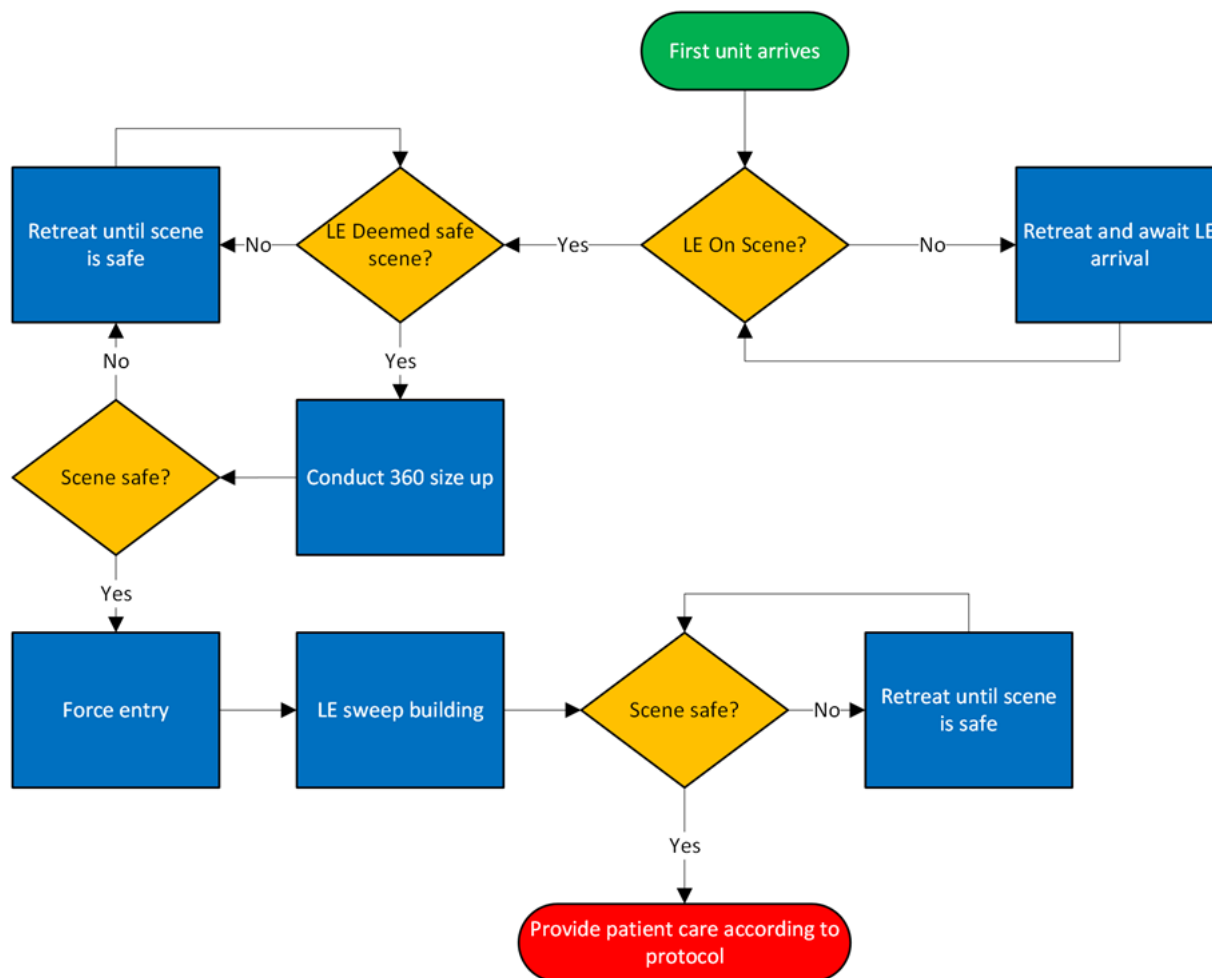
- (a) Do not stand directly in front of any doors or windows.
- (b) Loudly announce "Fire Department" before and after knocking on the door or ringing the doorbell.
- (c) Select the safest and least damaging method to gain access. This may include:
 - 1. Use of a key provided by a key holder.
 - 2. Use of a Knox-Box.
 - 3. Opening an unlocked window.
 - 4. Forcible entry techniques.
- (d) Once access is gained, members should not enter until law enforcement officers have conducted a safety sweep and determined it is safe for department members to enter.
- (e) If safe, enter the building and continue operations as needed.
- (f) If forcible entry is used, department members should make a reasonable effort to secure the property before leaving the scene. If the property is unable to be secured by department members after the use of forcible entry techniques, custody of the scene should be turned over to:
 - 1. The property owner or their designee.
 - 2. Law enforcement.

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Forcible Entry for Non-Fire Incidents

512.5 PROCEDURE DECISION TREE



Restraining Patients

513.1 PURPOSE AND SCOPE

This document provides procedures for Greenwood Fire Department members who have been trained in the use of restraint techniques or devices when physical restraint is reasonably necessary while providing patient care.

Corresponding Policies:

Incident Management

Tactical Withdrawal

513.2 INITIAL STEPS

When responding to incidents involving patients who are a danger to themselves or others, department members should:

- Confirm law enforcement officers are responding.
- Stage away until law enforcement officers verify the scene is safe for department members.

Certain situations may indicate the need for members to act before law enforcement officers arrive. Department members must exhibit reasonable judgement and sound risk assessment techniques in these cases.

Examples of situations when members may need to restrain a patient before law enforcement officers arrive include:

- Unresponsive patients.
- A patient who is being treated suddenly becomes violent and the risk of injury from restraining the patient outweighs the risk of injury to the patient, members, or others if members retreat.

513.3 PROCEDURES

Providers must abide by the following Marion County Protocols:

1. Behavioral Emergencies/Physical Restraint
2. Chemical Restraint

513.3.1 RESOURCE DEPLOYMENT

(a) Members

1. Members should wear a department uniform that clearly identifies them as members of EMS or the fire service.
2. Members should be in personal protective equipment (PPE) that is appropriate for the on-scene hazards.

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Restraining Patients

513.4 USE OF RESTRAINTS

Restraint techniques and devices may be necessary if patients exhibit violent or potentially violent behavior toward members, bystanders, or themselves. Examples of conditions that may result in violent or potentially violent behavior include:

- Impairment due to drug or alcohol use.
 - This may include misuse of prescription drugs or medication interactions.
- Psychological disorder.
- Head injury.
- Diabetic emergency or other metabolic disorder.

Whenever practicable, verbal de-escalation techniques should be employed before the use of any physical restraint techniques or the application of restraint devices.

513.4.1 APPLICATION OF RESTRAINTS

When applying restraints to a patient, the following procedures should be followed:

- (a) Before restraining a patient, members should request additional resources as needed to reasonably and safely control the patient.
- (b) If the patient is spitting or threatening to spit on members and is not exhibiting signs of trouble breathing, a surgical mask should be placed on the patient.
- (c) If the patient is biting or threatening to bite members and is not exhibiting signs of difficulty breathing, an appropriately sized cervical immobilization collar should be placed on the patient.
- (d) Restraint techniques should be limited to those controlling the head and limbs.
- (e) When practicable, the patient should be restrained to a backboard to allow for quick repositioning in the event the patient vomits.
- (f) Restraint devices should be placed in a manner that does not severely limit patient assessment, treatment, or monitoring.
- (g) When restraining a patient, one member should be assigned to restrain each limb and one should remain at the head.
- (h) Whenever practicable, secure one wrist above the patient's head and the other beside the patient's waist. Care should be used not to secure restraints to any moving parts of the stretcher.
- (i) If law enforcement restraints must be used, members should confirm that a law enforcement officer will accompany the patient the entire time they are restrained to:
 1. Continue monitoring the application throughout the duration of the transport.
 2. Facilitate rapid removal of restraints in an emergency.

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Restraining Patients

513.4.2 PROHIBITED USE OF RESTRAINTS

Restraint techniques and devices have limitations and restrictions, and members shall adhere to the following:

- (a) Restraints shall not be used by members to take a person into law enforcement custody.
- (b) Members shall not use chokeholds, headlocks, or other techniques that involve contact with the neck and shall not place hands over an individual's nose or mouth.
- (c) Unless necessary for assessment or treatment of the patient, members shall avoid placing a patient on their stomach or placing weight or pressure on the patient's torso.
- (d) Restraint devices should not be placed in a manner that causes injury or harm to the patient, or that could reasonably exacerbate a known existing medical condition.
- (e) When restraints are necessary for medical transports, traditional law enforcement restraints such as handcuffs or disposable plastic cuffs should not be used for patients.
- (f) Members shall not transport a patient who is hobbled, hog tied, or otherwise restrained face down with their hands and feet behind their back.

513.4.3 PATIENT MONITORING

Once restraints have been placed on a patient, a qualified department member shall assess and continually monitor the following patient conditions:

- Respiratory effort
- Behavior
- Circulation, motor, and sensory functions

Restraints should not be removed until the patient is evaluated at the receiving hospital.

513.4.4 NOTIFICATIONS

A supervisor shall be notified as soon as practicable after the use of restraint techniques or the application of restraint devices.

The receiving staff at the hospital or agency receiving the patient should be advised of the specific restraint techniques or restraint devices used on the patient as soon as practicable.

513.4.5 DOCUMENTATION

The use of restraint techniques or devices shall be documented in the Patient Care Report.

513.5 UNIVERSAL PRACTICES

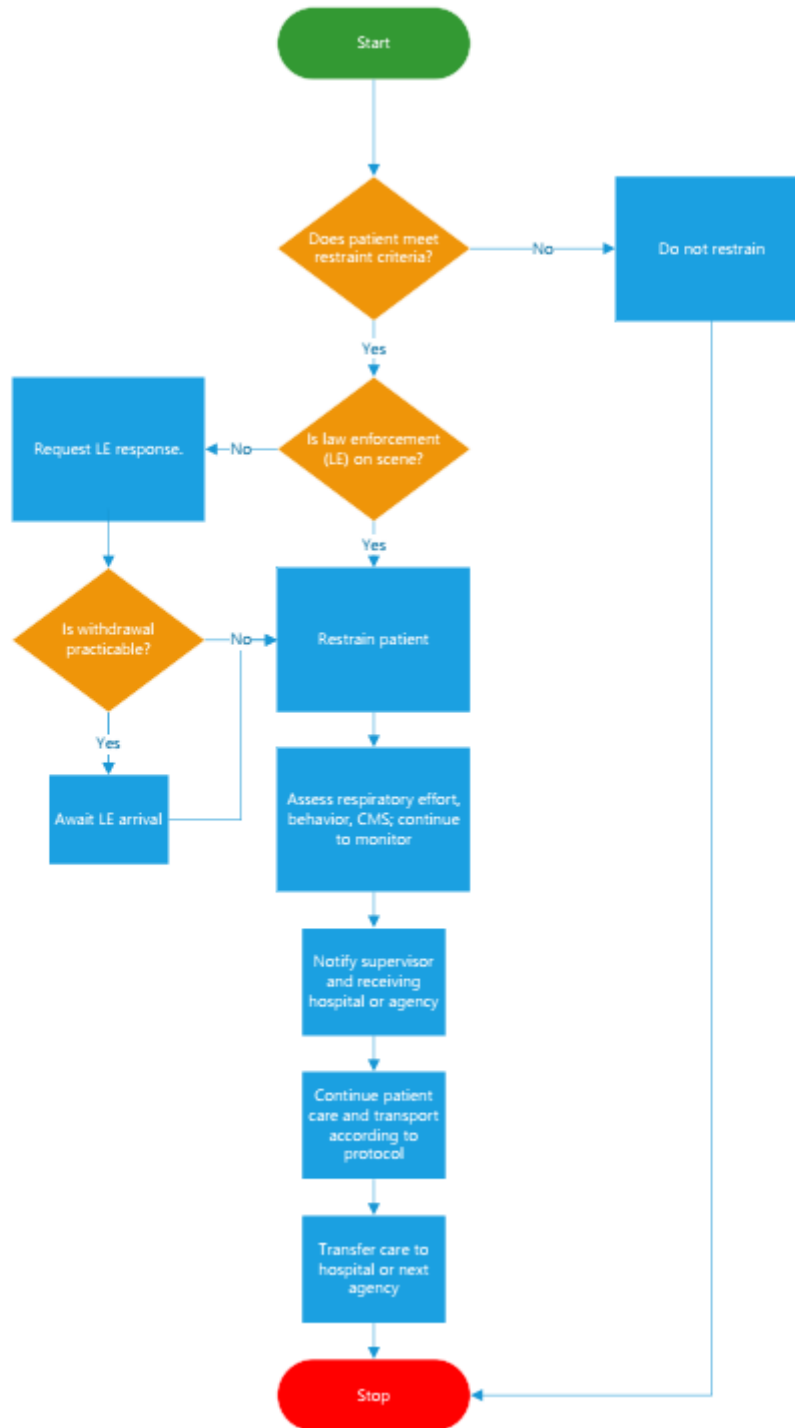
- (a) Members should always wear appropriate PPE when restraining patients.
- (b) Restraints should only be placed on a patient when reasonably necessary for the protection of the patient, responding members, and others.
- (c) Members shall not restrain a patient in a manner that adversely affects their respiratory effort or circulation.

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Restraining Patients

513.6 PROCEDURE DECISION TREE



Chapter 6 - Equipment and Technology

Hose Testing

600.1 PURPOSE

- (a) Provide requirements for service testing of fire hose.

600.2 DEFINITIONS

- (a) Attack Hose - Hose designed to be used by trained fire fighters to combat fires beyond the incipient stage.
- (b) Supply Hose - Hose designed for the purpose of moving water between a pressurized water source and a pump that is supplying attack lines.
- (c) Service Test - Hydrostatic test conducted by users on in-service hose to determine suitability for continued service.
- (d) Hose Line - One or more lengths of hose coupled together.

600.3 POLICY

- (a) The total length of any hose line shall not exceed 300 ft. with a nozzle on the end.
- (b) The hose test layout shall be straight, without kinks or twists.
- (c) With the hose at 50 psi, it shall be checked for leakage at each coupling and the couplings tightened with a spanner wrench where necessary.
- (d) After the hose test layout is full of water, all air in the hose line shall be exhausted by raising the discharge end of each hose line about the highest point in the system.
- (e) Each hose shall then be marked with chalk around its full circumference at the end or back of each coupling or collar to determine, after the hose has been drained, if the coupling or collar has slipped during the test.
- (f) The pressure shall be raised slowly at a rate not greater than 15 psi per second until the service test pressure is attained and maintained for three (3) minutes.
- (g) All 3 1/2in. and larger diameter hose shall be service tested while lying on a level surface.
- (h) Attack fire hose shall be service tested to a minimum of 250 psi or a pressure not to exceed the service test pressure marked on the hose.
- (i) Supply fire hose shall be service tested to a minimum of 200 psi or a pressure not to exceed the service test pressure marked on the hose.
- (j) If the hose leaks or the jacket fails, a distinguishing mark noting the location of the defect shall be placed on the hose and it will be tagged "Out of Service". Document the hose that fails.
- (k) Document all hose numbers and whether they pass or fail.
- (l) If failure of a hose during service test occurs, any remaining hose in the line shall be tested with service test pressure maintained for three (3) consecutive minutes.

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Hose Testing

600.4 REFERENCES

- (a) 200 - Organizational Structure
- (b) 207 - Minimum Staffing Levels
- (c) 702 - Vehicle and Apparatus Inspections, Testing, Repair and Maintenance
- (d) NFPA 1962

Pump Testing

601.1 PURPOSE

- (a) To specify the minimum inspection and testing requirements for fire apparatus pumps in order to promote the safety of Greenwood Department Fire Personnel and the public it serves.

601.2 DEFINITION

- (a) Annual Test - To verify serviceability by measuring the mechanical, pneumatic, hydraulic, or electrical characteristics of an item and comparing those characteristics with prescribed standards.

601.3 POLICY

- (a) A test that meets the Apparatus Manufacturer as well as the NFPA 1911 Standard shall be completed annually by a Third Party Provider who is Licensed, Bonded, and meets the NFPA 1071 Standard.
- (b) The Lieutenant of Support Services shall be responsible for scheduling pump testing as well as documenting and recording of results.

601.4 REFERENCES

- (a) 200 - Organizational Structure
- (b) 207 - Minimum Staffing Levels
- (c) NFPA 1911: Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus.
- (d) NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications.

Elevated Platform Testing

602.1 PURPOSE

- (a) To specify the minimum inspection and testing requirements for aerial apparatus in order to promote the safety of Greenwood Department Fire Personnel and the public it serves.

602.2 DEFINITION

- (a) Annual Test - To verify serviceability by measuring the mechanical, pneumatic, hydraulic, or electrical characteristics of an item and comparing those characteristics with prescribed standards.
- (b) Non-Destructive Test - One of several methods used to inspect a structural component without physically altering or damaging the materials.

602.3 POLICY

- (a) A test that meets the Apparatus Manufacturer as well as the NFPA 1914 Standard shall be completed annually by a Third Party Provider who is Licensed, Bonded, and meets the NFPA 1071 Standard.
- (b) A Non-Destructive Test that meets the Apparatus Manufacturer as well as the NFPA 1914 Standard shall be completed every five years by a Third Party Provider who is Licensed, Bonded, and meets the NFPA 1071 Standard.
- (c) The Lieutenant of Support Services shall be responsible for scheduling elevated platform testing as well as documenting and recording of results.

602.4 REFERENCES

- (a) 200 - Organizational Structure
- (b) 207 - Minimum Staffing Levels
- (c) NFPA 1914:Standard for Testing Fire Department Aerial Devices.
- (d) NFPA 1071:Standard for Emergency Vehicle Technician Professional Qualifications.

Apparatus Exhaust

603.1 PURPOSE

- (a) To establish guidelines for the proper use of a vehicle exhaust removal system. These guidelines will assure the appropriate use of the exhaust removal system, creating a safer working environment in the bays and the living quarters at each firehouse.

603.2 DEFINITIONS

- (a) Direct Source Capture (hose based): This system uses a pneumatic boot attachment to connect the hose to the exhaust pipe. The contained emissions are routed out of the building using exhaust fans and ductwork.
- (b) Building Space Filtration System: This system exchanges the air in the apparatus bays by pulling particulates and gases through a series of filters. These filtration systems are mounted near the ceiling and emissions are forced through and trapped in the filters.
- (c) Automatic Mode: The system is activated via a sensor and will operate for a predetermined amount of time.
- (d) Manual Mode: Once activated, the system will run continuously until manually turned off.

603.3 POLICY

- (a) The Greenwood Fire Department currently employs both direct source capture and building space filtration systems.
- (b) The exhaust removal system will remain in the auto start position at all times.
- (c) The Exhaust removal system shall be utilized while apparatus are exiting and re-entering the station.
- (d) In instances where the direct source capture system is in place and functional, it shall be utilized as prescribed by manufacturer specifications. Under no circumstances should an attempt be made to connect the hose to the tailpipe while the apparatus is in motion.
- (e) In instances where the direct source capture system is in place and functional, after the grabber exhaust nozzle has been connected to the tailpipe, the person attaching should move away from the apparatus prior to it moving.
- (f) In instances where the building space filtration system is in place and functional, it shall be utilized as prescribed by manufacturer specifications.
- (g) In inclement weather situations, the system can be used to check apparatus while in bay. If this is the case, the system should be manually started at the main control box prior to starting apparatus. The apparatus shall not exceed fifteen hundred (1500) RPM for longer than fifteen (15) minutes.
- (h) Staff vehicles and the battalion vehicle may be backed into the bay without using the direct source capture system.

Computer Aided Dispatch (CAD)

604.1 PURPOSE

- (a) To establish a policy to ensure that current Greenwood Fire Department (GFD) run responses are programmed and updated as needed in the Johnson County Public Safety Communications (JCPSC) CAD (computer aided dispatch) system.

604.2 DEFINITION

- (a) JCPSC: Johnson County Public Safety Communications
- (b) CAD is the Spillman computer aided dispatch system used by JCPSC to dispatch GFD on all calls for service.

604.3 POLICY

- (a) Run responses are programmed into CAD by a combination of Nature Code/Agency, Nature Code/Zone or Nature Code/Address using a combination of the recommended units and response plan modules in CAD.
- (b) New nature codes (run types) that are added must have the appropriate response programmed into CAD to ensure the appropriate GFD apparatus is dispatched.
- (c) Any changes to a run response must be made in CAD in a timely manner to ensure appropriate apparatus are dispatched according to the nature of the call.
- (d) Programming of run responses is the responsibility of the GFD Communications Coordinator who may use the assistance of the CAD Administrator.

Mobile Computers

605.1 PURPOSE

- (a) To establish a guideline for the use of the mobile data terminal/computer/laptop (MDT) that is installed in any vehicle that is either owned by the City/Department or contracted to the City/Department and is used for Department operations.
- (b) Operation of the MDT needs to be consistent to ensure accurate run times are recorded, apparatus status is up to date and accurate, and to alleviate unnecessary radio traffic. An up to date and accurate status provides the necessary information of what apparatus is available and not available to respond to a call for service.

605.2 DEFINITIONS

- (a) MDT: Mobile Data Terminal
- (b) CAD: Computer Aided Dispatch

605.3 POLICY

- (a) Any MDC installed in a Greenwood Fire Department apparatus or vehicle is to be left securely mounted in the apparatus or vehicle at all times.
- (b) MDC's shall only be used for official Greenwood Fire Department business.
- (c) MDC shall be the primary means of marking fire apparatus, ambulances, and battalion chief responding, on scene, and in service from dispatched calls. In addition, ambulances shall use the MDC to mark enroute to hospital, arriving at hospital, and returning to district.
- (d) Statuses are programmed and automatically updated by using the f9 key. Programmed statuses are as follows:
 - 1. Fire Apparatus
 - (a) DISP – dispatched to a call
 - (b) ENRT – responding to a call
 - (c) ARRVD – on the scene
 - (d) CMPLT – complete with call (defaults to ONDT – on duty)
 - 2. Ambulance
 - (a) DISP
 - (b) ENRT
 - (c) ARRVD
 - (d) ENRTH – enroute to hospital
 - (e) HOSP – arriving at hospital
 - (f) RETRN – returning to district

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Mobile Computers

- (g) CMPLT (defaults to ONDT)
- (e) Fire apparatus needing to go to the hospital to pick up personnel can use the f8 key to mark ENRTH. When available, the f8 key and CMPLT shall be used to properly clear from the call.
- (f) The only other status that should be used is OOSRV (out of service). OOSRV should be used for mechanical, training, details, and any other reason when not available and not on a run. To mark OOSRV use the f8 key. A reason for being OOSRV should be placed in the comments field.
- (g) All status above, except for CMPLT, make that apparatus unavailable to be dispatched by CAD.
- (h) When coming available from an OOSRV status, the f8 key should be used to mark CMPLT. The status CMPLT defaults to ONDT and available to be dispatched by CAD.
- (i) When any apparatus is dispatched on a call and then gets disregarded prior to arrival, the f8 key and the status CMPLT should be used. CMPLT properly clears apparatus from a call and defaults to ONDT, making the apparatus available.
- (j) Every MDC should be completely logged out, powered off, and restarted daily to allow any available updates to be installed.
- (k)
- (l) Any device mounted in a vehicle must remain in the vehicle specific mount unless:
 - 1. It is actively being used for department business
 - 2. Is secured inside a firehouse (not in the bay) or the prospective operators residence.
- (m) The vehicle specific mount must remain locked. The key must be:
 - 1. Attached to the Knox Box key
 - 2. Attached to the vehicle ignition key

605.4 POLICY REFERENCE

- (a) 705 -Mobile Data Terminal Use

Station Alerting

606.1 PURPOSE

- (a) To establish a policy on Locution day/night switch and procedures in the event of a Locution outage/issue..
- (b) It is the intent of this policy to reduce the stress level of department members by providing each station the option of keeping station radios on night watch thereby eliminating increased radio traffic and what to do in the event of an issue with the station alerting system.

606.2 DEFINITION

- (a) Locution: Station alerting software deployed by the Johnson County Public Safety Communications Center allowing specific firehouse/bunk room alerting upon dispatch to a call for service.
- (b) Day Watch: All radio traffic on FD-Dispatch will be heard over the fire station speakers.
- (c) Night Watch: Station will only hear dispatches that are designated for that station.

606.3 POLICY

- (a) The Locution software deployed in the Greenwood Fire Department firehouses is maintained by Johnson County Public Safety Communications through an IP and radio based system. The Greenwood Fire Department Communications Coordinator is responsible for the continued operation and maintenance of the radio, amplifier, lights, and bells after the termination point at the Locution computer.
- (b) Station radio, lights, and bells will be opened by Johnson County Public Safety Communications when alerting stations of calls and special announcements.
- (c) Each station will have the ability to be on day or night watch any time of the day. The decision to be on day or night watch will be left up to each stations officer or acting officer for that day.
 - 1. Upon outage/failure of the Locution system, the firehouse will automatically switch to Day Watch mode until the system comes back online.
- (d) At no time will any modification be made to the settings on the radio, lights, or bells without permission from the Greenwood Fire Department Communications Coordinator.
- (e) If the Communications Coordinator is made aware of a Locution outage, they will notify, at a minimum, the on-duty Battalion Chief as soon as reasonably able.
- (f) If any member of the Greenwood Fire Department is made aware of a Locution outage, they must ensure that the on-duty Battalion Chief is aware via their chain of command.
 - 1. The on-duty Battalion Chief will notify the Communications Coordinator of any Locution outage.

Severe Weather Warning Sirens

607.1 PURPOSE

- (a) To establish a policy to ensure the Severe Weather Warning Sirens maintained by the Greenwood Fire Department are in operating order and connected to the Federal Signal siren controller and computer software at fire headquarters.

607.2 DEFINITION

- (a) Severe Weather Warning Sirens are used to warn citizens to an imminent weather hazard, and prompt them to find shelter and to seek further detailed information from other sources they use for weather information.

607.3 POLICY

- (a) Greenwood Fire Department, through the city Board of Public Works & Safety, maintains a contract with a 3rd party vendor (Federal Field Services) to provide a yearly inspection and repair service.
- (b) The Greenwood Fire Department serves as a backup sire activation point for the Johnson County Public Safety Communications Center
- (c) Severe Weather Warning Sirens are to be checked at least twice a week by the Greenwood Fire Department Communications Coordinator to ensure they are connected to the Federal Signal siren controller and computer software and no errors from any site are present.
 - 1. This is to include all sirens not owned by the City of Greenwood but are connected to the Greenwood Fire Department sire controller (Sirens in the Whiteland, New Whiteland, and White River Township fire districts).
- (d) Checks should be completed on Monday mornings and Fridays after the 11 a.m. weekly test. These tests shall be documented and kept on file by the Greenwood Fire Department Communications Coordinator.
- (e) If any site is showing an error, procedures are to be followed to try and correct before calling the 3rd party vendor for service.
 - 1. Any service call for a siren not owned by the City of Greenwood is to be approved by the agency/jurisdiction that owns the siren before initiating the service call.
- (f) A weekly test is to be conducted every Friday at 11a.m. unless there are thunderstorms predicted in the area or during freezing conditions. The weekly test is initiated by the Johnson County Public Safety Communications Center.

Structural Firefighting Gear

608.1 PURPOSE

- (a) To establish a system to regularly inspect protective clothing and equipment assigned to members, and to set standards for the maintenance of these items.

608.2 POLICY

- (a) Inspection of Structural Firefighting Gear
 1. All structural firefighting protective clothing should be inspected by the firefighter monthly per this procedure. Any worn or damaged items should be reported to the company officer for repairs or replacement. The company officer at a minimum, should semi-annually inspect the gear as set forth in this procedure and worn or damaged items reported to the Gear Master immediately for repair or replacement.
 2. All structural firefighting gear shall be inspected after any exposure to high heat, chemicals, firefighting agents and/or bodily fluids. It shall be the firefighter's responsibility to notify a company officer of any article of protective clothing that is damaged and in need of repairs or replacement. The company officer shall then notify the Gear Master or his designee, so proper repairs or replacement can be made. Lost or damaged items due to neglect or misuse will be replaced at the employee's expense. Failure to comply will result in disciplinary action.
 3. Periodic inspections (semi-annually) shall be conducted by the department Gear Master to ensure adequate service condition of all firefighting gear used during operations of the Greenwood Fire Department.
 4. Inspection criteria are noted in the Personal Protective Equipment Policy.
- (b) Cleaning of Structural Firefighting Gear
 1. Cleaning requirements for personal protective gear will follow the below definitions.
 - (a) Advanced Cleaning: Thorough cleaning of PPE ensembles or elements by washing with cleaning agents. Advanced cleaning usually requires elements to be taken out of service temporarily. (Examples: hand washing, machine washing, and contract cleaning).
 1. Remove inner liner from outer liner.
 2. Remove DRD device.
 3. Wash inner and outer liners separately in department fire gear washer.
 4. Let all gear air dry at appropriate station.
 - (b) Routine Cleaning: The light cleaning of PPE ensembles and elements performed without taking the elements out of service. Examples: brushing

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off dry debris, rinsing with garden hose, and spot cleaning along with the use of Baby Wipes for PPE and the firefighter.

1. Personal decontamination after an event: The firefighter shall take a garden hose or such and clean off any contaminants easily removed by gross decontamination; after which the firefighter will take baby wipes and wipe down his/her face, neck, head, hands and arms. This would also include any other exposed areas of skin affected by the event. This should be completed prior to returning to the fire house, preferred immediately after the event in which decontamination is warranted.
 2. Personal clothing: Once on station the firefighter shall take a shower to further remove any contaminants from the event. The clothing which was worn on the event shall be cleaned in the washer as to remove any contaminants. If the clothing cannot be cleaned it shall be bagged and removed from service and disposed of in the proper manner.
- (c) Specialized Cleaning: Cleaning to remove hazardous materials or biological agents. This level of cleaning requires specific procedures and specialized cleaning agents and processes. The Greenwood Fire Department Gear Master will be responsible for ordering such cleaning.
2. Soiled or contaminated equipment shall not be brought into the home or living quarters of any fire station. PPE should not be cleaned in public laundromats.
 3. Commercial dry cleaning should not be used as a means of cleaning or decontaminating ensembles and equipment.
 4. When contract cleaning or decontamination is used, the contract cleaner shall demonstrate, to the organization's satisfaction, procedures for cleaning and decontamination that do not compromise the performance of the PPE. The Greenwood Fire Department Gear Master shall be responsible for the authorization and approval of such procedures.
 5. Chlorine bleach or chlorinated solvents should not be used to clean or decontaminate.
 6. Cleaning or decontamination solution shall not be greater than pH 10.5. Heavy Scrubbing or high velocity power washers shall not be used.
 7. Organization shall consult manufacturer for drying instructions. In the absence of manufacturer's instructions, PPE shall be placed in an area with good ventilation, out of direct sunlight and allowed to air dry.
 8. Manufacturers of firefighting gear require it be machine washed at least twice a year. Members are responsible to ensure their firefighting gear has been machine washed semi-annually at a minimum or after an event described in this general order.
- (c) The Importance of Cleanliness.

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1. The importance of maintaining the cleanliness of ensembles and ensemble elements should not be underestimated. Soiled or contaminated ensembles and ensemble elements are a hazard to fire fighters. Oils and contaminants can be flammable, toxic, or carcinogenic. Additionally, soiled or contaminated ensembles and ensemble elements can have reduced protective performance.
2. Soiled or contaminated ensembles and ensemble elements can expose fire fighters to toxins and carcinogens that enter the body through ingestion, inhalation, or absorption. Repeated small exposures to some contaminants can add up over time and cause health problems.
3. Although great emphasis is placed on safety to avoid injury or inhalation hazards while working on the fire ground, many of the toxins which lead to health risks are being carried away from the fire scene on personal protective equipment used by the fire fighter.
4. Toxins that a fire fighter will come into contact with are found in soot, trapped within the fibers of soiled ensembles and ensemble elements or absorbed into the materials themselves. Contact with the soiled ensembles and ensemble elements increase the risk of the contaminants being introduced into the body.
5. Clothing contaminated with blood or other body fluids presents a potential risk of a communicable disease being transmitted to any person coming into contact with the contaminated clothing system.
6. Reduced performance hazards of contaminated ensembles and ensemble elements are apparent when clothing or equipment becomes laden with particles and chemicals. Other problems are faced in addition to being exposed to toxins, such as the following:
 - (a) Soiled ensembles and ensemble elements typically reflect less radiant heat. After materials are saturated with hydrocarbons, they will tend to absorb rather than reflect the radiant heat from the surrounding fire.
 - (b) Ensembles and ensemble elements heavily contaminated with hydrocarbons are more likely to conduct electricity, increasing the danger when entering a building or vehicle where wiring can still be live.
 - (c) Clothing materials permeated with grease and hydrocarbon deposits from soot and smoke can ignite and cause severe burns and injuries, even if the materials are normally flame resistant.
- (d) Cleaning of structural firefighting protective clothing shall be in the front loading washer at the Fire Stations and according to the guidelines posted on the washer. At no time should structural firefighting protective clothing be washed in top loading washing machines. They also shall not be cleaned in home washing machines, public washing facilities, dry cleaned, or with the use of high velocity power washers.
 1. Structural Firefighting Gear Washer:
 - (a) Drum RPM is not to exceed 100 g-force.
 - (b) PH levels are to range from 6.0ph – 10.5ph.

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- (c) Water temperature is not to exceed 105 F.
 - (d) Gear washers are located at each station.
- (e) Repair of Structural Firefighting Gear
 - 1. PPE that is in need of repair will be reported immediately to the on duty supervisor. PPE will then be washed, dried, and returned to the Gear Master for basic repairs, or returned to the manufacturer or the appropriate certified vendor for advanced repairs. Under NO circumstances will any employee attempt to repair their own PPE, without the permission and or consent of the Fire Chief or the Gear Master.
 - 2. If any firefighter needs to replace a piece of gear due to damage or contamination while on duty, it is the responsibility of the firefighter to notify the company officer, who should then contact the on-duty battalion chief. The on-duty battalion chief shall be responsible for providing an emergency replacement to the firefighter via the Gear Master storage room. The Gear Master should be notified of the emergency replacement as soon as possible..
- (f) Replacement of Structural Firefighting Gear
 - 1. As according to current practice, all Structural Firefighting gear should be replaced or rotated out of primary use after 5 years of service. This will be according to manufactures recommendations, the Fire Chief or the Gear Master. There may be a period at which the firefighter is operating in a set of gear older than five years although it has been inspected by the firefighter, the Gear Master and the Fire Chief or his designee to meet the current operational guidelines set forth by the manufacture and NFPA.
 - 2. Structural Firefighting ensemble replacement/rotation:
 - (a) Extrication Gloves 5 years or out of service criteria.
 - (b) Leather work Gloves 5 years or out of service criteria.
 - (c) Structural firefighting helmet, 10 years or out of service criteria.
 - (d) Leather Helmet 10 years or out of service criteria.
 - (e) Nomex Hood 5 years or out of service criteria.
 - (f) Structural Fire Boots Rubber/Leather 5 years or out of service criteria.
 - (g) Structural Fire Gloves 5 Years or out of service criteria.
 - 3. NFPA 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, requires that structural turnout gear shall be retired when the garment is beyond repair and no longer able to pass an NFPA 1851 Advanced Inspection, or ten years from date of manufacture, whichever comes first. Following the manufactures recommendations, the Fire Chief or his designee, the Gear Master, along with the firefighter shall inspect the firefighting ensemble for operational readiness and integrity. If there is any doubt, then the "out of service" ear mark will be placed on the piece of equipment.

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4. Purchase of Personally Owned Leather Structural Firefighting Boots.
 - (a) The department may assist in the purchase of leather structural firefighting boots. The department's contribution will be equivalent to the cost that would be paid for the purchase of a new pair of rubber structural firefighting boots.
 - (b) The department will only assist in the purchase of new leather structural firefighting boots.
 - (c) If the department agrees to provide assistance towards the purchase of leather boots, then the department will order and pay for the boots. The boots will then be issued to the employee once the difference between the total costs for the boots and department contribution is paid back in full from the employee to the department.
 - (d) The department will only assist an employee in the purchase of leather boots one time every five years.
 - (e) If the department assists an employee in the purchase of boots and the employee leaves the department by either termination or resignation with one year of the purchase, then the employee may be required to repay the department the full amount of the assistance provided.
5. Storage of Structural Firefighting Gear
 - (a) It is extremely important that structural firefighting gear be stored in an area protected from UV light. Structural firefighting gear must be stored dry in gear locker when not on the apparatus.

608.3 REFERENCES

- (a) 914 - Personal Protective Equipment
- (b) NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting

Hazmat PPE Testing

609.1 PURPOSE

- (a) To define procedures for testing of Personal Protective Equipment used during a Hazardous Materials Incident.

609.2 POLICY

- (a) All Level "A" Protection garments must be visually inspected and pressure tested annually (or the manufacturers recommended intervals), after each use in a hazardous environment, and upon receipt from the supplier.
- (b) All other PPE and equipment shall be inspected quarterly as a minimum unless recommendations by manufacturer are more frequent and certified per manufacturer specifications.
- (c) The Captain of the Hazmat Station, will be responsible for the testing and documentation of Personal Protective Equipment used during a Hazardous Materials Incident.

609.3 REFERENCES

- (a) 914 - Personal Protective Equipment
- (b) 29 CFR 1910.120
- (c) ASTM F 1052

Radio Assignment, Accountability and Security

610.1 PURPOSE

- (a) To establish a guideline regarding the use, maintenance, accountability, and security of Greenwood Fire Department radios and to standardize the use of radios for optimum performance, ease of use, and protection of the equipment. It is imperative for personal safety that radios be secured and maintained at all times.

610.2 DEFINITIONS

- (a) **FIRE DEPARTMENT PERSONNEL:** Any employee of the Greenwood Fire Department – sworn or civilian or contract.
- (b) **MOBILE RADIO:** A permanently mounted radio in any fire department vehicle or vehicle representing the fire department
- (c) **PORTABLE RADIO:** A handheld radio designed for use away from apparatus, ambulances, and staff vehicles.
- (d) **PORTABLE RADIO ENSEMBLE:** The following portable radio equipment shall be a complete portable radio ensemble:
 - 1. Motorola APX 6000XE, APX6000LI, APX 4000,
 - 2. Remote Speaker Microphone (RSM)
 - 3. Leather carrying case
 - 4. Shoulder strap
 - 5. Anti-sway strap

610.3 POLICY

- (a) **ISSUANCE OF PORTABLE RADIOS:**
 - 1. **FIRE APPARATUS and AMBULANCES:** A complete radio ensemble shall be issued to each riding position on fire apparatus and ambulance. It is the responsibility of each person assigned to that position to secure their radio at the beginning of their shift and to properly transfer it to their relief person. Any discrepancies shall be reported to the company officer as they are identified.
 - (a) Portable radios shall be secured in the leather carrying case while used in field operations including training or any other activities off station.
 - 2. **STAFF PERSONNEL and BATTALION:** A complete radio ensemble shall be issued to each staff personnel as deemed necessary. Two complete ensembles shall be issued to the battalion vehicle.
 - 3. **TRAINING:** The Training Division shall be provided with a designated set of radios specifically for use during training events/activities. These radios will be configured to mirror the functionality and operation of frontline apparatus radios, to assure a smooth transition between training and actual operational use. The

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Radio Assignment, Accountability and Security

Division Chief of Training is responsible for the upkeep and maintenance of these radios, including reporting any damage or repair needs promptly.

- (a) In the event of a shortage of radios for operational use, training radios may be temporarily reassigned to frontline units to meet immediate operational demands.

(b) **ASSIGNMENT:**

1. Radios will be assigned and identified as follows for each engine, ladder, and rescue:
 - (a) A-Officer
 - (b) B-Riding position immediately behind officer
 - (c) C-Riding position immediately behind engineer
 - (d) D-Engineer
2. Radios will be assigned and identified as follows for each tiller ladder:
 - (a) A-Officer
 - (b) B-Riding position immediately behind officer
 - (c) C-Riding position immediately behind the forward driver
 - (d) D-Engineer/Forward Driver
 - (e) E-Tillerman/Rear Driver
3. Radios will be assigned and identified as follows for each battalion, squad, and hazmat:
 - (a) A-Officer
 - (b) B-Engineer or Driver
4. Ambulance
 - (a) A- Paramedic
 - (b) B- EMT
5. Radios will be assigned and identified as follows on the TSU and staff personnel:
 - (a) A-Officer/Engineer

(c) **ACCOUNTABILITY**

1. On-coming personnel are to check for the presence and condition of the portable radio assigned to his or her riding position. On-coming personnel are to assure the radio is functioning properly. It is the responsibility of the company officer or acting officer to account for all radios assigned to a fire company at all times. All personnel are required to account for and secure radios assigned to his or her riding position. Security includes, but is not limited to belt clip, carrying case, and portable radio ensemble.

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Radio Assignment, Accountability and Security

2. If a radio cannot be accounted for, and has not been previously documented, the on-coming officer or acting officer must report this finding to his or her Battalion Chief immediately. This must be done in writing, stating all pertinent facts. After a review of the report, the Battalion Chief will forward a copy of the written report to the Assistant Chief and Communications Coordinator. If a radio assigned to the Battalion Chief cannot be accounted for, and has not been previously documented, the on-coming Battalion Chief shall make a written report with all the pertinent facts and forward a copy to the Assistant Chief and Communications Coordinator.
3. Notification must be made no later than 0800 hours. If notification is made after 0800, the officer or acting officer on duty will be expected to have assumed responsibility for all radios. Extenuating circumstances will be taken into account, e.g. relief that takes place on the scene of an emergency or other activity, i.e. a detail.

(d) SECURITY

1. Fire department personnel should be in secure possession of their assigned portable radio at all times when they are away from quarters. This includes, but not limited to emergency responses, training, details, and meetings.
2. Radios should never be left on an external piece of an apparatus (i.e.: tailboard, bumper, etc)
3. When away from quarters, radios should never be left inside a vehicle/apparatus if the vehicle cannot be effectively secured/locked.

(e) LOST OR STOLEN RADIO

1. If a radio becomes lost or is stolen, the officer or acting officer must notify the on-duty Battalion Chief immediately. A written report will be made containing all the pertinent facts and reviewed by the on-duty Battalion Chief. The on-duty Battalion Chief will then forward a copy of the written report to the Assistant Chief and Communications Coordinator.
2. If a radio assigned to any staff personnel becomes lost or stolen, notification should be made immediately to the Fire Chief, the Assistant Chief, and Communications Coordinator. A written report with all the pertinent information will be made and forwarded to the Fire Chief, Assistant Chief, and Communications Coordinator.
3. If a portable radio is determined to have been lost due to negligence, the matter will be referred to the Fire Chief for possible disciplinary action.
4. A lost or stolen radio must be reported to police.

(f) RADIO MAINTENANCE

1. Fire department personnel experiencing radio problems, including a damaged radio or any part of the ensemble, shall make notification to his or her supervisor and to the Communications Coordinator. The Communication Coordinator will

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Radio Assignment, Accountability and Security

make appropriate accommodation to repair the radio in a timely manner. If the radio cannot be repaired, a back up radio will be provided and put in its place

610.4 POLICY REFERENCE

- (a) 707- Communications Operations

Apparatus Equipment Change

611.1 PURPOSE

- (a) To establish a process thru which changes may be made to the equipment assigned to a specific apparatus. If the proposed changes are of Operational Significance, the process established here shall be used to determine if the changes are approved.

611.2 DEFINITIONS

Operational Significance - This term is used to describe and propose changes, put forward by a Station Captain, which could significantly impact the ability of the members to use the equipment on the apparatus to achieve operational objectives. If there is any doubt as to whether this standard applies, a request via department email may be made to the Assistant Chief for clarification.

Examples of changes that are operationally significant:

- Changing a hose load on an apparatus
- Changing a nozzle out for a different model or type
- Removing equipment that has been assigned to the apparatus

Examples of changes that **are not** considered Operationally Significant:

- Changing location of a stethoscope in an EMS bag
- Changing which shelf or bracket on which a piece of equipment is located

611.3 POLICY

- (a) Station Captains may request to make a change to an apparatus assigned to their station. Lieutenants and firefighters must work through the chain of command at their respective stations to implement equipment changes (i.e., through the Station Captain).
 1. If the changes are of operational significance, the Station Captain must submit in writing the proposed changes along with an explanation and justification as to why the changes are needed. The form associated with this policy will be used. The completed request form should be submitted to any Battalion Chief.
 2. The proposal will be reviewed by the Assistant Chief and all Battalion Chiefs. The Assistant Chief and all Battalion Chiefs should come to a consensus regarding the requested change before it is forwarded to the Fire Chief for final approval. There are three likely outcomes from a request:
 - (a) Approval
 - (b) Approval with stipulations
 1. This type of approval may require action on the part of personnel before the changes would take effect. Examples:
 - (a) Notification of department personnel of the changes intended.

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Apparatus Equipment Change

- (b) Training or retraining of department personnel on new equipment or layout changes to existing equipment.
- (c) Rejection
 - 1. Any rejection will come with the reasoning behind the decision.

Apparatus Checks

612.1 PURPOSE

- (a) To establish a department procedure regarding the daily checks of Greenwood Fire Department Apparatus.

612.2 DEFINITION

- (a) Engineer - Any firefighter assigned as an engineer on a Greenwood Fire Department apparatus or acting as an engineer in the assigned engineers absence.

612.3 POLICY

- (a) Engineer will communicate with the off-going engineer concerning the condition of the apparatus.
- (b) Make a follow-up inspection of all previously reported discrepancies/concerns.
- (c) Start the apparatus and move it to the approach for no less than a 5 minute warm-up (unless weather conditions make this procedure unsafe or harmful to the apparatus).
- (d) Set the wheel chocks
- (e) During the warm-up period, the following items must be checked:
 - 1. All emergency warning and lighting equipment.
 - 2. All inventoried hand tools.
 - 3. Thermal imaging camera.
 - 4. Air monitoring equipment.
 - 5. Hand held radios/batteries.
 - 6. Reading of all gauges and fuel/DEF levels.
- (f) Place in pump gear and flow water (in pressure and volume if applicable).
- (g) Run pump primer.
- (h) Start all power equipment (saws, fans, extrication, and generator).
- (i) The following will be checked on a weekly basis:
 - 1. Check fluid levels.
 - 2. Condition and pressure of all tires.
 - 3. Check all aerial operations.
- (j) Apparatus checks will be recorded in the assigned software by 1000 HRS. The engineer will report all apparatus discrepancies to the company officer immediately, and log them in the logbook and in the assigned software.
- (k) Engineers are responsible for the daily preventive maintenance of the apparatus to which they are assigned. It is the responsibility of each engineer to follow the

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Apparatus Checks

maintenance schedule presented in this general order and to report to the company officer any maintenance needs of the apparatus.

- (l) It is the responsibility of both the officer and engineer that the daily maintenance is performed in accordance with Support Services maintenance check list including daily, weekly, and monthly procedures. When reporting the apparatus as all "OK", the officers and engineers are stating that checks and procedures have been performed.
- (m) The company officer has the overall responsibility for the apparatus. In order to ensure the response readiness of the apparatus, the company officer may assign additional tasks and/or company members to assist the engineer.
- (n) If the apparatus requires immediate attention, the engineer shall advise the company officer. The company officer will advise the Battalion Chief of the situation. Contact of support services will remain at the discretion of the Battalion Chief.

612.4 POLICY REFERENCE

- (a) 200 - Organizational Structure
- (b) 207 - Minimum Staffing Levels
- (c) 702 - Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

Chapter 7 - Personnel and Safety

Probationary Firefighters

700.1 PURPOSE

- (a) The purpose of this general order is to outline the guidelines for a probationary firefighter at Greenwood Fire Department.

700.2 DEFINITIONS

- (a) **Probationary** - An employee with less than 1 year of service at GFD
- (b) **BSK's** - Basic Skills
- (c) **Probationary Task Book** - reference guide for the tracking of probationary firefighter training during the first twelve months of employment. Approved by the Division Chief of Training and the Fire Chief.

700.3 POLICY

- (a) Employees with less than one (1) year of seniority shall be considered a probationary employee.
- (b) Probationary employees will be given a probationary task book prior to their start date and shall have this book in their possession at all times while on duty. Probationary employees shall be responsible for knowing all the information in the probationary task book.
- (c) It is the responsibility of the probationary employee to keep their probationary books up to date and shall make sure mandatory skills are completed within one (1) year.
- (d) Probationary employees shall have a 6 month. and 1 year evaluation are completed by their company officer. Once these evaluations are completed, the probationary employee are to schedule a time with their respective Battalion Chief for a review. Results of employee reviews will be forwarded to the Assistant Chief.
- (e) Any deficiencies found during this review will be addressed and a corrective action plan will be discussed. Probationary employees will be responsible for correcting any of these deficiencies prior to their next review. If deficiencies are severe enough, it may be asked by their Battalion Chief that they meet more frequently to discuss the corrective action plan and their progress.

Part-Time Firefighters

701.1 PURPOSE

- (a) To establish procedures and requirements for part-time firefighters in regards to scheduling of hours, time off requests, and work status.

701.2 DEFINITION

- (a) Reserve Status Firefighter Position
 - 1. The reserve status firefighter position is not dedicated to a particular shift or time. The reserve status firefighter is placed under the supervision of one of the shift Battalion Chief's. The reserve status firefighter may sign up for respective shifts via the scheduling program. Once approved to work, the reserve firefighter is expected to report for duty on his/her respective shift and respective time.

701.3 POLICY

- (a) Requirements for Part-time Firefighters
 - 1. Reserve Status Firefighter
 - (a) Reserve firefighters must sign up and work a minimum of 24 hours a month. Failure to do so will result in disciplinary action. Reserve firefighters may sign up for additional hours but at no time without approval, shall a reserve firefighter sign up for hours that exceed 212 hours in a 28 day work cycle. Reserve firefighters must average less than 130 hours a month between April 1st and March 31st. The shift Battalion Chief will make every effort to address sign up requests in a timely manner.

Discipline

703.1 PURPOSE AND SCOPE

This document provides procedures for Greenwood Fire Department personnel initiating a disciplinary action.

Corresponding Policies:

This procedure corresponds with all department policies or procedures where a violation may have occurred.

703.2 DEFINITIONS

Command discipline - A penalty imposed by department officers to sanction those members under their direct command with the purpose of correcting minor deficiencies and maintaining discipline within the command of the officer imposing the discipline. Command discipline does not include any formal charges.

Formal discipline - A penalty that includes formal charges for violation of department policy or procedure.

703.3 PROCEDURES BEFORE DISCIPLINARY ACTION IS IMPLEMENTED

703.3.1 COMMAND DISCIPLINE

Supervisors may impose command discipline for infractions including but not limited to:

- Tardiness.
- Violation of uniform regulations.
- Minor infractions involving conduct and behavior while on-duty.
- Failure to display required knowledge, skills, abilities.

703.3.2 FORMAL DISCIPLINE

Formal discipline may be imposed following the completion of an administrative investigation. There may be statutory requirements regarding a hearing following an administrative investigation that may lead to disciplinary action.

Infractions that may result in formal discipline include but are not limited to:

- Harassment of any kind.
- Theft.
- Insubordination.
- Personnel complaints.
- Criminal acts.
- Violation of the oath of office.

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Discipline

Prior to implementation of any formal disciplinary action, officers responsible for charging members, reviewing or investigating charges, or imposing any sanction should consider the following:

- (a) Due process: Disciplinary actions should follow the standards and requirements imposed by state law and regulations, employee agreements, collective bargaining agreements, and Human Resources department rules. Failure to provide the member due process may result in a reversal on appeal or other legal action.
- (b) General policies: Sound personnel practices may prevent problems associated with member discipline. A supervisor seeking to discipline a member must clearly show what rule, policy, or standard was not met or what duty was breached.
- (c) Records showing incompetency or misconduct.
- (d) Electronic communications: Emails, texts, and other electronic communications between members may provide information relevant to a disciplinary investigation.
- (e) Conferences and counseling: A counseling session or conference is not considered a form of discipline and should be non-adversarial. It is an opportunity for the supervisor and the member to discuss the incident and provides the member with an opportunity to explain it.
- (f) Assignment to other locations/duties: Depending on the nature of the violation, the member or members may need to be immediately reassigned or placed on administrative leave pending the outcome of the investigation.
- (g) Investigation: All complaints and allegations of misconduct should be thoroughly investigated according to department and/or Human Resources department policies, any applicable state or local laws, and applicable collective bargaining or employee agreements.
- (h) Representation during investigation: Members should be afforded representation according to any applicable collective bargaining agreement or employment agreement, department policy, or state or local laws.
- (i) Criminal acts or omissions: Complaints and allegations of misconduct that may involve criminal acts or omissions should be referred to the appropriate law enforcement agency.
- (j) Medical examination: If the discipline arises from the possibility of some physical limitation in accordance with the Temporary Modified Duty Assignments and Return to Work policies, ensure a proper medical evaluation has been completed.

703.3.3 DOCUMENTATION

All command and formal disciplinary actions should be documented in the member's personnel file. A disciplinary record should include:

- Date, time, and place of the incident.
- Facts of the incident.
- Specific policies or procedures that were violated.

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- Recommendations for remedial action, if any.
- Disciplinary action taken, if any.
- Signatures of both the supervisor and the member disciplined.

703.3.4 DISCIPLINARY REPORTS

A disciplinary report is documentation of an incident where a member has violated or is alleged to have violated a department policy or procedure. Reports relating to informal discipline such as verbal reprimand, remedial training, or a written reprimand, as applicable, serve as records of the incident and may be the first step in progressive discipline.

Members responsible for completing such reports should adhere to the following guidelines:

- Be objective: Members should be disciplined consistently for the same violations of policy or procedure. Failure to apply discipline objectively can result in loss of trust between members and officers.
- Be specific: Include dates and times of the infraction as well as personnel involved, nature of the violation, and reference to the specific policy/procedure sections involved.
- Write in a clear and factual manner: Expanding on the facts, adding opinions, or adding personal impressions may interfere with the narrative.
- Document the actions taken, including:
 - Determination of no violation after further investigation.
 - Notice of Counseling
 - Notice of Verbal Warning
 - Notice of Written Reprimand
 - Probation
 - Suspension.
 - Demotion.
 - Termination.

For incidents that may require formal discipline, members should refer to the Progressive Discipline Policy and any other applicable policies or procedures.

703.3.5 PROGRESSIVE DISCIPLINE

Forms of progressive discipline include but are not limited to:

- (a) Notice of Counseling
- (b) Notice of Verbal Warning.
- (c) Notice of Written Reprimand.
- (d) Notice of Probation
- (e) Notice Suspension, with or without pay.

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- (f) Notice of Demotion if applicable
- (g) Notice of Termination

703.4 CORRESPONDING PROCEDURES

Personnel involved in discipline may need to consult the following procedures:

Administrative Investigations and Interviews

Personnel Complaints

Public Complaints Against Department Members

704.1 PURPOSE AND SCOPE

This document provides procedures for receiving and processing complaints against department members.

704.2 INITIAL STEPS

Complaints may come in a variety of ways including but not limited to:

a. Complaints received in person or by phone

Personnel who receive a complaint about a department member should follow these steps:

- complete a department complaint form. Whenever possible, this form should be completed in person with the complainant or while on the phone. If the form cannot be completed while in direct contact with the complainant, detailed notes should be taken that will allow for the completion of the form. After completing the form, the department member receiving the complaint should immediately forward the complaint to the Assistant Fire Chief.
- The Assistant Fire Chief should:
 - Determine the nature of the complaint and refer to any corresponding policy for the specific type of complaint, for any specific actions the investigating member should take. If the complaint involves a possible violation of a department policy or rule or federal, state, or local law, notify the Fire Chief.
 - Explain to the complainant that the investigating member may be asking some of the same questions that were answered when the complaint was originally filed.
 - Give complete attention to the complainant and ensure that the complainant is given the full opportunity to discuss the nature and basis of the complaint.
 - Where necessary, the investigating member should seek additional details from the complainant that provide the most complete information possible.
 - Prepare documentation of the complaint investigation per department policy.

b. Complaints received in writing, including electronic communication

Personnel who receive a complaint about a department member should follow these steps:

- complete a department complaint form. After completing the form, the department member receiving the complaint should immediately forward the complaint to the Assistant Fire Chief.
- A department member who is investigating the complaint should:
 - Determine the nature of the complaint and refer to corresponding policy for the specific type of complaint, for any specific actions the investigating member should take. If the complaint involves a possible violation of a department policy or rule or federal, state, or local law, notify the Fire Chief.

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- Give complete attention to the complainant and ensure the complainant is given the full opportunity to discuss the nature and basis of the complaint.
- Where necessary, the investigating member should seek additional details from the complainant to provide the most complete information possible.
- Prepare documentation of the complaint investigation per department policy.

c. Complaints received from an anonymous source

Personnel who receive a complaint from an anonymous source should follow these steps:

- complete a department complaint form to the extent possible with the information received. After completing the form, the department member receiving the complaint should immediately forward the complaint to the Assistant Fire Chief.
- A department member who is investigating the complaint should:
 - Determine the nature of the complaint and refer to corresponding policy for the specific type of complaint, for any specific actions the investigating member should take. If the complaint involves a possible violation of a department policy or rule or federal, state, or local law, notify the Fire Chief.
 - Where necessary, the investigating member should seek additional details from the complainant to provide the most complete information possible.
 - Prepare documentation of the complaint investigation per department policy.

704.3 UNIVERSAL PRACTICES

- Active listening and thorough note-taking are critical.
- Understand that the complainant may be emotional and may have experienced some level of stress or trauma.
- Emphasize that members should not discuss the complaint with co-workers. If they already have, find out whom, and note for the investigation.
- The investigating member should confirm that the complaint will be handled as confidentially as possible, considering that there is an obligation to act on the complaint under the appropriate policy, and that an investigation will take place.
- The investigating member should explain to the complainant that no retaliation or negative actions should take place as a result of the complaint and, if they do, the complainant should immediately report the negative or retaliatory activity to the investigating member.
- The investigating member should not express any doubt about the complaint or express concern for the complainant.
- The investigating member should avoid providing a definite timeline, but should keep the complainant advised of what progress is being made.

704.4 ATTACHMENTS

See attachment: [Greenwood Fire Department Formal Complaint Form.pdf](#)

Administrative Investigations and Interviews

705.1 PURPOSE AND SCOPE

This document provides procedures for administrative investigations and interviews conducted by the Greenwood Fire Department.

Corresponding Policies:

Discriminatory Harassment
Conduct and Behavior
Personnel Complaints
Anti-Retaliation

705.2 INITIAL STEPS

- Don't ignore the complainant or the misconduct.
- Start a record of the complaint or misconduct by completing a complaint form in accordance with the Personnel Complaints Policy and Procedure.
- Collect and document the available facts and evidence.
- Prepare an initial report of the complaint for the chain of command.
- Investigate all complaints regardless of the merit or whether the complainant requests an investigation.
- There is no such thing as an off-the-record complaint.
- Establish a timeline to complete the investigation.

705.3 ELEMENTS OF AN INVESTIGATION

705.3.1 COMMENCING THE INVESTIGATION

The following procedures should be followed with regard to any accused member subject to investigation by the Department:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member, and, if the member is off-duty, the member shall be compensated if required.
- (c) To prevent confusion or misunderstanding, no more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (d) All interviews shall be for a reasonable period or duration, and the member's personal needs shall be accommodated.

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- (e) No member shall be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses, when legally permissible. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.
- (g) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing present during any interview. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i) No member may be compelled to submit to a deception detection device examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

705.3.2 THE INTERVIEWS

- (a) Interviewing the complainant
 - 1. Issues to discuss with the complainant: Keep the interview questions to the current issue.
 - 2. Go over details contained in the complaint.
 - 3. If details are incomplete, ask the complainant to elaborate.
 - 4. If legally permissible, record the interview.
- (b) Interviewing the accused
 - 1. Issues to discuss with the accused: Keep the interview questions to the current issue.
 - 2. Review the specific accusations in the complaint with the accused.
 - 3. If legally permissible, record the interview.
- (c) Interviewing witnesses
 - 1. Issues to discuss with the witness: Keep the interview questions to the current issue.
 - 2. Ask witnesses specific questions about the complainant's allegations and the accused's responses.
 - 3. If legally permissible, record the interview.
- (d) Uncooperative witnesses

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1. Explain to witnesses that you understand their reluctance to participate in the investigation and that you are just trying to gather facts surrounding the alleged incident.
 2. If practicable, offer the witness an opportunity to have another employee, supervisor, or representative of the witness's choosing present during the interview.
- (e) Follow-up interviews
1. Planning your interview questions can help reduce the need for follow-up questioning. While follow-up interviews may be necessary, try to keep them to a minimum. In the event, follow-up interviews are necessary, keep them limited to specific questions related to either newly discovered information or previously supplied answers that need more clarification.
- (f) *Garrity* Rights
1. Ensure the accused understands this is an administrative investigation and statements made during the administrative investigation cannot be used against him/her in a criminal investigation.
- (g) *Weingarten* Rights
1. If the accused is entitled to union representation, make sure it is offered.
- (h) Public Safety Officer Bill of Rights
1. Ensure the accused is afforded any rights or privileges required by state law.

See attachment: [Statement of Rights \(2\).pdf](#)

705.3.3 RESULTS OF THE INVESTIGATION

All aspects of the investigation should be thoroughly documented, including but not limited to the following:

- (a) Analysis of the investigation
- (b) Determination regarding the merits of the complaint
- (c) Determination of corrective action and/or disciplinary action
- (d) Preparation of report
- (e) Preparation of the investigation file
- (f) Discussion of the results between the investigator and the chain of command.

705.4 REQUIRED DOCUMENTATION

The following documents should be included in the completed investigation file:

- Complaint or memorandum memorializing a verbal complaint
- Collective bargaining agreement, if applicable

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- Records of any previous charges, complaints, or grievances filed by or against the complainant or the accused within the permissible statutory period or other governing documents
- Copies of relevant department policies and records of whether the complainant and accused each received the documents and the appropriate training
- Signed acknowledgment of *Garrity* and/or *Weingarten* rights, if applicable.
- Final investigation report

Investigations of complaints should be timely, detailed, complete, and follow this format:

- **Introduction** - Include the identity of the member, the identity of the assigned investigators, the initial date, and the source of the complaint.
- **Synopsis** - Provide a brief summary of the facts giving rise to the investigation.
- **Summary of allegations** - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation.
- **Evidence as to each allegation** - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.
- **Conclusion** - A recommendation regarding further action or disposition should be provided.
- **Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

705.5 UNIVERSAL PRACTICES

Investigators

- Investigators should be unbiased.
- No friendship or reporting relationship with either the complainant or the accused should exist to the extent practicable.
- Investigators should have training to respond to issues and complaints of harassment.
- Whenever possible, assign two investigators to the case.
- Whenever possible, assign investigators of multiple ranks.
- Consider retaining an independent investigator if:
 - The investigation could create a conflict of interest.
 - The investigation involves multiple members of the department.
 - The investigation involves chief officers.
- Follow policies for preventing harassment, discrimination, and retaliation.
- If interviews are recorded:

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- Advise the individual verbally and in writing that they are being recorded.
- Obtain a signed acknowledgment from the individual that they understand their interview is being recorded.

705.6 CORRESPONDING PROCEDURES

Personnel involved in a disciplinary action may need to consult the following procedures:

Discipline

Personnel Complaints

705.7 WORKSHEETS

705.7.1 ADMINISTRATIVE INVESTIGATIONS AND INTERVIEWS WORKSHEET

Activity	Responsible Member	Comments/Status
Request all necessary documents/reports		
Inform complainant of investigator's name and complaint number within three days of assignment		
Make any notifications to the accused member's labor representative as required by labor agreements		
Notify the accused member of the complaint		
Conduct all necessary interviews during normal working hours		
Advise complainant of any applicable <i>Garrity</i> and/or <i>Weingarten</i> rights, as well as any rights or privileges required by an applicable state public safety officer bill of rights		
Interview complainant		
Advise accused member of any applicable <i>Garrity</i> and/or <i>Weingarten</i> rights, as well as any rights or privileges required by an applicable state public safety officer bill of rights		
Interview accused		
Decide whether to interview witnesses (Yes/No)		

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Advise witnesses of any applicable <i>Garrity</i> and/or <i>Weingarten</i> rights, as well as any rights or privileges required by an applicable state public safety officer bill of rights		
Witness interviews complete, if applicable		
Investigation report, with recommendations, complete		

705.7.2 RETALIATION AVOIDANCE WORKSHEET

Activity	Responsible Member	Comments/Status
Give complete, undivided, and sincere attention to the complainant, witnesses, and the accused.		
Document all conversations and correspondence, including voicemails and emails, with complainant, witnesses, and the accused.		
Avoid any personal actions that may be interpreted as reprisal or intimidation against a member for filing a complaint, participating in the investigation, or opposing a discriminatory practice.		

Respiratory Protection

706.1 PURPOSE

- (a) To establish written procedures for the proper selection, use, and maintenance of respiratory protection equipment. These procedures are in place for the purpose of providing for the health and welfare of employees.

706.2 DEFINITIONS

- (a) ANSI - American National Standards Institute, standards in effect at time of adoption of this policy shall apply.
- (b) CGA - Compressed Gas Association
- (c) IDLH - Immediately Dangerous to Life and Health.
- (d) IOSHA - Indiana Occupational Safety and Health Administration. This agency is an arm of the Indiana Department of Labor and is responsible for the promulgation and enforcement of workplace safety standards. Most recently published standards shall apply.
- (e) NFPA - National Fire Protection Association.
 - 1. Standard on Open Circuit Self Contained Breathing Apparatus for the Fire Service, 1997 Edition
 - 2. 1404 Standard on Fire Department Self Contained Breathing Apparatus Program, 1996 Edition
 - 3. Standard on Fire Department Occupational Safety and Health Program, 1997 Edition
- (f) NIOSH - National Institute for Occupational Safety and Health, standards in effect at the time of adoption of this policy shall apply.
- (g) OIC - Officer in Charge.

706.3 POLICY

- (a) Respirator Selection
 - 1. IDLH Atmospheres
 - (a) Any atmosphere that presents an immediate respiratory hazard to the health and safety of a firefighter shall require a full face piece positive pressure respirator in accordance with NFPA 1981 and NIOSH Standards.
 - (b) An IDLH atmosphere shall be defined as follows:
 - 1. Any atmosphere where the percentage of oxygen is below 19.5% or above 23.5%
 - 2. Any atmosphere where elevated air temperatures can cause adverse health effects.

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3. Any atmosphere that contains smoke and particles of combustion that can cause adverse health effects.
 4. Any concentration of a toxic substance that is above the IOSHA exposure limits. Some examples of such substances are as follows:
 - (a) Carbon Monoxide-50 ppm 8 HR TWA, 1200 ppm IDLH
 - (b) Hydrogen Cyanide-10 ppm ceiling
 - (c) Hydrogen Sulfide-2 milligrams/m3 ceiling
 - (d) Chlorine Gas-1 ppm ceiling limit
 - (e) Carbon Dioxide-5000 ppm 8 HR TWA
 - (f) Phosgene-1 ppm 8 HR TWA
 - (g) For a complete listing consult IOSHA Standard 1910.1000, Table Z-1.
 5. Any atmosphere containing flammable or explosive gas or vapors. Respiratory protection shall be worn until monitoring equipment can determine the concentration is below 10% of the lower limit of the flammable range and inhalation will not adversely affect the health and safety of employees.
 6. Any atmosphere that cannot be monitored or measured to ensure its safety shall be considered IDLH and will require the appropriate respiratory protection.
2. Communicable Disease Atmospheres
 - (a) Any atmosphere that presents a potential for communicable disease transfer, but is not an IDLH atmosphere will require the use of the Greenwood Fire Department approved HEPA Respirators.
 - (b) Respirator Use
 1. Respirators will be used as designed at all times. Respirators are not to be used for any purpose other than the manufacturers approved uses.
 2. At no time will personnel remove a respirator until the atmosphere has been confirmed to be absent of any hazards. Confirmation of a safe atmosphere cannot be accomplished by only using air monitoring equipment.
 - (a) Nobody is ever allowed to breathe smoke
 - (b) If in doubt, use SCBA
 - (c) Resist the tendency to prematurely remove SCBA during routine overhaul operations.
 - (d) The determination to remove SCBA will be made by the incident commander.
 3. At no time will any personnel allow anything to interfere with the face piece seal. At no time shall any facial hair be present that interferes with the seal of a face

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piece. Nothing shall be allowed to enter or pass through the area where the SCBA face piece is designed to seal with the face, regardless of the specific fit test measurement that can be obtained.

4. When a member must wear corrective lenses while using SCBA, the SCBA face-piece shall be fitted with spectacles inside of the face-piece in such a manner that shall not interfere with the face piece to face seal. Use of soft contact lenses shall be permitted during SCBA use, provided that the member has previously demonstrated successful long-term soft contact lens use. Use of hard contact lenses during SCBA use shall be prohibited.
5. Each time a respirator face piece is donned the seal shall be checked prior to entering an IDLH atmosphere.
6. All personnel shall constantly re-evaluate the effectiveness of a respirator during its use. If at any time a problem is encountered while wearing a respirator, the individual shall immediately notify his/her OIC and exit the IDLH atmosphere immediately. The individual shall not re-enter the area until the problem is resolved or a new respirator is donned.
7. While personnel are operating in any IDLH atmosphere, there shall be at least one personnel outside the IDLH atmosphere trained, equipped and capable of rescuing personnel operating inside the IDLH atmosphere. The outside personnel must be in visual, voice, or signal line communication with the personnel operating inside the IDLH atmosphere.
8. When personnel are performing any interior structural firefighting operations, they must adhere to the following additional guidelines.
 - (a) They shall not perform interior structural firefighting with less than two (2) personnel assigned to each task. All individuals assigned to a task must stay in constant visual or voice contact. Due to the potential of mechanical failure or reception failure of electronic communication devices, radio contact is not acceptable to replace visual or voice contact between the members. Also, the individual needing rescue may not be physically able to operate an electronic device to alert other members of the interior team that assistance is needed.
 - (b) All personnel shall wear complete personal protective equipment including SCBA.
 - (c) If initial attack personnel find a known life-hazard situation where immediate action could prevent the loss of life, deviation from the two-in/two-out standard may be permitted, as an exception to the department's organizational plan. The exception is for a known life rescue only, not for standard search and rescue activities.
 - (d) Any such actions taken in accordance with the "exception" provision should be thoroughly investigated by the department with a written report submitted to the Fire Chief.

(c) Training

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1. All personnel shall receive the following training prior to being released to work that requires the use of respirators. Documentation of training shall be placed in each personnel file.
 - (a) Why respirators are necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
 - (b) What the limitations and capabilities of the respirator are.
 - (c) How to properly use the respirator in all situations including what to do in the event the unit malfunctions.
 - (d) How to inspect, don, doff, use, and check face piece seals.
 - (e) Maintenance and storage procedures.
 - (f) Record keeping procedures.
 - (g) Medical requirements for the use of respirator protection
 2. Training shall be completed by all personnel.
 3. Training is not required to be repeated unless personnel cannot exhibit proficiency in all aspects of respirator use. All personnel exhibiting said deficiencies shall be required to attend a training session covering all components of the respirator training program. Any re-training will be documented and filed in the employee's personnel file.
 4. In the event Greenwood Fire Department changes respirators or work practices, all affected employees shall be required to attend the appropriate training.
- (d) Medical Evaluations
1. All Greenwood Fire Department personnel who are required to wear respiratory protection shall be released to do so in writing by a physician authorized/ approved by the fire department. Medical evaluations shall be in accordance with the following guidelines:
 - (a) All personnel shall have a written release from a physician authorized/ approved by the fire department on file prior to using any respiratory protection equipment.
 - (b) All personnel shall be evaluated on an annual basis to determine medical fitness to wear respirators. All annual releases shall be kept on file in the employee medical file.
 - (c) All medical evaluations shall be in accordance with IOSHA 1910.134 and NFPA 1582, most current edition.
- (e) Fit-Testing
1. All Greenwood Fire Department personnel required to wear respiratory protection shall be fit tested to ensure the appropriate size respirator face piece. Fit testing shall be in accordance with the following guidelines:
 - (a) Fit testing shall be accomplished by following the qualitative fit testing protocol in IOSHA Standard 1910.134, Appendix A.

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- (b) Fit testing shall be done on all personnel prior to wearing any respiratory protection equipment and documented in their personnel file.
 - (c) Fit testing shall be done on all required personnel annually and documented in the employee's personnel file.
 - (d) Fit testing shall be done on any personnel that request it. This request may be based on an improper fit, change in body size or weight or any other valid request to verify the appropriate fit of a respirator face piece.
- (f) Maintenance and Cleaning of Respirators
- 1. Firefighting personnel are responsible for maintaining clean and ready SCBA for use at all times. Greenwood Fire Department shall make available all cleaning solutions and supplies necessary to clean and maintain all SCBA as described herein.
 - 2. Individually issued face pieces shall be cleaned, disinfected, and inspected at least monthly. They shall also be cleaned, disinfected, and inspected after each use prior to returning to service. Each SCBA shall be inspected weekly and cleaned/disinfected and inspected after each use. Every time an SCBA and/or face piece is cleaned, disinfected, and inspected it shall be documented in the appropriate log. Failures to properly clean, disinfect, inspect, and provide documentation will result in disciplinary action.
 - 3. Cleaning/Disinfecting Procedures for SCBA and Face Piece
 - (a) SCBA face pieces should be washed using warm (110 F maximum) soapy water. A soft bristle brush may be used to clean any heavily soiled area. Thoroughly rinse the face piece assembly in plain, warm (110 F maximum) water, be sure to completely rinse all cleaning solution from the mask. Allow the face piece to air-dry, do not allow drying near any heating equipment, direct sunlight or potentially damaging chemicals.
 - (b) Clean the harness assembly by wiping down all surface areas with a sponge dampened in warm, soapy water. Wipe off all excess with a clean dry cloth. Allow the harness to air dry under the same conditions as the face pieces.
 - (c) Disinfecting wipes may be used to disinfect the face piece and harness.
 - (d) Clean the SCBA assembly by using compressed air to remove all loose material.
 - (e) Do not spray SCBA assembly with water, use a brush or damp cloth to clean SCBA frame and straps.
 - (f) Remove batteries from assembly and dry battery compartment with compressed air. Once dry, replace batteries appropriately.
 - 4. Inspection Procedures
 - (a) Inspect the face piece for rubber deterioration, dirt, cracks, tears, holes or tackiness. Inspect the head harness for breaks, loss of elasticity, missing

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buckles, or straps. Check the strap sections for signs of wear. Inspect the lens for cracks, scratches, and a tight seal with the face piece rubber. Inspect face piece coupling for damage.

- (b) Check harness assembly for any visible damage. Check pressure gauge to ensure no visible damage. Inspect the Audi-Alarm low-pressure alarm for any defects.
 - (c) Check cylinder pressure and re-charge to full capacity (5500 psi) if necessary. Cylinders should never be stored in a ready state if their pressure has dropped more than 10% of their rated capacity. Make a complete visual inspection of cylinders looking for cracks, dents, or signs of heat related damage. Check cylinder valve for proper operation. Check hydrostatic test date on the cylinder. If the test date is over 3 years old, then the bottle shall be marked out of service, tagged and turned into headquarters for re-testing.
 - (d) After inspecting each component, an operational check shall be done on the fully assembled SCBA to ensure full functionality. This shall include pressurizing the system, checking PASS device for proper operation, checking main and bypass airflow and low-pressure alarm operation.
 - (e) Each SCBA shall be visually and operationally checked at least weekly to ensure full functionality and documented.
 - (f) All cleaning and maintenance shall be documented and filed.
 - (g) All SCBA's shall have a full function breathing machine test whenever a problem is detected and at a minimum of once a year. Breathing machine test shall be in accordance with NFPA 1981 and all testing administered by a Scott Certified technician. These tests shall be kept in a database to constantly evaluate the condition of Greenwood Fire Department's SCBA equipment.
 - (h) All repairs shall only be accomplished by a manufacturers authorized repair facility or a certified Greenwood Fire Department Scott Certified technician utilizing only manufacturers approved repair parts.
5. Repair Procedures for SCBA
- (a) Contact station officer about the out of service SCBA by means of Face To Face Communication or Email
 - (b) Station officer will also check SCBA to see if they find same problem.
 - (c) Place OOS SCBA in SCBA work room at Station 91 on work bench.
 - (d) Mark SCBA O.O.S. w/ Maintenance Tag (Include):
 - 1. Date
 - 2. Pack #
 - 3. Station
 - 4. Problem w/ SCBA

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- (e) The station officer marking the SCBA O.O.S. will get a replacement SCBA off the rack and mark the dry erase board as to which SCBA he/she is taking and which SCBA it is replacing.
 - (f) SCBA Technician will then make every effort to repair the SCBA that was marked O.O.S. within a reasonable amount of time and contact the station officer about the repairs and a time frame of completion.
- (g) Breathing Air Quality
 - 1. All breathing air used for SCBA shall be in accordance with the requirements of ANSI/Compressed Gas Association requirements for Type 1 Grade D breathing air. A copy of the current air quality test shall be posted in the SCBA room for inspection. All previous tests shall be on file at Greenwood Fire Department Headquarters. Breathing air tests shall be done on a quarterly basis.
 - 2. All storage cylinders shall be maintained according to DOT specifications. All composite cylinders shall be hydrostatically tested at least every 3 years and all steel cylinders shall be hydrostatically tested at least every 5 years.
 - 3. All compressors and filtering equipment shall meet the minimum standard of OSHA 1910.134 and applicable NIOSH standards.
- (h) Program Management and Evaluation
 - 1. The Greenwood Fire Department Respiratory Protection Program shall be periodically evaluated to determine its effectiveness. All aspects of the respiratory protection program shall be directed to the program managers for evaluation. Specific attention in evaluating the program shall focus on the following:
 - (a) Appropriate use of respirators
 - (b) Cleaning/Inspecting and documentation
 - (c) Maintenance of respirators
 - (d) Employee input on effectiveness of the Respiratory Protection Program
- (i) Record Keeping
 - 1. This section shall list all appropriate records to be kept on file, some of which are previously mentioned.
 - (a) Medical Evaluation
 - 1. A copy of each employee's initial medical evaluation and each subsequent annual medical evaluation shall be kept in their individual medical file.
 - (b) Fit Testing
 - 1. A copy of each employee's preliminary fit test and each subsequent annual fit test will be kept in the employee's personnel file.
 - (c) Cleaning/Disinfecting and Inspection

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1. An electronic record will be kept and shall be updated monthly, and after each use. This shall include all weekly SCBA checks, monthly face piece checks and all other required cleaning and inspections.
- (d) Maintenance
 1. All repairs and maintenance to respirators shall be documented and organized for each Greenwood Fire Department SCBA. This shall include all annual full function flow test results.
2. A copy of this respirator protection policy shall be available to all personnel at all times.

706.4 POLICY REFERENCE

- (a) 908 - Respiratory Protection Program

Overtime Guidelines

707.1 PURPOSE

- (a) To provide policy and guidelines concerning full-time firefighter overtime coverage.

707.2 POLICY

- (a) The Greenwood Fire Department will comply with the City of Greenwood policy, state and federal laws, including the Fair Labor Standards Act of 1938 as it relates to overtime pay.
 - 1. The on duty Battalion Chief may use the online scheduling system to notify personnel that have been given the permission to work the open position in the online scheduling system.
 - 2.
- (b) Rotation and seniority for awarding overtime outside the normal assigned rotation.
 - 1. When awarding overtime outside the normal assigned rotation, the rotation shall go by seniority for the shift covering the position needed. This may change due to personnel being moved from one shift to the other.
 - 2. Seniority is defined as the full-time hire date and will not be superseded by rank. However, there may be occasions where a "Fire Officer" may be awarded the extra time worked over a "Senior Firefighter". When such an occasion has occurred the Fire Officer shall be riding out as the "Officer" and only to meet the minimum number of officers' on-duty as directed by the Fire Chief.
 - 3. The Battalion Chiefs will be responsible for keeping an active list of employees, divided by shift.
- (c) Assigning hold over coverage for an open position shall be conducted as follows:
 - 1. Hold over coverage is a form of overtime when a vacancy below minimum requirements is created when an oncoming shift member is unable to report to duty for whatever reason.
 - 2. Dependent on what position needs filled, the on Duty Battalion Chief will contact the senior firefighter or senior officer on the current shift and offer overtime to that employee. If that person refuses, the next person on the list will be contacted until the entire list is exhausted for the on-duty shift. When initially offered overtime, personnel must either accept or refuse the entire amount of overtime offered. If a person is only able to work a portion of the overtime that is needed, the Battalion Chief will continue to contact eligible individuals.
 - 3. If all on duty firefighters/officers have refused the overtime, the on duty Battalion Chief will then move to the next shift and offer overtime following the same method of senior to junior firefighter/officer.
- (d) Mandatory Overtime

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Overtime Guidelines

1. In an effort to ensure complete staffing of all resources, the Greenwood Fire Department reserves the right to mandate members to work. It is not the Greenwood Fire Departments intention to utilize mandatory overtime as a normal operation. Mandatory overtime will only be used to fill open shift positions after voluntary overtime has been exhausted, or for specific details as directed by the Fire Chief.
 2. Mandatory overtime used to fill open shift positions will be based on seniority and the most junior firefighter/officer will be required to cover the shift.
 3. Members that need to be exempt from mandatory staffing because of childcare situations or due to prearranged vacation plans shall provide these details in writing to the Battalion Chief ordering the mandated overtime.
- (e) Safety
1. In the interest of safety and to prevent firefighter fatigue, no person shall work in a capacity if time worked exceeds 48 continuous hours. A minimum of (8) off-duty hours must be taken after working 48 hours before an individual is eligible for further overtime.

707.3 REFERENCES

- (a) 1011 - Overtime
- (b) City of Greenwood Employee Handbook

Promotional Processes

708.1 PURPOSE

- (a) To establish policy and procedure to outline the requirements for merit or appointed promotional processes for officers with the Greenwood Fire Department as approved by the Greenwood Fire Department Merit Commission.

708.2 DEFINITIONS

- (a) Officers - Firefighters on Greenwood Fire Department who hold the merit or appointed rank of Lieutenant or above
- (b) Pre-Requisites - Requirements prior to applying for a promotional process

708.3 POLICY

- (a) To apply for Lieutenant a member must meet minimum requirements for a sworn merit firefighter for a minimum of (3) three years and have the pre-requisites as outlined in the Lieutenant job description..
 - 1. Members will be required to go through the following selection process:
 - (a) Phase 1- Written test : 15%
 - (b) Phase 2- Fire ground abilities component : 40%
 - (c) Phase 3- Management abilities component: 40%
 - (d) Phase 4- Chiefs interview: 5%
- (b) To apply for Captain a member must meet the minimum requirements for a sworn merit Lieutenant for a minimum of 3 years and have the pre-requisites as outlined in the Captain job description.
 - 1. Phase 1- Written test : 25%
 - 2. Phase 2- Fire ground components: 25%
 - 3. Phase 3- Management Abilities components: 40%
 - 4. Phase 4- Chiefs Interview: 10%

708.4 REFERENCES

- (a) 1002 - Promotions and Transfers
- (b) Greenwood Fire Department Merit Commission Rules of Procedure, Adopted March 31, 2021

Annual PTO Scheduling

709.1 PURPOSE

- (a) To establish a department policy concerning annual advanced PTO scheduling up for full time shift, operational employees.

709.2 DEFINITION

- (a) A written procedure describing, in detail, the steps to be taken during the advanced PTO scheduling day.
- (b) Restricted Months
 1. Restricted (RED) months are defined as the months where only 1 Ladder 91 member may request advanced time off per shift. Restricted (RED) months are March, June, October and December.

709.3 POLICY

- (a) Annual Advance PTO Request
 1. After the Annual bid is completed, each shift shall have the opportunity to request some of the ensuing year's PTO dates by seniority. Seniority shall be defined as the GFD full-time hiring date.
 2. Ladder (Tiller) 91 Restrictions
 - (a) Only 1 member assigned to Ladder 91 will be allowed to sign up for PTO per shift for PTO in advance during the restricted (RED) months.
 - (b) During all other months that are not restricted, a second member assigned to Ladder will be allowed to sign up for advanced PTO per shift if one of the following conditions are met:
 1. The Battalion Chief determines that, due to ample reserves and availability of Tiller Engineers from the other shifts, it is near certain that call back (overtime) will be effective at fill the opening.
 2. There is another member on the same shift that is fully cleared as a tiller engineer that may be moved from another apparatus to act in a fill in capacity.
 - (a) *Important Note: As the new calendar year progresses, a second member assigned to Ladder 91 may submit a request for PTO once the date is within 60 days of the date requested. However, the Battalion Chief will not approve the request until the position is filled in advance by callback. The Battalion Chief shall endeavor to fill the position ASAP in order to allow the requesting member to plan for PTO.*
- (a) 1. All employees shall be available to fill out a PTO advance request form. The process shall include multiple rounds based on seniority. Seniority shall be based on each employee's official Full-Time hire Date. Each round, a single (1)

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Annual PTO Scheduling

occurrence may be submitted. An occurrence will be between 1-3 consecutive 24hr shifts. The requests will be documented on an official Calendar by the Battalion Chief.

- (a) Round 1 will only include employees with, as of September 1st of the current year, 20+ years of Full-Time employment with the Greenwood Fire Department.
 - (b) Round 2 will only include employees with, as of September 1st of the current year, 10+ years of Full-Time employment with the Greenwood Fire Department.
 - (c) Round 3 shall include all employees with the possible exception of probationary firefighters.
2. The official Calendar used will be available for each employee to reference during the process.
3. The process shall be managed by the Battalion Chief on each shift. The Battalion Chief will be responsible for having the official accrued PTO hours for all employees for the coming year.
4. If a shift firefighter is off shift and is called, they have 10 minutes to call back otherwise they will be skipped.
5. The employee with the highest seniority (as determined by the official fulltime hire date) shall fill out their first occurrence, second in seniority next, and so on until all employees have had the opportunity to select their first occurrence.
6. Each turn will consist of 5 minutes as kept by the Battalion Chief. If each firefighter has not chosen in 5 minutes, they will be skipped and the selection will move on to the next firefighter.
7. PTO selections will come to a stop when a person due for selection has, or is on a run. The selection will resume as soon as they are back on station.
8. These rounds will be continued until all employees have selected, at a minimum, 50% rounding up to the nearest whole 24hr shift of their accrued PTO hours for the coming year. The hours requested that make up the 50% shall only be able to be canceled at the discretion of the Battalion Chief.
9. The Battalion Chief shall collect the form and distribute a compilation of all requests within two shift days of the sign up date. This shall reflect the current policies and limitations of the number of personnel that can take the same day off.
10. Using the compiled list, all employees, when instructed by their respective BCs, will submit PTO requests for the dates compiled to their immediate supervisor by the prescribed procedures in this policy.
11. If an employee is off duty on the day of the PTO sign up, they can submit their requests in writing to the Battalion Chief in advance. The Battalion Chief will enter that employee's requests on the form when their turn in seniority comes up.

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Annual PTO Scheduling

12. Starting one week from the day of the sign up, all requests for PTO shall be based on a first requested, first considered rule.
 13. Employees may only request PTO for the next calendar year. However, special circumstances may arise in which an employee needs to request and confirm time off well in advance. In these special circumstances, the employee will make their request through their shift officer to their respective Battalion Chief.
- (b) Holiday or Special Event PTO Requests
1. Approval will be based on the procedures prescribed in this policy and if more than one request is received for the same day, the determining factor will be employee seniority.
 2. PTO may be limited or denied, unless under special circumstances, for special event days such as the Greenwood Freedom Festival.

Chapter 8 - Special Operations

Rescue Task Force and Active Shooter Operations

800.1 PURPOSE

- (a) To define actions to provide rapid medical care to victims involved in an Active Shooter Event (ASE) through a coordinated effort of local fire and law enforcement agencies. Rapid access and movement of victims by Rescue Task Force personnel under police protection may save the lives of those who otherwise may die from their injuries.

800.2 DEFINITIONS

- (a) Active Shooter Event (ASE): An individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.
- (b) Casualty Collection Point (CCP): A secure location where casualties can be temporarily moved to and triaged until they can safely be moved to the treatment area for care.
- (c) Cold Zone: Area where there is little to no threat, due to geographic distance from the threat or the area has been secured by law enforcement. The area where a unified command post is established, and equipment and personnel are staged while awaiting assignment.
- (d) Concealment: The use of an object to hide oneself from view, but does not offer protection from ballistic threat.
- (e) Contact Team: A law enforcement team that moves directly to the threat to neutralize and/or take down the threat.
- (f) Cover: An object which offers ballistic protection from gun fire/blast effect.
- (g) Evacuation: The systematic removal of non-injured under law enforcement direction.
- (h) Force Protection Group: Law enforcement officers assigned to protect fire personnel.
- (i) Forward Deployment Area: An assembly area where public safety personnel, with required equipment, will be integrated and assigned for rapid deployment under the direction of Command.
- (j) Hot Zone: Any area where there is a known hazard or direct and immediate threat. Only law enforcement and TEMS teams shall operate in the hot zone.
- (k) Incident Action Plan: An Incident Action Plan (IAP) is an organized course of events that addresses all phases of incident control within a specified time. An IAP is necessary to effect successful outcomes in any situation, especially emergency operations, in a timely manner.
- (l) Perimeter: A term used by law enforcement to describe the boundary lines of an event.
- (m) Rescue Task Force (RTF): A coordinated group of Police and Fire/EMS personnel whose responsibilities are to bring emergency medical care to victims and move them

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Rescue Task Force and Active Shooter Operations

to patient collection and transport points. It is recommended that an RTF consist of 2 or 3 firefighters and 2 or 3 armed law enforcement personnel.

- (n) **Safe Corridor/Pathway:** A route secured and identified by law enforcement for the safe ingress and egress of first responders, victims, and evacuees.
- (o) **TEMS:** Tactical Emergency Medical Support. An emergency medical technician or paramedic serving as a law enforcement asset as a member of the Contact Team.
- (p) **Unified Command:** The Unified Command is a structure that brings together the Incident Commanders of the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.
- (q) **Warm Zone:** The area in which Fire/EMS may operate as long as they are working in conjunction with law enforcement providing protection. This area includes areas that law enforcement determines to be safe, but in which they have not yet been able to complete a thorough search.

800.3 POLICY

- (a) An active shooter event can be a dynamic incident and will require personnel to make quick and calculated decisions. Additionally, incidents involving an active shooter will require resources from Fire/EMS and law enforcement to establish a Unified Command.

1. Establish and Identify Fire Department Incident Command

- (a) The Fire Department Incident Commander should announce and establish an Incident Command Post (ICP). The ICP should be located in the cold zone, but not so far removed from the incident that face to face communications are difficult to establish.
- (b) The ICP location should be transmitted to dispatch for notification of law enforcement and other agencies.
- (c) The Incident Commander should gather as much information as soon as possible in order to develop an Incident Action Plan. Based on information gathered, the Incident Commander should consider requesting additional resources as necessary.
- (d) With requesting additional resources, the Incident Commander should identify an initial staging area in a location away from the immediate high threat area; and in a position that allows for maximum flexibility as it related to the approach and assignment of all resources initially dispatched to the incident.
- (e) Based on incident information, the Incident Commander should consider the need to establish one or more Rescue Task Forces and declare a Mass Casualty Incident.
- (f) If the incident is declared as a Mass Casualty Incident (MCI), MCI operational guidelines should be enacted.

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2. Establishment of Unified Command

- (a) As the event develops and/or expands, a Unified Command should be established. The Incident Command Post will expand to a Unified Command Post as other responding agencies arrive. A law enforcement supervisor and the Fire Incident Commander should both staff the Unified Command Post as soon as possible. This component is critical for the coordinated police/fire response in regards to the injured, information sharing, establishment of Rescue Task Forces and the most efficient use of the resources needed.
- (b) Other agency representatives at the Unified Command Post may include, but are not limited to, school administrators, building representatives, political leaders, and other support agency representatives.
- (c) Unified Command should attempt to gain a situation status report with the following information in no particular order:
 - 1. Type of Incident, current and potential hazards
 - 2. The establishment of a perimeter and perimeter control of the incident
 - 3. Type of occupancy
 - 4. Number of potential victims

3. Rescue Task Force

- (a) The goal of RTF operations is to rapidly triage, treat and move victims from the hot zone to either a casualty collection point or treatment area for definitive care as soon as possible.
- (b) Depending on the size, type, and complexity of the incident, Unified Command should assign police and fire personnel to a Rescue Task Force team. If needed, multiple groups should be formed.
- (c) A RTF team consists of at least two fire department rescuers and at least two law enforcement officers. The law enforcement officers are to provide protection to the rescuers while they treat and extract patients.
- (d) Each Rescue Task Force should be assembled PRIOR to entry into the warm zone. At no time should firefighters self-deploy into the warm zone. A RTF shall only be deployed upon agreement of Unified Command. RTF's WILL NOT enter the hot zone under any circumstances.
- (e) Each RTF member entering a warm zone should be protected at a minimum with ballistic protective equipment and should carry the appropriate medical supplies and equipment (See Appendix A & B).
- (f) Fire and Police personnel as members of an RTF should try and maintain team integrity throughout the incident.
- (g) All RTF's should be supervised and coordinated by the Fire Forward Operations Officer in conjunction with the Police Forward Operations.

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(h) Operations

1. RTF's will move in and out of a building, or specific location, through entrances and corridors that have been cleared by the initial contact teams.
2. RTF's will operate only within the those areas of the building designated by Unified Command as meeting the warm zone criteria.
3. All RTF members must remain within sight and sound contact of one another with at least one law enforcement officer providing front security for the team and at least one providing rear security during movement. The law enforcement members of the RTF must remain in a position to provide effective defensive cover fire for the team at all times.
4. During RTF movement, the law enforcement members of the RTF are in charge and the Fire/EMS members of the RTF will follow their commands.
5. The initial RTFs will be deployed into the warm zone with the purpose of locating and stabilizing patients according to the guidelines of Tactical Emergency Casualty Care (TECC). These initial teams will focus on providing patient stabilization that includes stopping major hemorrhages and addressing airway and breathing issues. The initial RTFs must exercise discretion in the amount of time spent with each patient based on the condition of the victim, the situation, and the number of additional anticipated victims, keeping in mind that their primary goal is to move rapidly through the warm zone. It is the goal of the initial RTF to provide stabilization techniques to the greatest number of patients possible in a short period of time in order to maximize their effectiveness.
6. RTFs must triage victims according to the severity of their injuries and tag victims with the appropriate triage tag provided in their treatment bags (see appendix B). This must be done in an effort to prevent a needless re-triaging of victims.
7. It is the responsibility of the initial RTFs to notify Fire Forward Operations of the number of patients that they encounter and to prioritize patients for rapid removal by additional RTFs. Once an RTF exhausts their medical supplies, they should notify Fire Forward Operations and begin the patient evacuation process to the Casualty Collection Point.
8. Based on the circumstances of the incident, additional RTFs may be deployed to remove the stabilized patients to the Casualty Collection Point, to assist the initial RTF with patient triage and treatment, or to replace the initial team once their medical supplies are exhausted.

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9. Once patients reach the Casualty Collection Point, they will be triaged and managed according to the guidelines established in OG 3.4 – Mass Casualty Incidents.
4. Rescue Task Force Communications
 - (a) Incidents involving violence are especially challenging due to multi-agency responses, chaos at the site, and management issues. Communication between law enforcement and Fire/EMS personnel are vital for order and organization.
 - (b) Ideally, a single talk group should be assigned for members assigned to RTF operations. This talk group will be used by both law enforcement and Fire/EMS personnel.
 - (c) In order to maintain a redundant communications system throughout the incident, law enforcement and Fire/EMS members of the RTF will operate on separate radio channels. Fire/EMS members of the RTF will be assigned a fire ground channel and will communicate directly with Fire Forward Operations. The law enforcement members of the RTF will be assigned a tactical channel and will communicate directly with Police Forward Operations.
 - (d) The following benchmarks should be used by each RTF to communicate their progress:
 1. Request to make entry into a building
 2. Identify the number of victims and location
 3. Identify the need for additional resources
 4. Exit location and number of patients extracting
 5. Status Update
 - (e) Radio Identifiers:
 1. Unified Command: "Command"
 2. Fire Forward Operations: "Fire Forward Ops"
 3. Rescue Task Force: "RTF" (RTF-1, RTF-2, etc. as needed)
 4. Triage: "Triage Group"
 5. Treatment: "Treatment Group"
 6. Transportation: "Transportation Group"
 7. Staging: "Staging Group"
5. Emergency Evacuation Procedures
 - (a) If an RTF encounters a threat and the warm zone changes to a hot zone, the Fire/EMS members of the RTF will follow the commands of the law enforcement RTF members and should seek immediate and appropriate

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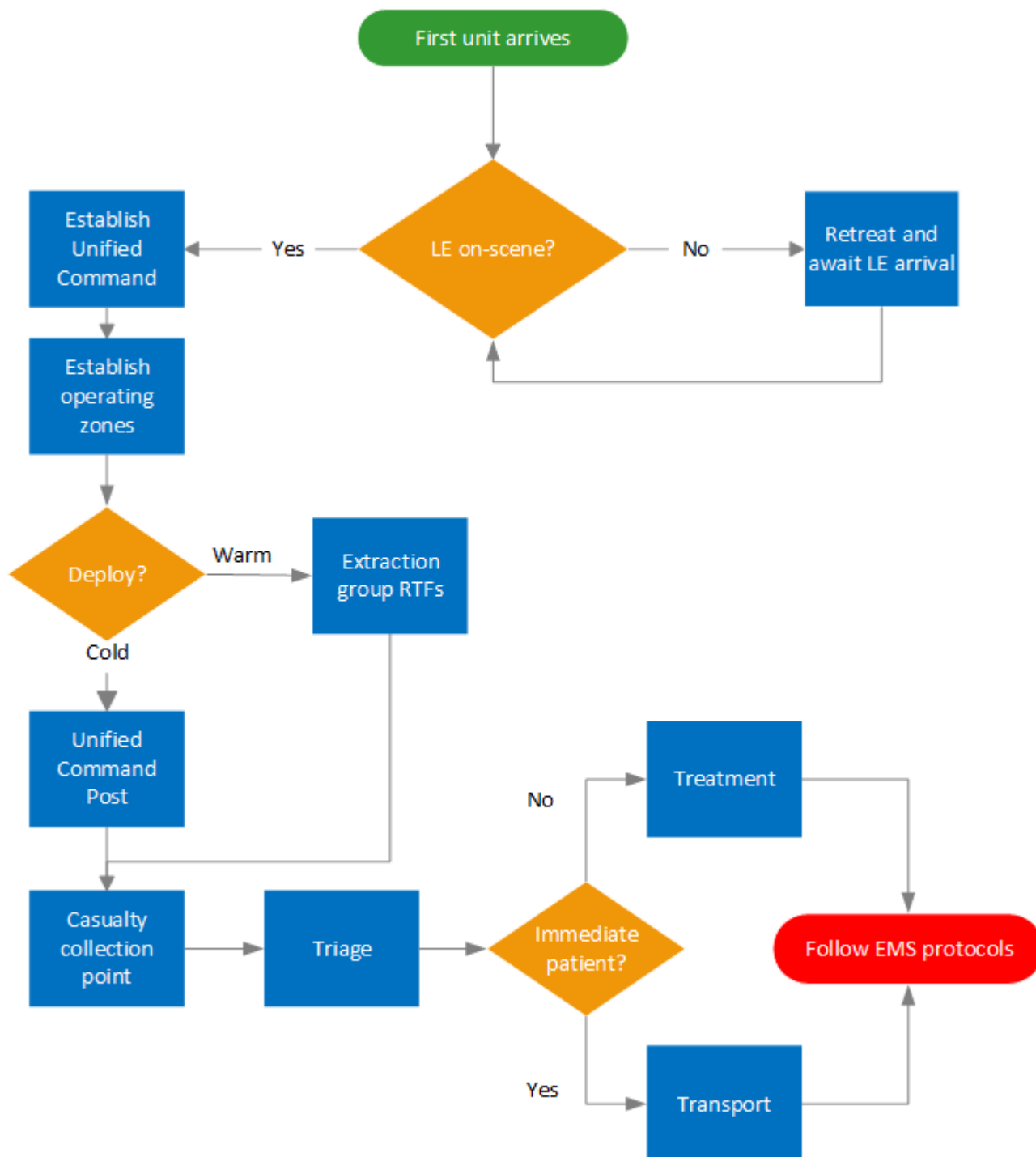
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cover. The law enforcement members of the RTF will determine if evacuation from the building is necessary.

- (b) If any member of the RTF is injured during operations, immediate evacuation of the RTF will occur.

800.4 DECISION TREE



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Rescue Task Force and Active Shooter Operations

800.5 REFERENCES

- (a) 333 - Active Shooter and Other Violent Incidents
- (b) NFPA 3000 Standard for an Active Shooter/Hostile Event Response (ASHER) Program 2018

800.6 APPENDIX A

Ballistic Protective Equipment

Level IIIA Ballistic Vest with plate holder

Armor Plate

Rifle Plate

Level IIIA Ballistic Helmet

Knee Pads

Eye Protection

800.7 APPENDIX B

Tactical Triage Pack Inventory

CAT

Decompression needles

Occlusive Dressings

Triage bands

NP Airways

Chest Seals

Shears

Mega Movers or Litters

Emergency Trauma Dressings

10 black "dead" tags

10 multicolor SMART triage tags

Hazardous Materials

801.1 PURPOSE

- (a) The Greenwood Fire Department responds to all hazardous materials incidents within the response district and to mutual aid calls when requested. It is the goal of the Greenwood Fire Department to manage and mitigate hazardous material emergencies, and provides support and technical assistance to other agencies.

801.2 DEFINITIONS

- (a) A Hazardous Material is defined as any material or substance that presents an unusual hazard to life, the environment, or property when burned, spilled, or otherwise released from its normal use of handling, storage or transportation environment.
- (b) Incident Commander (IC): Person with overall responsibility of the incident and its operations.
- (c) Hazmat Safety Officer: Person responsible for overall site safety. Has the authority to stop all activity if they determine operation to be unsafe. The Safety Officer may override the Incident Commander if it is a justifiable life safety situation.
- (d) Hazmat Branch Director: Person responsible for all activity occurring in the restricted area(s). Responsible for controlling the problem and personnel assigned to this branch.
- (e) Entry Group Supervisor: Person responsible for supervising the resources involved in operations in the Hot Zone to include all entry teams. The Entry Group Supervisor responsibilities include but are not limited to: providing objective briefing to entry teams, ensure pre-entry medical monitoring has been completed, ensure all tools/equipment required for entry are available, ensure entry teams have appropriate PPE, and maintains entry team accountability.
- (f) Information Branch Supervisor: Person responsible for obtaining specific information on the chemical(s) involved. Methods for controlling the release or mitigating the problem and what level of PPE is best suited to protect the responders involved. Also responsible for interpreting any preplan information available.
- (g) Medical Group Supervisor: Person responsible for managing triage, treatment and transport of ill and injured; emergency decontamination procedures for victims when required; obtaining pre and post entry vital signs for all responders operating in PPE.
- (h) Decontamination Group Supervisor: Person responsible for identifying the needs and objectives pertaining to the decontamination of personnel and equipment.
- (i) Record Keeper: Person responsible for maintaining a site log, and any other information related to the incident, or to be used in preparing the incident action plan and incident report.
- (j) Hazmat Awareness Level: Personnel who do no more than evacuate the area and notify their supervisor of the problem.

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- (k) Hazmat Operations Level: Personnel who respond to a hazardous materials release. They would attempt to identify the product and contain the release from a safe distance (without actually coming in contact with the product). All Greenwood Fire Department personnel will be certified at the Operations Level.
- (l) Hazmat Technician Level: Personnel who are trained at a level to respond to a hazardous materials release for the purpose of stopping or controlling the release at the source.

801.3 PROCEDURES

- (a) Response
 - 1. Apparatus responding to hazardous materials releases should report to the Incident Commander and prepare to mitigate the incident including:
 - (a) Product Identification
 - (b) Leak and Spill Control
 - (c) Monitoring and Sampling
 - (d) Neutralization
 - (e) Extinguishment
 - (f) Decontamination
- (b) First Five Minutes
 - 1. The first arriving Greenwood Fire Department unit should contact Control and provide the following information:
 - (a) Unit on Scene
 - (b) Initial Scene Size Up
 - (c) Unit Establishing Incident Command (IC)
 - 2. Upon arriving at a hazardous materials incident, approach from upwind and uphill if possible.
 - 3. Detecting the presence of hazardous materials is the first concern. Personnel should use the following to identify and confirm the materials and nature of the release.
 - (a) Occupancy and location
 - (b) Container shapes, labels, and markings
 - (c) Shipping papers or material contained at the facility
 - (d) Environmental indicators, e.g., clouds, plumes, liquids, dead plants or animals.
 - (e) Interviewing witnesses and/or employees on site
 - 4. Perform or direct another member to perform a 360 assessment and report the results to the IC. Whenever available, personnel should use air monitors

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Hazardous Materials

such as four-gas monitors, to assist in determining levels of contamination. For hazardous materials responses, the 360 assessment report should include, but not limited to:

- (a) Any leaking of liquids
 - (b) Any venting of gases or vapors
 - (c) Identification of the hazardous materials
 - (d) Possible victims
5. Contact the Incident Commander to request additional resources necessary to contain and isolate the hazardous material, including any specialized resources such as other hazardous materials response units available to the department from neighboring jurisdictions and county, state or federal agencies.
 6. Begin developing the initial incident action plan (IAP), taking into consideration:
 - (a) Incident name, agency or unified command and command post location.
 - (b) Information for responding units on the best route of travel, staging locations and minimum isolation distances to maintain the safety of responding members.
 - (c) Any information available on the products involved or an indication that the products are not yet known.
 - (d) The incident control objectives and goals, including confinement and containment measures.
 - (e) An incident site safety plan and designation of an Incident Safety Officer
 - (f) A communications plan, including radio frequencies and contact telephone numbers.
- (c) Incident Operations
1. The Greenwood Fire Department will attempt to contain and control any hazardous materials release(s) in order to reduce danger to life and damage to the environment.
 2. A four level incident classification system is outlined below. The four levels are determined by the following criteria:
 - (a) Type of product and extent of release.
 - (b) Extent of municipal, county, and state government involvement.
 - (c) Extent of injuries or fatalities.
 - (d) Extent of civilian evacuation needed.
 - (e) Availability and need of Hazardous Material response teams.
 - (f) Level of technical expertise required to abate the incident.
 - (a) **LEVEL 1 INCIDENT:** A "Level 1" incident is a hazardous materials incident that is controllable by the Greenwood Fire Department

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and does not require notification or action by other agencies. Most hazardous materials incidents may start off as a "Level 1" incident and be upgraded according to the situation at hand.

- (b) **LEVEL 2 INCIDENT:** A "Level 2" incident is a hazardous materials incident that is controllable by the Greenwood Fire Department but requires additional resources involving other City of Greenwood agencies such as Street Dept., Sanitation Dept., Greenwood Police, Emergency Management, etc.
 - (c) **LEVEL 3 INCIDENT:** A "Level 3" incident is a hazardous materials incident that is controllable by the Greenwood Fire Department and other City of Greenwood resources, but requires additional assistance and resources involving Mutual Aid response by other agencies and possible response by County, State or Federal Agencies.
 - (d) **LEVEL 4 INCIDENT:** A "Level 4" incident is a hazardous materials incident that may not be controlled by the Greenwood Fire Department and other City of Greenwood resources. Other resources that may be required are those involving Mutual Aid response by other agencies (Municipal, Private, State and Federal) and notification and response by County, State or Federal Agencies.
- 3. During a hazardous materials incident, an Eight Step Process to safely mitigate the incident and return the site to normal conditions is recommended.
 - (a) **Site Management and Control**
 - 1. Of utmost importance is the need to identify and effect any rescue(s) of trapped, injured or endangered persons. This should be accomplished without delay provided the rescuers are aware of the associated hazards and the limitations of the personal protective equipment available to them.
 - 2. The boundaries of the initial isolation area must be set up and marked so they are clearly visible. Reference material may be helpful in choosing an appropriate distance. Always stay upwind from the problem area and uphill if possible. Monitoring should be done at the boundary of the isolation zone.
 - 3. Control zones should be established as soon as possible.
 - (a) The Hot Zone is where the spill or problem is located. Workers entering into this area must be protected from contamination and hazards by wearing special protective equipment.
 - (b) The Warm Zone is where decontamination takes place. Workers in this area will also have to protect themselves from contamination but to a lesser extent than those entering the hazard area.

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- (c) The Cold Zone is the area furthest away from the problem area. All uncontaminated personnel and equipment may be kept in this area. No special protective equipment is required in this area.

- (b) Identifying the Problem

1. Interviewing of witnesses (drivers, employees, etc.) can be started by the first arriving company to determine what has happened and what materials are involved. This process will be continued by personnel assigned to the hazardous materials response team upon their arrival. It is important to keep the people being interviewed in a controlled area so they remain available for later questioning.
2. The second phase of the investigation will usually be carried out after the arrival of the hazardous materials response team (because of specialized personal protective equipment needed) and the establishment of control zones by the first arriving unit.
3. The second phase of the investigation usually requires entry into the hazardous area to complete an evaluation of the hazards present. If the hazards can be identified prior to entry, the level of protection worn should be based upon the anticipated hazards.
4. All information gathered from this site survey will be collected with information gathered from the interviews to assist the IC and the Hazmat Branch Director with the formulation of response objectives.
5. If the initial entry team is advised of possible victims, the team may need to be increased to 4 persons or more to complete a primary search and hazard identification. Initial entry teams must try to stay out of the contamination if possible. In all circumstances they must be decontaminated (even if no visible contamination is noted) or disposable garments decontaminated, isolated and disposed of. If investigation reveals no chemical hazards are present, then decontamination is not necessary.
6. Entry teams will be comprised of no fewer than two persons per team. More may be used if the situation warrants additional personnel to carry out objectives. Back-up teams will be in place in a ready state (except for SCBA activation) prior to the entry team crossing into the hot zone. The number of personnel assigned to the back-up team should never be less than those assigned to the entry team.
7. All entry teams will be briefed prior to entry as to the expected hazards, chemicals involved, exposure symptoms, and any other hazards they may encounter. The purpose of their entry will also be stated (investigation only, containing released material, controlling released material, over-packing damaged containers, etc.) Any

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deviation from the initial objective by the entry team should be cleared by the IC or Branch Director prior to action by the team.

8. If the initial entry team finds victims, a rescue should be effected immediately, the back-up team may be requested to assist the entry team in the removal of victims. Remember all victims are potentially contaminated and must go through the decontamination process.

(c) Hazard and Risk Assessment

1. The safety and security of response personnel and others in the area of the incident should be the primary concern of the IC.
2. The use of an Incident Action Plan will greatly assist the IC in assuring the safety and health of all personnel.
3. An IAP should include the following:
 - (a) Summary of hazards and risk assessment of those hazards.
 - (b) Site map.
 - (c) Site work zones.
 - (d) Communications.
 - (e) Operational Guidelines.
 - (f) Medical assistance.
 - (g) Decontamination plan and procedures.
 - (h) Other relevant information.

(d) Protective Clothing and Equipment

1. All responders working in areas where hazardous materials contamination exists or may exist, must wear personal protective equipment (PPE) designed to protect them from the harmful effects of the material. The ensemble of personal protective equipment varies with the materials or chemicals involved, their hazards (flammable, toxic, corrosive, etc.), the physical state of material (solid, liquid, gas), and other incident-specific considerations.
2. All personal protective equipment and garments must meet applicable OSHA standards and if possible meet the standards set forth by the NFPA.
3. Respiratory protection must be used in atmospheres containing or suspected of containing levels of hazardous contamination above the permissible exposure limit (PEL's) as set by OSHA for airborne contamination. If no PEL's are established for the specific chemical the threshold limit value - time weighted average (TLV-TWA) may be used for the action level.

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4. At levels above the PEL or TLV-TWA respiratory protection must be used, or the area vacated and ventilated until levels are below the action levels.
 5. Selection of respiratory protection must be based on the hazards of the material involved. Self-contained breathing apparatus (SCBA) provide the greatest level of respiratory protection.
 6. Equipment (suit, boots, gloves, SCBA), if they are to be re-used, must be isolated in bags or drums for later additional decontamination, cleaning, and inspection prior to being returned to service or re-used.
 7. If garments are not going to be re-used (as in the case of disposable garments or garments so grossly contaminated that decontamination is impossible or impractical) they should be segregated in a suitable container for disposal. All garments and equipment that must be disposed of must be sealed inside the container and the container labeled with the contents and type of contamination. The persons responsible for the incident (responsible party) must then dispose of all contaminated articles. All items disposed of, destroyed, or used up must be documented for the incident report.
- (e) Information Management and Resource Coordination
1. The Hazmat Information/Research Group is managed by the Information Officer (may also be known as Research or Science). Depending upon the level of the incident and the number of hazardous materials involved, the Information Group may consist of several persons or teams. The HAZMAT Information Group and the Information Officer are responsible for the following:
 - (a) Provide technical support to the IC, Safety Officer, and Hazmat Branch.
 - (b) Research, gather and compile technical information and assistance from resource materials and both public and private agencies.
 - (c) Provide and interpret environmental monitoring information, including the analysis of HAZMAT samples and the classification and/or identification of unknown substances.
 - (d) Provide recommendations for the selection and use of protective clothing and equipment.
 - (e) Project the potential environmental impacts of the hazardous materials release.
- (f) Implement Response Objectives

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1. After size up and investigation, a plan of action shall be established. This plan may include offensive and/or defensive strategies. The safety of all response personnel is foremost in this plan. Objectives are determined according to the situation, capabilities and limitations of response personnel. The following are recommendations:
 - (a) Rescue of endangered or injured persons, if possible
 - (b) Protect exposures
 - (c) Prevent container failure
 - (d) Confine, contain and neutralize hazard
 - (e) Extinguish ignited hazards
 - (f) Use additional resources
 - (g) Update weather conditions every 15 minutes
- (g) Decontamination
 1. Hazmat Operations Level are the primary response personnel to provide decontamination services.
 2. The decontamination area must be established and functional prior to the first team entering the hot zone.
 3. If necessary, additional personnel and resources may be called upon to function in this roll. This area will remain in operation until all response personnel have exited the hot zone and all equipment used has been decontaminated or isolated for: (1) further decontamination or (2) disposal.
 4. Personnel assigned to the decontamination team should wear an appropriate level of personnel protective clothing, based on anticipated exposure. They may also require decontamination themselves at the termination of the incident or any time they are required to leave the decontamination station. Decontamination of workers in this area would require workers to proceed through the remaining stations from the point they were stationed. They will continue through the process until all their protective equipment has been decontaminated and removed.
 5. At every incident involving a release of hazardous materials there is a possibility that response personnel and their equipment will become contaminated. Responders should minimize their contact with contaminants if possible. If contamination is unavoidable they must be decontaminated when leaving the hot zone. Decontamination procedures should continue until the IC determines it is no longer required. Decontamination of victims may also be required.

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6. All equipment (clothing, tools, etc.) used at a hazardous materials incident will be decontaminated a second time after the incident is over. This must take place as soon as practical after the incident and in a controllable environment such as the fire station bay area. The equipment will be cleaned, inspected, checked or tested and returned to service. If any defects are noted, the equipment will be isolated and tagged for further repair, testing or re-certification.
 7. Necessary levels of protective clothing shall be worn by those personnel cleaning and inspecting the clothing and equipment to protect from residual contamination and hazards that may be present.
 8. The Greenwood Fire Department may or may not provide decontamination services for other responders. It is up to the discretion of the Incident Commander whether resources are available to provide this assistance. If a mutual aid agency is providing decontamination services at the site, a representative of the Greenwood Fire Department (Safety Officer or designee) will oversee the decontamination of responders and equipment of the Greenwood Fire Department.
 9. Hazardous Material recovery, clean-up, or removal is not a function of the Greenwood Fire Department. As a normal practice, the Greenwood Fire Department does not deal in the disposal of product, except those products that are of City of Greenwood authority and responsibility. The decision to recover a product on-site will take into consideration the following factors:
 - (a) Chemical risk.
 - (b) Size of spill.
 - (c) Disposal methods.
 - (d) Manpower available.
 - (e) Equipment usage necessary.
 10. If recovery of the product is not possible, the spiller should be advised to contact a recovery company of choice.
- (h) Termination of the Incident
1. Termination procedures are those procedures necessary to bring an incident to a close.
 2. All paper work must be compiled into one incident document. The Emergency Incident Report should include all notes (or transcribed copies), photographs, records (or copies) from all divisions or groups operating at the incident and assembled into one cohesive document that may have the potential for use in legal proceedings. All paperwork is to be submitted to the Incident Commander.

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3. There must also be a timely review of the incident by all parties involved. This critique to determine if everything worked out as expected, discuss things that may need to be done in the future and to review elements of this plan that may need updating or clarification.
4. These procedures also include a timely return to service of any units remaining at the scene that are not needed.
5. Any equipment needed for replacement of spent items, that is not immediately available from inventory must be ordered from suppliers without delay. This will insure the availability of equipment in the event of another emergency occurrence.

(d) Medical

1. A advanced life support ambulance should be dispatched to all Hazardous materials incidents requiring entry into a hazardous atmosphere by members of the Greenwood Fire Department.
2. The ambulance is on-site for the safety of department personnel, it should not leave the scene, except to transport personnel or civilians suffering life-threatening injuries. Fire Department Personnel should not be permitted to operate within the warm zone or the hot zone without an advanced life support ambulance being present on the scene for the safety of responders.
3. EMS crews will report to the Incident Commander and may be assigned to establish the Medical Group. A Paramedic is preferred to assume the role of the Medical Group Supervisor (unless the IC has delegated the authority to another officer).
4. The Medical Group should report to the Hazmat Branch Director. If that position has not been filled they should report to the Incident Commander.
5. The Medical Group Supervisor shall make the determination as to the number of EMS personnel needed for safe operation of this group. If additional personnel or resources are needed they should be requested from the incident commander.
6. Information should be provided from the Information/Research Branch as to the specific chemicals involved and a copy of the necessary chemical or medical information available should be provided to them.
7. Any additional personnel assigned to the Medical Group by the IC, are responsible for:
 - (a) Emergency medical treatment.
 - (b) Establishing a rest and rehabilitation area for responders.
 - (c) Monitoring responders for signs and symptoms of heat and cold related injuries (heat stress, frostbite).
 - (d) Pre and post-entry medical monitoring of responders.

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1. They will conduct pre-entry and post-entry medical evaluations of all responders operating in protective clothing. All information should be documented accordingly.
2. The pre-entry briefing should advise the entry team, back-up team, and decontamination members of the signs, symptoms and health effects of the materials involved.
3. If the Medical Group feels that the responder is not physically capable of completing their assignment, the Safety Officer or IC must be notified immediately. All reasons must be documented appropriately.
4. All documented medical information should be given to the Safety Officer (or his/her designee).
- (e) Transportation for critically ill or injured responders and/or civilians.
8. Care and transport of contaminated patients.
 - (a) All patients should be decontaminated prior to treatment and transportation. However, if the nature of the injury or illness is life threatening, decontamination may be delayed in order to render timely emergency medical care.
 - (b) If a patient needs life threatening care, emergency decontamination should be accomplished.
 - (c) Identification of contaminants and any treatment information should be transported with the patient (safety data sheet is preferred).
 - (d) If contaminated or incompletely decontaminated victims must be transported to a medical facility, the receiving hospital should be notified as soon as possible so they can prepare for the arrival of the patient. This is true even if patient has been completely decontaminated.
 - (e) The following medical facilities are equipped to receive contaminated patients. The facilities have established procedures for dealing with patients that have received little or no field decontamination. Set-up time varies with facility, therefore, hospitals should be notified as soon as possible to allow time for equipment set-up.
 1. Eskenazi: Full Decon Capabilities - contact via Med Channel
 2. Methodist: Full Decon Capabilities - contact via Med Channel
 3. Community East: Full Decon Capabilities - contact via Med Channel
 4. Franciscan: Has Decon Capabilities but request gross decon before bringing patient to hospital - contact via Med Channel
 5. Community South: Limited Decon Capabilities - contact via Med Channel
 6. Johnson Memorial: Has Decon Capabilities but requests gross decon before bringing patient to hospital - 317-736-2693

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801.4 RESOURCES

(a) Hazardous Materials Teams:

1. Indianapolis Fire Department: 317-327-3811 (MECA)
2. Marion County Health Department: 317-327-3811 (MECA)

(b) Local

1. Street Department: (Days) 317-887-5607, (Nights) 317-964-9826
2. Sanitation Department: 317-888-5607 or (Nights) 317-649-2462
3. Indiana American Water: 800-492-8373
4. Citizens Gas: 317-924-3311
5. Center Point Energy (Gas): 888-876-5786
6. Duke Energy: 800-343-3525
7. REMC: 800-286-2265
8. Johnson County Health Department: 317-346-6336
9. Johnson County Coroner's Office: Contact Fire Control
10. Johnson County Emergency Management: Contact Fire Control

(c) State

1. Indiana Department of Environmental Management (IDEM) 24 Hour Spill Reporting: 888-233-7745
2. Indiana State Police Hazardous Material Hotline: 800-582-8440
3. Indiana Poison Control Center: 800-222-1222
4. Indiana Department of Homeland Security Hazardous Materials: 800-669-7362
5. Indiana Department of Natural Resources: 887-463-6367
6. State EOC: 800-669-7362
7. American Red Cross Chapter: 317-684-1441
8. Indiana Department of Transportation: 855-463-6848

(d) Federal

1. National Response Center: 800-424-8802
2. EPA Region 5: 312-353-2318
3. Federal Highway Administration: 800-424-9071
4. Office of Pipeline Safety: 202-366-4595
5. Chemtrec: 800-262-8200
6. American Petroleum Institute: 202-682-8000
7. Chlorine Institute: 703-894-4140

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8. National Fire Protection Association: 800-344-3555
9. American Gas Association: 202-824-7023
10. Chemical Manufacturer's Association: 703-741-5000
11. Hazardous Material Advisory Council: 202-289-4550
12. The Fertilizer Institute: 202-962-0490
13. Federal Aviation Administration: 866-835-5322
- (e) Railroad Dispatchers
 1. Louisville & Indiana Railroad: 800-434-5472
 2. CSX: 800-323-0144

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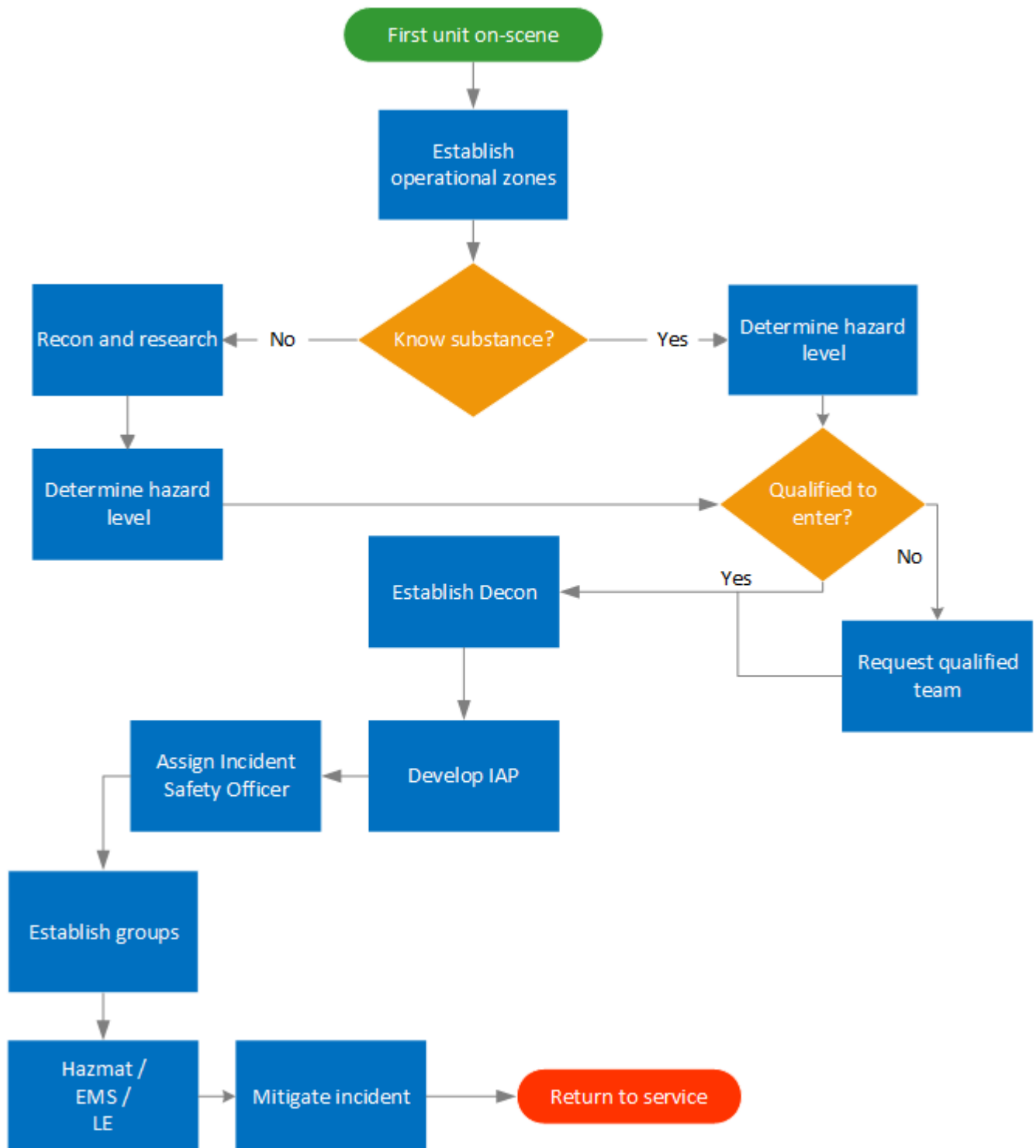
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801.6 POLICY REFERENCE

- (a) 319 - Hazardous Materials Response

High-Voltage Electrical Emergencies

802.1 PURPOSE AND SCOPE

This document provides arrival and on on-scene procedures for Greenwood Fire Department units responding to a high-voltage electrical emergency.

Corresponding Policies:

Hazardous Materials Response

Incident Management

802.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should contact Control and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)
- Confirmation that the power company is responding

The Incident Commander (IC) should:

#Perform or direct another member to perform a 360 assessment of the incident and report results to the IC.

#Establish the department accountability system for all personnel on-scene.

#Establish a restricted area based on the specific hazard. No person should be permitted to enter the restricted area unless directed by the IC.

#Contact Control to get an update on estimated time of arrival for power company and request additional resources as appropriate.

802.3 PROCEDURES

802.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Apparatus should be positioned depending upon these responses:
 - (a) Overhead emergencies - When practicable, apparatus should be placed according to the Traffic Incident Management System and Roadway Incidents Procedure. Avoid placing any apparatus under the involved utility equipment and overhead wires leading up to the involved utility equipment. Apparatus should be placed no closer than two poles from the involved utility equipment.

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High-Voltage Electrical Emergencies

- (b) Interior emergencies - Apparatus should be placed in accordance with the Structure Fire Response Procedure. Avoid parking under wires servicing the structure or next to utility boxes.
- (c) Traffic accidents and vehicle fires - When practicable, apparatus should be placed according to the Traffic Incident Management System and Roadway Incidents Procedure. If wires are laying on a vehicle or a utility pole is involved, apparatus should be placed no closer than two poles and on the opposite side of the road from the hazard. Avoid placing apparatus under overhead wires when reasonable to do so.
- (d) Substation emergencies - Apparatus should be placed in accordance with any substation pre-plan or, if no substation pre-plan exists, then the Hazardous Materials Incident Response Procedure.
- (e) Underground emergencies - When practicable, apparatus should be placed according to the Traffic Incident Management System and Roadway Incidents Procedure. Apparatus should be placed at least 200 feet from the hazard. Apparatus should not be parked over manhole covers.

2. Personnel

- (a) Personnel should don and remain in full personal protective equipment (PPE) and remain with their assigned apparatus and out of the restricted area until otherwise directed by the IC.

802.3.2 OPERATIONS

Refer to Corresponding Procedures section for appropriate scene operations.

802.4 UNIVERSAL PRACTICES

- (a) All down, low, broken, frayed or split wires should be considered energized regardless of their appearance.
- (b) No scene should be considered safe by any Greenwood Fire Department personnel until confirmed by on-scene power company personnel.
- (c) During electrical emergencies, seemingly safe conditions can rapidly and violently escalate, leaving no time for a safe retreat. The restricted zone established by the IC should be large enough to reasonably include any area that could become unsafe if the hazardous condition escalates.
- (d) During electrical emergencies, wires often become energized to a higher than normal voltage. This includes cable television and phone lines. Personnel should avoid contact with any wires until the power company has confirmed the hazard is de-energized.
- (e) During electrical emergencies, objects near and around a high-voltage source often become energized. This can include trees, poles, fences, buildings, automobiles, fire hydrants, guard rails, natural gas pipes, and water pipes. Personnel should avoid

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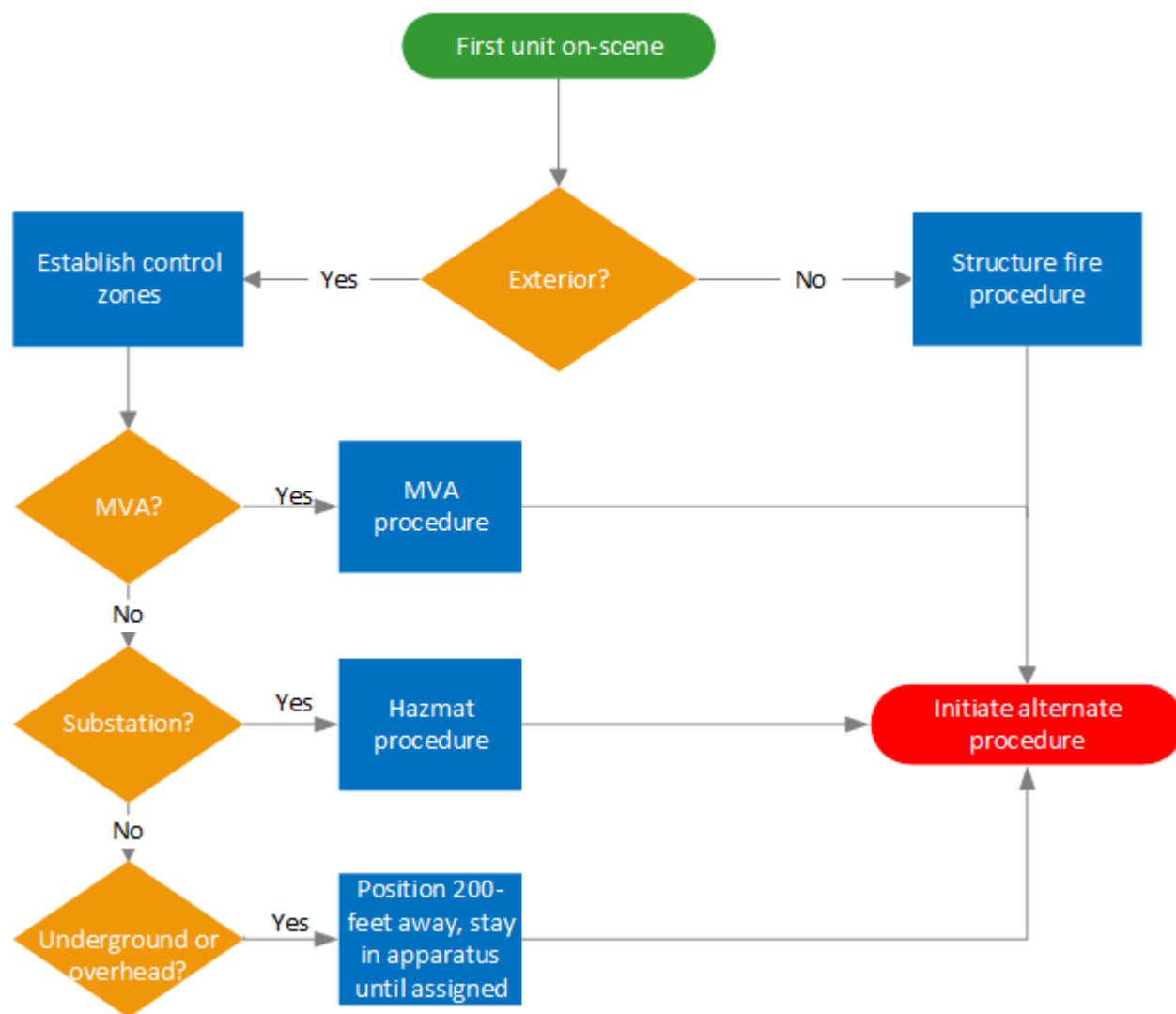
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contact with any object near the hazard until the power company has confirmed the hazard is de-energized.

- (f) The ground itself may become energized to deadly levels. If members must approach a site, they should walk slowly so the energized ground can be felt before it reaches lethal voltage. Members should not run, push or drag anything or anyone to or from a site as this may escalate the hazard.
- (g) Generators and solar panels have the potential to “back feed” into wires, panel boxes and other utility related equipment. Check and confirm that solar power systems or generators are disconnected from the hazard before engaging in any activity.

802.5 PROCEDURE DECISION TREE



MEDIVAC Helicopter Landing Zones

803.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for the Greenwood Fire Department to establish a MEDIVAC landing zone.

Corresponding Policies:

Aircraft Operations
Incident Management

803.2 FIRST FIVE MINUTES

The Incident Commander (IC) should appoint a landing zone (LZ) Supervisor.

The LZ Supervisor should:

#Confirm with Control that at least one engine company has been dispatched or, if at an active incident, confirm with IC that at least one engine company can be dedicated to the LZ assignment.

#Upon arrival at an LZ location assigned by Incident Command, evaluate the sight for suitability or, if assigned to establish an LZ, locate a suitable LZ.

#LZ suitability considerations should include, but not be limited to, the following:

- A flat, open grassy or hard surface area
- At least 100-feet square or larger
- Clear of trees, power lines, poles and other obstructions
- At least 100 yards from any response-related or other human activity

#If assigned to establish an LZ at an active incident, notify the IC and Control of the location.

#Once the LZ location is confirmed as suitable, request an operating channel from Control for direct communication with the aircraft, make contact and

- Request an ETA.
- Advise the pilot that confirmation will be given when the LZ is prepared for landing.

803.3 PROCEDURES

803.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. The engineer should make reasonable efforts to position apparatus so personnel can immediately engage in fire suppression operations, with consideration for:
 - (a) Access to and distance from a fixed water source, if available.

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- (b) Access to the LZ and surrounding area while keeping a safe distance for landing and take-off.
 - (c) Turning off any unshielded apparatus lighting to prevent it shining upward and affecting the vision of the pilot.
2. Personnel
- A minimum of two firefighters should be in full personal protective equipment (PPE), including self-contained breathing apparatus (SCBA), prepared to deploy attack lines should conditions warrant.

803.3.2 OPERATIONS

- (a) To prepare the LZ, the LZ Supervisor should:
1. Assign personnel to walk the area to clear debris that could be picked up by rotor wash or create a danger to the aircraft or ground personnel.
 2. Mark the LZ corners with weighted traffic cones.
 3. If dark, contact the pilot and ask if lighting is wanted. If so, deploy any or all the following resources, depending on availability:
 - (a) If available, mark the LZ corners with red auxiliary lights. If not available, use half-mile lights set to strobe and facing inward to the center from the corners.
 - (b) Two vehicles at the borders of the LZ with headlights facing the center of the LZ. Vehicles should not be opposite each other to avoid blinding the vehicle engineers.
 4. Assign personnel to keep all individuals at least 100 feet from the LZ.
 5. If an unmanned aircraft system (UAS) or laser pointer is being employed, it should be shut down during LZ operations.
 6. Reasonable steps should be taken to keep any third parties from using a UAS or laser pointer during LZ operations.
- (b) After the LZ is prepared, the LZ Supervisor should:
1. Contact the pilot and confirm that the LZ is ready for use.
 2. Aid the pilot in locating the LZ, if requested.
 3. Advise the pilot of any reasonably identified conditions that could create a landing hazard, including but not limited to:
 - Any sloping on the site
 - Nearby power lines
 - Nearby activity
 - Nearby structures
 4. Advise Control when aircraft has landed.

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(c) After aircraft has departed the LZ Supervisor should:

1. Advise Control.
2. Assign personnel to remove any LZ markers or landing aides.
3. Clear the scene with Control.

803.4 UNIVERSAL PRACTICES

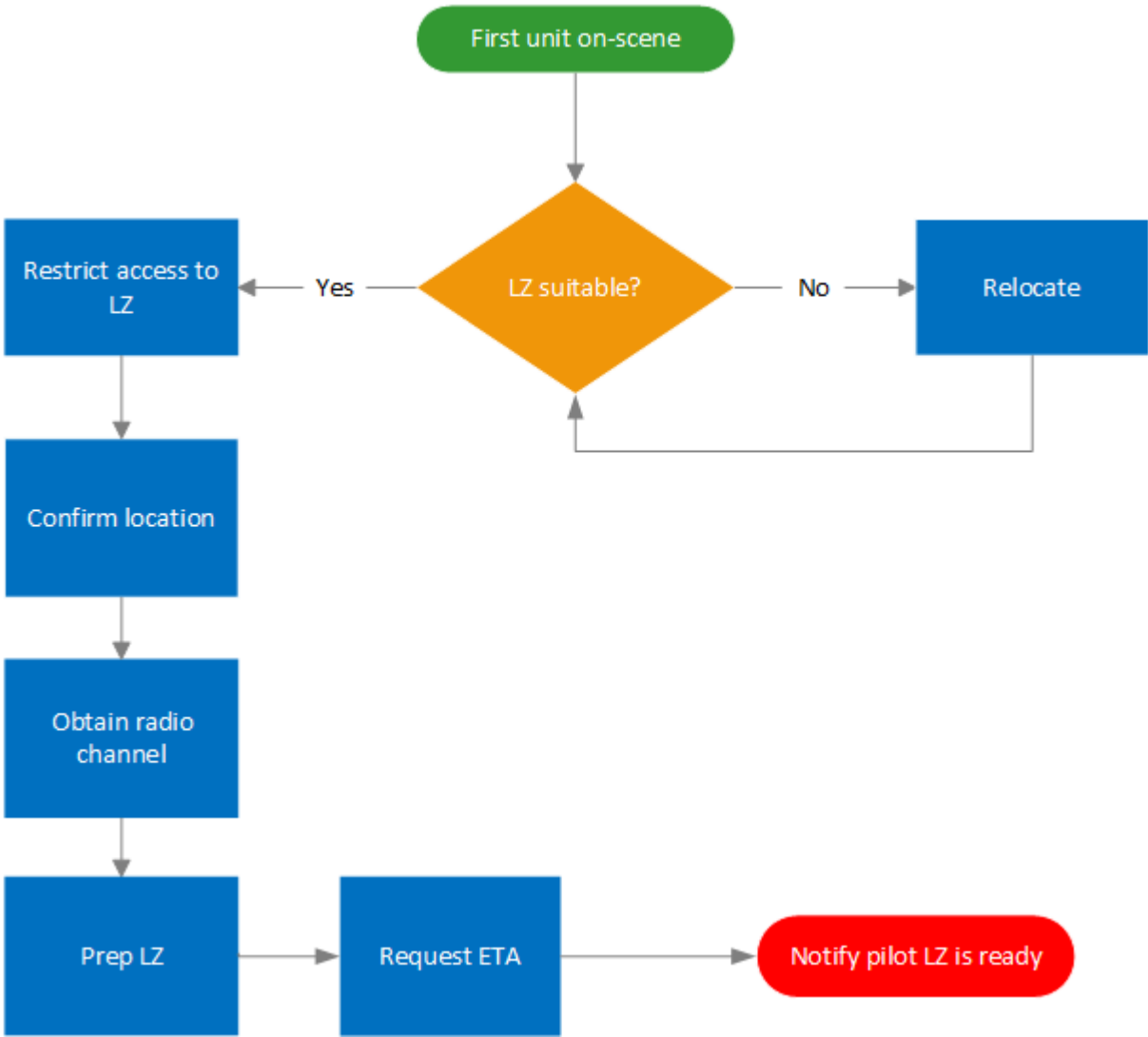
Personnel operating in or near an LZ should:

1. Not approach the aircraft until directed by the pilot.
2. Approach and walk away from the aircraft from the side only.
3. Not walk around the tail rotor.
4. Protect eyes from rotor wash during landing and takeoff.
5. Not carry anything overhead.
6. Not run towards, around or away from the aircraft.
7. Allow the aircraft crew to control activity around the aircraft.
8. Secure loose objects light enough to be blown into the rotor blades.

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803.5 PROCEDURE DECISION TREE



Technical Rescue Response

804.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenwood Fire Department units operating at technical rescue emergencies, including, but not limited to high angle, confined space, machinery, wilderness, trench, water or building collapse rescues.

Corresponding Policies:

Confined Space Rescue Response
Elevator Entrapments
Incident Management
Staging
Swiftwater Rescue and Flood Search and Rescue Response
Trench Rescues
Urban Search and Rescue

804.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should contact Control and provide the following information:

- Unit on-scene.
- Initial scene size-up.
- Location of a Primary (Level 1) Staging area. Considerations should include, but not be limited to keeping responding units at least 500 feet from trenches, cave-ins or collapses to minimize vibration that could further destabilize incident conditions.
- Vehicle exhaust that can collect in low-lying areas and spaces with limited ventilation, including but not limited to trenches.
- Unit assuming incident command (IC).
- Requests for any immediately identifiable additional and/or specialized resources as the incident require

The IC should:

#Perform or direct another member to complete a 360 assessment and report the results to the IC to identify:

- The nature of the incident.
- Victim location.
- Obvious scene and incident-related hazards.
- Appropriate places for positioning of apparatus and other required resources.

#Provide any necessary updates to Control based upon information identified by the 360 assessment.

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Technical Rescue Response

#Advise incoming units required for immediate operations of desired placement and equipment needed.

#Determine the ability of responding personnel to engage in operations based on training and equipment.

#Contact Control to request any additional agency and outside resources required to begin operations.

#Designate an Incident Safety Officer.

#Control utilities. If machinery is involved, take reasonable steps to see that it is no longer energized and lockout/tagout procedures have been followed.

#Locate a responsible/reliable party and determine:

- The number, likely location and condition of victims.
- The cause of the incident.
- When the incident occurred.
- Presence of any additional hazards such as hazardous materials, landslide potential, explosion potential, etc.

#Initiate an initial Incident Action Plan and any required permit process for confined space rescue.

#Establish victim contact.

#If the incident involves any of the following, refer to the corresponding Greenwood Fire Department policy:

- Confined Space Rescue
- Elevator Entrapment
- Swiftwater Rescue and Flood Search
- Trench Rescue
- Urban Search and Rescue

#Request additional resources as necessary.

804.3 PROCEDURES

(a) Apparatus

1. Apparatus should remain a safe distance from the scene.
 - Stage as directed by the IC. For trench, cave-in and collapse emergencies, if the staging area has not yet been established by the IC, when practicable, stage at least 500 feet away from the incident, to minimize vibration that could further destabilize the incident.

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Technical Rescue Response

2. Early-arriving apparatus should be careful to leave access for later-arriving specialty units and ambulances.
- (b) Personnel
 1. Personnel should:
 - (a) Wear and use PPE appropriate for the hazard, including:
 - SCBA in oxygen-deficient and IDLH atmospheres
 - Personal flotation devices around water
 - (b) Avoid “tunnel vision” and unnecessary exposure to scene hazards, including:
 - Unstable trenches
 - Collapsed buildings
 - Confined spaces
 - Cave-in scenes
 - (c) Initiate victim rescue within the training and operational capabilities of on-scene personnel and equipment.

804.4 OPERATIONS

- (a) Size-Up
 1. Accurate scene size-up is critical to the successful outcome of the incident and the recognition of the hazard. The initial scene size-up by the first arriving unit, results of the 360 assessment and any additional size-ups should include:
 - Scope, magnitude and nature of the incident.
 - Location and number of victims.
 - Time of day, area affected and complexity of incident.
 - Risk vs. benefit analysis.
 - Review of any pre-plans.
 - Environmental factors.
 - Patient contact/condition.
 - Availability of needed resources.
- (b) Scene control
 1. Control the scene by establishing scene boundaries with a physical barrier. Consider requesting help from law enforcement to maintain scene boundaries.
 2. If the hazard involves collapse, trench or cave-in, establish a 50-foot radius hazard zone and whenever practicable, control or eliminate all ground vibration within 500 feet of the collapse or cave-in.

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Technical Rescue Response

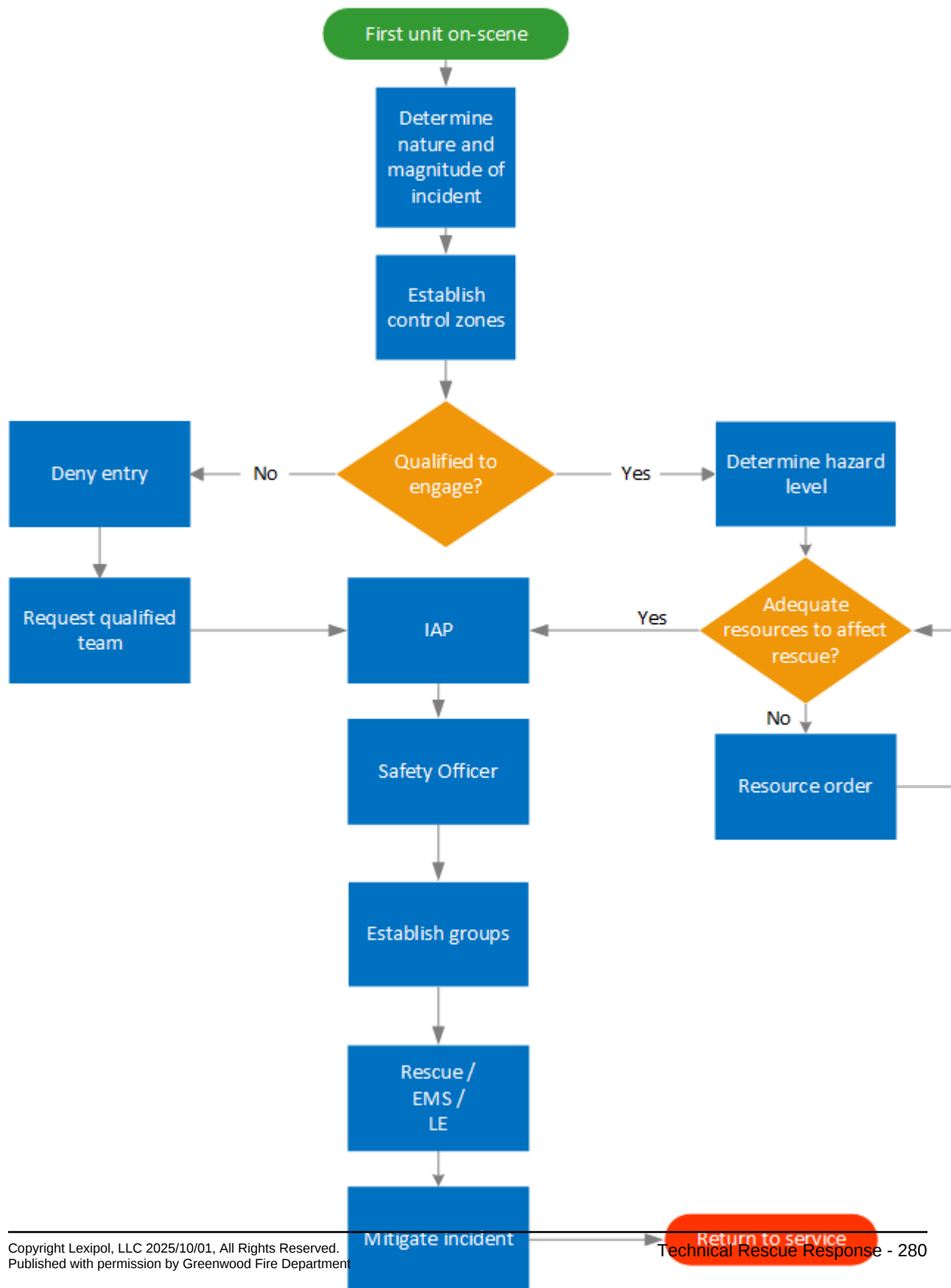
3. For all other hazards, whenever practicable, establish a 200-foot minimum radius around the incident that is free from bystanders.
 4. Other scene control considerations include, but are not limited to:
 - Control of all utilities.
 - Requesting the closure of roadways and railways and re-routing of air traffic that could further destabilize the scene.
- (c) Air Monitoring
1. The IC should assign personnel to monitor air for deficient oxygen levels and presence of hazardous gas levels before entry by rescue personnel and during operations at confined space, trench cave-in and collapse scenes and conduct operations as conditions dictate.
- (d) Resource Deployment
1. The IC should deploy resources to the incident according to strategic and tactical plans, the incident action plan (IAP), within the priorities established for the incident and with the safety of the public and responders always in the forefront.

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Technical Rescue Response

804.5 PROCEDURE DECISION TREE



Response to Calls for Service During Periods of Civil Disorder

805.1 PURPOSE AND SCOPE

These procedures provide guidelines to members of the Greenwood Fire Department when responding to calls for service during periods of civil disorder.

Corresponding Policies:

Active Shooter and Other Violent Incidents
Critical Incident Stress Debriefing
Emergency Response
Facility Security
Fire Service Authority
Incident Management
Interim Directives
Personal Firearms
Post Incident Analysis
Scene Preservation
Soft Body Armor
Staging
Tactical Withdrawal

805.2 RESPONSE TO CALLS FOR SERVICE

The instructions, guidelines, and steps throughout this procedure should be initiated and accomplished, to the extent each is practicable, considering civil disorder conditions confronted and anticipated by Officers in Charge (OICs) and members.

805.2.1 UPON RECEIVING A CALL FOR SERVICE

Upon receiving a call for service, the OIC should:

- Conduct an initial threat assessment to determine, based upon all available information, whether conditions constituting civil disorder in the area of the responding unit's quarters would prevent response, and report those conditions to the communications center along with the decision not to initiate response.
- Where a response is initiated, with the information available, determine a route that avoids any hot or warm zones of civil disorder, related road closures, and demonstrating crowds blocking streets, and remain continually aware of any change in conditions that would require altering the chosen route.
- Secure the fire station if it will be left unoccupied during the response. In addition to normal station security procedures, this includes but is not limited to:
 - All bay doors are closed and locked.
 - All access doors are locked.

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Response to Calls for Service During Periods of Civil Disorder

- All windows are closed and locked.
- All exterior lights are on.

The fire station should also be secured in the event the decision is made to remove apparatus and personnel for their safety and security.

- Attempt to determine whether the scene is located in a hot, warm, or cold zone.
- If the scene is hot or warm, determine whether law enforcement is on-scene. If not on-scene, request a law enforcement response and stage accordingly.
- Cancel emergency lights and sirens when within hearing and sight distance of the scene and follow all traffic laws.

805.2.2 UPON ARRIVAL

When approaching and upon arrival on-scene, the OIC should:

- Contact the communications center and provide the following information:
 - Unit/task force on-scene
 - Initial scene size-up, including the zone level and conclusions from on-scene threat assessment
 - Unit Establishing IC
 - Location of a primary (Level 1) staging area, which may be a stage-away area until the scene is deemed safe
 - Confirm radio channel assignments and ensure all personnel are operating on the correct channel.
- If the scene is determined to be in a hot or warm zone and law enforcement is not yet on-scene, request an ETA. Keep in mind that law enforcement resources may not be available and factor the lack of these resources into your conditions assessment.
- Coordinate with other responding agencies to establish a Unified Command (UC) and determine an appropriate location to establish a UC post.
- Coordinate with UC to determine cold, warm, and hot operating zones.
- Establish the Greenwood Fire Department personnel accountability system and locate the system in a cold zone after the operating zones are established.
- Coordinate with UC for approach and scene entry.
- Create an incident IAP and communicate all aspects of the IAP to UC so all agencies are aware of potential movements and actions of fire units and their personnel. When operating in warm or hot zones, the IAP should minimize exposure of personnel to potential injury or death. This includes but is not limited to:
 - Determining the fire attack mode.
 - Minimizing exposure of personnel to the impact of social disorder.
 - Immediately assigning a dedicated lookout.

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- Request additional resources, as needed.

805.3 PROCEDURES

805.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

1. Keep all apparatus cabinets and roll-ups closed and locked.
2. Remove all tools and equipment mounted on exposed surfaces and secure in cabinets. Mounted tools should only be kept inside the crew cabin when they can be secured against movement during travel.
3. During response to a call for service and return to the fire station, apparatus windows should be up and closed, and doors locked.
4. Placement of apparatus should be at the direction of the IC or UC if one has been established. The apparatus should be staged away from warm or hot zones.
5. The member assigned to lookout duties or, where personnel cannot be assigned, apparatus drivers, should:
 - (a) Monitor apparatus to ensure that doors and cabinets remain closed and locked.
 - (b) Keep non-agency persons away from apparatus, equipment, and hose lines. Lookouts should not exceed the authority granted to them by law or emergency declaration and should seek the help of law enforcement personnel to accomplish this task.
 - (c) Monitor the scene and surrounding area for changes in social disorder conditions and notify the IC or UC of any change, positive or negative.
 - (d) When duties do not require outside activity, remain in the apparatus cab.
6. Additional apparatus may be deployed as cover or concealment in warm or hot zones.

(b) Personnel

1. During response to a call for service and return to the fire station, personnel should respond in full personal protective equipment (PPE), including body armor,
2. Upon arrival, personnel should not leave the confines of the apparatus crew cabin until directed to a task by the unit commander or IC.
3. Personnel should not enter a warm zone before law enforcement is on-scene. However, based upon the continuing threat assessment, personnel may have to begin operations before the arrival of law enforcement. Personnel should not engage in any activities in a warm zone unless directed by the Fire IC.
4. No operations should occur in hot zones.

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805.3.2 OPERATIONS

(a) Coordination

1. The IC or UC should determine the safest paths for access and egress from the scene and continually monitor these paths as part of the continuing threat assessment.
2. All members should maintain situational awareness throughout the incident due to rapidly evolving scenes and communicate any changes to their commanding officer or the UC.

(b) Search, Rescue, Suppression, and Related Activities

1. All warm zone operations should be directed with the consideration of minimizing exposure of personnel to activities related to social disorder. This should include but is not limited to:
 - (a) Staging all personnel and apparatus not engaged in fireground operations in cold zones.
 - (b) Employing deck guns, monitors, and remotely controlled nozzles instead of hand lines for fire suppression.
 - (c) Going to a defensive mode, whenever fire conditions permit.
 - (d) Immediately removing victims and injured firefighters to cold zones for triage, treatment, and transport.

(c) Scene Preservation

1. In order to preserve scenes where criminal activity may require investigation, minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

805.4 CONDUCTING TACTICAL WITHDRAWAL

805.4.1 WITHDRAWAL OPTIONS

(a) During the response to an incident:

1. The member responsible for initiating the withdrawal is responsible for notifying all responding units and the communications center of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or the member may choose to have the communications center notify all responding units to cancel their response or to respond to a defined staging area.

(b) After arrival at an incident:

1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify the communications center of the tactical withdrawal and, if time and circumstances

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allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

805.4.2 TACTICAL WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Personnel should quickly pick up all tools, appliances, hose, and other department equipment, place in or on the apparatus, and withdraw from a hot or warm zone to a defined staging area established by the Incident Command Structure at a safe location away from the incident scene. All involved units and personnel should withdraw to that staging area.
- (b) All involved units should withdraw from the incident scene as a single group. If that is not possible, individual units should attempt to congregate together, forming the fewest and largest groups possible, and withdraw in those groups.
- (c) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The IC is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (d) If law enforcement is not on-scene and a tactical withdrawal is initiated, the communications center should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (e) Two Personnel Accountability Reports (PARs) should be conducted:
 - 1. The first PAR should be conducted once the IC believes that all units and personnel assigned to the incident have withdrawn from an incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
 - 2. The second PAR should be conducted by the IC once all involved units have gathered at the staging area. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.
- (f) After relocation to a cold zone staging area, equipment, tools, appliances, and hose should be packed and secured as per standard on-scene take-up and pack-up procedures.

805.4.3 RETURN TO QUARTERS OR ALTERNATE LOCATION

The decision to return to quarters involves a threat assessment of civil disorder conditions at and around the fire station and finding a safe return route. Units should not return to their assigned quarters until the area and route are considered safe.

- (a) Where it is determined by ongoing threat assessment that it is not safe to return to the fire station or no safe route for return exists, the IC should direct units to an alternate location, preferably a fire station or public building, located in a cold zone.

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- (b) If sent to an alternate location, the IC should ensure that the communications center is notified of the location, confirm arrival of all units, and response status of all units under their command.

805.5 POST INCIDENT CONSIDERATIONS

805.5.1 POST INCIDENT ANALYSIS

Post-Incident Analysis (PIA). Refrain from performing any type of analysis on-scene or at any staging area. PIA should be performed at quarters or assigned alternate location.

805.5.2 CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

Response to calls for service because of or during periods of social disorder may be especially stressful for personnel. Officers should be instructed to review the CISM policy, be mindful of any changes in member behavior, remind crews to watch each other for signs and symptoms, and report sign and symptoms to commanding officers.

805.6 ABANDONING FIRE STATIONS

Based upon a threat assessment concluding that, due to civil disorder conditions, the safety of firefighters and equipment can no longer be assured within the confines of a fire station, the ranking officer at a fire station, the Battalion Chief, or any other chief officer may order that a fire station be abandoned, and apparatus and members relocated to the nearest fire station in a cold zone.

805.6.1 RANKING OFFICER RESPONSIBILITIES

Upon receiving an order to abandon a station, or ordering that a station be abandoned, the ranking station officer or the designated members should, to the extent possible considering the severity and immediacy of the threat, ensure that the following tasks are completed:

- (a) Preparing to Abandon a Station

- All apparatus, including any reserve apparatus, have assigned drivers and all members are assigned to apparatus or a department-owned vehicle.
- All portable radios, personal communication devices, and battery chargers are located, gathered, and secured for removal on apparatus or department-owned vehicles.
- All self-contained breathing apparatus (SCBA) cylinders (bottles) not carried on apparatus are located, gathered, and secured for removal on apparatus or department-owned vehicles.
- All PPE of members is located, gathered, and secured for removal on apparatus or department-owned vehicles.
- If medications or controlled substances are stored at the fire station, they should be located, gathered, and secured for removal on apparatus or department-owned vehicles
- Lock all interior doors, member lockers, controlled-substance storage, and department-owned computer hard drives.

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(b) Abandoning a Station

- Move all apparatus and members out of the station.
- The ranking officer may authorize the relocation of member personal vehicles to inside the station. If authorized, member vehicles should be moved to the apparatus floor.
- Close bay doors.
- Shut down all utilities to the station. If the sprinkler system is not serviced by a separate line, keep water service in operation.
- Ensure that all exterior doors and windows are locked.
- Notify communications that the station is being abandoned and confirm to which fire station the members and apparatus are relocating. Request that this information is transmitted to the Battalion Chief or the next higher-ranking officer.
- Apparatus and department vehicles, with assigned members, proceed to the identified fire station together.

MRI Operations

806.1 PURPOSE

- (a) To establish the procedure regarding emergency operations within an MRI room for Greenwood Fire Department Personnel.

806.2 DEFINITIONS

- (a) MRI - Magnetic Resonance Imaging

806.3 POLICY

It is incumbent upon all fire department personnel to remain knowledgeable about the hazards involved with MRI rooms regarding emergency operations.

Firefighting Operations should be conducted with non-ferrous CO2 extinguishers or standard fire hose operations.

When not utilizing non-ferrous extinguishers, firefighting operations shall be conducted from the exterior of the MRI room.

One fire department personnel shall be posted outside of the MRI room to maintain radio communications with incident command.

The following are items that need to be addressed and considered when operating in or around an MRI room:

- Magnetic field generated by the machine is always on and cannot be fully shut down.
- All ferrous metals may become projectiles and should not be utilized inside the MRI room.
- MRI rooms are constructed with a steel shielding that fully encapsulates the room, thus diminishing ability to use portable radios.
- Emergency shutdown button only secures the electrical power to the machine. It does not secure the magnet.
- Utilizing the "Quench" button is a last resort. This will bring the magnetic field down rapidly however may cause asphyxia and increases the potential for MRI machine to catch fire

Structural Collapse

807.1 PURPOSE

- (a) The purpose of this guideline is to insure that all structural collapse entry rescues are conducted in a manner that maximizes protection of the rescue personnel from accidental injury and/or death.

807.2 DEFINITIONS

- (a) Structural collapse entry is a dangerous operation. Specialized training, equipment, and experience are required to reduce the inherent risk of this type of operation. Greenwood Fire Department personnel should not operate beyond an awareness level outlined in NFPA 1670.
- (b) This guideline is in place to assist Greenwood Fire Department personnel with initial phases of a structural collapse rescue, it should guide the action plan and safety considerations.

807.3 POLICY

- (a) Functions for structural collapse incidents should include the following:
 - 1. Size up of existing and potential hazards.
 - 2. Establish command
 - 3. Assess structural integrity.
 - 4. Recognition of the potential for secondary collapse.
 - 5. Conduct visual and verbal searches at structural collapse without entering the structure.
 - 6. Remove reachable victims out of hazard zone without entering the structure.
 - 7. Assess the possible need to declare a Mass Casualty Incident.
 - 8. Notification to Fire Control that a structural collapse rescue team is needed to respond to the incident location.
 - 9. A risk assessment of victim(s) injuries and structural integrity for rescue should be completed by Incident Command on scene.
 - 10. If victims are trapped, the risk assessment should determine whether to free victim or wait on collapse team to stabilize structure.
 - 11. Establish Collapse Zone, isolation area, and restrict access.
 - 12. Shut off attainable utilities to the damaged area.
 - 13. Contact Fire Control for City Engineer, City Building Commissioner, and GFD Code Enforcement personnel.
- (b) Incident Termination.
 - 1. Structure is stabilized and secondary search complete.

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Structural Collapse

2. If damage to load bearing structures, City Engineer shall have final determination as to the structure being deemed safe and usable or unsafe and shut down until repairs are made.
3. Building owner/occupant, if available, is made aware of all findings.
4. If structure has been deemed safe by City Engineer, GFD Code Enforcement, and Incident Command, the structure shall be turned over to owner/resident by Incident Command.
5. If structure is untenable, victims assistance may be notified to assist owner/occupant if needed.

Chapter 9 - Health and Safety

Apparatus Driving Safety

900.1 PURPOSE AND SCOPE

Greenwood Fire Department uses the following procedure when units engage in an emergency response at the highest level.

Corresponding Policies:

Apparatus/Vehicle Backing
Emergency Response
Fire Apparatus Driver/Operator Training
High Visibility Safety Vests
Staging
Vehicle and Apparatus Inspections, Testing, Repair and Maintenance
Vehicle Safety Belts

900.2 FIRST FIVE MINUTES

The engineer should:

- #Take reasonable steps to see that all cabinets and doors are closed and all appliances and tools are secured before the apparatus moves.
- #Check the apparatus bay, the apron and roadway for any persons, vehicles or obstructions which could block response.
- #Activate the apparatus emergency lights, siren and any other audible device as required by law and policy.
- #Notify Control that the unit is responding. verbally if MDT is not working.
- #Take reasonable steps to see that all crew members are aboard and seated with seat belts fastened.

900.3 PROCEDURES

(a) Personnel

1. The engineer should:

- (a) Notify the Company Officer whenever it reasonably appears the apparatus is unsafe for service. The Company Officer should direct that the apparatus be removed from service until the issue is satisfactorily resolved.
- (b) Continuously operate the emergency lights, siren and any other audible device as required by law and policy.
- (c) Drive with regard for safety to avoid potential accidents, adjusting speed according to:
 - Weather conditions.

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Apparatus Driving Safety

- Traffic conditions.
 - Road conditions.
- (d) If a traffic signal pre-emption system is used, pay close attention to the traffic signal and approach at a speed that gives the system time to switch to green before entering and proceeding through the intersection.
 - (e) Remain aware of oncoming and cross traffic; don't rely solely on a traffic signal to determine when it is safe to proceed.
 - (f) Slow to a stop at all red lights, stop signs and intersections where traffic in approaching lanes cannot reasonably be accounted for and confirm that oncoming and cross traffic has given right-of-way by stopping or pulling over before proceeding.
 - (g) Stop at all unguarded and all activated railroad crossings.
 - (h) Stop for all stopped school buses with activated warning lights.
 - (i) Remain aware of other responding units that may be approaching intersections.
 - (j) If following another apparatus or emergency vehicle, keep a safe stopping distance and take reasonable steps to see that the unit is visible to oncoming traffic.
 - (k) Upon arrival, contact Incident Command for staging instructions, if warranted. If first on-scene stage according to available pre-plans, information provided and scene conditions.
 - (l) Be mindful of potentially shifting water in any onboard tanks and its impact on handling of apparatus.
2. Occupants should:
 - (a) Remain seated with safety belts fastened anytime the apparatus is moving.
 - (b) Take reasonable steps to secure any unsecured equipment within the passenger compartment so items do not become projectiles if the engineer makes an abrupt maneuver or the apparatus is involved in an accident.
 - (c) Notify the engineer of any observed unsafe conditions that cannot reasonably be made safe by the occupant.
 - (d) Avoid distracting the engineer while the apparatus is in motion.

900.4 UNIVERSAL PRACTICES

1. The first priority should be the safe arrival of the apparatus and crew members at the emergency scene.
2. Apparatus equipped with a "wet road/dry road" switch should be operated only in the "dry road" mode.

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Apparatus Driving Safety

3. Apparatus equipped with a traction control switch should be operated with the traction control engaged unless automatic tire chains are actively in use.
4. The engine retarder should be turned off when roads are wet or otherwise slippery.

Traffic Incident Management System and Roadway Incidents Procedure

901.1 PURPOSE AND SCOPE

This document provides arrival and on-scene procedures for Greenwood Fire Department units operating at roadway incidents.

Corresponding Policies:

Apparatus/Vehicle Backing
Emergency Response
Fire Apparatus Driver/Operator Training
High-Visibility Safety Vests
Incident Management
Staging
Vehicle Seat Belts

901.2 FIRST FIVE MINUTES

The first arriving Greenwood Fire Department unit should:

#Contact Control and provide the following information:

- Unit on-scene
- Confirm a law enforcement response if law enforcement is not yet on-scene
- Initial scene size-up
- Advise incoming units as to the best route to approach the scene, considering response time and safe operation. In some cases the best route may be from the opposite direction and/or by use of exit ramps to enter the roadway and approach the scene.
- Unit assuming incident command (IC)

The IC should:

#Perform or direct another member to perform a 360 assessment and report results to the IC. The information gathered should include, but not be limited to:

- Physical size and length of the incident including number of lanes which may have to be closed in each direction to allow for safe operation.
- Number and type of vehicles involved.
- Estimated number of victims and initial triage of severity of injury.
- Whether the incident includes electrical hazards, fire, extrication and medical treatment.

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Traffic Incident Management System and Roadway Incidents Procedure

#Consider establishing a unified command (UC), depending on the location, size and complexity of the incident.

#Locate areas for incoming units to establish a temporary traffic control (TTC) zone which should include the following:

- An advanced warning area where motorists should see that there is a roadway incident ahead.
- A transition area where motorists should be directed around the roadway incident.
- An activity area located away from the traffic path where responding personnel should be able to work as safely as is practicable.
- A termination area where motorists should be directed back into the normal flow of traffic.

#Develop an initial Incident Action Plan (IAP) based on available information and visible conditions.

#Contact Control to update any information and request any required additional resources.

901.3 PROCEDURES

901.3.1 RESOURCE DEPLOYMENT

(a) Apparatus

- Whenever practicable, apparatus should be placed uphill and upwind of the incident when fire, smoke or hazardous materials including leaking fuel, is or may be present.
- The first arriving apparatus should position to protect the immediate scene from oncoming traffic hazards
- Whenever practicable, apparatus should be angled on the roadway with a "block left" or "block right" to minimize exposure of the crew and engineer to approaching traffic and maximize the safe activity area. Leave space for additional resources including but not limited to heavy rescue units and emergency medical services.
- On multi-lane roadways, the incident lane plus at least one additional lane should be blocked.
- Whenever practicable, apparatus should be positioned to minimize head lights and scene lights from interfering with the vision of motorists.
- When reasonably available, additional apparatus should be used to block traffic on higher-volume roadways.
- Apparatus traffic direction devices should be activated and apparatus placed to enhance their visibility to motorists.

(b) Personnel

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Traffic Incident Management System and Roadway Incidents Procedure

- Personnel not directly exposed to fire, flame, excessive heat or hazardous materials should always wear high-visibility garments approved for roadway use. A minimum of an approved Class II reflective vest shall be sufficient.
- Personnel should use extreme caution before opening passenger cabin and storage doors and when exiting and entering apparatus. Look for and remain alert to moving traffic. When possible, all personnel should enter and exit the apparatus from the side not facing oncoming traffic.
- Whenever practicable, personnel should avoid facing away from traffic.

(c) Traffic Control Devices

1. Temporary traffic control devices (TCDs) should be deployed from the rear of apparatus blocking the scene toward approaching traffic to create advanced warning and transition areas as well as to buffer the incident area from the TTC zones and warn approaching motorists of the scene ahead to create, as is as reasonably possible, a safe activity area for responders.
2. If available, an approved advance warning sign should be used to identify the advanced warning area. Whenever practicable, the sign should be located at the following distances from the transition area unless the conditions reasonably call for a shorter or longer distance:
 - Urban low speed roadways – 100 feet from the transition area
 - Urban high speed roadways – 350 feet from the transition area
 - Rural roadways – 500 feet from the transition area
 - Highways and interstates – 1000 feet from the transition area
3. Portable traffic control devices (TCDs) should also be deployed (cones, caution lights, etc.) to separate and buffer the activity area from traffic moving through the incident and termination areas. TCD's may include, but are not limited to traffic cones, road flares and warning lights.
4. Indiana Department of Transportation (INDOT) may be requested for assistance with signs, barrels, barricades, traffic cones, salt, san personnel and/or vehicles. INDOT may also be contacted to request the use of Hoosier Helpers and to have information placed on electronic traffic control signs.

901.4 UNIVERSAL PRACTICES

1. Personnel should not assume a scene on a roadway is completely safe from approaching traffic. Personnel should remain aware of traffic. When reasonably practicable, a spotter or lookout should be placed between the incident area and oncoming or passing traffic when engaged in operations
2. Depending on the roadway, multiple lanes or multiple sides of the incident may need to be protected using fire apparatus, law enforcement vehicles, official vehicles from other responding agencies, Department of Transportation (DOT) vehicles or additional TCDs. Whenever practicable, have these resources in place before starting fire suppression or rescue operations.

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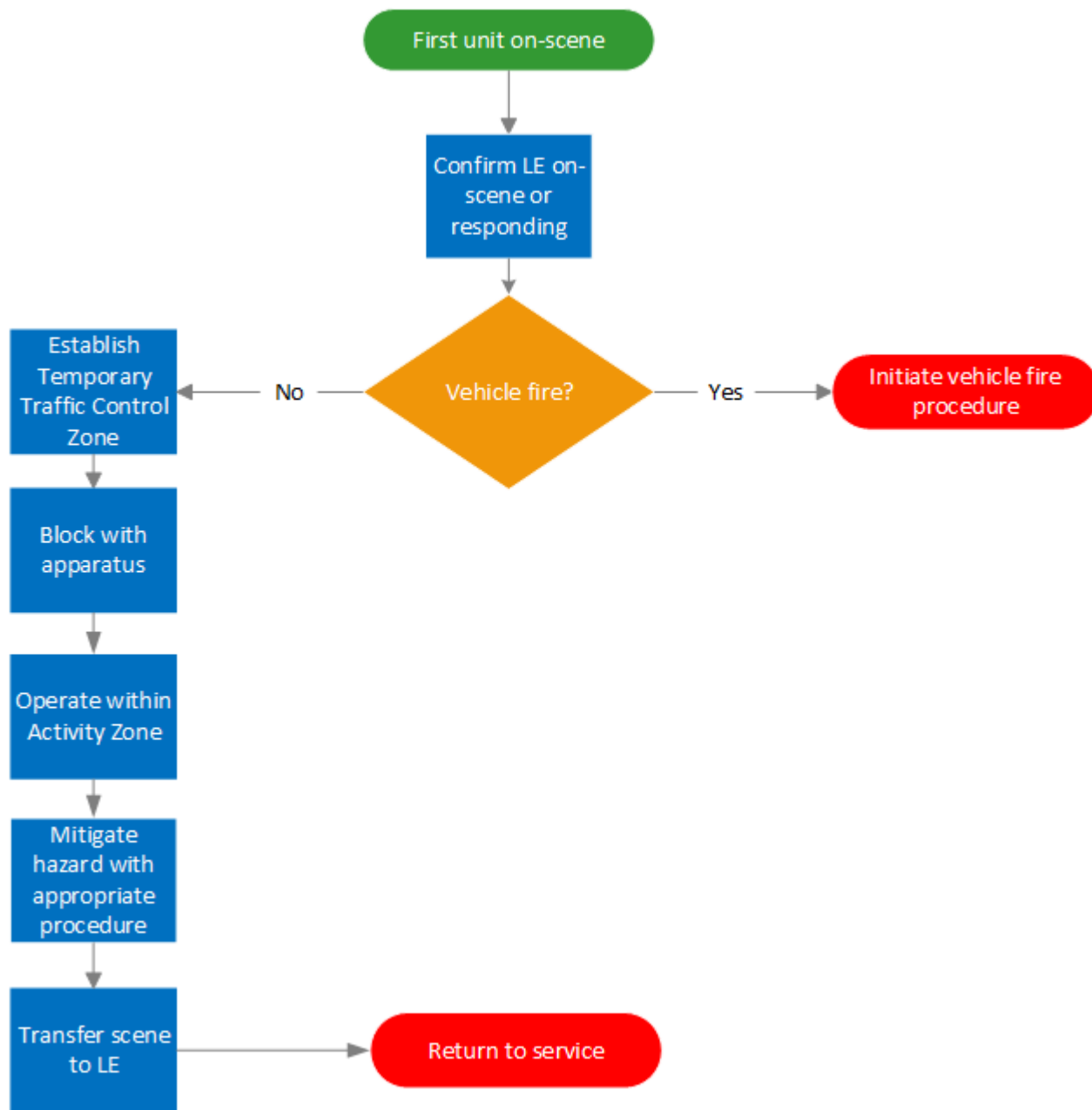
3. Members should load patients into ambulances from within an area protected from traffic with the patient compartment doors angled away from moving traffic to protect personnel and patients from approaching motorists.
4. To reduce exposure to traffic and reduce traffic congestion, personnel, apparatus and equipment should be removed from the roadway as soon as possible.
5. Shielding apparatus and all warning devices should remain in place until the scene is terminated and all responders are off the roadway.
6. The IC should ensure adequate gross decontamination is performed before breaking down the TTC zone and releasing units from any scene where personnel were exposed to potentially harmful substances, including:
 - Smoke
 - Soot
 - Body fluids
 - Hazardous Materials

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Traffic Incident Management System and Roadway Incidents Procedure

901.5 PROCEDURE DECISION TREE



Hazmat Medical Surveillance

902.1 PURPOSE

- (a) Medical Surveillance Program for all employees that may respond to a hazardous chemical incident.

902.2 POLICY

- (a) As part of the on-going commitment of the Greenwood Fire Department to protect its employees and to safeguard the health care of said employees, a Medical Surveillance Program will be utilized consisting of the following exams and evaluations:
 - 1. Annual Physical Examinations shall be scheduled on an annual basis.
 - 2. Special Medical Examinations shall be scheduled in case of known or suspected exposures to toxic substances.
 - 3. Special Medical Evaluations shall be scheduled following illnesses suspected of being caused by chemical exposure.
- (b) The Medical Evaluation Form shall be filled out whenever a responder is required to work in chemical protective clothing at a Hazardous Materials Incident. It shall list the pre-entry vital signs, post entry vital signs, chemical involved in the incident, and level of PPE worn.
- (c) Any Fire Department Member who is exposed to a toxic substance during a response shall document the exposure and forward all documentation to Greenwood Fire Department Administration.
- (d) This record will provide evidence of occupational exposure to toxic substances in the event the employee contracts an illness or disease related to exposure.
- (e) Exposure documentation will be kept in the employee's file at Greenwood Fire Department Headquarters. Medical records shall contain the following:
 - 1. Any occupational exposure (medical evaluation form).
 - 2. Employee's use of respirators and personnel protective clothing.
 - 3. All work related injuries.
 - 4. Physician written opinion of medical problems and treatment.
 - 5. Records of all medical examinations.
- (f) **ALL MEDICAL RECORDS SHALL BE CONFIDENTIAL AND MAINTAINED FOR THE DURATION OF EMPLOYMENT PLUS 30 YEARS.**

902.3 POLICY REFERENCE

- (a) 605 - Hazardous Materials (HAZMAT) Training

Annual Physicals

903.1 PURPOSE

- (a) The Greenwood Fire Department is invested in the health and wellbeing of its members. It is the policy of the Greenwood Fire Department to require yearly physical examinations of its members to ensure that employees are physically capable of performing the essential functions of a firefighter.

903.2 DEFINITIONS

- (a) Respiratory Clearance Testing: Spirometry evaluation

903.3 POLICY

- (a) Annual physical examinations will be conducted by a qualified health care provider chosen by the Greenwood Fire Department.
- (b) Annual exams will include basic physical examination, respiratory clearance testing, blood chemistry evaluations, and hearing evaluation.
- (c) If a member cannot schedule a physical examination during the given time period, that member must make an appointment on their own and complete the examination by the end of the month that all physicals occur in.
- (d) The Greenwood Fire Department will not accept a personal physician's physical examination for this requirement.
- (e) If a part-time member completes a public safety physical at his/her respective full-time department, the Greenwood Fire Department may accept this examination once proof of medical clearance has been provided to Administration. This may require a release of medical information form from the chosen health care provider to be filled out by the member.
- (f) Failure of the employee to schedule a physical examination by the end of the month that all physicals occur in may result in disciplinary action.

903.4 POLICY REFERENCE

- (a) 1020 - Wellness and Fitness Program

Work Performance Evaluation

904.1 PURPOSE

- (a) To outline the guidelines of a yearly Work Performance Evaluation to maintain employment with Greenwood Fire Department.

904.2 DEFINITIONS

- (a) **WPE** - Work Performance Evaluation
- (b) **Shall** - Must; are obliged to
- (c) **Annually** - From January 1st-December 31st

904.3 POLICY

- (a) The Greenwood Fire Department requires all active duty personnel to successfully complete the departmental WPE annually. The components and description of the WPE are defined within this General Order.
- (b) The Greenwood Fire Department Work Performance Evaluation (WPE) will measure an individual's ability to physically perform essential functions required to execute the duties of a firefighters. The Greenwood Fire Department has established a minimum level of acceptable performance that protects the safety of the firefighter and provide the appropriate delivery of fire suppression and rescue services to the community.
- (c) If an employee has previously participated in a WPE to come back from light duty, he/she is exempt from participating in the annual WPE if his/her previous WPE was completed within 6 months of the first date of the annual WPE.
- (d) Any employee who fails to schedule or take his/her annual WPE will removed from the schedule and be subject to disciplinary actions up to and including termination.
- (e) Allotted time parameters:
 - 1. Passing Time: the maximum time is 8:44.
 - 2. If the firefighters test time falls between 1 and 50 seconds above the passing time, the firefighter will retest after a 72 hour period.
 - 3. If the firefighters test time is greater than 50 seconds above passing time, they may be referred to Public Safety Medical for further evaluation and physical fitness assistance (with the possibility of being placed on light duty) for a period of no more than 30 days.
 - 4. If the firefighter fails to complete the test on-air (by removing their face piece) or running out of air prior to completion of the test, they may be referred to Public Safety Medical for further evaluation and physical fitness assistance (with the possibility of being placed on light duty) for a period of no more than 30 days.
 - 5. If the firefighter fails to complete the second testing procedure they will be removed from active duty and referred to Public Safety Medical for detailed analysis.

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Work Performance Evaluation

- 6. Failure to successfully complete the WPE within 90 days from the date of the initial test will be grounds for disciplinary action up to and including termination.
- (f) This policy applies to all full-time sworn merit firefighters and part-time sworn firefighters.

904.4 OVERVIEW

- (a) The Greenwood Fire Department incumbent WPE consists of 8 events designed to measure the physical ability of a firefighter to perform the skills required to operate effectively and safely on an incident.
 - 1. Donning and Doffing PPE and SCBA (this event is not timed)
 - 2. Ladder Carry and Raise
 - 3. Forcible Entry Simulation
 - 4. High Rise Pack Carry
 - 5. Hand Line Advancement & Pull
 - 6. Ceiling Pull Simulation
 - 7. Equipment Carry
 - 8. Victim Rescue and Drag
- (b) The events are continuous and individuals are encouraged to pace themselves and move through the events safely. The donning of personal protective equipment is NOT timed to ensure that all PPE is secured enabling the members to perform the evolutions safely within the required time frame. Each member will begin the WPE with a full SCBA with a minimum of 4000 psi. NO RUNNING IS ALLOWED AT ANY TIME.
- (c) All personnel will be required to wear NFPA approved personal protective clothing ensemble to participate in the WPE. This ensemble includes helmet, coat, bunker pants, boots, hood and gloves.
- (d) Successful completion of the WPE test is defined as meeting or exceeding the minimum required performance level with the set timeframes.

904.5 PROCEDURES

- (a) The safety of the firefighter will be the top priority during the administration of the WPE. The strenuous nature of the assessment requires all personnel to be monitored closely throughout the testing process. The assessment will not be administered at times when the environmental conditions (extreme heat or cold) are such that the safety of the member is compromised.
- (b) The WPE will be administered collectively through the Fire Department Administration and the Training Division.
- (c) All members performing the test will be apprised of all aspects of the assessment process prior to performing the evaluation. This may include a description of each of the tasks to be performed, and the parameters for successful completion. In

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Work Performance Evaluation

addition, an explanation of any performance techniques that are unacceptable will be emphasized.

- (d) The test proctor will constantly monitor members during performance of the testing procedures. If the proctor determines that safety is compromised, the person performing the exercise will be stopped and instructed in proper technique. Time will continue to run during this period.
- (e) The individual WPE shall be terminated for the following reasons:
 - 1. Proctor feels that an unsafe technique may lead to injury
 - 2. A medical condition that exists may place the member at risk
 - 3. An environmental condition exists that may place the member at risk
 - 4. Any failure of WPE equipment
- (f) Medical Guidelines
 - 1. A fully equipped medical personnel, preferably a paramedic, will be on location for any medical emergencies that might arise.
 - 2. Prior to beginning the WPE, a baseline set of vital signs will be taken and recorded. This will include blood pressure, pulse and respirations.
 - 3. Upon completion of the test, a second set of vital signs shall be taken and recorded.
 - 4. A member with an initial blood pressure of 180 systolic or 100 diastolic or greater, will not be allowed to participate in the WPE.
 - 5. A member with an initial pulse of 120 beats per minute or higher will not be allowed to participate in the WPE.
 - 6. The member will be asked about any existing medical conditions, illnesses or injuries that may prohibit them from testing.
 - 7. Throughout the evaluation process, the proctor will monitor each member for the potential of injury. If in the proctors opinion any individual exhibits signs indicating they could be at risk for injury or illness, the WPE test shall be terminated.
- (g) Description of Events
 - 1. **Event 1: Personal Protective Equipment**
 - (a) This event allows the firefighter to safely don his/her complete set of personal protective equipment.
 - (b) Firefighter is to don a complete set of personal protective equipment to include turnout pants, coat, boots, hood, helmet, gloves and SCBA with face piece. The firefighter will move to a position that places them at a proper lifting point of their SCBA; lift and secure the SCBA; secure their face piece and engage their second stage regulator. The firefighter will signal when they are ready for the test to begin. (If the firefighter runs out of air during any event, they will remove and store the second stage

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regulator and continue testing with ambient air, time will continue to run during this procedure).

- (c) NOTE: The time will begin when the firefighter's hand touches the ladder in Event 2.

2. **Event 2: Ladder Carry & Raise**

- (a) This event simulates the firefighter's ability to handle a 16 foot ground ladder and raise a 24 foot extension ladder.
- (b) The firefighter will perform a one-person lift and carry of a 16 foot ground ladder from a marked starting position to a marked ending position and set the ladder down. The firefighter then moves to the top rung of the 24 foot extension ladder, lifts the end from the ground and walks it up until it is stationary against the wall. The firefighter then places the ladder at the appropriate climbing angle. **MOVE TO THE NEXT EVENT.**

3. **Event 3: Forcible Entry Simulation**

- (a) This event simulates the critical task of using force to open a locked door or to breach a wall.
- (b) The firefighter walks to the forcible entry station. The firefighter picks up an 8 pound sledgehammer and strikes the exterior of the tire that is lying flat. The tire must travel from the start line ten feet to the finish line. **MOVE TO THE NEXT EVENT.**

4. **Event 4: High Rise Pack Carry**

- (a) This event simulates the firefighter's ability to carry a high-rise pack to an upper story location.
- (b) The firefighter walks to the marked area. The firefighter places the high rise pack over their shoulder or SCBA. The firefighter will then ascend the stairs, using every step until he/she reaches the top step. The firefighter will then turn and descend back to the base of the stairs, again using every step. The firefighter will repeat this process for a total of two complete trips. When complete, the firefighter will place the high rise pack back in the marked area. **MOVE TO THE NEXT EVENT.**

5. **Event 5: Hand Line Advancement & Pull**

- (a) This event simulates the critical task of advancing an uncharged hand line and repositioning an uncharged hand line. The firefighter walks to the uncharged hand line, picks up the nozzle and advances the hand line 50' to the marked position. The firefighter places the hand line on the ground and crawls back 50' keeping one hand in constant contact with the hand line at all times. The firefighter then assumes a kneeling or sitting position and pulls back 50' of hose. **MOVE TO THE NEXT EVENT.**

6. **Event 6: Ceiling Pull Simulation**

- (a) This event is designed to simulate the critical tasks of breaching and pulling down a ceiling to check for fire extension.

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- (b) The firefighter walks to the mark location. The firefighter picks up the pike pole. The firefighter then raises the pike pole a total of 30 times. Both hands must grasp the pike pole handle. A complete repetition consists of fully extending both arms upward (with the elbow of the top arm extending at least to the shoulder of the same arm) and returning them to the starting position (the bottom hand on the pike pole brought down to the waist). After 30 complete repetitions the firefighter placed the pike pole back in the starting location. **MOVE TO THE NEXT EVENT.**

7. **Event 7: Equipment Carry**

- (a) This event is designed to simulate the critical task of carrying equipment from a fire apparatus scene and returning the equipment to the apparatus.
- (b) The firefighter walks to the mark area, picks up the designated equipment and carries it 75' around a cone and back to the original marked area. The firefighter then puts the equipment back in the same marked area. The tools are not to be dropped or thrown at any time. **MOVE TO THE NEXT EVENT.**

8. **Event 8: Victim Rescue and Drag**

- (a) This event simulates the critical task of removing a victim or injured firefighter from a fire scene.
- (b) The firefighter walks to the rescue dummy; lifts and moves the rescue dummy around the cone and returns to the starting position (rescue dummy's feet across the line) for a total of 75'.

The work performance evaluation is complete. Move to rehabilitation.

Return to Active Duty

905.1 PURPOSE

- (a) To establish guidelines for which a member of the Greenwood Fire Department returning to active duty after an extended period of time off completes specific training prior to shift duties. Absence from duty shall be defined as an excused leave from duty involving:
 - 1. An injury and/ or illness that is duty related
 - 2. An injury and/ or illness that is not related to duties and/ or occurred while off duty
 - 3. A personal request for time off

905.2 DEFINITIONS

- (a) WPE: Work Performance Evaluation

905.3 POLICY

- (a) A member who has sustained a minor injury and has been placed on restricted work duty for a period of up to two weeks must show a physician's note stating the employee may return to active duty status with no work restrictions prior to returning to work. These employees do not have to complete a WPE in order to return to active duty.
- (b) A member returning to work after being placed on restricted duty for a period of more than two weeks, after a surgery, or after a significant injury that requires physical therapy, must provide a physician's note stating there are no work restrictions and must complete a WPE before returning to active duty.
- (c) Members that have been absent for a period of three to six months must have a physician's note stating no work restrictions, complete a WPE and complete the following:
 - 1. SCBA orientation
 - 2. Engine Equipment (fire and EMS) familiarization
- (d) Members that have been absent for a period of six to twelve months due to short term or long term disability must do all of the above mentioned tasks as well as:
 - 1. Engine Pumping familiarization
 - 2. Ladder 91 familiarization
 - 3. Extrication familiarization
 - 4. Haz-Mat 94 familiarization
 - 5. Review any Operational Guidelines or General Orders that have been introduced or amended during the member's absence.

905.4 POLICY REFERENCE

- (a) 1034 - Return to Work

On-Duty Injury/Illness

906.1 PURPOSE

- (a) This policy defines the process of on duty injury or illness and the proper steps for reporting such an occurrence.

906.2 DEFINITIONS

- (a) On duty injury/illness - physical damage to the body or a body part, system or a disease or sickness incurred as a direct result of specific work function or requirements.
- (b) WC - workers compensation

906.3 POLICY

- (a) The Greenwood Fire Department complies with all federal, state, and local governmental requirements related to Worker's Compensation. The following procedures are provided as a guide to be used in the event of a work-related injury or illness that requires treatment.
- (b) All work-related injuries and illnesses for which treatment is necessary should be recorded on the First Report of Injury Form by the Battalion Chief and immediately reported to the Fire Chief and/or Assistant Chief. The Fire Chief or Assistant Chief will immediately inform the Human Resources Department of the Workers Compensation claim and forward the First Report of Injury Form to Human Resources within 24 hours of the incident. The Fire Chief and/or the Assistant Chief will also immediately notify the Deputy Mayor of the work related injury or illness.
- (c) The Battalion Chief is to complete the entire Workers Compensation packet.
- (d) If treatment is needed beyond first aid, the on duty Battalion Chief will transport the employee to the designated facility for treatment making sure the member has their ID and a completed Authorization for Treatment Form.
 - 1. Visit first during open hours:
 - (a) St. Francis Occupational Health Center – Greenwood
 - 2. Visit after Occ. Health Closes:
 - (a) St. Francis Immediate Care – Greenwood
 - 3. Visit after 11:00 pm before Occ. Health opens:
 - (a) St. Francis Hospital Indianapolis Emergency Department
- (e) The Battalion Chief will place the completed WC packet in the Assistant Chief's mailbox for review and submission to Human Resources by the end of the shift on which the injury or illness occurred.

906.4 POLICY REFERENCE

- (a) 1031 - Work-Related Illness and Injury Reporting

Operation of Fire Department Apparatus

907.1 PURPOSE

- (a) To establish procedures for the operation of Greenwood Fire Department Apparatus.

907.2 DEFINITION

- (a) Department Apparatus: Any apparatus that is owned, leased, borrowed or otherwise controlled by Greenwood Fire Department.
- (b) Emergency Equipment: Warning Lights, Sirens and Air Horns.

907.3 POLICY

- (a) Minimum Requirements
 - 1. All employees of the Greenwood Fire Department who operate department apparatus will:
 - (a) Be legally licensed by the State of Indiana and maintain a valid operator's license and a demonstrated safe driving record. GFD will run annual checks on all employees' driving records.
 - (b) Be at least 18 years of age.
 - (c) Hold a valid Driver/Operator Pumper and/or Driver/Operator Aerial Certification from the State of Indiana. The only exception to this requirement shall be support services personnel driving apparatus to and from maintenance facilities.
 - (d) Will successfully complete the Greenwood Fire Department Driver/Operator Program and required in-service trainings.
- (b) Procedures.
 - 1. Circle of Safety
 - (a) Prior to entering the cab and starting the vehicle, the driver/operator shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way.
 - (b) This check shall include visually inspecting all 4 sides and the top of vehicle.
 - 2. Driver Responsibility
 - (a) Driver of emergency vehicles shall be directly responsible for the safe and prudent operation of the vehicle under all conditions.
 - (b) Driver's first priority shall be for the safe arrival of the emergency vehicle at the emergency scene.
 - (c) Driver shall not move emergency vehicles until all personnel on the vehicle are seated and secured with seat belts and in approved riding positions.

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- (d) During emergency response, drivers of emergency vehicles shall slow down or stop as necessary for safe operation and with due regard for any of the following;
 - 1. When directed by a law enforcement officer.
 - 2. Red traffic lights.
 - 3. Stop signs.
 - 4. Negative right of way intersections.
 - 5. Blind intersections.
 - 6. When the driver cannot account for all lanes of traffic in an intersection.
 - 7. When other intersection hazards are present.
 - 8. When encountering a stopped school bus with flashing warning lights.
 - (e) This Procedure does not do the following:
 - 1. Relieve the person who drives an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.
 - 2. Protect the person who drives an authorized emergency vehicle from the consequences of the person's reckless disregard for the safety of others.
 - (f) During non-emergency travel, drivers of emergency vehicles shall obey all traffic control signals and signs and all laws and rules set forth by the state of Indiana and the City of Greenwood.
3. Officer Responsibility
- (a) Officer shall ensure that all personnel on the vehicle are seated with seat belts and in approved riding positions prior to movement of the emergency vehicle.
 - (b) Officer shall ensure driver is operating the vehicle in a safe and prudent manner during the response in accordance with departmental policies, Greenwood Ordinances, and Indiana statutes.
 - (c) Officer shall direct the driver to cease any unsafe driving, such as excess speed or unsafe intersection practices.
 - (d) Officer shall be responsible to operate the radio and communications equipment during response.
 - (e) Officer shall utilize map books or computer aided response tools to assist the driver in determining the safest and most direct route to the incident scene.
 - (f) Officer shall assist the driver in intersection crossings to look for cross traffic and any other hazard possibly encountered while crossing an intersection.

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- (g) Officer shall ensure all backing policies are followed at all times while vehicle is in backing motion.
- 4. Warning Devices
 - (a) When responding to an emergency, visual and/or audible warning devices will be operated at all times regardless of time of day and/or traffic conditions.
 - (b) All driver/operators must understand that warning devices are not always effective in making other vehicle operators aware of your presence.
 - (c) Warning devices only request the right-of-way; they do not insure the right-of-way. Warning devices do not relieve the engineer from the duty to drive with due regard for the safety of all persons and does not afford the engineer relief from the consequences of reckless disregard for the safety of others.
- 5. Traffic Preemption Devices
 - (a) Traffic preemption devices should be used whenever warning lights and sirens are activated.
 - (b) The preemption emitter is not to be used during non-emergency functions. The only exception shall be during testing and inspection and only by approved personnel.
 - (c) All personnel qualified to drive vehicles with emitters must attend training before operating a vehicle with an emitter.
 - (d) Use of the emitter system DOES NOT GUARANTEE or GRANT the right-of-way.
 - (e) The emitter should automatically turn off when the transmission is in the park position or when the parking brake is applied.
- 6. Vehicle Control and Right-of-Way
 - (a) All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public.
 - (b) Driver/operators should be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the driver/operator cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.
 - (c) The driver/operator shall be aware of his/her rate of closure on other vehicles and pedestrians at all times to make sure that a safe following distance is established and maintained.

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- (d) All driver/operators shall follow the rule for a safe following distance and allow 1 second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add 1 additional second for each 10 mph for speeds over 40 mph.

7. Response Speeds

- (a) When responding to an emergency, drivers shall operate the vehicle they are driving at or as close to the posted speed limit as possible, but not to exceed a rate of speed that is safe for the conditions present.
- (b) Examples of conditions requiring slower response speeds include but are not limited to:
 - 1. slippery road conditions
 - 2. inclement weather
 - 3. poor visibility
 - 4. heavy or congested traffic conditions
 - 5. sharp curves

8. Intersection Practices

- (a) Extreme care should be taken when approaching any intersection as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles. Driver/operators are required to practice the organizations' intersection operating guidelines during all emergency responses.
- (b) For any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where a traffic control signal is green upon the approach of the emergency vehicle, all driver/operators should do the following:
 - 1. Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all 4 directions (left, right, front, rear)
 - 2. Slow down if any potential hazards are detected and cover the brake pedal with the driver's foot.
 - 3. Change the siren cadence not less than 200' from intersection.
 - 4. Avoid using the opposing lane of traffic if at all possible.
- (c) Driver/operators should always be prepared to stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the driver/operator cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.
- (d) Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires a driver of emergency vehicles to slow down or

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stop as necessary for safe operation and with due regard. In addition to slowing down or stopping as necessary for safe operation, these additional steps must be followed as well:

1. Do not rely on warning devices to clear traffic.
2. Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.) as well as driver options.
3. Begin to slow down well before reaching the intersection and cover the brake pedal with the driver's foot, continue to scan in 4 directions (left, right, front, and back).
4. Change the siren cadence not less than 200' from intersection.
5. Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible.
6. Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped.
7. Proceed one lane of traffic at a time treating each lane of traffic as a separate intersection.

9. Railroad Intersections

- (a) a. At any time a driver/operator approaches a rail crossing with passive warning devices (no gates or flashing lights), he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition, the driver/operator shall perform the following prior to proceeding:
 1. Turn off all sirens and air horns.
 2. Operate the motor at idle speed.
 3. Remove at least one ear muff from the headset exposing the ear.
 4. Turn off any other sound producing equipment or accessories.
 5. Open the windows and listen for a train's horn.
- (b) At any time a driver/operator approaches a rail crossing with active warning devices (flashing lights, gates), he/she shall use caution, be prepared to stop, and proceed with due regard.

10. Wet/Slick Driving Operations

- (a) Procedures for Operating Apparatus Braking and Auxiliary Braking Systems during Rainy, Icy, or Snowy Conditions
- (b) The following conditions shall apply in regards to operating apparatus in rain, ice, or snow conditions. They are specific to each apparatus as listed. Different Greenwood Fire Department apparatus utilize different operating procedures depending on the makeup of primary and auxiliary braking systems. It is important to remember that operating apparatus at a rate of speed higher than the equipment and road conditions allow cannot be

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made up by any braking or brake related system. It is of highest importance to reduce speed to "safe" level at all times depending road conditions.

- (c) Guidelines for Apparatus procedures in Rainy and Wet Conditions (No Ice, No Snow on Roadway)

- 1. Jacobs's engine brake shall be operated in the LOW position, brakes should be applied as normal, allowing the ABS to operate as designed.

- (d) Guidelines for Apparatus procedures in Icy and/or Snowy Conditions

- 1. Jacobs's engine brake shall be operated in the OFF position, brakes should be applied as normal, allowing the ABS to operate as designed.

11. Parking at the Emergency Scene

- (a) a.Apparatus, while at an emergency scene, shall have all emergency lights on, except bright headlights, when appropriate or as directed by command.
- (b) Position the apparatus to protect personnel working at the scene.
- (c) The emergency scene shall be appropriately illuminated for the safety of all working at the scene.

12. Non-emergency Response

- (a) When responding to a call in a non-emergency response mode or normal flow of traffic, the vehicle will be operated without any audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic.
- (b) All driver/operators shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.

13. Trailers

- (a) Only personnel with experience and authorization shall pull Greenwood Fire Department owned, leased, or otherwise acquired trailers.
- (b) At no time shall any Greenwood Fire Department apparatus or vehicles pull a trailer while responding in an emergency capacity.
 - 1. The only exception to this stated policy shall be while operating TSU 92 to pull the decontamination trailer. This apparatus may operate audible and/or visual warning devices but shall not exceed the posted speed limit, or otherwise operate in violation of the state of Indiana laws for operating vehicles on a roadway.
- (c) If necessary, visual and /or audible warning devices may be used only upon arrival to position trailers in a staging location or at an incident scene.

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- (d) Trailers shall never be operated beyond the capacity of their manufactured weight rating and shall be pulled by a vehicle that is adequately set up to pull them safely.

14. Backing

(a) Spotter Placement:

1. Normal backing operations shall require the use of one spotter at the rear of the vehicle in accordance with conditions set forth.
2. When any City of Greenwood owned vehicle is in a dangerous, unsafe or questionable situation where damage may occur spotters shall be utilized.
3. Any given situation shall dictate the optimum spotter placement, however, typically one spotter shall be placed at the front of the vehicle and the second shall be placed at the rear of the vehicle.
4. The front spotter zone shall be 4-8 feet from the Officer corner of the front bumper and the rear spotter zone shall be 4-8 feet from the Engineer side corner of the rear bumper.
5. Apparatus that require only one driver to operate shall utilize a spotter at all times when available. When there is no additional personnel available, they shall follow the same guidelines as backing a staff vehicle included in this policy.

(b) Spotter line of sight:

1. The spotter placed at the rear of the vehicle shall position him or herself so that the line of sight is never broken with the Engineer.
2. The Engineer shall only move the vehicle at a safe and reasonable speed in any direction once the spotter(s) are in proper position.
3. The spotter placed at the rear of the vehicle shall remain behind the vehicle throughout the entire backing process and at no time is the rear bumper of the vehicle to pass behind the rear spotter.

(c) Rear spot lights/Scene lights/Alley lights:

1. When performing night operations perimeter lights shall be used to prevent any accident while moving forward or backward in any City of Greenwood owned vehicle, Emergency or Staff. These lights shall be turned off for normal driving operations.

(d) Vehicle Clearance is defined as a:

1. 360 degree perimeter around the entire vehicle including its turning radius, vehicle height, vehicle ground clearance, aerial devices and all other unique characteristics to ensure the vehicle can proceed into or back out of the questionable situation without causing injury or damage to the vehicle and shall be maintained at all times.

(e) Hand Signals:

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1. Arms shall be fully extended out in front, thumbs pointing out, bend elbows so fingers point upward. Moving both arms in a symmetrical motion toward you then away shall be the universal double arm signal for properly backing all Greenwood Fire Department apparatus.
 2. When the spotter wants to stop the apparatus from backing any further the spotter shall cross both arms in the shape of an "X" at head level to ensure the message is relayed to the Engineer.
- (f) Staff Vehicle Backing / Spotting Guidelines:
1. When the Staff Vehicle has the potential to encounter a dangerous, unsafe or questionable situation, the driver must walk around the entire vehicle to ensure it is free from hazards prior to moving the vehicle. The driver must utilize his/her discretion for the use of a spotter.
 2. Staff Vehicles must also use their Alley lights (if equipped) for additional illumination to prevent an accident or injury if the potential to encounter a dangerous, unsafe or questionable situation occurs while driving regardless of whether an emergency exists.
15. Cold Weather Pump Operations
- (a) Cold weather pump operations should be followed when the temperature is at or near 32 degrees Fahrenheit or lower.
 - (b) During cold weather operations, apparatus with a pump should be left running while outside.
 - (c) Moving water does not freeze, therefore the apparatus pump should be engaged and water circulated during cold weather operations.
 1. Fully open the tank to pump valve
 2. Partially open the tank fill valve to allow adequate circulation (approximately 1/8 to 1/4 from closed)
 3. Continually monitor the pump temperature by feeling the intake fitting with a bare hand to ensure the pump is not overheating
 - (a) If the water temperature within the fire pump and booster tank indicate it is overheating, **the operator should re-evaluate to ensure valves are open correctly, the throttle is properly set or disengage the pump to avoid severe damage to the fire pump and its components. Support Services should be contacted as soon as possible.**
 4. Bleeder valves and drain valves on pumps should be left open after water has been flowed to allow all water trapped in the discharge or intake to fully drain. Close the bleeder valves and drain valves after you return to station.

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16. General Requirements

- (a) All personnel shall wear communications headsets in all locations where provided.
- (b) When any apparatus operating on an emergency scene, and/or left unattended while engine is running, it shall be the responsibility of the driver/operator to:
 - 1. Disengage the transmission to the neutral/park position unless pump is engaged.
 - 2. Engage air or parking brake.
 - 3. Position wheel chocks accordingly.
 - 4. At night, the apparatus head lights shall be turned off while parked at the emergency scene.

907.4 POLICY REFERENCE

- (a) 301 - Emergency Response
- (b) 600 - Fire Apparatus Driver/Operator Training
- (c) 901 - Apparatus/Vehicle Backing
- (d) 911 - Vehicle Safety Belts
- (e) 1041 Driver License Requirements

Safety Officer

908.1 PURPOSE

- (a) This guideline defines the purpose and actions of a fire ground safety officer.

908.2 POLICY

- (a) Implementation and Utilization of the Safety Officer.
 - 1. It shall be the responsibility of the Incident Commander to insure the appointment of one or more Safety Officers during operations involving lengthy or potentially dangerous conditions, or at working fires utilizing multiple companies and/or alarms.
- (b) Appointment of a Safety Officer shall be made of personnel trained to recognize the inherent dangers associated with emergency operations to which they have been assigned to observe.
- (c) Upon appointment of a Safety Officer, the Incident Commander will announce by radio of that unit's appointment so that all personnel will know who the safety officer is and that the position has been initiated.
- (d) While in the performance of their duties, the Safety Officer will observe for conditions which could cause injury to emergency personnel or civilians and report the same to the Incident Commander.
- (e) The Safety Officer shall have direct authority, regardless of rank, to act on the Incident Commander's behalf and correct any operation or actions which contradict standard safety practices.
- (f) The Safety Officer shall report by radio or in person all actions taken to the Incident Commander.
- (g) In order to maintain an objective position at the incident scene, the Safety Officer will not directly participate in incident mitigation.
- (h) In all cases of controversy, the Incident Commander shall have the ultimate authority and responsibility for the personnel under their command.
- (i) The Safety Officer shall be in full PPE appropriate for the incident while operating on the scene of all incidents.

Lockout/Tagout

909.1 PURPOSE

- (a) This guideline establishes minimum requirements for the lockout/tagout of energy sources on an emergency incident. It shall be used to ensure that any dangerous energy source e.g., electrical, hydraulic, pneumatic, thermal, mechanical or stored, is isolated and locked out before beginning or continuing operations at the emergency incident.

909.2 POLICY

- (a) All employees should be instructed in the safety significance of the lockout/tagout procedures. Each engine/rescue company will be equipped with a Lockout/Tagout Kit.
- (b) Fire personnel should attempt to coordinate with onsite maintenance or skilled trades prior to lockout/tagout. If there is no maintenance or skilled trades on scene, the following preparations for lockout/tagout should be followed at a minimum:
 - 1. A survey of the scene should be made to locate and identify all energy/power sources that may be hazardous to operations.
 - 2. Any and all switches, valves or other energy isolating devices that apply to the operation in question should be noted.
 - 3. All equipment should be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
- (c) When more than one company is operating at an incident where lockout/tagout is in use, the Incident Commander should assign the principal responsibility of energy control to the officer of one crew.
- (d) If a lock cannot be attached to the device, a tag should be applied and a GFD member with a radio will be posted to provide security of the device.
- (e) Sequence of Lockout Procedure:
 - 1. Notify command that a lockout is required and the reason thereof.
 - 2. If the equipment is operating, shut it down by the normal stopping procedure. If available use the assistance of the facility maintenance department or representative. At no time shall GFD personnel shut down equipment that cannot be accomplished while ensuring the safety of all personnel.
 - 3. Obtain the Lockout/Tagout Kit from the appropriate engine/rescue company.
 - 4. Operate the switch, valve or other energy isolating device so that each energy source is disconnected or isolated from the equipment.
 - 5. Using the appropriate device, lock out the energy isolating device.
 - 6. After ensuring that no personnel are exposed, operate the push button, switch or valve to make certain the equipment will not operate. Stored energy such as capacitors, springs, air, gas, and steam or water pressure must be dissipated or restrained.

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7. Notify command that the equipment in question is now locked out.
- (f) Restoring Equipment to Service:
1. At the conclusion of fire department operations, the facility management should be on site to take responsibility of the locked out/tagged out energy source(s).
 2. Greenwood Fire Department personnel should not re-energize any equipment or energy sources that have been shut down. This should be the responsibility of the facility and their designated personnel according to their designated policies.
 3. No equipment or energy sources should be re-energized by anyone until approval is given by the Greenwood Fire Department Incident Commander.
 4. Commonly GFD will have terminated the incident and all units operating on the scene will be gone prior to the facility re-energizing any locked out/tagged out equipment.
 5. If there is a safety concern with the re-energizing of locked out/tagged out equipment, Command should withhold the approval to re-energize the equipment until the concerns are addressed appropriately. This may require the assistance of utility companies, other regulatory agencies having jurisdiction or other contractors knowledgeable in the situation. GFD personnel should not turn the scene over to the facility staff until these concerns are resolved.

909.3 POLICY REFERENCE

- (a) 915 - Hazardous Energy Control Lockout/Tagout

Operational Risk Management

910.1 PURPOSE

- (a) Operating at emergency incidents poses an inherit risk of injury or worse, death. The purpose of this procedure is to describe the plan of action regarding risk assessment and safety management of emergency incidents. The Greenwood Fire Department is committed to providing the safest possible work environment for our members. It is important that all members operating at incidents operate in a safe manner. Each member is responsible for their own safety and to work within the incident action plan to maintain effective accountability and effective coordination of action.

910.2 POLICY

- (a) Operational Risk Management will be continuously reassessed at all levels of an incident until all apparatus leave the scene:
 - 1. We may risk our lives, in a calculated manner, to save a savable life.
 - 2. We may place ourselves in situations with moderate risks to save savable property.
 - 3. We will take the least risks possible to save lives that are already lost or property that already has been destroyed.
- (b) There may be a situation that personnel are faced with that could cause them to make a personal decision on the risk they are willing to take. This could potentially cause personnel to take actions that are outside the scope of guidelines. These decisions shall only be made in a calculated manner in an effort to save a life. At no time will personnel be expected to take actions outside of our guidelines that they feel pose an unreasonable risk to their life or personal safety.

Accident Investigation

911.1 PURPOSE

- (a) The purpose of this policy is to provide a standardized system for reporting and reviewing vehicular accidents, determining if they were preventable or non-preventable, and applying equitable discipline in a fair and consistent manner if the incident was determined to be preventable.

911.2 PROCEDURE

- (a) All accidents involving a Fire Department vehicle should be reported to the employee's immediate supervisor, who will provide that information to Fire Department Administration as soon as possible.
- (b) The Assistant Chief shall investigate all vehicular accidents involving fire department vehicles and determine if they were preventable or non-preventable consistent with the procedures defined in this policy.
 - 1. The Assistant Chief will review all vehicle accidents within thirty (30) calendar days of occurrence. The only exceptions will be:
 - (a) If the driver involved is hospitalized
 - (b) If the seriousness of the incident requires more immediate action
 - (c) If more time is required to investigate the accident
 - 2. All vehicular accidents as defined below shall be reported in the manner described in this policy. Failure to report an accident shall be considered a serious breach of discipline.
 - 3. All drivers of department vehicles shall drive defensively at all times and with due regard for the safety of all other people.
- (c) This procedure shall be followed anytime a department vehicle is involved in an accident regardless of severity. All incidents of vehicular damage must be reported as described below.
- (d) Do not move any of the vehicles involved unless directed by a law enforcement officer or a fire department superior officer.
 - 1. In the case of an ambulance with a critical patient on board, notify dispatch that you are proceeding to the hospital if possible because of the critical patient.
 - (a) Check the welfare of the other people involved in the accident prior to leaving the scene and order the response of appropriate equipment.
 - (b) Return to the scene out of service upon completion of the transport.
 - 2. If possible, mark the position of the vehicles tires if moving the vehicle is necessary.
- (e) If the accident occurs on a public roadway, report the accident to dispatch. This report should include:

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Accident Investigation

1. Your vehicle and apparatus number
2. Your exact location
3. The type of accident (PI/PD)
4. Need for additional equipment (engine, ladder, ambulance, etc.)
5. The following actions need to be started for all accidents:
 - (a) Appropriate assistance (ambulance, engine, etc.) if required
 - (b) The on duty Battalion Chief
 - (c) The on duty Battalion Chief shall determine if a representative from support services is needed if vehicle is non-drivable.
 - (d) Appropriate law enforcement representative
 - (e) In accordance with the City of Greenwood Drug and Alcohol Testing Policy, the Greenwood Fire Department may conduct drug and alcohol tests following accidents. Prior to leaving the scene of the accident, local law enforcement should be requested to complete a preliminary breath test (PBT) on the apparatus driver. It is the responsibility of the Battalion Chief, along with law enforcement personnel, to determine if reasonable suspicion exists that the employee is under the influence. If there is reasonable suspicion that the employee is under the influence, a 5-panel drug test should be administered to the operator of the vehicle as soon as practical.
- (f) Do not discuss the accident with anyone other than the law enforcement representative and fire department staff personnel.
- (g) Upon return to the station, the operator of the vehicle involved will fill out a departmental incident report. If the operator of the vehicle is unable to complete the above forms immediately following return to the station due to sustained injuries, the report shall be submitted at the earliest possible time.
- (h) All fire department personnel who are witnesses to the incident shall complete an incident report concerning the matter and submit it to the Battalion Chief or their supervisor before the end of the assigned shift.
- (i) All reports and material from an accident shall be directed to the Battalion Chief of the shift involved or in the case of Administration, directed to the Assistant Chief.
- (j) The on duty Battalion Chief or the administrative supervisor shall review all investigation findings, evidence, and other pertinent material.
- (k) Obviously, some accidents involving minor damage will not require an extensive investigation to determine if they were preventable or non-preventable. Nevertheless all accidents will be reviewed.
- (l) After completing the review of the investigation findings, the Battalion Chief shall review the accident point system and recommend any appropriate disciplinary action. These recommendations shall be submitted to the Assistant Chief for review..

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- (m) If the accident was determined preventable, the Assistant Chief shall assign points under the accident point system and recommend appropriate disciplinary action.
- (n) The Assistant Chief may recommend:
 - 1. No disciplinary action
 - 2. Verbal counseling, verbal reprimand, or written reprimand
 - 3. The member attend a defensive driving program
 - 4. The member be prohibited from driving for a specific period of time
 - 5. Suspension without pay
 - 6. Make recommendations for extended suspension, demotion or dismissal.
 - 7. A combination of these
- (o) If the incident was determined to be non-preventable, no further actions will be taken in the case.
- (p) The Assistant Chief shall submit all findings and recommendations in writing to the Chief of the Department within three (3) days of their determination.
- (q) After reviewing the findings the Fire Chief may:
 - 1. Concur with the Assistant Chief's findings and act on the disciplinary recommendation
 - 2. Increase disciplinary penalty
 - 3. Refer the case to the Fire Merit Board with recommendations for major disciplinary action
- (r) The Assistant Chief shall notify the member of recommendations, and any disciplinary action.
 - 1. If the accident was determined to be non-preventable, the member will be informed of such and that there will be no further action taken.
 - 2. If the accident was determined to be preventable, the Assistant Chief shall notify the member of the finding along with the disciplinary recommendation and the Chief's final decision in the matter.
- (s) If the member is not satisfied with the results of the investigation, he/she may appeal the findings as stated in the Progressive Discipline Policy.
- (t) Copies of the investigation findings and disposition will become a permanent part of the member's personnel file.
- (u) The decision on the preventability of any accident must be made independently of any findings as to the driver's legal liability. If any law violation is found it is probable evidence that the accident was preventable.
- (v) An accident may be found preventable on the part of the driver even though there is no legal liability or no law violation, if the investigation shows that the driver failed to take some action that he/she could have taken to avoid the accident involvement.

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- (w) The concept of defensive driving should be considered an accident control tool.
- (x) The concept of preventability is an effective means of countering the driver's tendency to rationalize and fix the blame for an accident on some factor other than their own driving. This places the burden of proof on the driver to show that he/she did everything he/she could to avoid accident involvement.
- (y) It is impossible to describe in detail the many ways a driver might prevent an accident without being primarily or legally responsible. The paragraphs of this guide merely emphasize the most frequent occurrences. Apply the definition of defensive driving when evaluating all vehicle accidents. There are many steps that the driver can and must take to avoid an accident. It is the extent to which the driver takes steps that must be determined and evaluated in light of the facts of the accident.
- (z) Unless a thorough investigation by the Assistant Chief indicates that the driver could not have avoided an accident involvement, the following types of accidents will be regarded as preventable:

1. INTERSECTIONS

- (a) It is the responsibility of drivers of departmental vehicles and apparatus to approach, enter, and cross intersections prepared to avoid accidents that might occur through the actions of other drivers. Complex traffic movement, blind intersections, etc., must be considered by the driver at all times and does not automatically discharge an accident as non-preventable.
- (b) Intersection accidents are preventable even though the driver has not violated traffic regulations. Failure to take precautionary measures before entering an intersection is a factor to be studied in making a decision.
- (c) Intersection accidents resulting from a driver's failure to come to a complete stop at a red light or stop sign shall be considered preventable. Even under emergency response conditions, all drivers must stop if necessary to assure there is no cross traffic.

2. BACKING

- (a) Practically all-backing accidents are preventable. A driver is not relieved of his/her responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, the driver must insure all clearances for himself/herself.

3. FRONT END COLLISIONS

- (a) Regardless of the abrupt or unexpected stop of the vehicle ahead, the driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway.
- (b) Overdriving headlights at night is a common cause of front-end collisions. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the headlights.

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4. **REAR END COLLISIONS**

- (a) Investigations often disclose that a driver's risk of being struck from behind is increased by failing to maintain a margin of safety in their own following distances. Rear end collisions preceded by a roll back, an abrupt stop at grade crossings, when traffic signals change, or when a driver fails to signal a turn should be charged as preventable.
- (b) Failure to signal intentions or to slow down gradually should be considered preventable.

5. **PASSING**

- (a) Failure to pass safely may indicate faulty judgment and possible failure to consider one or more of the factors a driver must observe before attempting to pass. Unusual actions of the passed vehicle do not necessarily exonerate a driver involved in a passing accident since the entire passing action is voluntary and the driver's responsibility to do in a safe manner.

6. **LANE ENCROACHMENT**

- (a) A safe driver is rarely a victim of entrapment by another vehicle when changing lanes. Similarly, entrapment in merging traffic is an indication of an unwillingness to yield to other vehicles or to wait for a break in traffic.
- (b) Squeeze plays causing involvement with parked cars, pillars, and other road structures can be prevented by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

7. **GRADE CROSSING**

- (a) Collisions with fixed rail vehicles such as trains, etc. occurring at grade crossings are the responsibility of the driver to prevent.

8. **OPPOSING VEHICLES**

- (a) It is extremely important to check the action of the driver when involved in a head on accident with vehicles approaching from the opposite direction. Exact locations of vehicles prior to and at the point of impact must be carefully verified.

9. **TURNING**

- (a) Turning movements like passing maneuvers require the most exacting care by a defensive driver. Squeeze plays during left or right turns involving the other vehicles, motorcycles, pedestrians, and so forth are the responsibility of the driver making the turn.
- (b) Failure to signal or to properly position the vehicle for the turn, to check the rear view mirrors, to check pedestrian lanes, or to take any other defensive action should be considered. Sudden turns by other drivers should be considered. Collisions involving U-turns are preventable.

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10. **PASSENGER ACCIDENTS**

- (a) Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it must be considered preventable when the driver stops, turns, or accelerates abruptly.
- (b) Emergency action by a driver to avoid a collision that results in passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for evasive maneuvers. Passenger injuries that result from non-use of installed seat belts are in most cases preventable.

11. **PEDESTRIANS**

- (a) Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked cars does not necessarily relieve a driver from taking precautions to prevent such accidents.
- (b) School zones, shopping areas, residential streets, and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation.
- (c) Young and inexperienced operators generally operate bicycles, mopeds, and other similar equipment.
- (d) The driver who fails to reduce his speed when this type of equipment is operated within his sight distance has failed to take the necessary precautions to prevent an accident.
- (e) Keeping within the posted speed limits is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

12. **WEATHER**

- (a) Adverse weather conditions are not a valid excuse for being involved in an accident. Drivers need to use increased caution while driving in rain, snow, fog, sleet, or on icy pavements.
- (b) Failure to adjust driving to the prevailing weather conditions should be cause for deciding an accident preventable.

13. **FIXED OBJECTS**

- (a) Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances, new routes, resurfaced pavement under viaducts, inclined entrances to docks, carports, or other overhangs, and similar situations are not in themselves valid reasons for excusing a driver from being involved.
- (b) The driver must be constantly on the lookout for such conditions and make the necessary allowances.

14. **PARKING**

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- (a) Unconventional parking locations including double parking, failure to use warning devices, and so forth generally constitute evidence for judging an accident preventable.
- (b) Rollaway accidents from a parked position normally should be classified as preventable. This includes failure to properly block wheels or turns them toward the curb to prevent the vehicle movement.

15. **MECHANICAL FAILURE**

- (a) Any accident caused by mechanical failure that reasonably could have been detected by the driver but went unheeded should be judged preventable. It is the driver's responsibility to report unsafe vehicle conditions for repair where continued operation might result in an accident.
- (b) When mechanical difficulties occur, the Battalion Chief should be notified immediately.

16. **OPERATIONS UNDER EMERGENCY CONDITIONS**

- (a) Operating a vehicle under emergency conditions does not automatically discharge an accident as non-preventable.
- (b) Indiana code provides that an emergency vehicle may park or stand irrespective of the provisions of the act, proceed past a red or stop signal or stop sign but only after coming to a complete stop, then proceed with caution, exceed the maximum speed limits so long as he/she does not endanger life or property, and disregard regulations governing direction of movement or turning in specific directions.
- (c) The exemptions granted to an emergency vehicle shall apply only when such vehicle is making the use of red flashing lights or siren that meet the requirement of the law.
- (d) The provisions of the law do not relieve the driver from the duty to drive with due regard for the safety of all person nor does the law protect the driver from the consequences of his/her reckless disregard for the safety of others. If the investigation discloses that the driver exercised a reckless disregard for the safety of others or committed a willful or negligent violation of any part of the above law the accident should be considered preventable.

911.3 REFERENCES AND ATTACHMENTS

- (a) Policy 326 - Traffic Accidents
- (b) City of Greenwood Handbook 2016
- (c) [See attachment: Battalion Chief Accident Investigation Check Sheet.pdf](#)
- (d) [See attachment: Accident Investigation Points System and Chart.pdf](#)

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Attachments

Definitions.pdf

Helmet and Shield Definitions.pdf

I. Definitions

- **Accountability** - A system designated to identify and account for each person working at an emergency incident scene.
- **Accountability Level One** - The procedures used on all incidents with less than three departmental apparatus assigned. During Level I accountability, all personnel identification tags and apparatus identification tags remain with the apparatus.
- **Accountability Level Two** - The procedures used on incidents greater than three departmental apparatus with working fires, also used on special rescue or incidents requiring entry/exit control points. ID tags are turned into the Incident Commander. An incident elevated to Accountability Level 2 shall be repeated by fire control over the fire ground channel.
- **Accountability Level Three** - The procedure used during situations that require immediate accountability of all personnel assigned to an emergency incident. The Incident Commander or Incident Safety Officer has authority to declare level 3 accountability when necessary. All personnel shall exit the structure and report to their apparatus. An incident elevated to Accountability Level 3 shall be repeated by fire control over the fire ground channel.
- **All Clear SCBA** - Term used on the scene of an incident that advises all companies that the SCBA may be removed.
- **Apparatus** - A general term used in the fire service to indicate any motorized fire department vehicle.
- **Arriving** - This term designates that the medic or transporting ambulance has reached the hospital.
- **Attack Group** - Group established by the IC that dictates the company or companies that are directly attacking the fire with hose streams.
- **Attic Group** - Group established by IC that dictates the company or companies that are in the attic area of a structure.
- **A, B, C & D sides of a structure** - The address side of a structure is the A side and working clockwise continues with B, C, and D. These will be designated as Divisions. These sides and divisions should be communicated as Alpha, Bravo, Charlie, Delta.
- **Battalion Chief (BC9)** - The radio designation of the command duty officer. When the command duty officer marks on a run they shall be marked as Battalion 9.
- **Branch** - Used when the number of divisions or groups exceeds the span of control. They can be either geographical or functional. The person in charge of each branch is designated as a Director.
- **Brush Rig** - A piece of equipment with the primary response of going off the road and attacking fire in fields and wooded areas.

- **CAD** - Computer Aided Dispatch System –A computerized database used to help dispatchers determine the appropriate companies to dispatch to an emergency incident.
- **Chaplain** - Designated to individuals trained in grief counseling and victim assistance.
- **Chemtrec** - Emergency chemicals information center- Can be used in hazmat incidents to gain information on the hazardous materials involved 1-800-424-9300.
- **Chief** - This is the term that is used in the ICS to designate the person who oversees an assigned section.
- **Company** - This term is a general fire service term used to indicate a piece of apparatus and its personnel.
- **Commercial Structure** - Any commercial building, warehouse, school, church, hospital, nursing home or apartment building.
- **Defensive Mode** - Deployment of resources to limit the growth of an emergency incident rather than mitigating it.
- **Director** - This is the term that is used in the ICS to designate the person who oversees the assigned Branch.
- **Disregard** - This term can be directed to or from fire control when the continued response of companies is no longer required. After transmitting the alert tones to indicate a disregard fire control shall contact each company in numerical order. Each responding company is responsible for confirming the disregard and marking in service.
- **Division** - Used to divide an incident geographically. The person in charge of each Division is designated as a Supervisor.
- **Emergent** - Apparatus responds to the incident location with red lights and siren operating.
- **Engine** - A fire apparatus with a permanently mounted 750 g.p.m. fire pump, water tank, and 1200 ft. of supply hose, 1-3/4 hose, ladders, and other firefighting tools. Engines are staffed with a minimum of 3 personnel.
- **Engineer** - The driver/operator of a fire apparatus
- **Entrapment Fire** - Victim that is unable to exit a structure in the event of a structure that is on fire or is full of smoke.
- **Entrapment MVA** - Victim that is unable to exit a vehicle that has been involved in a motor vehicle accident.
- **Fast Attack** - Participation by the company officer is critical to the outcome of the operation, i.e. initial attack, pulling hose, rescue, etc. Allows for minimal assignments to be made. Command should not be established by the company officer if participation is required by that company officer.

- **Fill In the Next Alarm Level** - A phrase, used by any Greenwood Fire Department unit to request a response from additional companies to a still alarm incident.
- **Fire Control** - This term shall designate the Johnson County Public Safety Communications Center.
- **Fire showing** - Upon the arrival at a structure fire there is fire present that is visible from the exterior of the structure.
- **Fully Involved** - This term shall be directed at fire control and other companies in conjunction with marking on the scene to indicate a large volume of fire.
- **Group** - Used to describe functional areas of operations. The person in charge of each group is designated as a Supervisor.
- **Headquarters** - This term shall be used by fire control and other units when referring to administrative offices of the Greenwood Fire Department.
- **Incident Commander** - (Command) The individual responsible for the management of all incident operations at the incident site.
- **In Service** - This term shall be directed to fire control when the company is ready to accept and respond to another alarm or incident.
- **Investigation** - For the purpose of dispatching, any request to check an odor or electrical problem shall be dispatched as a single engine response when no obvious sign of smoke or fire is present.
- **Investigations Group** - This term shall be designated to the first interior crews of any response that involves investigations of the incident to locate the problem.
- **IPSC** – Integrated Public Safety Commission
- **Ladder** - Piece of fire apparatus that carries various ground ladders equaling at least 163 ft., salvage equipment, ventilation equipment, aerial device and various other pieces of equipment.
- **Level One Staging** - This term means that the apparatus is located away from the incident in an easily accessible non-specified area awaiting assignment by the Incident Commander. Level I staging is completed by the responding apparatus.
- **Level Two Staging** - This term means that the apparatus is located away from the incident in an easily accessible specified area awaiting assignment by the Incident Commander. The Level 2 staging area is assigned by the Incident Commander.
- **Loss Stopped** - The point in time during the incident when damage has ceased
- **Mayday** - The radio message "Mayday" will be used by fire fighters to report their status as being lost, trapped, or injured and needing rescue. Any member may use "Mayday" to report a lost fire fighter. Any report of "Mayday" will receive priority radio traffic.
- **MDC** – Mobile Data Computer

- **Medic** - An ambulance with the primary purpose of supplying advanced life support and transportation to an emergency medical facility.
- **Mobile Command** - The first arriving company officer accompanies the crew on the investigation of the situation and maintains command utilizing a portable radio.
- **Multi Family Dwelling** - This term means any living unit that is not a single-family house such as an apartment or duplex that has 3 or more living units.
- **Non-Emergent** - Apparatus responds to the incident location without red lights and siren and obeys all traffic laws and regulated speed limits.
- **Nothing Showing** - When the first company arrives on the scene and does not visually see any smoke or fire.
- **Offensive Mode** - Aggressive fire attack that is intended to control or extinguish a fire before it spreads to another uninvolved property.
- **Officer** - An appointed officer (supervisor) of the department or, in the absence of an appointed officer, the Ride-Out Officer.
- **On call Investigators** - Fire investigators 960, 961 & 962 are assigned a designated shift.
- **On The Scene** - This term shall be directed to fire control to indicate arrival at the incident location.
- **Out Of Service** - This term shall be directed to fire control when the company is not able to accept or respond to an incident.
- **PAR** - Personnel Accountability Report- Utilized to indicate whether or not a company has all personnel and everyone is accounted for.
- **Photographer** – On-call personnel to take photographs at scenes and functions.
- **P.I.O. (Public Information Officer)** – Shall be designated by IC to directly deal with the media and any other public related functions.
- **Primary Search all clear** - This term is used when the primary search of a building has been completed and there are no occupants remaining in the building, an all-clear of the structure has been accomplished.
- **Rapid Intervention Team (RIT)** - A fire company designated to stand-by on the scene of an incident with the dedicated purpose of being available to rescue trapped or injured firefighters.
- **Rescue Response** - A response that shall consist of an engine (another district engine will added to box responses in district 91), RS91, LD91, medic and BC9.
- **Residence** - This term is used to describe a freestanding dwelling such as a house, duplex, or double of less than 3 separate occupancies.
- **Responding** - This term shall be directed to Fire Control to indicate when a piece of apparatus or unit is responding to the location at which the incident is occurring.

- **Roof Division** - Evaluates roof conditions and any other type of condition that may occur on the roof.
- **Rush Traffic** - This term shall be used by any unit who encounters an immediately perilous situation. This unit shall receive the highest priority from fire control and all other units and companies.
- **Safety Officer** - Observes all areas of the incident and identifies any structural or hazardous conditions.
- **Search Group** - Group established by IC that dictates the company or companies that is directly searching for victims either under the primary or secondary searches.
- **Secondary Search all clear** - This term is used when the secondary search of a building has been completed and there are no occupants remaining in the building.
- **Section** - The organizational levels with responsibility for a major functional area of the incident (e.g., Operations, Planning, Logistics, & Finance). The person in charge of each section is designated as a Chief.
- **Size Up** - The initial description of what the first arriving company sees when they arrive at the incident location.
- **Smoke Showing** - This term shall be directed to fire control and all other responding companies in conjunction with marking on the scene, when the first arriving company encounters any volume of smoke showing from a structure.
- **Staging** - A gathering place, near the scene of an incident, for personnel and equipment to wait until they are given an assignment. On multiple alarm incidents all mutual aid companies that are dispatched to the scene shall be directed to report to staging.
- **Strike Team** - a group of the same type of apparatus that are assigned to complete a specific function or task.
- **Structure Alarm** - A structure alarm will consist of 3 engines, 1 aerial device, 1 medic and 1 battalion chief.
- **Supervisor** - This is the term that is used in the ICS to designate the person who is in charge of an assigned Division or Group.
- **Support Resources** - Non-tactical resources that could be needed to support an incident. Food, communications equipment, tents, supplies, and fleet vehicles are examples of support resources.
- **Tactical Resources** - Personnel and major items of equipment that is available or potentially available to the Operations Section upon assignment to an incident.
- **Tender** - A piece of fire apparatus designated to carry large amounts of water to non-hydrated areas. A tender carries at least 1000 gallons of water.
- **Task Force** - A combination of different apparatus that are assigned to complete a specific function or task.

- **Under Control** - This term shall be directed to fire control from command, to indicate that the forward progress of the fire has been halted. This term does not mean the fire is out. At the discretion of the IC any incident can be marked under control to advise that situation is under control and the incident can be handled by the companies that are presently on the scene.
- **Unified Command** - A shared command role that allows all agencies with responsibility of the incident to manage the incident with a common set of incident objectives and strategies.
- **Unit** - This term shall be used to identify the individual firefighters of the department.
- **Ventilation Group** - Group established by IC that dictates the company or companies that are performing ventilation either vertical or horizontal.
- **Working Incident** - A phrase used by the incident commander when marking on the scene indicates that the commitment of all fire alarm companies will be required to mitigate the incident. This term will indicate to fire control that the predesignated actions set forth in the quick reference sheet shall be started. Responding companies shall refrain from marking a working fire until they are close enough to make an accurate size up of the situation. This term is not typically used when responding to trash, vehicles, or other non-structural fires.

DEFINITIONS

1. Helmet Colors

- a. White: Chief Officer
- b. Red: Company Officer
- c. Black: Firefighter

2. Helmet Shields

- a. Helmet Shields shall display ranks written in the top bar of shield with "Greenwood" in the bottom bar. They will be the following colors:
- b. Chiefs: White shield, red background, gold letters
- c. Captains: White shield, red background, white letters
- d. Lieutenants: Black shield, red background, white letters
- e. Privates: Black shield, white background, black letters
- f. Probationary Firefighter: Orange Shield, white background, black letters

3. Helmet Inserts

- a. Helmet shield inserts denote individual company assignments:
- b. Chief, Asst., Deputy: Gold background with red numbers
- c. Chief of a Division: Gold background with red numbers
- d. Battalion Chief and Aide: Gold background with red numbers
- e. Staff Chiefs and Officers: White background with red numbers
- f. Safety: Gold background with red letters
- g. Accountability Officer: White background with black numbers
- h. Chief of EMS and staff: Blue background with white numbers
- i. Engine Company: Red background with white numbers
- j. Ladder Company: Black background with white numbers
- k. Rescue Company: Black background with white numbers

- I. TSU: Yellow background with black numbers
- m. Acting Officer (Private in Officers Position): White background with number matching apparatus insert, (red-engine, black-ladder)
- n. Helmet inserts shall be attached to the helmet shield by Velcro. It is the responsibility of the Firefighter and Company Officer to see that the insert properly reflects the firefighter's assignment and position on the apparatus. If an insert is missing it should be located or reported to Headquarters.
- o. Any inserts found or accidentally taken from a firehouse should be returned A.S.A.P. to its respective apparatus

Statement of Rights (2).pdf



JAYME WASHEL
Fire Chief



STATEMENT OF RIGHTS

I wish to advise you that you are being questioned as part of an official investigation of the Greenwood Fire Department. You will be asked questions specifically, directly, and narrowly related to the performance of your official duties as a Firefighter/EMT or concerning your fitness for service as a Firefighter/EMT. You have the constitutional right not to incriminate yourself.

Under no circumstances will your statement be used in any subsequent criminal court action against you. However, factual information contained in the internal affairs file on this investigation, including your statement, is generally discoverable in civil rights litigation filed in federal or state court and may be used to impeach your testimony. In addition, this factual information may be used in any criminal proceedings in which you are a witness.

I further wish to advise you that if you refuse to give a statement or answer questions relating to the performance of your official duties or fitness for duty, you will be subjected to departmental charges that could result in your dismissal from the Greenwood Fire Department.

Signed _____ (Interviewer)

I have read the above and understand it fully. I sign this statement having been advised of the above rights before any questions have been asked of me.

Signed _____ (Firefighter)

Date and Time _____

Ind. Code 36-8-2.1-5

CHEMICAL EXPOSURE RECORD.pdf

CHEMICAL EXPOSURE RECORD

DATE	GFD INCIDENT #	CHEMICAL EXPOSED TO	LEVEL OF PPE WORN

Level of Personnel Protective Equipment:

Level A = Vapor tight fully encapsulated suit with SCBA

Level B = Splash suit or fully encapsulated with SCBA

Level C = Firefighter structural turnouts with SCBA

Level D = Ordinary work ensemble (no protective clothing)

Name -----

-

Unit #----- Home Phone----- Work Phone -----

MEDICAL EVALUATION FORM.pdf

MEDICAL EVALUATION FORM

This form is to be completed in full and returned to the Incident Commander

Date _____ GFD Incident # _____

Name _____ Age _____

Company Assigned: _____ Scene Assignment: _____

PRE-ENTRY VITAL SIGNS

Time ____:____

Pulse _____

Resp. _____

B/P _____

Oral Temp _____

SKIN COLOR

☐ Normal

☐ Flushed

☐ Cyanotic

☐ Pale

☐

MOISTURE

☐ Normal

☐ Dry

☐ Moist

☐ Diaphoretic

☐

TEMPERATURE

☐ Warm

☐ Hot

☐ Cool

☐ Cold

☐

PUPILS:

☐ Perl

☐ Equal

☐ Dilated

☐ Reactive

☐ Unequal

Left/Right

☐ Constricted

☐ Unreactive

ALLERGIES: _____

MEDICATIONS: _____

POST-ENTRY VITAL SIGNS

Time ____:____

Pulse _____

Resp. _____

B/P _____

Oral Temp _____

SKIN COLOR

☐ Normal

☐ Flushed

☐ Cyanotic

☐ Pale

☐

MOISTURE

☐ Normal

☐ Dry

☐ Moist

☐ Diaphoretic

☐

TEMPERATURE

☐ Warm

☐ Hot

☐ Cool

☐ Cold

☐

PUPILS:

☐ Perl

☐ Equal

☐ Dilated

☐ Reactive

☐ Unequal

Left/Right

☐ Constricted

☐ Unreactive

Chemical(s) Involved: _____

Hazard Class (es): _____

Level of Personal Protective Clothing - (Level A); (Level B); (Level C); (Level D);

Did any PPE Fail or Breached? ☐ Yes ☐ No

Did Workers Pass through DECONTAMINATION process? ☐ Yes ☐ No

EMT Signature _____ (Comments on Back)

ATTACH THIS COMPLETED FORM TO THE INCIDENT REPORT

**Greenwood Fire Department
Formal Complaint Form.pdf**



Greenwood Fire Department Formal Complaint Form

Name of Complainant: _____

Phone Number: _____

Address: _____

E-mail: _____

Today's Date: _____

Date, Time and Location of Incident:

(If more than one event, please report each event on a separate form)

Please Describe the Incident in Detail:

If others witness the incident described above, please provide their name and phone numbers:

_____	_____
_____	_____
_____	_____

The information provided in this complain is true and accurate to the best of my knowledge and understanding:

Signature: _____

Date: _____

Please return this form to:

GFD Headquarters

155 E. Main Street

Greenwood, IN 46143

Or

Email: fire@greenwood.in.gov

Progressive Discipline Checklist.pdf

Progressive Discipline Checklist

DATE: _____

TIME: _____

FIREFIGHTER: _____

ASSIGNMENT: _____

SHIFT: _____

SUPERIOR OFFICER: _____

ASSIGNMENT: _____

SHIFT: _____

Civilian/Part Time Employee Discipline:

- ☐ NOTICE OF COUNSELING: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources.
- ☐ NOTICE OF VERBAL WARNING: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources.
- ☐ NOTICE OF WRITTEN REPRIMAND: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources.
- ☐ NOTICE OF PROBATION: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources. Review of the case by Human Resources, and where warranted: Fire Chief, Deputy Mayor, and Corporation Counsel. The Fire Chief and/or Human Resources Coordinator will meet with employee.
- ☐ NOTICE OF SUSPENSION: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources. Review of the case by Human Resources, and where warranted: Fire Chief, Deputy Mayor, and Corporation Counsel. Corporation Counsel Approval. The Fire Chief and/or Human Resources Coordinator will meet with employee.
- ☐ NOTICE OF DEMOTION: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources. Review of the case by Human Resources, and where warranted: Fire Chief, Deputy Mayor, and Corporation Counsel. Corporation Counsel Approval. The Fire Chief and/or Human Resources Coordinator will meet with employee.
- ☐ NOTICE OF TERMINATION: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources. Review of the case by Human Resources, and where warranted: Fire Chief, Deputy Mayor, and Corporation Counsel. Corporation Counsel Approval. The Fire Chief and/or Human Resources Coordinator will meet with employee.

Sworn Merit Firefighter:

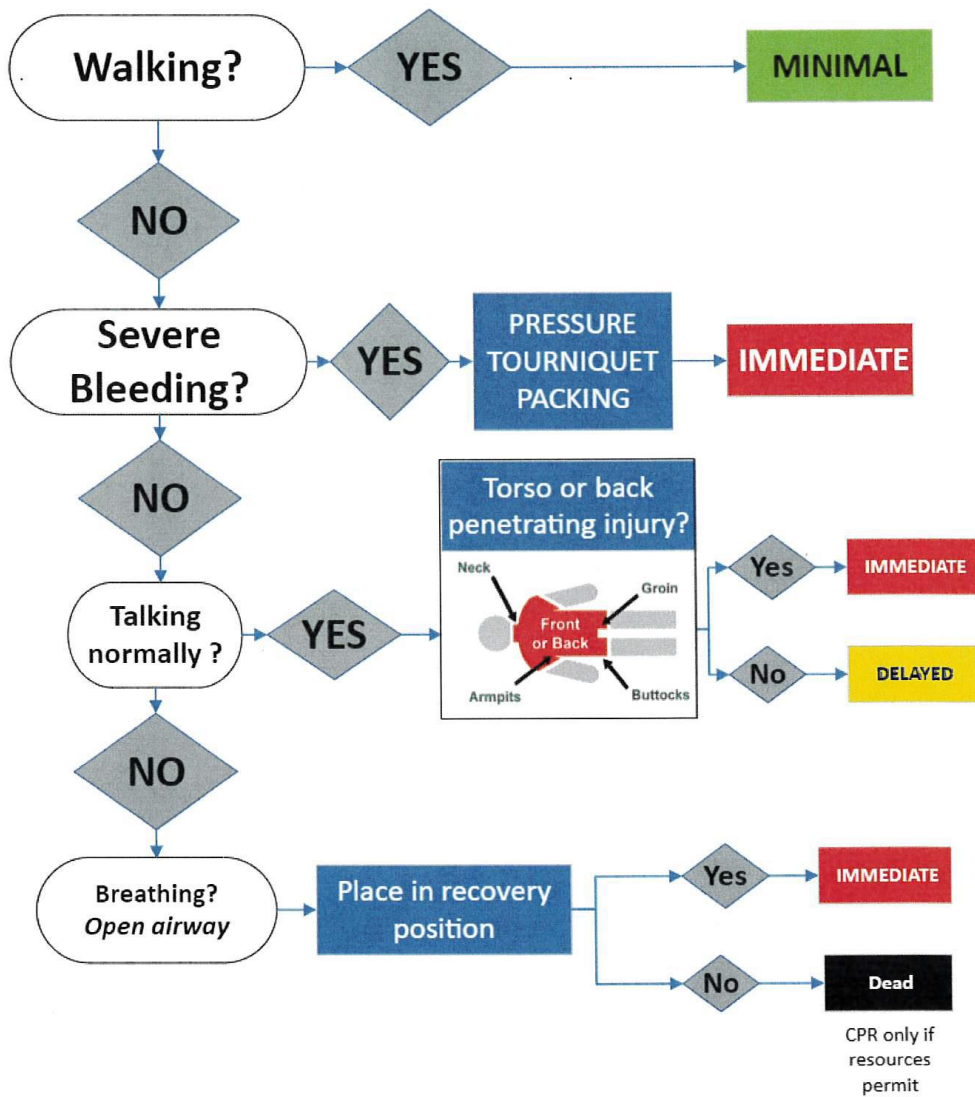
- ☐ NOTICE OF COUNSELING: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources.
- ☐ NOTICE OF VERBAL WARNING: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources.
- ☐ NOTICE OF WRITTEN REPRIMAND: Proper form completed, Signature of Fire Chief, copy of form and supporting documentation sent to Human Resources.
- ☐ NOTICE OF PROBATION: Proper form completed, review and approval by Fire Chief and Corporation Counsel, notification of affected Firefighter, notification of Fire Merit Commission, copy of form and supporting documentation sent to Human Resources.
- ☐ NOTICE OF SUSPENSION: Proper form completed, review and approval by Fire Chief and Corporation Counsel, notification of affected Firefighter, notification of Fire Merit Commission, approval of Fire Merit Commission if suspension is over 40/48 hours, copy of form and supporting documentation sent to Human Resources.
- ☐ NOTICE OF DEMOTION: Proper form completed, review and approval by Fire Chief and Corporation Counsel, notification of affected Firefighter, notification and approval of Fire Merit Commission, copy of form and supporting documentation sent to Human Resources.

- ☐ NOTICE OF TERMINATION: Proper form completed, review and approval by Fire Chief and Corporation Counsel, notification of affected Firefighter, notification and approval of Fire Merit Commission, copy of form and supporting documentation sent to Human Resources.

Ten Second Triage.pdf

Ten Second Triage (TST)

Adapted from NHS England
Use during a declared Mass Casualty Incident



Accident Investigation Points System and Chart.pdf

Accident Investigation Points System and Chart

- ☐ The intent of this system is to standardize progressive degrees of discipline as each incident is reviewed independently by the Battalion Chief and Assistant Chief.
- ☐ After determining the accident preventable, the Assistant Chief shall assign points to the accident as outlined on the point chart.
- ☐ For every preventable accident occurring within a two (2) year time frame, the driver will be assessed four (4) points to a limit of five (5) accidents or twenty (20) points.
- ☐ For each element contributing to the accident the driver is assessed two (2) points.
- ☐ After adding the points assigned, the Assistant Chief may then take disciplinary action.
- ☐ The accident points chart and the guideline for the disciplinary action is as below
- ☐ Points assessed for any violation shall become inactive twenty-four (24) months after the disposition date of the violation.

**POINT CHART (For every preventable accident occurring
within a two (2) year time frame)**

First Preventable Accident	4 points
Second Preventable Accident	Additional 4 points = 8 total
Third Preventable Accident	Additional 4 points = 12 total
Fourth Preventable Accident	Additional 4 points = 16 total
Fifth Preventable Accident	Additional 4 points = 20 total

SPECIFIC ELEMENTS CONTRIBUTING TO THE ACCIDENT

Failure to take precautionary measures approaching alleys, driveways & intersections	2 points
Backing into something	2 points
Front end collision	2 points
Rear end collision due to negligence	2 points
Improper action while passing or being passed	2 points
Collisions with fixed objects	2 points
Collision due to non-defensive turning	2 points
Injury to passenger due to driver action	2 points
Pedestrian Injury	2 points
Failure to adjust to weather conditions	2 points
Improper parking & security	2 points
Failure to report mechanical problems	2 points
Failure to drive defensively while under emergency conditions	2 points
Non-Collision damage due to lack of defensive driving	2 points

POINTS**DEGREE OF DISCIPLINARY ACTION****0-6**

No action or initial warning
Written reprimand
Defensive driving course
Prohibit driving

7-12

Written reprimand
Defensive driving course
Prohibit driving
Light suspension without pay

13-18

Moderate suspension without pay
Defensive driving course
Prohibit driving

19-24

Severe suspension without pay
Defensive driving course
Prohibit driving

25+

Refer case to Chief or Fire Department and Merit Commission
with recommendation for severe suspension without pay,
demotion, or dismissal

Recommended disciplinary action may include any number of the actions for the point category.

Battalion Chief Accident Investigation Check Sheet.pdf

Battalion Chief Accident Investigation Check Sheet

After notified of the Accident:

- ☐ Respond to the scene, as able when notified, and establish control of the scene.
- ☐ Determine the need for additional resources and call for what is needed.
- ☐ Determine the need for law enforcement. Every accident shall require a police report. Vehicle operator shall also receive a preliminary breath test (PBT).
- ☐ Take photos of the accident scene, including all the vehicles involved and their position relative to each other as found at the scene.

After termination of the Accident Scene:

- ☐ Assign the department personnel involved in the accident shall complete and forwarding incidents reports to the Battalion Chief.
- ☐ Assign all department personnel who were witnesses to the incident shall complete and forward incident reports to the Battalion Chief.
- ☐ Compile the supplementary reports and accident scene photos
- ☐ Review all documentation including the accident points system
- ☐ Submit all findings and recommendations, included supplementals and photos, to the Assistant Chief within 2 shifts of the incident
- ☐ If the accident is determined to be minor in nature, notify the Fire Chief and the Assistant Chief of the accident via phone call or email within 12 hours
- ☐ If the accident is determined to be serious, and /or there are injuries because of the accident, the Fire Chief and the Assistant Chief shall be notified immediately by phone

Greenwood FD Procedure Manual

Fire Procedure Manual

INDEX / TOPICS