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## Special Operations

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PURPOSE

The Accountability System is designated to provide the supervisor (Incident Command, Branch, Division or Group) information concerning emergency scene staffing and location of personnel and equipment. This system provides a mechanism to track the following six pieces of information throughout the incident:

1. **Who** is operating at the incident and who reports to individual supervisors (resources and individuals)?
2. **Where** resources and individual members are operating?
3. **What** tactical assignments resources have been given and what tasks individuals are performing?
4. **When** resources were assigned, **how long** they have been engaged in their current assignment, and how long they have been operating at the incident?
5. If resources are making **progress** towards completion of their current assignment?
6. Do they need additional **assistance** in completing the assignment?

The personnel accountability system utilizes helmet shields, passports, nametags, Command Boards and/or Tactical Worksheet (Attachment A) to track the assignment of supervisors, companies, crews and/or individuals at all emergency scenes.

PROCEDURE

1. **Accountability Process**
   A. **Start of Shift:** The following tasks must be completed by each career company at the start of shift or when reporting for callback duty and by volunteer companies prior to response.
      i. Place a nametag for each member on the Primary and Secondary Passports.
      ii. Ensure that all personnel have the correct helmet shield in place on their helmet.
      iii. During a shift, any changes in personnel should be reflected on the Primary and Secondary Passports.
   B. **Incident Operations:** The Total Systems Approach to accountability relies on the commitment of every individual crewmember.
      i. When a company reports to the Incident Commander for assignment, or are assigned to another supervisor, they transfer their Primary Passport to the appropriate supervisor as incident operations allow.
      ii. Supervisors will maintain accountability by utilizing the appropriate accountability tool.

---

1 Oregon Administration Rules Section (19) requires personnel accountability as set forth in NFPA 1561, Sections 2-6 (1995).
iii. Any transfer of supervisor (Incident Command, Branch, Division or Group) will include a complete accounting of resources as part of the command transfer briefing.

iv. Utility workers and civilians inside the Hazard Zone will be escorted by District personnel with a radio for emergency communications.

C. **Personnel Accountability Report:** A Personnel Accountability Report (PAR) is an accounting for all personnel operating at the incident by resource. A PAR is initiated by Command and performed by all supervisory personnel. Situations may include:

i. Change from Offensive to Defensive Operations.

ii. A major (negative) change in incident conditions such as collapse, flashover, backdraft, etc.

iii. A resource or individual is reported missing (Mayday).

iv. Critical “emergency traffic” communications.

v. As Command sees necessary.

2. **Resource Tracking and Incident Documentation**

   Supervisors (Incident Command, Branch, Division or Group) will utilize a recognized process of tracking and documenting incident resources and personnel. This will be accomplished by utilizing any of the following tools or combination thereof.

   A. Tactical Worksheets (Attachment A).

   B. Status Board.

   C. Passports.

   D. Helmet Shields.

3. **Company and Crew Integrity**

   Company and crew integrity (Buddy System) is the foundation of individual and resource accountability. Individuals must take responsibility for their own actions and their obligation to operate safely and effectively as a member of their company or crew.

   A. All members operating inside the Hazard Zone must be part of a company or crew with a tactical assignment.

   B. Company and crew integrity is defined as each member of the company or crew being within voice, visual, or touch contact and physically close enough to provide immediate assistance in the event of an emergency.

   C. If it is necessary for a member of a company or crew to leave the Hazard Zone, all members of the company or crew must leave together.

---

**KEY CONSIDERATIONS**

- The total Systems Approach to accountability relies on the commitment of every individual.
- Loss of company or crew integrity is an emergency and should be reported as a Mayday radio message. Refer to Fire & Rescue Protocol, *Emergency Communications.*

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PURPOSE
To establish a safe practice for the management of air contained within SCBAs while working in an IDLH atmosphere. Emphasis lies upon crews to exit a hazardous atmosphere prior to a low air alarm activation.

PROCEDURE
1. **While operating in a hazardous environment crew members and Company Officers will use the RULE OF AIR MANAGEMENT:**
   A. Know how much air you have used and manage the air you have left.
      Check the air in your SCBA early and often; be prepared to report the level to your partner and Company Officer.
   B. Leave the hazardous atmosphere before your low air alarm has sounded.
      Consider initiating the exit process with fifty percent of your air remaining to find an exit or engage in a self rescue operation.

2. **Air management responsibilities on the fireground.**
   A. Incident Commander:
      i. Maintains accountability of crews operating inside the IDLH atmosphere.
      ii. Anticipates crew replacement based upon conditions and radio reporting.
   B. Company Officer:
      i. Develops the strategy for crew air management.
      ii. Directs crew members to check their air level often.
      iii. Communicates air/situation status to ICS functionary (Command, Division, etc.).
      iv. Maintains situation awareness and orientation to exit.
      v. Determines when to exit prompted by the first crew member reaching fifty percent of their SCBA air remaining.
   C. Firefighter:
      i. Responsible for knowledge of their personal air consumption.
      ii. Must always be aware of the amount of air remaining in their SCBA.
      iii. Must communicate their air status with other crew members.

3. **Status and air level reporting.**
   A. Company Officers will report to Command, Division or Operations when the first member of their crew has reached fifty percent SCBA air capacity. This report should be in the CARA format: Condition, Action, Resources, Air.
   B. Company Officers or lead firefighters should consider an emergency traffic report at low air alarm activations when life threatening conditions exist.
C. All members should consider a MAYDAY after a low-air alarm activation, but consider situational awareness.

Consider calling a MAYDAY based on:

i. Disorientation.

ii. Unknown travel distance to exit.

iii. Need for RIT assistance.

### KEY CONSIDERATIONS

- Use the rule of one-thirds as a strategy to manage crew air: Work period + Exit time + Margin of Error for Self Rescue.

- Low air alarm activations within an IDLH atmosphere should prompt awareness from nearby companies to ensure that the member low on air is exiting with his/her crew.
PURPOSE
To establish safe operating procedures for incidents involving attic fires.

PROCEDURE
1. On Arrival
   A. Evacuate the house, and perform a primary search.
   B. Determine the wind direction.
   C. Recon all sides of the structure, look for gable vents.
   D. Determine roof construction features (e.g., lightweight?).
   E. Look for probable direction of flame spread.
   F. Secure utilities.
2. Check for interior and exterior exposures.
3. Establish a water supply and pull primary and backup lines.
4. Consider pressurizing house using PPV.
5. Assign crews to begin covering/salvage operations.
6. Use thermal camera to identify hot spots.
7. Use piercing nozzle, distributor nozzle, or stream from gable end to introduce water into superheated attic space.
8. Following primary extinguishment, clear a room, cover floors, pull ceiling, and begin removing attic contents for overhaul if necessary.

KEY CONSIDERATIONS
- Watch time closely and evaluate extent of fire and roof construction.
- If fast knockdown is not possible, consider the risk of collapse vs. continued interior/roof operations.

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PURPOSE
To establish procedures for incidents involving automatic alarms with no apparent emergency need.

PROCEDURE
1. Complete size-up.
2. Determine from dispatch the type of alarm and area covered.
3. Contact on-site personnel. If the response is after hours, contact or have dispatch contact the responsible party and have them respond to the scene ASAP.
4. Determine building entry needs.
   A. For “Water Flow” alarms and “Fire Alarm Activations” where a fire is evident or suspected or where sprinkler water is flowing – enter the building. If the building is vacant or unattended, force entry.
   B. For other types of alarm activations entry can be delayed until the responsible party arrives. If there is no responsible party consult with the on-call DFM as needed to determine appropriate action.
   C. If additional non-trouble alarms are received prior to the responsible party arriving – enter or force entry into the building.
5. Establish entry, Consider:
   A. Forcible entry tools.
   B. Water extinguisher, hose pack, sprinkler and door stops.
   C. Search lines, SCBA, TIC and hand lights.
6. If forcible entry is required employ the least destructive method.
7. Use personnel tracking system when entering buildings for emergency or investigative purposes.
8. If fire is encountered, follow established Fire Attack procedures.
9. If no fire is located, determine the cause for the alarm and take corrective action if possible.
10. Discuss the following with the responsible party:
    A. Putting the fire or alarm system back in service, or
    B. Posting a fire watch, or
    C. Releasing the scene to a competent responsible party.
11. Notify Fire Prevention via email of problematic false alarms and actions taken.
12. The Duty Officer may authorize a reduced response to specific locations after two confirmed false alarms have been received in any single shift.
13. Recall resources as needed.
PURPOSE
To establish safe operating procedures for a system of initial placement for responding apparatus, personnel and equipment to an incident at which fire apparatus may be needed but their immediate arrival could compromise situations on-scene for police or other agencies.

PROCEDURE
1. Incident Management Team and Other Responders
   A. Staff vehicles should be parked in a location where they will not restrict access to the scene.
   B. All Incident Management Team staff will report directly to the Incident Commander as outlined in the Incident Command System manual. All other responders will be officially checked into the incident through the Base Manager, if established.
   C. Once a responder has checked in with the Base Manager, they will stay in the Base Area until given an assignment. This procedure will be followed to prevent the Incident Commander from being inundated with requests for assignment.
   D. The only exceptions are: City Manager/Mayor of the involved political jurisdiction, Chief Officers Fire or Police, and the Fire Investigator or Investigation Team. They may report directly to the Incident Commander for assignment or incident briefing.

2. Base
   A. The Base is a location where resources are checked in, uncommitted companies (personnel and apparatus) are positioned, and unused apparatus are parked.
   B. Establishment: At Commands discretion Base may be established in a specific location. It is recommended that Command establish Base at the time of calling for a second alarm. If multiple Bases are establish they should be designated with a name or identifier.
   C. Location: Base should be located outside of the fire ground operational area, have sufficient room for apparatus parking and have a less than three minute response time to the scene (e.g., parking lot or designated street).
   D. Base Manager: If Base is established by Command and a Base Manager is not assigned, then the first arriving Engine on the second alarm assignment will become the Base Manager.
   E. Communications: Base should operate on a separate OPS channel. The Base Manager reports to Logistic or Command if Logistics is not staffed. The Base Manager should coordinate their activities with the Staging Manager.
   F. Minimum Resources: Command or Logistics may determine a minimum amount of resources to be maintained at Base. If this has not been determined by Command or Logistics then two Engines will be the standard. If resources fall below this amount the Base Manager will notify Command or Logistics.
   G. Command or Operations may instruct Base to maintain a minimum level of resources until further advised. In such circumstances, Base will communicate directly with dispatch to request additional units.
H. All responding companies will stay off the air; respond directly to the designated Base area, and report (in person) to the Base Manager. They will standby their unit with crew intact and warning lights turned off.

I. Assume a position that is visible and accessible to incoming and staged resources by leaving red lights operating on one apparatus.

J. In some cases, the Base Manager may have to indicate the best direction of response and routing for responding resources to get into the Staging area.

K. Coordinate with law enforcement to block streets, intersections and other access required for the Base area and provide security where needed.

L. Ensure that all apparatus is parked in an organized manner.

M. Maintain a log of companies available in the Base area and inventory all specialized equipment that might be required at the scene. (See Attachment A.)

3. Staging and Rehab Area

A. Staging is a location, typically next to Rehab when established, where resources (personnel) are immediately available for assignment by Command.

B. Rehab is a location, typically next to Staging when established, for Operations personnel to rest, receive refreshment, and obtain a medical evaluation.

C. A Staging/Rehab area will be established for available personnel. The Staging/Rehab area will be established by Command to locate resources resting after assignments or companies not currently assigned.

D. Command will assign a Staging/Rehab Manager. In the absence of such an assignment, the first Officer to arrive at the Staging area will automatically become the Staging/Rehab Manager, notify Command of their arrival, and assume responsibility for the Staging/Rehab Area.

E. In cases where the first Officer arrives with a company, the Officer will assign his company members to the best advantage.

F. The Staging/Rehab Manager is responsible for:
   
   i. Check-in of all incoming personnel.
   ii. Dispatching resources at the request of the Operations Chief or Command.
   iii. Requesting logistic support as necessary for resources located in the Staging/Rehab Area.

G. The radio designation for Staging/Rehab will be given a name or identifier, such as “Staging Alpha”. All communications involving staging will occur between Staging and Command or Operations.

H. When requested by Operations or Command, the Staging/Rehab Manager will verbally instruct companies to report to a specific assignment, including where and to whom to report. The Manager will then advise Command or Operations of the specific unit(s) assigned.
KEY CONSIDERATIONS

- The Staging Area Manager will keep Planning informed of the status of all unassigned resources, whether they are in Staging or Rehab.

- At some incidents, such as a major medical emergency, it may be necessary to designate a parking area for abandoned apparatus near the incident scene. This would be necessary when the Base area is too far from the incident to facilitate carrying needed equipment to the incident site. In such cases, the Base Manager will instruct each company of its location before they leave Base. The parking area should be close enough to the incident site to allow easy transfer of needed equipment to the scene. The parking area should in no way impede necessary access to the incident area.

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**BASE & STAGING**

Incident Location: ____________________________________________________________

Staging/Base Location: _______________________________________________________

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**Staging/Base Resources:**

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<th>Time Out</th>
<th>Task/Assignment</th>
<th>Report To</th>
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BASE & STAGING (CONT.):

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<thead>
<tr>
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<th>Time In</th>
<th>Time Out</th>
<th>Task/Assignment</th>
<th>Report To</th>
</tr>
</thead>
</table>
PURPOSE
To establish safe operating procedures for incidents involving basement fires.

PROCEDURE
1. Conduct a quick recon, look for the best access and egress.
2. Determine the best method for ventilation of the smoke and gases:
   A. Consider removing window(s) in a room above the fire.
   B. Cut a ventilation hole in the floor and close the door to the room.
   C. Put exposure lines in place and PPV to the house.
3. Secure utilities (gas and electric) if possible prior to entry.
4. Initiate fire attack simultaneously with the primary search:
   A. Consider TIC
   B. Use distributing or piercing nozzles for initial knockdown.
   C. Coordinate attack with ventilation efforts.
   D. Always deploy a back-up crew and hose line.
   E. Ensure crews have search lines and use accountability.
5. Track entry times and personnel closely.
6. Constantly evaluate the structure, fire behavior, and progress.

KEY CONSIDERATIONS
- If crews cannot locate the seat of the fire quickly, strongly consider pulling personnel out to reevaluate tactics and consider risk/benefit of future operations.

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PURPOSE
To establish safe operating procedures and documentation for responses to reports of carbon monoxide detector incidents.

PROCEDURE
1. Dispatch
   A. Upon receipt of a citizen call reporting a CO detector alarm, dispatch will attempt to determine if anyone at the location is exhibiting symptoms of CO poisoning.
   B. If there are indications of CO poisoning, a Code-3 medical response will be initiated. If there is no indication of CO poisoning, a Code-1 fire response will be initiated.

2. On-scene Initial Actions
   A. Determine if anyone is exhibiting any symptoms of CO poisoning. If so, immediately evacuate, ventilate and request EMS response.
   B. Verify the alarm is coming from a CO detector and determine cause of alarm (e.g., true alarm, low battery, etc.).
   C. It is not necessary to evacuate or ventilate the premises unless a level of 9 PPM or greater is detected, or there are indications of CO poisoning.

3. Carbon Monoxide Investigations
   A. Zero the meter in fresh air and comply with all start up procedures as recommended by the manufacturer.
   B. Using the carbon monoxide “Notice of Findings” report (Attachment A), initiate a survey of the premise to determine if there are any meter readings above 9 PPM. (Note: If readings are 35 PPM or greater, SCBA is required.)
   C. If meter readings are under 9 PPM:
      i. Recommend occupant(s) check or reset their CO detector.
      ii. Inform occupants of results of your investigation.
      iii. Provide occupants with copy of your investigation report.
      iv. Inform occupants to call 9-1-1 if "reset" detector sounds again.
   D. If meter readings are 9 PPM or greater:
      i. Inform occupant(s) you have detected a potentially dangerous level of carbon monoxide and evacuate occupant(s).
      ii. Attempt to determine the source of the reading, if possible, turn off source.
      iii. Attempt to determine source of readings if not an appliance.
      iv. Ventilate premise wearing proper safety equipment (SCBA), if needed (35 PPM or greater).
      v. Once the premises have been reduced to a safe level of CO, premises may be occupied at the occupant(s)’ discretion.
      vi. Provide occupant(s) with copy of your investigation report.
vii. Inform occupant(s) to call 9-1-1 if "reset" detector sounds again.

E. Attach the “Notice of Findings” report to the Alarm sheet. Consider a detailed incident narrative and/or a supplemental report if a patient is identified and CO readings are elevated.

KEY CONSIDERATIONS

- If patients are exhibiting symptoms, refer to the EMS Protocol, Poisoning and Overdose.
- After each use in which a substance is detected, the CO meter should be recalibrated using calibration gas.
- Carbon monoxide is a colorless, odorless, tasteless, lighter-than-air gas that can be deadly. It is a by-product of a fuel burning process and can be produced from automobiles and appliances. Faulty and/or unusual conditions can increase the presence of carbon monoxide in a home or business.
- Carbon monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, which may include headache, nausea, fatigue, and dizzy spells.
- OSHA has established a maximum safe working level for carbon monoxide at 35 PPM (parts per million) over an 8-hour period in the general workplace. The United States EPA has established that residential levels should not exceed 9 PPM average over an 8-hour period.
- Northwest Natural Gas will respond to reports of leaks, odors or complaints of headaches, as requested. They will respond to fire department requests.
EAST CLACKAMAS FIRE OPERATIONS GROUP
CARBON MONOXIDE INVESTIGATION
NOTICE OF FINDINGS

**Date:** ____/____/____   **Time Spent On Scene:** ___________
**Address:** _______________________________________

**Occupant / Owner:** _______________________________
Present: YES _____ NO _____  Entry: YES _____ NO _____

**Site Contact:** (NAME) __________________________________
Monitor/Operator: _________________________________

Was an alarm sounding upon arrival or reason for call:   YES _____  NO ______
If so, was the alarm a smoke detector or CO detector?   SMOKE _____     CO _____  OTHER_______________

Was structure ventilated upon arrival:   YES _____     NO _____
Was a carbon monoxide detector present?  YES _____     NO _____  (If yes, please complete next line)
CO Detector:   MAKE _______________________________  MODEL ______

Utility company contacted:  YES _____     NO _____
Representative's Name: ______________________________________
Company Name: ____________________________________________

**SOURCE CHECK:**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>(PPM)</th>
<th>CO Symptoms: IS ANYONE EXPERIENCING ANY HEALTH EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FURNACE</td>
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<tr>
<td>WATER HEATER</td>
<td></td>
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<tr>
<td>FLUE / VENT PIPE</td>
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<td>CHIMNEY</td>
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<tr>
<td>WOOD STOVE</td>
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<tr>
<td>OPERATING FIREPLACE</td>
<td></td>
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<tr>
<td>PORTABLE HEATER</td>
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<tr>
<td>KITCHEN STOVE</td>
<td></td>
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<tr>
<td>GAS REFRIGERATOR</td>
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<tr>
<td>GAS DRYER</td>
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<tr>
<td>OTHER GAS APPLIANCE</td>
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<tr>
<td>CAR IN GARAGE</td>
<td></td>
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<tr>
<td>BARBECUE GRILL</td>
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Carbon Monoxide was ( ) was not ( ) found by our instruments. Our instrument found the highest interior level of CO to be _______ PPM.

**WHAT DOES THIS READING MEAN?**

**9 PPM OR LESS:** Our instruments did not detect levels at this time. However, this does not mean that higher levels did not exist prior to our arrival nor that higher levels will not accumulate after our departure. Check your carbon monoxide detector per the manufacturer's recommendations. If any occupant(s) are experiencing headaches or flu-like symptoms, or your pets are acting in a strange manner, you are advised to seek medical help. Be advised that younger children (infants), pregnant women, older adults, and any person with respiratory or heart problems will be affected by carbon monoxide gas at significantly lower levels of exposure than the average adult. It is recommended that you have a reliable heating appliance contractor check the appliance(s).

**MORE THAN 9 PPM:** Our instruments have detected potentially dangerous levels of carbon monoxide. We recommend that you leave this building immediately. We feel that it is unsafe to re-occupy this building until repairs are made and your detector is replaced or reset according to manufacturer’s specifications.

**100 PPM OR GREATER:** We have detected a potentially lethal level of carbon monoxide in your home. Leave your building immediately. It is not safe until repairs are made or the source is found and corrected. Have the sources of carbon monoxide examined and, if necessary, repaired by a qualified repair technician. Replace or reset your detector according to manufacturer's specifications.

**INDIVIDUAL COMPLETING REPORT:**________________________________________

**SIGNATURE OF OWNER/OCCUPANT:**_________________________________________
PURPOSE
To establish safe operating procedures for incidents involving chimney fires.

PROCEDURE
1. Check for fire/smoke showing from any area(s) other than the chimney and check immediate exterior exposures upon arrival.
2. Make sure residence is evacuated.
3. Close off air to fireplace if possible.
4. Place salvage tub or ash blanket near the fireplace opening.
5. Consider a charged hose line (don’t bring in unless necessary).
6. Discharge a small amount from water extinguisher up into the flue.
7. Consider removing any fuels in the firebox, being careful not to cause further interior fire/smoke damage.
8. Have a firefighter monitor the progress from the roof or ladder.
9. Consider the use of a chimney nozzle.
10. Check the attic and around the chimney for signs of extension.

KEY CONSIDERATIONS
- Use a thermal camera, if available, to check for extension.
- If extension is present, consider Structure fire response.
- Evaluate roof and chimney conditions for safety.
- Move insulation and stored items in the attic away from the flue.
- Prepare equipment in case fire extends to attic:
  - Positive pressure fans.
  - Piercing and/or distributor nozzles (chimney nozzle).
  - Salvage tarps and pike poles.
- See Fire & Rescue Protocol, Attic Fires.
PURPOSE
To provide for the safety of members and customers in response to hostile incidents

DEFINITIONS

A) KNOWN HOSTILE INCIDENT is any situation or response that involves weapons or violent individuals and responders are informed of the situation prior to arrival.

B) UN-KNOWN HOSTILE INCIDENT is any situation that appears or begins normally but develops into a hostile incident.

PROCEDURE

1.0 Law Enforcement personnel are in charge of mitigating a hostile incident. They will determine when it is safe for the fire responders to enter the scene. In the event the scene is safe and becomes hostile you are involved in an unknown hostile incident and fire personnel should make every attempt to retreat from the area. If retreat is not possible then all responding personnel should get in a safe area determined by the appropriate law enforcement or fire personnel.

2.0 Fire personnel will refrain from becoming directly involved with a hostile person unless unable to withdraw and responders or civilians are endangered. Fire personnel should retreat as in 1.0 and call for law enforcement to respond. The only time fire personnel should be directly involved in the law enforcement aspect of a hostile incident is when specifically requested to by a law enforcement officer or appropriate fire personnel.

2.1 That type of involvement will be at the discretion of fire personnel, and is not to be considered one of their responsibilities always use 1.0 above if possible.

3.0 Fire personnel responding to hostile incidents in fire apparatus or POV will not enter the immediate area of the hostile incident until law enforcement personnel have arrived and have authorized their entrance into the immediate area of the hostile incident.

3.1 If law enforcement personnel are to be delayed, the fire personnel may enter the scene at the discretion of the fire officer. The fire officer should be confident that the scene is secure the responders will not be in danger and notify C.Com.

4.0 Staging should take place any time fire personnel respond to a known hostile incident. The location for staging should be out of direct sight of the scene and in an area safe to hold all responding units.
KEY CONSIDERATIONS

- Prior to committing resources in a hostile area, Officers must consider the overall environment of an incident and the potential for violence to line personnel or damage to apparatus and equipment.
- Fire District personnel can be especially susceptible to direct and random personal attacks during periods of civil disobedience.
- Officers and other personnel may withdraw from any emergency situation that poses a threat to their safety.
- Responding without lights and sirens is authorized when their use would cause unwanted attention or impact public safety.
- Safety strategies and considerations:
  - Type of incident.
  - Crowd size.
  - Ability to maintain radio contact with the FOC.
- Retreat strategies and considerations:
  - Prior to entering a scene, consider all possible emergency retreat routes.
  - Establish a regrouping area in the event that members are forced to separate.
  - Control the perimeter at incidents by utilizing law enforcement or by cordonning off the scene with fire line tape.
  - A safety monitor may be assigned by Incident Command to watch for changing conditions.
- Firefighting tactics should be defensive with an emphasis on protecting exposures from further fire extension.
- Generally, the use of breathing apparatus should be reserved for rescue operations or small fires that can be quickly extinguished.
PURPOSE
To establish safe operating procedures for responding to crime scenes with the understanding this incident is a police operated scene.

PROCEDURE
1. **Response and arrival.**
   A. Consider staging out of sight until scene is secure, especially if first on scene.
   B. Make a mental note of the area’s physical and weather conditions.
   C. Do not park apparatus over visible tire tracks or block incoming resources access.
   D. Limit the number of personnel allowed on scene and document whom.

2. **Access and operations.**
   A. Consult with law enforcement regarding the best access.
   B. When moving a victim, it is important to note (photograph if possible):
      i. Location of furniture prior to moving.
      ii. Position of victim prior to moving.
      iii. Status of clothing.
      iv. Location of any weapons or other articles.
      v. Name of personnel who moved items.
   C. Consult with law enforcement regarding whether to pick up medical debris left over from treatment.
   D. Be conscious of any statements made.
   E. Do NOT cut through any holes in patients clothing.
   F. Do place victim on a clean sheet for transport. When transport is complete, try to obtain the sheet, fold it onto itself, and give to law enforcement.
   G. Write a detailed report regarding crew actions.

KEY CONSIDERATIONS
- Consider the safety of your crew first.
- To avoid destroying evidence, select a single route to and from the victim.

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PURPOSE
To identify if personnel are in need of critical incident stress management (CISM)

DEFINITIONS OF A CRITICAL INCIDENT

A) Any Situation faced by emergency service personnel that causes them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene or later.

B) A life experience or series of experiences that so seriously upsets the balance of the individual that it creates changes in the person's emotional, cognitive or behavioral functioning.

PROCEDURE

1.0 When emergency responders are faced with a situation that may be a critical incident it is important to observe the individual reactions of responders and possibly by-standers to determine if they are reacting to a critical incident. A situation that seems like a critical incident will have a wide effect on responders it is their reaction to the incident not the incident itself that determines if and what type of CISM is used. This may not show up for days or weeks but is normally apparent soon after a possible critical incident has occurred.

2.0 It is important to consider that even a scene that does not appear to be a serious situation can still be a critical incident to a responder(s) because of personal or work related life experiences. This can then become a CISM issue for the affected responder(s) just the same as a major scene.

3.0 Fire personnel should have annual in service training in CISM management from a peer if possible.

3.1 If a responder needs CISM then the chief or designee should if possible contact a local responder trained in peer CISM intervention. It may be beneficial to have an individual on scene and then “back at the station” after the call to assist in observing responders individual reactions for the need of CISM.

3.2 CISM can be accomplished as “one on one” or in a group. This is determined on how many responders are showing signs of a critical incident and the need for CISM.

4.0 The CISM Team may be activated by contacting the Duty Officer. The duty officer can contact the Medical Resources Hospital (MRH) at 503-494-7333 and request a CISM Team as well as notifying a Chaplain.
## KEY CONSIDERATIONS

- The CISM Team may be activated any time it is felt that personnel (including oneself) are being affected by critical incident stress.

- The CISM Team will determine the type of response necessary (i.e., Crisis Management Briefing (CMB), One-to-One Intervention, Demobilization, Defusing, or Formal Debriefing (CISD)).

- If there is any delay in the response of the CISM Team, personnel are encouraged to dispatch the District’s (or other agencies’) Chaplain.
PURPOSE
To establish guidelines for dividing the scene of an emergency incident building/area.

PROCEDURE
1. The system uses a letter designation for each exterior side of the emergency incident building (or area).
2. The front (street address) side of the building is designated as “Alpha” and the word designations (Alpha, Bravo, Charlie, Delta) move clockwise around the structure.
3. Building exposures may also be identified with a similar system – using the letter designation to identify each exposure based on its location.
4. When operating in a multistory structure, it may be necessary to designate geographic locations by floor. This system of geographic designation uses the floor number, as shown below:

THE MULTI-STORY DESIGNATION SYSTEM STANDARD

KEY CONSIDERATIONS

- On incidents that are spread over a wide area (e.g., multiple vehicle accidents on a freeway), the scene may be divided by using the apparatus number or the unit assigned to that particular area (e.g., Division 8).

- When an incident becomes two significant incidents (e.g., one structure fire creates another structure fire) consider dividing the management of these incidents into two separate incidents (e.g., separate TAC Channels, additional alarms, etc.).
PURPOSE
To establish safe operating procedures for handling fires involving electrical substations, transformer vaults, and other electrical hazards.

PROCEDURE
1. **All Electrical Incidents**
   A. Request the response of a power company immediately.
   B. Establish a perimeter. Absolutely no non-essential personnel will be inside the perimeter without permission of the Incident Commander.
   C. Maintain spectator and perimeter control
   D. Always establish a plan of action and weigh the risk/benefit of the operation prior to taking action.
   E. Establish contingency plans. Consider calling for a second Duty Chief.
   F. Attempt to locate and disconnect the power source at the breaker/fuse panels.
   G. Keep on-scene companies informed as to the energized status of an emergency scene. Announce if power has been cut, and when.
   H. If the above steps have not been accomplished and it is deemed necessary to enter the premises, special precautions will be taken to avoid contact with the energized conductors and use of fog streams for firefighting only as necessary.

2. **Substations**
   A. Do not enter the substation until cleared to do so by a power company employee.
   B. Protect exposures outside the yard until you are told by electrical personnel it is safe to enter.
   C. Strongly consider the conductivity of run-off and carefully aim hose streams.
   D. Stay clear of incoming and outgoing overhead lines.
   E. Do not use foam type extinguishing agents – use fog patterns only, and only as directed by power company personnel.

3. **Transformer Vaults**
   A. When a transformer vault fire occurs, damage is usually irreversible and immediate. Efforts will be limited to protecting the area from bystanders and to contain the spread of fire in the areas outside the vault.
   B. No fire personnel are to enter a vault for extinguishment without full approval of the Power Company and Incident Command. It must be fully determined that the electrical power has been cut to the vault.
4. **Lines Down**

   A. **On Ground**
      a. Maintain a wide perimeter from wires, especially if ground is wet.

   B. **Across a fence**
      a. Keep the entire length of the exposed fence line clear, especially if it is a chain link fence.

   C. **Across a vehicle**
      a. Keep occupants in the vehicle until the power can be cut.

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**KEY CONSIDERATIONS**

- Unless authorized by the Power Company or Command, **do not** enter a substation or transformer vault.
- Power company employees often secure points of entrance and egress and work alone to prevent accidents.
- Power lines can be disconnected at the power source but can still be energized by induction from parallel lines.
- Power circuit breakers and transformers can contain from 60 to 1,000 gallons of transil oil, which has a flash point of approximately 300°F. Some may contain PCBs.
- Some power lines may be remotely re-energized by the power company without notifying incident personnel.
- Consider the conductivity of surrounding objects (e.g., guard rail, chain link fence, wet landscaping, road striping, phone and television cables, etc.).
- Do not stage apparatus or personnel in the vicinity of wires or other potentially charged objects.
- Wires down in inclement weather, consider apparatus type for response. In snow and ice conditions a smaller vehicle, i.e. Brush truck, may be adequate.
- Consider alternate power sources back feeding the system.

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PURPOSE
To provide the supervisor (Incident Command, Branch, Division or Group) a guide for the rescue, evacuation, or assistance of a person(s) trapped in an elevator.

PROCEDURE
1. Request Rescue Company immediately.
2. Make contact with person trapped in elevator. Determine if there is an immediate need for removal; or is the situation stable enough to allow elevator personnel to arrive.
3. Assign personnel to the elevator mechanical room to maintain control of all elevator systems (with maintenance personnel when possible). Communications between the mechanical room and rescue teams must be maintained at all times.
4. Make contact with the onsite maintenance or security staff who are responsible for the elevators.
   A. Work with the onsite maintenance or security staff that is responsible for the elevators.
   B. Moving the elevator car or opening doors should be performed by an elevator technician in all non-emergent situations.
5. District personnel will only perform an elevator rescue when an immediate need for rescue exists.
6. DO NOT force elevator doors to remove a person that is not in immediate life-threatening danger; either by medical problems or injury.

KEY CONSIDERATIONS
- Consider calling for a Technical Rescue Team if rescue is complicated or involves specialized equipment.
- Remember that portions of the shaft may be similar to, or considered a confined space.

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PURPOSE

To establish standard practices for communicating imminent hazards and threats to personnel operating at emergency incidents. This standard coincides and is augmented by CCOM’s Red Book.

COMMON TERMINOLOGY

**Abandon:** The term “abandon” is used to direct companies or crews operating in the Hazard Zone to immediately exit via escape routes to a safe place. Companies or crews abandoning the Hazard Zone will take only the tools, equipment, and hose lines necessary to permit their emergency egress.

**Cease Operation – All Quiet:** Order given by the IC. Typically used during Search and Rescue operations when listening for PASS devises or when listening equipment is being used by Technical Search and Rescue crews. This order may be preceded by “Emergency Traffic”.

**Code Zero:** A law enforcement term used to request all available officers to respond code 3 to an incident. To be used only when unable to transmit clear text and someone’s life is in imminent danger.

**Emergency Traffic:** The phrase "Emergency Traffic" is used in radio communications to indicate a critical, life safety related message. "Emergency traffic" communications have priority over all other radio communications with the exception of a Mayday message.

**Evacuate:** The term "Evacuate" will be limited to removal of civilians who are exposed, or are potentially exposed to hazards presented by the incident.

**Mayday:** “Mayday, Mayday, Mayday” is the signal phrase used in radio communications to indicate a missing, trapped, or injured firefighter in need of immediate assistance. Mayday messages have absolute priority over all other radio communications.

**Personal Accountability Report (PAR):** A report designed to provide the IC with information concerning the identity of individual members of a company or team and their assignments and to account for the assignment of companies.

**Withdraw:** The term "Withdraw" is used to order the controlled tactical movement from current operating positions to a safer location. Companies or crews who are withdrawing from an operating position will remove tools, equipment and hose lines.

PROCEDURE

1. Any member with an “emergency traffic” or “mayday, mayday, mayday” message will transmit that message on the tactical channel.

2. If Command receives an “emergency traffic” or “mayday, mayday, mayday” message via dispatch, they will immediately retransmit the message over the assigned tactical channel.
EMERGENCY COMMUNICATIONS

EMERGENCY TRAFFIC

1. The signal phrase “emergency traffic” is used to request priority access for communications critical to life safety. Situations in which emergency traffic communications are indicated include (but are not limited to):
   A. Abandoning the Hazard Zone.
   B. Reporting extreme safety hazards such as imminent structural collapse.
   C. Changing strategy from offense to defense.
   D. Requesting additional resources in a critical situation.

2. Emergency traffic has priority over all other radio communications (with the exception of a “mayday” message). All other radio traffic must cease and personnel must monitor the emergency traffic message.

3. After receipt of an “emergency traffic” message, Command will initiate (request through dispatch or personally signal) the “Radio Warble Tone”. “Emergency traffic” messages should be repeated on all appropriate tactical frequencies.

   “All companies, Command has received emergency traffic, stand by for emergency traffic message.” (Activate emergency radio warble tone).

ABANDONING THE HAZARD ZONE

1. Rapidly developing hazardous conditions may require Command to order all companies and crews operating in the Hazard Zone to abandon that area of operation and immediately exit to a safe area. In a Wildland/urban interface incident or other incident with a variable perimeter, safety zones must be defined by proclamation (i.e., the Safety Zone is located at...). In structure fires, safety zones are predefined at the corners of the structure and outside the collapse zone (others may be defined by proclamation).

2. Communicating the order to abandon the Hazard Zone is accomplished through first, emergency traffic radio communication and second, an audible signal. An order to abandon the Hazard Zone deviates from the standard radio communications model as it is broadcast to all companies and crews (rather than specifically directed).

   “All Companies, Command with emergency traffic. Abandon the building, abandon the building.” (activate the emergency radio warble tone). Command repeating emergency traffic, abandon the building, abandon the building. All Engineers sound the air horns.”

3. Upon receipt of an order by the Incident Commander to abandon the Hazard Zone, all Engineers close to the Hazard Zone will sound their air horn with one long continuous blast lasting for approximately ten seconds.

4. The Incident Commander will then repeat the emergency traffic message.

5. Following the order to abandon the Hazard Zone, Command must account for all resources operating at the incident by initiating a personnel accountability report (PAR).
PERSONAL ACCOUNTABILITY REPORT (PAR)

1. A PAR is conducted when:
   A. A firefighter or team is presumed missing or trapped.
   B. When changing from offensive to defensive operations.
   C. A catastrophic change in the incident occurs.
   D. When the IC determines that a need exists for a PAR.

2. PAR radio transmissions should be completed in a rapid and efficient manner. To accomplish this, a standard method of radio response is necessary. When PAR is called for, the appropriate supervisor will report whether the PAR is complete and will specify which crews/teams are under their command. Standardized examples of reports are as follows:
   A. If the PAR in the Division/Group has been conducted and all personnel are accounted for:
      “Division 2, PAR COMPLETE, with Engines 140, 71, 252 and Eng 110, Team B.”
   B. If the PAR in the Division/Group has been conducted and personnel are missing:
      “Division 2, PAR with Engines 140, 71, 252 MISSING Eng 110, Team B, FF. Smith and Brown, LAST KNOWN LOCATION 2nd floor stairwell.”
   C. If the PAR in the Division/Group has not been completely conducted:
      “Division 2, PAR NOT COMPLETED, Stand-by.”

MAYDAY, MAYDAY, MAYDAY

1. The signal phrase “mayday, mayday, mayday” is used to clearly communicate that a firefighter is missing, trapped, or injured and in need of assistance. This word is used to differentiate this type of emergency from others that may be communicated using the “emergency traffic” signal phrase.

2. Firefighters will transmit a “mayday” message three times on the tactical channel and report their company, last name, last known location and situation.
   “Mayday, mayday, mayday, Engine 71 Firefighter Smith, with a mayday, I’m in a second floor bedroom, Alpha Bravo corner, and low on air.”
   A. If unable to contact Command on the tactical channel, turn the radio frequency control clockwise to the last channel on the radio, position 16 “mayday channel” and announce the “mayday” message.
   B. If unable to contact the Incident Commander on the “mayday” channel, turn the radio frequency control counter-clockwise to position 1 “dispatch” and announce the “mayday” message.
   C. If unable to contact dispatch on the dispatch channel, depress the emergency transmit button on the radio.
3. After receipt of a “mayday, mayday, mayday” message, Command will initiate (request through dispatch or personally signal) the “Radio Warble Tone” and repeat the message on the tactical channel.

EMERGENCY TRANSMIT BUTTON
When faced with a threat against your person, the orange Emergency Transmit Button (ETB) on the portable radio may be activated to notify dispatch of a possible emergency.

1. The ETB will function only if the radio is set on a dispatch trunked system talk group (tactical channel).

2. Dispatch will respond by announcing on the air that an ETB has been activated, giving the persons radio number, company ID, and last known location. Law enforcement will be alerted when appropriate.

3. Notify dispatch and/or Incident Command immediately after an accidental activation.

CODE ZERO

1. The term “Code Zero” is the designation used to indicate an immediate need for police. “Code Zero” should be used only when unable to transmit in clear text and when someone’s life is in danger.

   “Dispatch, Engine 140 with a code zero.”

2. Dispatch will not request additional information from the sender.
PURPOSE:
To establish a policy for safe operations of emergency vehicles, including driving and backing regulations.

POLICY:
The East Clackamas County Fire Districts firmly believe in the safe operations of all emergency vehicles and will strictly enforce the driving regulations listed below.

AUTHORITY & RESPONSIBILITY:
All Company Officers, Apparatus Operators, Firefighters, and any District employees driving a District vehicle will adhere to and enforce this policy.

PROCEDURE:
I. GENERAL POLICY
   A. It is the employee’s responsibility to drive in a manner that ensures safe arrival at the destination, not endangering themselves or the public while in transit.
   B. All employees must observe and comply with Oregon’s Basic Rule when operating or driving District vehicles.
   C. Prior to starting and moving a piece of apparatus, the driver of the vehicle will complete a 360 degree walk around the vehicle to ensure all doors, equipment, personnel, etc., are secure.

II. SEAT BELTS
   A. All drivers and passengers are required to use seat belts when riding in District vehicles.
   B. No person may ride in exposed locations, such as the tailboard. This includes spotters backing fire apparatus.

III. CODE 3 EMERGENCY RESPONSE
   A. Use of red lights and sirens during emergency response is a REQUEST for right of way. Under no circumstances will any member of the District who operates equipment on emergency runs attempt to exercise right of way privileges with reckless disregard for the safety of other persons or property.
   B. Code 3 warning devices include the following:
      1. All vehicle warning lights.
      2. Vehicle head lights.
      3. Audible warning devices, including air horns, mechanical and electronic
sirens.

C. When using red lights, sirens will be used in all heavy traffic situations and at all intersections. There may be times when the siren may be discontinued (e.g., at night with no traffic on straight roads without intersections).

D. First due Company Officers are responsible to determine the response code status of the balance of the assignment (e.g., Code 1, if Code 3 is not necessary).

E. When responding Code 3, District vehicles may ONLY exceed the posted speed limit when the speed does not endanger persons or property, and existing road and traffic conditions have been considered.

F. Emergency vehicles should proceed with extreme caution when traffic conditions require traveling in oncoming traffic lanes.

G. When using the center or oncoming traffic lane to approach intersections or at red traffic signals and stop signs, vehicles must come to a complete stop before proceeding through the intersection.

H. Emergency vehicles must come to a complete stop for school buses with warning devices operating for loading and unloading of passengers.

I. When responding Code 3 on multilane roads, drivers of emergency vehicles will use the left-most lane, when possible.

J. When visibility of cross street traffic is limited or obstructed in any direction, emergency vehicles must slow to below-posted speed limits and stop, if necessary, until the driver is assured the way is clear.

K. When responding Code 3 through a signalized intersection with a green light, District vehicles will not exceed posted speed limits through or in the vicinity of the intersection.

L. When proceeding through areas being manually controlled, drivers will be guided by signals given by official control personnel.

M. Drivers will be reasonable and prudent in the use of audible warning devices in the vicinity of nursing homes, hospitals, etc.

N. During an emergency response, fire vehicles should avoid passing one another. If unavoidable, passing arrangements should be conducted using the radio.

O. The unique hazards of driving on or adjacent to an incident scene require drivers to use extreme caution, alertness, and prudent speed in order to react to the unexpected.
IV. APPARATUS SPECIFIC RESPONSE

A. All water tenders will respond Code 1 unless otherwise directed by the Duty Officer or Chief Officer.

V. NON-EMERGENCY USE OF VEHICLES

A. When driving on normal District business or making non-emergency responses, warning devices are not used, and drivers must comply with all applicable laws.

B. Daytime use of headlights on all District vehicles is required any time the vehicle is in operation.

VI. RESTRICTED MOVEMENT OF VEHICLES

A. Backing vehicles should be avoided when possible. Where backing is unavoidable, spotters must be used. In addition, spotters will be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.

B. Anytime a vehicle is backing the vehicle’s emergency lights, if equipped with such lights, must be operating.

C. Prior to moving an apparatus, the driver must observe the area around the vehicle. Drivers must be familiar with the apparatus and the area into which the vehicle will be backed. Using backup lights and apparatus bay lights is strongly recommended.

VII. USE OF SPOTTERS WHEN MOVING VEHICLES

A. Spotter(s) and driver will communicate a backing plan before proceeding.

B. The Apparatus Operator must roll down the window, take off headset, and monitor the radio for direction from the spotter. All spotters must have a portable radio on the appropriate channel to ensure communication with the Apparatus Operator.

C. When backing fire apparatus, the primary spotter must be posted on the left rear side in clear view of the operator. Driver must maintain visual contact with the primary spotter at all times.

D. When moving a vehicle in any other direction where a spotter is required, the primary spotter will be posted in the most advantageous position to observe the entire area where clearance may be an issue.

E. Only the primary spotter can direct the apparatus to move. Any spotter can order the apparatus to stop. Anyone may question the need for or ask for spotters.
F. Multiple spotters may be necessary depending on the situation.

G. The vehicle must not be moved until all spotters are in position and have communicated their approval to proceed. Anytime the driver loses sight of the primary spotter, the vehicle must be stopped immediately until the spotter is visible and communications necessary to continue are restored.

H. Standardized hand signals must be used at all times to reduce confusion between the driver and spotter. See Attachment A.

I. The primary spotter must use a lighted device at night or in low visibility situations. Spotter must wear a reflective vest or turnout jacket when directing apparatus.

J. In circumstances where the vehicle is staffed by the driver alone, the vehicle driver will attempt to utilize any available District personnel to act as a spotter. If no staff member is available to assist, the driver will get out of the vehicle and make a 360 degree survey of the area around the vehicle to determine if any obstructions are present.

K. In addition to checking the sides, the top, underside, and rear of the vehicle must be checked before and during backing up.

VIII. DRIVER RESPONSIBILITY

A. Drivers must respond and react according to the conditions encountered. Poor road conditions, inclement weather, nor the actions of others relieves the driver of responsibility to drive safely.

B. Responsibility for safe operation of District vehicles rests upon the driver. Passengers observing or anticipating unsafe driving practices or conditions should advise the driver.

C. When a vehicle is equipped with wheel chocks, the driver will place them on both sides of the wheel. If only one wheel chock is supplied, the driver will place the chock behind the downhill side of tires any time the vehicle operator seat is left unattended.

D. All Apparatus Operators are required to be proficient in emergency response and operation of all District apparatus.

E. Firefighters should not drive heavy apparatus Code 3 unless they are driving under the direct supervision (in the same vehicle) of a Company Officer or Apparatus Operator.

IX. COMPANY OFFICER RESPONSIBILITY

A. The Company Officer in charge of the vehicle is responsible for the safety of all
vehicle operations and managing compliance of this guideline.

B. All Company Officers are required to be **competent** in emergency response and operation of **all District apparatus**.

X. CREW RESPONSIBILITIES

A. Apparatus Operators and crew members are responsible for the safe operations of the apparatus and compliance of this guideline at all times.

B. An avoidable accident will be investigated as a crew failure to avoid the accident. The entire crew may be subject to corrective action.

C. After receiving the proper instruction, firefighters are required to be able to drive all vehicles Code 1.

XI. DEFINITIONS

A. Competent – Be able to safely drive the apparatus Code 3. Know the basic operation of the apparatus and operate the unit through its primary functions. Examples – get water at roughly the correct pressure out of the pump, get the aerial ladder set up, or dump/pump water from a water tender.

B. Proficient – Be an expert. Be able to operate the apparatus to its full potential.

KEY CONSIDERATIONS

- Always wear your seat belt and check on everyone else in the vehicle.
- Use spotters whenever possible and do a 360° if no spotter is available.
- Obey all traffic regulations and remember Code 3 is a REQUEST.
- Operate all vehicles with due regard for person and property.

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STANDARDIZED HAND SIGNALS
(Taken from the Industry Recommended Practice (IRP) manual of the Canadian Petroleum Safety Council)

Proceed Slowly – Straight Forward or Backward
- Arms extended slightly wider than body, parallel to the ground.
- Palms facing direction of travel.
- Bend arms repeatedly toward the head and chest then extend.

Turns
- Arm is held extended from the side of the body, indicating the direction the vehicle is to travel.
- The motioning arm is extended in the opposite direction (palm upward) and repeatedly bent towards the head indicating the desired direction of travel.
Distance to Stopping Point
- Both arms extended sideways with elbows bent upward at 90°.
- Bring hands together to indicate the stop point is being reached.
- At stop point, give STOP signal.

STOP
- Cross arms at the wrists above the head, and hold in position until the vehicle stops moving.
Emergency STOP

- Both arms extended about the head with arms crossed at the wrist.
- Wave repeatedly down then returned to the stop position above head until vehicle stops.
PURPOSE
To establish guidelines for building evacuations.

PROCEDURE
1. Evacuate persons in the greatest danger first.
   A. Those in the immediate area of a fire.
   B. Those above the immediate area of a fire.
2. Assign specific areas for evacuation.
   Companies should be assigned, according to priorities, to specific divisions or groups to evacuate and report “All Clear”.
3. Identify safe evacuation routes.
   A. Companies may have to be assigned to keep the evacuation routes safe (e.g., with protective lines, ventilation, etc.).
   B. Normal means of egress will be utilized first and include halls, stairs, elevators, etc.
   C. Secondary means of egress include aerial ladders, hand ladders, fire escapes, etc.
   D. If the evacuation route is unsafe, consider leaving occupants where they are until conditions improve.
4. Identify evacuation stairwells.
   In multi-story buildings it may be necessary to designate one stairway to be used for evacuation while another is used for firefighting and/or ventilation.
5. Evacuate to a safe location.
   A. Move evacuees to a location out of danger, but not further than is practical.
   B. In a multi-story building – two or three floors below the fire is usually adequate.
6. Authority to evacuate.
   A. The District may order citizens to evacuate if there is a significant danger.
   B. This does not apply to bomb threat situations, which are under police jurisdiction.

KEY CONSIDERATIONS
• The commitment of companies should be sufficient to provide for non-ambulatory evacuees and those needing physical assistance.

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PURPOSE
To establish guidelines for handling the removal and care of fire death victims.

PROCEDURE
1. If a fire death victim is discovered during fire scene operations, the Incident Commander will immediately notify the following:
   A. The County Medical Examiner for the county in which the incident has occurred.
   B. The law enforcement agency having jurisdiction.
   C. The Duty Investigator, CFIT, Chief Officer and OSFM
   D. District Chaplain/TIP volunteer
   E. Consider PIO

2. A victim may be removed only if the body is so located that it will sustain further damage.

3. If moved outside the structure, the body will be covered and one firefighter posted at the location. Before the body is moved:
   A. Take mental notes.
   B. Create sketches.
   C. Take pictures of the location and position of the body so an Oregon Fire Casualty Report can be completed with a drawing depicting the position of the victim when found.

KEY CONSIDERATIONS
- Actual identification of a victim will be left to the medical examiner and no statements referring to the victim’s identification or cause of death will be made by a District employee.
- Have crew members complete a “Firefighters Observation Report”.
- Consider the “Critical Incident Stress Management”

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PURPOSE
To establish safe operating procedures for fireground operations.

PROCEDURE
1. Tactical Positioning
   A. The intent is for personnel to utilize safe positioning where possible, in an effort to safeguard against sudden hazardous developments such as backdraft explosion, structural collapse, utilities, BLEVE, etc.
   B. When operating in a defensive mode, your operating position should be as far from the involved area as possible and still remain effective. Position and operate from behind barriers if available (fences, walls, etc.).
   C. In situations where personnel must operate from opposing or conflicting positions, such as front vs. rear attack streams, interior vs. exterior streams, roof vs. interior, etc., utilize radio or face-to-face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries.
   D. Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc., into an area where interior personnel are operating. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and/or heavy heat and smoke onto interior personnel.
   E. When operating either above or below ground level, establish at least two separate escape routes when possible, such as stairways, ladders, exits, etc., preferably at opposite ends of the building or separated by considerable distance.

2. Establishing a Perimeter
   A. The fireground or emergency incident perimeter established by Command will be marked off, when practical, by barrier tape. Other methods may be used when necessary, such as natural barriers, walls, road barricades, etc. Control of the perimeter and the area within it are the responsibility of Command.
   B. No unauthorized personnel will be allowed within the perimeter. All non-fire personnel allowed to enter will be required to wear protective clothing suitable for the situation and area to be entered.
   C. All personnel entering the emergency incident perimeter will:
      i. Be tracked by Passport Accountability System.
      ii. Be authorized by the IC.
      iii. Wear protective clothing appropriate for the incident.
      iv. Have company/crew intact.
      v. Be assigned.
      vi. ALL OTHERS, STAY OUTSIDE
3. **Firefighter Team Safety**

A. Division/Group Supervisors and/or Company Officers will be able to account for the whereabouts and welfare of all crews/crew members under their assignment.

B. Supervisors will ensure that all crew members are operating within their assigned area only.

C. Supervisors will keep their Director/Manager informed of changing conditions within their assigned area, and particularly those changing conditions which may affect the safety of personnel.

D. In an effort to regulate the amount of fatigue suffered by fireground personnel during sustained field operations, Supervisors should frequently assess the physical condition of all crews assigned to them.

E. The establishment of an Incident Safety Officer(s) at any incident in no way diminishes the responsibility of all Supervisors for the safety of their assigned personnel and of each member to utilize common (safety) sense, and to work within the intent of established safety procedures at all times.

F. Buildings will be constantly evaluated by all personnel for tenable interior operations and collapse potential. These evaluations should be a major consideration toward determining the tactical mode (e.g., offensive/defensive).

G. It is Commands responsibility to determine if the current strategy and tactics are safe and fit within a continual risk/benefit assessment. This on-going evaluation requires the input of the assigned Supervisor.

### KEY CONSIDERATIONS

- The safety of firefighting personnel represents the major reason for an effective and well-timed offensive/defensive decision.

- Interior firefighting operations should be abandoned when the extent of the fire prohibits or the structure becomes unsafe to operate within. When conditions become untenable, withdraw or abandon the structure.

- Ensure Rehab is established for any continuing fireground operations.

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PURPOSE
To establish operating procedures at flammable liquid spills and or fires

DEFINITIONS OF FLAMMABLE LIQUIDS

C) Class “B” incidents: Any flammable liquid that has escaped its container and poses a threat to the environment, ignition, has ignited or is in a reportable quantity.

D) Ethanol incidents: Any spill that contains ethanol in a quantity that would inhibit the effective use of normal class “B” foam or suppression methods.

PROCEDURE

1.0 Determine the type of product involved and the size of the spill or fire, from a distance if needed.

1.2 Stage responding units up wind and uphill if possible.

1.3 Isolate, deny entry and if needed evacuate for the recommended area appropriate for the incident.

1.4 Order additional resources and make all required notifications for the incident; contact OARS.

1.5 Life safety (for responders and the public) is the top priority then environmental concerns and then protection of property.

2.0 Class “B” Incidents

2.1 Develop an operations plan using products and techniques designed for use on a class “B” incident.

2.2 Order the appropriate amount of AFFF foam or other appropriate product for the incident from C-Com. Check for Where the foam is available what quantity is available and consider the response time to get on scene.

2.3 Use the advice of the responding haz-mat team in the incident operations plan.

3.0 Ethanol Incidents

3.1 Develop an operations plan using products and techniques designed for use on an ethanol incident. Depending on the amount of ethanol in the fuel AFFF foam may not as effective in this type of product but unless AR-AFFF is available it may be appropriate to begin applying AFFF within its limitations. This may increase the size of the spill and the material may still ignite.

3.2 Order the appropriate amount of the right type of foam or other appropriate product for the incident.

3.3 Use the advice of the responding haz-mat team in the incident operations plan.
KEY CONSIDERATIONS

- Strongly consider allowing the product to burn off while protecting exposures and the environment.
- If the product is burning in a ruptured container or tanker, position personnel and equipment so that if a complete rupture occurs, running fuel will safely dissipate.
- Physical properties:
  - Class 1B Flammable Liquid
  - Flash Point: -45° Fahrenheit
  - UEL: 7.6%,
  - LEL: 1.4%
  - Insoluble

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PURPOSE
To establish safe operating procedures for incidents involving Flammable gas utilities.

PROCEDURE
1. All Flammable Gas Incidents
   A. Incidents involving flammable gas are considered to be hazardous material incidents. Incident management should be in conjunction with the guidelines as outlined in Fire & Rescue Protocol, HazMat/WMD Response.
   B. Upon arrival, access scene information from afar. Request additional resources as appropriate (Northwest Natural, Portland General Electric, Area Phone Utility, Public Works, Police etc.).
   C. Consider a Unified Command if and when utility representatives are on scene when appropriate.
   D. All personnel should be in full PPE. Confined flammable gas leaks in structure shall be considered an IDLH environment.
   E. Control incident access. Keep citizens, utility workers and suppression crews clear of potential Exterior Blast Zones (doors windows etc.).
   F. Utilize public and private resources (PHD Monitor, RMLD detector) to determine gas quantity and LEL. Fire Department personnel should only use those devices for which they have been trained to operate.
   G. Control Ignition Sources. Consider shutting off power (primary and auxiliary) and telephone service remotely.
   H. Entry into confined structures should be reserved only for the purpose of providing a primary search when inhabitants are highly suspected. The search shall be conducted quickly and cautiously minimizing exposure of crew members.
   I. Entry into confined structures when the LEL is reached is prohibited until the structure can first be exteriorly ventilated. Ignition sources shall be controlled prior to ventilation measures.
   J. On some outdoor leakage events such as a Main or Service damage from a backhoe, track hoe, etc. water fog may be useful for the following:
      I. Water fog can provide some Flammable Gas vapor vectoring away from a [ignition] hazard area.
      II. LPG will spread along ground and collect in low-lying areas (sewers, basements, terrain).
      III. Water fog can help to mitigate Static generated by blowing gas from a Polyethylene [or even steel] gas line. By applying water fog to the surrounding area, [inside the excavation] the damp soil conditions help to reduce static discharge potential.
      IV. Avoid flooding the excavation area.
      V. Water may be applied to protect exposures from ignited leaks.
K. Do not extinguish ignited leaks.
L. Command will determine the need/extent of area evacuation based on size, type of leak and the hazard created.

2. **Industrial Gas Service**
   A. Industrial gas installations frequently have grids and sectional controls within the plant. Shutting off a gas supply at the meter installation may create severe financial loss to the industry involved.
   B. Whenever practical, first check with responsible plant operations personnel before shutting off an industrial service.
   C. Industrial gas shut-off valves are normally located above ground and at the meter site. These meter shut-off valves are usually identified by a tag/marker.
   D. Do **not** turn on any industrial gas service once it has been turned off.

3. **Domestic Gas Service.**
   A. Firefighters may turn off gas services at the meter or curb cock if the need is indicated in controlling a dwelling fire. All meters do have meter cocks – this is the most **desirable place to shut-off gas service.**
   B. Gas service may be turned off at the meter of there is a significant leak between the meter cock and the house/appliance.
   C. Domestic curb cocks are usually one foot outside the property line and in line with the meter.

4. **LPG.**
   A. Firefighters may turn off gas services at the tank if the need is indicated in controlling a dwelling fire.
   B. Tanks are typically above ground but may be buried.
   C. Do not turn on any tank valves once they have been turned off.
KEY CONSIDERATIONS

- This protocol may be applied to similar incidents involving explosive gaseous hazards.

- Firefighters are not authorized to restore gas services. **Never** turn gas back on, call the gas company.

- Patient considerations:
  - Flammable gas may cause asphyxia.
  - Gas equipment that is malfunctioning may produce carbon monoxide.
  - Consider referring to EMS Protocol, Poisoning and Overdose and Respiratory Distress.

- DOT Number 1971 (Compressed), and 1972 (Liquefied); DOT Guide 115.

- Physical Properties:

  **NATURAL GAS:**
  - Flammable Gas
  - Specific Gravity: 0.60
  - LEL 5%, UEL 15%

  **LPG:**
  - Flammable Gas
  - Specific Gravity: 1.52
  - LEL 2.1%, UEL 10.1%
PURPOSE
To provide specific information and procedures to be used during, but not limited to, highway and freeway incidents.

PROCEDURE
1. Approach
   A. Units should attempt to reach the scene in the direction of the reported incident unless otherwise instructed.
   B. Units should proceed in the opposite direction to normal flow ONLY when it is assured that all traffic has been stopped.
   C. It is the responsibility of the first unit to direct other units via alternate access if unable to reach the scene. Specific directions should be given regarding approach and direction for other companies when problems are encountered.
   D. Always position first arriving apparatus to block the scene, patients and emergency personnel by creating a physical barrier between the incident and the approaching traffic. The block should cover the incident lane and one additional lane of traffic that is not involved in the incident.
   E. During daytime operations, leave all emergency lights on to provide warning to drivers.
   F. For nighttime operations, turn OFF apparatus headlights and/or floodlights that are in direct view of oncoming traffic when deemed appropriate by a Company Officer, Command, or Safety.
   G. Safety vests and turnouts will be worn during ALL highway incidents except during firefighting activity. After the fire has been extinguished the vest will be worn.
2. Command
   A. The first unit arriving will establish Command and give an initial size up to include traffic, weather and any hazardous conditions.
   B. Incident Command should have C-COM request law enforcement and/or ODOT.
   C. During large, complex incidents a unified command should be initiated.
   D. Ensure all highway safety procedures are followed.
3. Termination
   A. Once the incident has been terminated, remove crews and equipment from the highway/freeway as quickly and safely as possible.
   B. All critiques and debriefs should be completed off the roadway in a more protected environment.
KEY CONSIDERATIONS

- Always operate from a defensive posture.
- Always consider moving vehicles as a threat to your safety. Think Safety First!

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PURPOSE:

To provide a system for incident organization and supervision that corresponds with national and regional standards for emergency incident command and control, and provides for safe and effective management of escalating emergency scenes. Additionally, the system will provide for on-scene management tools that are effective in emergent, rapidly developing environments.

POLICY:

The District has adopted the National Incident Management System (NIMS) standard as its incident management system. The District will maintain operational manuals, protocols, and plans that describe how to operate within the NIMS guidelines. A structured Incident Command System will be used on all emergency incidents where more than two response units respond, and on any other incident as deemed necessary by the senior officer on scene. Fire & Rescue Protocols will be used as on-scene guidelines for tactical operations.

AUTHORITY & RESPONSIBILITY:

Each Districts Operations Chief will be responsible to ensure that command officers follow the adopted ICS system, and that the guidelines and protocols are regularly reviewed and updated. The Training Officer will ensure that operational training and exercises are conducted regularly that utilize incident command functions.

PROCEDURE:

The District will, on an annual basis, review and revise operational manuals, protocols, and plans that are associated with the adopted Incident Management System and on-scene tactics.

I. Fire & Rescue Protocols:
   A. Company level procedures, checklists, and brief reference tools that provide guidance for tactical fire, rescue, and major incident operations.
   B. Fire & Rescue protocols will be evidence-based when possible, and provide general guidelines as opposed to strict operational policy.
   C. Incidents that are considered high-risk, low frequency events will be accompanied by a “Safety Checklist” that will serve as a task reminder for the Command Officer.
   D. The East Clackamas County Operations Group is responsible for maintaining these protocols.

II. EMS Treatment Protocols:
   A. Company level procedures that provide guidance for Emergency Medical Service (EMS) operations.
   B. The East Clackamas County EMS is responsible for maintaining these protocols.
III. Incident Command System (ICS) Guidelines:
   A. NIMS guidelines that outline specific incident command positions, section responsibilities, and subcategories.
   B. Procedural guidelines that specify critical roles and responsibilities for each position in the Incident Management System structure.
   C. Guidelines indicating how to expand and contract the ICS structure based on the type of event.
   D. The East Clackamas County Operations Group is responsible for maintaining these resources.

IV. Emergency Operations Plan (EOP):
   A. Describes District operations during a major emergency or disaster.
   B. The Fire Chief is responsible for maintaining this plan.

KEY CONSIDERATIONS
- Incident management system relies on the commitment and utilization of every individual.
- Knowledge and operation under the appropriate operational manuals, protocols and plans is a must for successful implementation of the incident management system.

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PURPOSE
To establish guidelines for the use of the Knox Box entry system.

PROCEDURE
1. Establish the need for entry
   A. Emergency
   B. Nonemergency
   C. Forced entry vs Knox Box key entry

2. Locate the Knox Box
   A. Pre-fire plan
   B. Generally located near the main entrance

3. Operational guidelines
   A. Only fire department personnel will have the master key to the Knox
      system
   B. If possible, notify responsible party of fire department use of Knox
      Box to gain entry.
   C. If Possible, do not leave Knox Box Key unattended in lock during fire
      department operations. It may be necessary to leave a firefighter at a
      keyed gate to keep open to allow other apparatus access.

KEY CONSIDERATIONS
Consider other means of entry if Knox system unsafe
Keyed gates may automatically close when the key is removed
PURPOSE
To provide guidelines for the safe and proper construction of a helicopter landing zone.

PROCEDURE
1. Landing area must be as flat as possible.
2. Minimum area of 100' X 100', free of obstructions.
3. Mark and identify landing zone on all four corners, clearly mark approach and departure pattern by placing a 5th marker upwind.
4. Identify all hazards: overhead wires, obstructions, aircraft, traffic patterns, or other hazards!
5. Consider noise interference, hazardous environment, and rotor wash.
6. Establish landing zone in a secure area away from the incident site. Consider previously used or established landing zones.
7. Mark the area at night. Consider flares, strobes or flashlights if traffic cones.
8. Follow standard patient loading procedures.
10. Maintain close security and perimeter control of the landing zone

COMMUNICATIONS
1. Landing Zone operations will generally be conducted on OPS 28 or F-4
2. Give directions to the pilot as if the aircraft were on a clock face, with the nose of the aircraft at 12:00.
3. Benchmarks should be communicated to CCOM.

KEY CONSIDERATIONS
- Minimize the amount of light on the landing zone.
- Wear PPE.
- Always approach from in sight of pilot and/or under escort of crew, once signal of “OK” is given.
- Carry all items below shoulder level at all times.
- Button up all clothing and remove fly-away materials.
- Follow traffic pattern in and out of landing zone.
- Do not approach aircraft until instructed to do so.

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PURPOSE
To establish safe operating procedures for vehicle extrications.

PROCEDURE
1. First arriving Company Officer completes incident size-up.
   A. Assume or pass Command.
   B. Complete a hazard survey of the area. Assess the degree of entrapment and number of patients.
   C. Request Technical Rescue if scope appears to be beyond the capacity of the Initial Company, or if additional extrication equipment is needed.
   D. What is the victim status? (Rescue or Recovery.)
      i. If Rescue, consider greater trauma alarm
      ii. Identify Paramedic In Charge (PIC).
   E. Is there a need for additional Specialty Teams based upon the situation? (HazMat, Truck Company support, or additional Technical Teams.)

2. Survey and Safety Considerations. (Refer to corresponding Training Bulletin.)
   A. Conduct an outer circle survey.
   B. Conduct an inner circle survey.
   C. Address any hazards.
   D. Establish a Safety Officer as needed.
   E. Stabilize the vehicle.

3. Appoint an Extrication Group Supervisor.
   A. Extrication will be conducted in accordance with the corresponding Training Bulletin.
   B. Extrication will not be initiated without first consulting with the PIC.

4. Refer to the Incident Command Checklist (Attachment A).

KEY CONSIDERATIONS
- Complete the minimum amount of extrication needed to remove the patient. Never compromise the patient because of lack of extrication. Continue to assess the patient every 4 to 5 minutes to ensure you need to continue operating in rescue mode.
- The Medical Branch Director should be assessing the patient’s medical needs and preparing the patient for extrication. They will not be involved with the extrication process.
- Is there a need for the Incident Management Team or PIO?
INCIDENT COMMAND CHECKLIST
VEHICLE EXTRICATION

☐ Assume Command.
☐ Confirm rescue or recovery.
☐ Establish extrication group.
☐ Establish Safety Officer if needed.
☐ Verify PPE- FULL TURNOUTS with EYE PROTECTION.
☐ Verify extrication is within the scope of the units assigned; if not, request the Technical Rescue Team.
☐ Ensure that the extrication group has prepared and shared with command plan A, B, C and so on.
☐ Make any other agency notifications or requests.
☐ Ensure Medical Branch is adequately staffed for the number and severity of patients.
☐ Prompt extrication group at 5 minute intervals to verify rescue or recovery.
☐ Informally/formally diffuse the incident.
PURPOSE: To ensure that the condition of all personnel operating at the scene of an emergency do not deteriorate to a point which affects their own or any other person’s safety, especially those involving an IDLH atmosphere, long work periods, extreme exertion, and/or extreme weather conditions.

PROCEDURE:
A. The Incident Commander (IC) or the Safety Officer (SO) will be responsible for evaluating the conditions of an incident and determining the need to establish a rehabilitation (Rehab) area for personnel.
   a. If the IC of SO feels the conditions will in any way cause harm in the safe, efficient performance of response personnel, Rehab shall be considered.
   b. Rehab should be considered after personnel go through two SCBA bottles.
   c. All personnel are expected to maintain awareness of personal limitations and/or conditions and report, to their officer, any changes that may affect their ability to function effectively and safely.
   d. Rehab shall be located to provide for environmental protection and be a space large enough to handle the needs of the incident.

B. Personnel in Rehab will undergo an initial medical evaluation that will consist of a physical assessment including mental status and vital signs (pulse, blood pressure, temperature, pulse oximetry, and CO monitoring [if available]). All medical evaluations will be recorded on the Medical Evaluation Form.

C. Personnel will remain in Rehab for a minimum of 10 minutes, during which time they shall be offered nutritional support, rehydration, and relief from environmental conditions.

D. Medical treatment or a resting period will be determined according to the following triage criteria based on entry findings:
   1. Findings mandating that the individual be transferred to the Medical Unit:
      a. Any chest pain, shortness of breath or serious injury.
      b. Altered mental status (confusion, dizziness, weakness, loss of consciousness).
      c. Nausea, vomiting, tingling sensation in extremities.
      d. Skin pallor, hot in temperature and either moist of dry and flushed.
      e. Any complaint of unusual symptoms.
      f. Irregular pulse.
      g. Heart Rate >120 and Temperature >101°F and symptomatic.
      h. Blood Pressure >160 or <100 systolic, or >100 diastolic and symptomatic.

   2. If initial exam findings include any of the following the individual will require reassessment within 10 minutes:
      a. Temperature >101°F, regardless of other vital signs.
      b. Heart Rate >120.
      c. Systolic BP <100 or >160.
      d. Diastolic BP >100.

   3. If reassessment exam findings include any of the following, the individual will require an additional reassessment in 10 minutes:
      a. Temperature >101°F, regardless of other vitals.
      b. Heart Rate >120.
      c. Systolic BP <100 or >160.
      d. Diastolic BP >100.

   4. If, after an additional 10 minutes (20 minutes total in Rehab), reassessment exam findings include any of the following, the individual will be sent to the Medical Unit for further evaluation and/or treatment:
      a. Temperature >101°F, regardless of other vitals.
      b. Heart Rate >120.
      c. Systolic BP <100 or >160.
      d. Diastolic BP >100.
5. Exam findings allowing an individual to enter Base for reassignment include
   a. Temperature <101°F.
   b. Heart Rate <100.
   c. Systolic BP 100-160.
   d. Diastolic BP <100.
REHAB

EAST COUNTY REHAB
FLOW CHART

ENTER REHAB

- Any chest pain, shortness of breath or serious injury.
- Altered Mental Status (confusion, dizziness, weakness, loss of consciousness).
- Nausea, vomiting, tingling sensation in extremities.
- Skin pallor, hot in temperature and dry and flushed.
- Any complaint of unusual symptoms.
- Irregular pulse
- Heart rate >120 and temperature >101°F and symptomatic.
- Blood Pressure >160 or <100 systolic, or >100 diastolic and symptomatic.

DIRECT TO MEDICAL UNIT

YES

NO

INITIAL EXAM FINDINGS
(CONT.)
(Any 1 Factor)

Temperature >101°F regardless of other vital signs.
Heart Rate >120.
Systolic BP <100 or >160.
Diastolic BP >100.

TREAT SYMPTOMS
Reassess After 10 Minutes
(Any 1 Factor)

Temperature >101°F, regardless of other vital signs
Heart Rate >120.
Systolic BP <100 or >160.
Diastolic BP >100.

TREAT SYMPTOMS
Reassess After 10 Minutes
(20 Minutes Total)
(Any 1 Factor)

Temperature >101°F, regardless of other vital signs
Heart Rate >120.
Systolic BP <100 or >160.
Diastolic BP >100.

YES

NO

NORMAL REHAB
Nutritional Support Rehydration
Minimum of 10 Minutes Total in Rehab

RETURN TO STAGING

STAGING AREA
PURPOSE
To outline a procedure that ensures the risks faced by District personnel are minimized through sound risk management and safety practices.

PROCEDURE
1. Upon the arrival of the Incident Commander (IC), they will integrate risk management when formulating a size-up and when developing strategy and tactics for the incident.
2. The risk to District members is the most important factor considered by the IC in determining the strategy that will be employed in each situation.
3. The management of risk levels involves all of the following factors:
   A. Routine evaluation of risk in all situations.
   B. Well-defined strategic options.
   C. Standard operating procedures.
   D. Effective training.
   E. Full protective clothing ensemble and equipment.
   F. Effective incident management and communications.
   G. Safety procedures and safety officers.
   H. Back-up crews for rapid intervention.
   I. Adequate resources.
   J. Rest and rehabilitation.
   K. Regular evaluation of changing conditions.
   L. Experience based on previous incidents and critiques.
4. The acceptable level of risk is directly related to the potential to save lives or property. Where there is no potential to save lives, the risk to District members must be evaluated in proportion to the ability to save property of value.
5. When there is no ability to save lives or property, there is not justification to expose District members to any avoidable risk, and defensive fire suppression operations are the appropriate strategy.
KEY CONSIDERATIONS

- Risk/Benefit Value Statement:
  - Within a structured plan, we may risk our lives to protect savable lives.
  - Within a structured plan, we may risk our lives to protect savable property.
  - We will NOT risk our lives at all to save lives or property that is already lost.

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PURPOSE

To establish a fully equipped rescue team on scene and in a ready state to immediately act to locate, establish a defensible space, and rescue any injured and trapped firefighters. This protocol will be implemented at all hazardous incidents and working structure fires. In addition, to establish safe operating procedures for missing or trapped firefighters or other circumstances where firefighters are compromised in a hazardous area.

PROCEDURE

1. Initial Operations – Two-In/Two-Out
   
   A. Prior to engaging firefighters in IDLH atmospheres, the Incident Commander (IC) will ensure that an adequate number of personnel are available to safely conduct emergency scene.
   
   B. Firefighters operating in hazardous areas will operate in teams of two or more.
   
   C. During initial operations, when only one team is operating in the hazardous area at a working structure fire, a minimum of four individuals is required – two individuals working as a team in the hazard area, and two individuals present outside this hazard area for assistance or rescue at emergency operations.
      
      i. **Two-In** utilizes the buddy system and ensures that contact is maintained between interior team members so they can monitor each other’s situation.
      
      ii. **Two-Out** requires two people outside the structure to ensure that adequate personnel are immediately available to monitor and account for those team members on the interior team and to initiate rescue and call for additional back-up personnel.
   
   D. Of the standby members, one member’s sole responsibility will be for maintaining a constant awareness of the number and identity of members operating in the hazard area, their location and function, and time of entry. The other members may be assigned to other duties.
   
   E. Initial attack operations will be organized to ensure that if upon arrival at the emergency scene initial attack personnel find an imminent life-threatening situation where immediate action could prevent the loss of life or serious injury, such action will be permitted with less than four personnel. These conditions fall into one of two categories:
      
      i. Life threat is obvious through initial observations (e.g., firefighters see or hear victims, family members, neighbors, or coworkers, verify occupants are still in the threatened structure.), and the structure can be safely searched by two or three members (e.g., small commercial or residential structures). Confirmed rescue.
         
         Action – **Immediate entry can be made without the two-out, providing that communications have been relayed to other responding companies that rescue operations have begun without back-up. The use of District approved search aids (e.g., search lines, hose line) is strongly recommended.**
      
      ii. Based on size-up indicators, the IC judges that an imminent life-threatening situation exists. Possible rescue.
Action – Company Officers confirm with responding Duty Chief that based on judgment an imminent life-threatening situation exists and immediate entry must be made.

a. If the Company Officer cannot reach the responding Duty Chief by radio, then confirmation may be made with a secondary responding Company Officer.

b. If unable to reach a secondary responding Company Officer, confirmation can be made with other crewmembers.

c. Prior to entry, communications must be relayed to other responding companies that rescue operations have begun without back-up.

F. Priority will be given to subsequent arriving resources to ensure that the IC position is fully functional, two-out established and back-up safety lines are in place.

G. The IC will report to the District Safety Officer (DSO) all incidents where the two-out criteria were waived. The DSO, or designee, will investigate and submit findings to the Safety Committee and affected Division Chief.

2. Sustained Operations – Rapid Intervention Team (RIT)

A. When an incident escalates beyond the incipient stage, or when there is significant risk to firefighters due to the magnitude of the incident, the IC will upgrade the two-out component to a fully established RIT that consists of a minimum of two dedicated, fully equipped and trained firefighters.

B. The assignment of RIT will be clearly verbalized on the tactical channel.

C. RIT must build their contingency plans based on the AWARE concept: Air, Water, Radio, and Extrication equipment.

D. Initial activity (see Attachment A):
   i. Obtain and stage required equipment.
   ii. Check-in: Report to Command and determine the approximate operating position of working crews/companies.
   iii. Size-up: RIT will perform a 360° reconnaissance of the fire building to determine means of access to, and egress from, operating areas along with mitigating any hazards including softening the building as deemed necessary by the RIT Officer.
   iv. Monitor: The RIT Officer must closely monitor the tactical radio channel(s) along with the Mayday channel at all times for the activities and status of working companies. RIT will maintain knowledge of all company locations.

E. The IC may assign more than one RIT, depending on the magnitude of the incident.

3. RIT Activation

A. RIT will be activated primarily for the following two situations:
   i. Receipt of a mayday radio message (refer to Fire & Rescue Protocol, Emergency Communications).
ii. Trapped or missing firefighter. The IC will assume that an individual is lost, trapped, or missing until that individual or crew is accounted for.

B. Upon activation, RIT will be assigned to the Firefighter Rescue Branch as the Firefighter Search Group.

C. The IC will designate a new RIT anytime the current RIT is activated

4. Command Responsibilities upon RIT activation

A. If a company or individual firefighter cannot be located through a PAR, or any other time a firefighter is missing, a mayday message will be transmitted.

B. Command will respond to a mayday by modifying the incident action plan to address both the firefighter rescue and firefighting operations. This plan must include:
   i. Commit the RIT.
   ii. Order additional resources.
   iii. Establish a Rescue Branch.
   iv. Maintain RIT.
   v. Assign a separate TAC channel.
   vi. Assign a Safety Officer.
   vii. Order support resources.
   viii. Mandatory notifications.

5. Firefighter Rescue Branch

A. Assignment of firefighter rescue operations to a branch permits concentrated focus on this critical activity while continuing ongoing firefighting efforts.

B. Key components may include:
   i. Firefighter Search Group.
   ii. Fire Control Group.
   iii. Firefighter Rescue Branch Staging.
   iv. Firefighter Extrication Group.
   v. Medical Unit.
   vi. Firefighter Support Group.

KEY CONSIDERATIONS

- The IC will assume that an individual is lost, trapped, or missing until that individual or crew is accounted for.

- Firefighting operations will not be abandoned and it may be necessary to reinforce those operations with additional resources.

- The IC will ensure that the Fire Chief is notified upon activation of RIT.
PURPOSE
To establish safe operating procedures to support effective structural firefighting operations using the Think-Plan-Act model.

PROCEDURE
1. Arrival and Size-up
   The first arriving company will perform a size-up on arrival and communicate the following:
   A. Type of building/occupancy.
   B. Specific conditions (e.g., smoke, fire, victims, and location of each).
   C. Initial mode.
   D. Command status.
   E. Order additional resources as needed.

2. Engine Company Functions
   A. Search, rescue, and treatment.
   B. Stretch and pump hose lines (utilize water supply to best advantage).
   C. Engines should give consideration to safety and operations when spotting.
   D. RIT.
   E. All responding apparatus should consider other responding apparatus when approaching the incident location.
   F. Crews may be divided for general fireground functions. Each team has pre-determined tasks unless otherwise dictated by the fireground Commander. The following fireground functions may be assigned:
   - Forcible Entry
   - Salvage & Overhaul
   - Means of Egress
   - Ventilation
   - Extinguish the Fire
   - Utilities
   - Search & Rescue
   - Locate the Fire
   - Confine the Fire

3. Tactical Priorities – Primary


<table>
<thead>
<tr>
<th>Objective</th>
<th>Benchmark Communicated to IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rescue</td>
<td>Primary search complete.</td>
</tr>
<tr>
<td>Fire Control</td>
<td>Under control.</td>
</tr>
<tr>
<td>Loss Control</td>
<td>Loss stopped.</td>
</tr>
</tbody>
</table>

4. Tactical Priorities – Rescue
   A. Consider:
      i. The number, location and condition of the victims.
ii. The effect the fire has on the victims.

iii. The capability of the available resources to enter the building, remove/protect victims, and control the fire.

B. Conduct a primary and secondary search in all involved and exposed occupancies.

C. The completion of the primary search will be reported to the Incident Commander utilizing the term “primary search complete.”

D. The completion of the secondary search will be reported utilizing the term “secondary search complete.” The Incident Commander will communicate the benchmark, “all clear” to dispatch.

E. In some cases, occupants are safer in their rooms than moving through contaminated hallways and interior areas. Such movement may also impede interior firefighting.

5. **Tactical Priorities – Fire Control**

A. Stabilize fire conditions whenever possible through the use of a well-placed, interior fire attack. This should be supported with resources and actions required to reduce fire extension and to bring the fire under control.

B. A critical Command decision, both initial and on-going, relates to the offensive/transitional/defensive mode of the situation:

   i. **Offensive Mode** – Interior attack and related support quickly bringing the fire under control.

   ii. **Transitional Mode** – Transitional attack involves changing from offensive to defensive or defensive to offensive.

   iii. **Defensive Mode** – Exterior attack directed to first reduce fire extension and then bring the fire under control.

   Incident Command will communicate the mode of operation to all personnel on the fireground.

C. Incident Command should consider the most probable direction of fire extension, particularly as it affects rescue, confinement, and exposure protection, and allocate resources based upon this evaluation.

D. Initial attack efforts should be directed toward supporting the primary search.

E. If the structure is deemed lost, or the fire is beyond the control of the immediately available resources, protect exposures and routes of egress before directly attacking the fire.

F. Anytime Incident Command changes the mode of operation it will be communicated to all personnel on-scene.

G. If the order for withdrawal or abandonment has been given, Incident Command will account for the safety of all personnel by conducting a Personnel Accountability Report (PAR).
H. The completion of bringing the fire under control is reported utilizing the standard radio reporting term, “fire under control.”

6. Tactical Priorities – Loss Control

   A. When basic fire control has been achieved, Command should direct companies into “stop loss” activities:
      i. Communicate “loss stopped” to dispatch.
      ii. Evaluate damage to overall fire area.
      iii. Evaluate the salvage value of various areas.
      iv. Evaluate the personnel and equipment that will be required.
      v. Commit the required companies to salvage functions.
      vi. Reduce hose lines from fire control functions to salvage functions.

   B. The provision of salvage functions must be integrated into the cause determination phase. When fire control becomes stable, back fire control companies out and let fire investigators develop a plan.

   C. Retain possession of the property. Overhaul must be coordinated with Fire Investigation. It may be necessary to control spot fires until the investigators have had an opportunity to do their work, before digging out and completely extinguishing non-threatening fires.

   D. Check all avenues of fire spread for extension using all means necessary.

   E. Consider leaving units as a fire watch until absolutely certain there is no possibility of a rekindle.


8. Staffing guidelines

   A. Obtain IC permission to respond with staffing is less than outlined
   B. If no IC contact the Duty Officer or other FD unit responding
   C. Notify CCOM, of staffing number, if less than outlined
   D. Staffing levels:
      - Engine – 3
      - Rescue – 2
      - Tender – 1
      - Brush – 2
      - Squad – 2
      - Support – 1

KEY CONSIDERATIONS

- Risk/Benefit Value Statement:
  o Within a structured plan, we may risk our lives to protect savable lives.
  o Within a structured plan, we may risk our lives to protect savable property.
  o We will NOT risk our lives at all to save lives or property that is already lost.
PURPOSE
To establish safe operating procedures for incidents involving tar fires.

PROCEDURE
1. Turn off burners (usually propane fired).
2. Close covers (use pike poles to maintain distance).
3. Use hose stream to cool exterior (do not direct it inside).
4. Considerations:
   A. Pour small amounts of water into vents.
   B. Discharge dry chemical extinguisher into vent pipes.
5. Have protective hoselines in place and charged.
6. If tar contacts skin, cool immediately, do not remove.
7. Protect nearby exposures.

KEY CONSIDERATIONS
- Vat working temperature: 425 – 450° F.
- Flash point: 450 – 550° F.
- Tar is a respiratory irritant; Hydrogen Sulfide is produced during fire conditions.
- Adding water can cause dangerous steam explosions.
- Petroleum asphalt is insoluble in water or alcohol.

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PURPOSE
To establish safe operating procedures for responding to incidents involving terrorist action.

PROCEDURE
1. Initial Assessment – General Operations
   A. Determine if scene has been secured.
   B. Use aerial and street maps to determine best location for:
      i. Command, Medical Branch, Media, and Staging.
      ii. Ambulance access and egress.
      iii. “Safe Zones” for victims and rescue personnel.
   C. Secure access to the area, but DO NOT block roads or park apparatus where they are blocking access and leave them.
   D. Prepare for large-scale operations: order and stage resources for fire, medical and Hazmat operations.
   E. Obtain floor plans of building, preplans, and resource lists.

2. Medical Operations
   A. Establish a Medical Branch and utilize the ICS system. Use a Unified Command structure.
   B. Determine likely victim evacuation routes.
   C. Establish clearly identified triage areas:
      i. In line with evacuation routes.
      ii. Inside secure area.
   D. Divide scene, NAME triage areas, assign triage strike teams to each area, and coordinate patient removal.
   E. Ask triage teams to get the following information from each victim, if possible:
      i. Name.
      ii. Age.
      iii. DOB.
      iv. Location in building when injured.
   F. Assign a Communications Officer; have them work with school officials or business owner to get attendance lists.
   G. With law enforcement, establish an area for incoming relatives to gather, get patient information, and arrange bus transport to hospitals if necessary.
3. Fire Operations
   A. If possible, use master streams at a distance.
   B. If pumping FDC, consider setting pump and pulling back.
   C. Use the minimum number of personnel needed to achieve objectives.

KEY CONSIDERATIONS

- Be aware of secondary or diversionary devices:
  - HazMat, Biohazard, Incendiary, or explosive.
  - Keep away from areas that are likely to hold such a device (e.g., dumpsters, vehicles, planters, etc.).
PURPOSE
To establish safe operating procedures for incidents involving vehicle fires.

PROCEDURE
1. Position Apparatus
   A. Uphill and upwind of the fire, at a safe distance for the hazards presented.
   B. Place apparatus between oncoming traffic and firefighting operations if possible, check for HazMat placards.
   C. Keep a safe distance from “running” fuels.
   D. Consider the reach of desired hose lay.

2. Water Supply Considerations
   A. Check for the nearest hydrant locations.
   B. For freeway response, determine the best location for additional water supply.
   C. Call for additional response if needed (e.g., HazMat, tender).

3. Fire Attack
   A. Stop all traffic, if needed, for safe operations.
   B. Wear PPE and SCBA.
   C. Secure water source if needed, pull minimum 1 ½” line.
   D. If fully involved, consider initial attack with a master stream.
   E. Approach from corners; beware of “loaded” bumpers, hood and hatchback shocks.
   F. Chock vehicle wheels or pull stems to keep it from moving.
   G. Place no flares downhill or downwind of vehicle.
   H. Consider dry chemical extinguishment or foam for fires involving running fuels or metals.
   I. Dam or divert fuels running towards street drains.
   J. Apply appropriate absorbent onto spilled petroleum products, and crimp or plug any leaks.
   K. Initiate fire investigation – limit overhaul until cause determination is complete.

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PURPOSE
To establish safe operating procedures for incidents involving locked vehicles.

PROCEDURE

1. Arrival and Attempting Access
   A. Confirm the vehicle is locked and there is a need for emergency responders to unlock the vehicle.
   B. The Company Officer will inform the driver/owner of the vehicle that damage to the vehicle may occur if access is attempted.
   C. After receiving permission to access, attempt to unlock the vehicle using a lockout kit.

2. Unsuccessful Access
   A. If unable to gain access, and the Company Officer determines necessity, break out the window to gain entry.
   B. If unable to gain access, and the Company Officer determines there is no immediate threat to the occupants, a private company may be contacted and the apparatus may stay on-scene and return to service as the Company Officer deems appropriate.

KEY CONSIDERATIONS
- Consider the safety of a person or animal that is locked inside.
- In extreme weather conditions, strongly consider activating a private lock company prior to arrival of the scene.

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PURPOSE
To establish a protocol to provide continuous water supply for hydranted and non-hydranted areas and to supplement areas with weak or insufficient water systems.

PROCEDURE
1. First-in Company
   A. Assesses the need for additional water supply (working fire, heavy smoke showing, etc.).
   B. Based on access and conditions, determines which Engine will lay-in or takes hydrant and relays information to second-in company.
   C. Considers ordering any additional equipment needed for an alternative water supply.

2. Second-in Company
   A. Lays in hose to fire scene as directed and supplies attack engine, or takes secondary hydrant and utilizes water for additional lines.
   B. If First-in company layed-in, set up to pump to tail. First-in Water Tender may also act as nurse tender and/or set up to draft and pump to the tail.

3. Additional Companies
   A. An additional engine company may be needed to establish and speed-up Fill Site operations.
   B. May be used to set up Fold-a-Tank.

KEY CONSIDERATIONS
- Keep water continuously flowing up the tail to the attack engine.
- Open and close hydrants slowly (and fully) to prevent water hammer.
- Consider designating a Water Supply Officer.
- Keep traffic lanes open at the dump site.
- Order resources early to ensure adequate water is on the road, consider Tender turnaround times.
- Determine fill site(s) and consider road conditions and traffic routes.
- Run Water Supply on a separate radio channel, if possible.
- Hydrant person must communicate (visual or radio) with engineer before charging the supply line.

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1ST ARRIVING TENDER:
• Pump to Tail w/ correct pump pressure and/or set-up Porta-Tank if needed.
• Become Nurse Tender
• Head to Fill Site when empty.

2ND ARRIVING TENDER:
• Become Nurse Tender – OR –
• Pump Tail & complete Porta-Tank setup.
• Head to Fill Site when empty.

SUBSEQUENT TENDERS:
• Dump or Pump depending on water delivery mode.
• Head to Fill Site when empty.

SUBSEQUENT ENGINES:
• Report to Command for assignment.

GROUP POSITIONS:
Establish a WATER SUPPLY OFFICER (WSO):
• Supplies water to scene, directs Tenders, determines water flow needs and number of tenders required.

WATER SUPPLY OFFICER DUTIES

DETERMINE FIRE FLOW:
• Small Outbuilding, Shed = 250 gpm
• Small Residence, Propane Tank, Mobile Home = 500 gpm
• Medium Residence = 750 gpm
• Large Residence, Barn – Big Fire = 1000 gpm

DETERMINE WATER DELIVERY MODE
• 250 gpm = Direct or Nurse
• 500 gpm = Direct or Nurse
• 750 gpm = Porta-Tank
• 1000 gpm = Porta-Tank

DIRECT/NURSE KEY POINTS
• Pump correct pressure for hose lay.
• Make sure pump has capacity for hose lay.
• Spot Tender to leave room for others.
• Get Fill Site/access/direction of travel from WSO. Head for water when empty.

PORTA-TANK KEY POINTS
• Use tarp/sizing template to spot Porta-Tank.
• Maintain drive-by access to tank.
• If utilizing side dump – watch exhaust.
• Crew stays in cab.
• Head for water when empty.
• Get Fill Site/access/direction of travel from WSO.
PURPOSE
To establish procedures for the safe and effective extinguishment of natural cover fires.

PROCEDURE
1. Response Considerations
   A. While enroute evaluate the following:
      i. **Fuel:** Light, heavy, crown.
      ii. **Weather:** Wind speed, direction, time of day.
      iii. **Topography:** Slope and gradient, natural and manmade barriers.
      iv. **Resources:** Resources enroute, specialized resources (helicopter, dozer, etc.).
   B. When approaching the fire area, think LCES:
      i. **Lookout.**
      ii. **Communications.**
      iii. **Escape Route.**
      iv. **Safety Zone.**

2. Arriving at the Fire
   A. Vehicles should be parked in a safe accessible location pointing away from the fire. Windows should be closed and keys in the ignition.
   B. Determine the location of Safety Zones and Escape Routes.
   C. Recon the fire thoroughly before committing to an attack strategy or committing resources.
   D. Give an initial size-up upon arrival, followed by a detailed size-up based on recon observations. Size-up considerations:
      i. What is the fire behavior and rate of spread?
      ii. Is the fire spotting?
      iii. What is the size of the fire?
      iv. What is the topography?
      v. What are the fuel types?
      vi. Are structure or high value areas threatened?
      vii. Are there any natural or existing barriers?
      viii. Are there any special safety hazards?
      ix. What is the fire’s potential?
      x. Have enough firefighting resources been dispatched?

3. Fire Control Strategies
Fire attack may involve one or both of the following strategies. It is imperative that an anchor point is secured.

A. Direct attack:
   i. Can be used initially on most small fires.
   ii. Attack from burned area and flanks toward head.
   iii. Involves greater danger to personnel.

B. Indirect attack:
   i. Take advantage of natural and manmade barriers.
   ii. Fire line should be continuous, to bare mineral soil.
   iii. Only set back fires if properly trained.
   iv. Use earthmoving or farming equipment when possible.

4. Assessment
   A. Command should view the fire from a point where a complete picture of the fire can be obtained. If this is not feasible, consider using scouts.
   B. After resources have been deployed and control actions have begun, continue assessment of the fire, gather information, and determine fire cause.
   C. Observe watchout situations (see Fireline Handbook & other publications).

5. Fire Control Tactics
   A. Indirect attack: Constructing a line away from the fire edge taking advantage of breaks in topography, fuel, and natural barriers.
   B. Direct attack: Extinguishment techniques applied directly to the fire’s edge:
      i. Mobile attack.
      ii. Progressive hoselay.
      iii. Pincer: Companies attack the fire from the flanks, encircle the fire, and meet at the head of the fire.
      iv. Tandem: Companies working on the same flank will attack the fire perimeter. Second company backs-up the primary attack crew and extinguishes spot fires and mops-up.
      v. Envelopment: Several companies working together to encircle the fire perimeter. May work on the same flank, but will have designated fire perimeter assignment.
KEY CONSIDERATIONS

- Early consideration of additional resources.
- Time it will take to construct a control line.
- Rehab needs.
- Be aware of rapidly changing conditions.

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SPECIAL OPERATIONS

- HAZARDOUS MATERIALS / WMD RESPONSE
- HIGH RISE RESPONSE
- MAJOR EMERGENCY & DISASTER OPERATIONS
- TECHNICAL RESCUE
PURPOSE
To provide a standard by which Hazardous Materials trained personnel and Incident Commanders trained to the “On-Scene Incident Commander” level respond to hazardous materials incidents.

DEFINITIONS
First Responder – Awareness: A minimum level of training for first responders to hazardous materials incidents, required by federal and state law.

First Responder – Operations: A level of training for first responders to hazardous materials incidents, required by federal and state law.

Full Protective Clothing: As it relates to hazardous materials response, full protective clothing means turnouts, SCBA, or other PPE as required.

On-Scene Incident Commander: A level of training for Incident Commanders on hazardous materials incidents, required by federal and state law.

Responsible Party: Federal and state regulators assign responsibility for incident clean-up (and costs) to the party who is responsible for the hazardous materials incident (i.e., a fixed facility, transportation agent, etc.).

HMRT: Hazardous Materials Response Team.

Hazardous Materials Group Supervisor: HazMat Group Supervisor reports to the Incident Commander (or Operations Section Chief, if staffed) and is responsible for hazardous materials tactical operations. The HazMat Group Supervisor position is staffed by the Hazardous Materials Response Team Leader.


PROCEDURE
1. TRAINING REQUIREMENTS
   
   A. All response personnel must meet the training requirements for 'First Responder - Operations' level. OAR 437-01-100(q) and 29CFR1910.120(q)(6)(ii).
   
   B. Incident Commanders on hazardous materials incidents must meet the training requirements for 'On-Scene Incident Commander'. 29CFR1910.120(q)(6)(v)
   
   C. Employees trained to the above levels shall receive annual refresher training of sufficient content and duration to maintain their competencies. 29CFR1910.120(q)(8)

2. INCIDENT COMMANDER
   
   A. All incidents involving hazardous materials in a spill, release or fire, require an Incident Commander trained to the "On-Scene Incident Commander" level. All Duty Chiefs and ICs on the Incident Management Team are trained and required to maintain competency to the "On-Scene Incident Commander" level.
   
   B. The Incident Commander may call for a full or partial HMRT response if incident mitigation is beyond the training and capabilities of a company response. The IC
may also call for technical assistance from the HMRT without a response to the incident site, if the situation warrants.

3. COMPANY FUNCTIONS
   
   A. Companies will respond for the purpose of protecting life, property, and the environment from a hazardous materials release.
   
   B. Companies will respond in a defensive fashion without coming in contact with the release or without taking actions to stop a release that would place them in danger of contact.
   
   C. The primary functions of the Operations Level responder are to confine the release from a safe distance, keep it from spreading, and protect exposures. Initial actions are:
      
      i. Evaluate dispatch information for indications of deliberate release.
      
      ii. Approach the incident scene safely.
      
      iii. Isolate the hazard area and control access.
      
      iv. Identify hazard and assess associated risks.
      
      v. Basic control, containment and/or confinement operations appropriate to the level of training and personal protective clothing and equipment.
   
   D. Companies will only take offensive/defensive actions on hazardous materials incidents that can be safely performed in full protective clothing.

4. HAZARDOUS MATERIALS RESPONSE AND OPERATIONS
   
   A. While enroute to the scene:
      
      i. Contact C-Com and obtain available information regarding:
         
         a. The nature of the incident, e.g., fixed facility, transportation related, etc.
         
         b. Indications of deliberate release (criminal/terrorist).
         
         c. The type of product(s) involved, if known.
         
         d. The best direction for approaching the scene from upwind, upgrade and upstream.
         
         e. Which unit is on-scene that may have information on the nature of the incident.
         
         f. Any information on the incident conditions that may be known and can be provided while enroute to the incident scene.
      
      ii. The HMRT may be contacted via C-Com for technical assistance or response, as appropriate.
      
      iii. Approach the incident scene with caution.
         
         a. Upwind, upgrade, upstream or at a right angle to the wind direction and/or gradient.
b. Consider escape routes. Be aware of situations that require entering areas with egress restrictions, such as fenced compounds.

c. Be aware of secondary devices.

d. Position vehicle/apparatus headed away from the incident scene at a safe distance.

B. Upon Arrival

i. Establish Command and give size-up.
   a. Place Command Post in cold zone
   b. Place Staging/Base in cold zone.
   c. Communicate locations to C-Com and incoming units

ii. Establish a Unified Command if multiple agencies/jurisdictions are involved.

iii. Ensure a qualified "On-Scene Incident Commander" (i.e., Battalion Chief) is enroute to the scene.

iv. Evaluate the need for HMRT technical assistance or response.

C. Establish Control Zone and Deny Access

i. Determine the hazard area and establish the Hot Zone, Warm Zone and Cold Zone boundaries. This could simply state that you use guide 111 until you have further information like is stated in section D 3rd paragraph
   a. Based on initial observations, identify a safe distance for initial incident isolation to begin. Some recommendations include:
      1) Single drum, not leaking - minimum 150' in all directions
      2) Single drum, leaking - 500' in all directions
      3) Tank car or tank truck with BLEVE potential - half mile in all directions

b. Isolate and deny entry to:
   1) The general public
   2) Anyone not in proper protective clothing and equipment
   3) Anyone without a specific assignment

ii. Communicate the Zone information to FireComm and incoming units.

iii. Determine a safe approach for incoming units and direct them to locations at the Safe Zone Perimeter that will facilitate isolation of the incident, i.e., intersections to block and re-direct traffic, etc. All others should be directed to the Staging/Base Area until assigned.

iv. Request police assistance as needed to:
   a. Handle Cold Zone Perimeter control to relieve fire units for incident mitigation.
   b. Handle public evacuations.
c. Handle public notification for sheltering in place

v. While isolating the incident scene:
   a. Treat all vapor clouds as being toxic and handle accordingly.
   b. Utilize air monitors
   c. Do not walk into, through or touch any spilled materials.
   d. Observe local on-site weather and wind conditions and adjust accordingly.
   e. Position at a safe distance and utilize your binoculars!

D. Attempt to Identify the Product.
   i. If the product is known, proceed to Section V and isolate in accordance with appropriate Emergency Response Guidebook recommendations. Record observations on the hazmat incident worksheet. (Provide the diagram to the incoming Battalion Chief or HMRT.)
   ii. If the product is unknown, from a safe distance attempt to gather as much information as possible.
   iii. Use Emergency Response Guide #111 isolation recommendations until the material is identified. Record observations on the hazmat incident worksheet and begin site diagram.
      a. Responder Life Safety is the number one priority. Do not rush into the scene to affect a rescue without first identifying the hazards.
      b. Attempt to identify outward warning signs that are indicators of the presence of hazardous materials. These include:
         1) Individuals that have collapsed or are vomiting inside the hazardous area (HMRT response).
         2) Any evidence of fire, as indicated by smoke, greatly increases all hazards.
         3) A loud roar of increasing pitch from a container's operating relief valve (HMRT response).
         4) Evidence of a leak, indicated by a hissing sound.
         5) Birds and insects falling out of the sky (HMRT response).
      AND/OR
      c. Attempt to identify the material(s) involved by using:
         1) Placards/labels
         2) Container markings
         3) Driver/operator provided information including shipping papers.
      d. After determining product:
1) Perform rescue, if needed, using safety guidelines related to that product.

2) Re-evaluate distances for isolated area.

e. Communicate your observations to C-Com and incoming units.

f. Anticipate shifting winds when establishing perimeters; consult with the weather service to obtain accurate forecasts of changes that might impact your incident scene and perimeters.

g. Eliminate ignition sources if flammable materials are involved. Remember that non-flammable materials, such as anhydrous ammonia are, in fact, flammable, so always identify if the product has a flammable range.

h. Request additional fire, law enforcement and public works resources, as needed, to secure the incident scene and maintain perimeter control.

i. *If large dikes and dams need to be built to control spill, consider requisition for heavy equipment and/or assistance of public works resources.

E. Conduct a Risk/Benefit Analysis which includes asking the following questions in relation to the incident you are addressing:

i. What would the outcome be if we did absolutely nothing and allowed the incident to go through natural stabilization?

ii. Once you have identified the outcomes of natural stabilization, the next question you should ask is "Can we change the outcomes of natural stabilization?"

iii. If the answer to this question is "NO", then isolate the hazard area, deny entry, and protect exposures such as people, the environment and adjacent property/equipment.

iv. If the answer to this question is "YES", then the next question to ask is "What is the cost of my intervention?"

IF THE INCIDENT COMMANDER DETERMINES DEFENSIVE OPERATIONS CAN STABILIZE/CONTAIN THE INCIDENT AND IT CAN BE DONE IN FULL PROTECTIVE CLOTHING (TURNOUTS AND SCBA), THE IC SHALL CONDUCT OPERATIONS IN ACCORDANCE WITH THE "DEFENSIVE OPERATIONAL GUIDELINES".

5. DEFENSIVE OPERATIONAL GUIDELINES

A. Attempt to stop/slow/control leak using defensive techniques (such as turning off a valve, etc.).

B. If the leak cannot be stopped, utilize an appropriate confinement procedure to prevent the material from flowing and increasing the exposed surface area (i.e., using dirt or absorbent).

6. DECONTAMINATION

East Clackamas Fire Operations Group
Fire & Rescue Guidelines – Revised January 2010
Perform field decontamination as directed by the Incident Commander and/or HMRT.

NOTE: ALL CONTAMINATED PATIENTS MUST BE DECONTAMINATED OR PACKAGED FOR TRANSPORT IN A WAY TO PREVENT CONTAMINATION OF TRANSPORT UNITS AND HOSPITALS.

7. CLEAN-UP
   A. If the incident is on a roadway or public access area, the Incident Commander must ensure that a public safety agency (coordinate with law enforcement officials, if available) remains on-scene to continue isolation procedures and standby until the clean-up company arrives.
   B. If a responsible party is not on-scene and making arrangements for clean-up and disposal, contact the on-duty HMRT Team Leader for further instructions.
      NOTE: FIRE DEPARTMENT PERSONNEL SHALL NOT ENGAGE IN CLEAN-UP OPERATIONS. THE APPROPRIATE ROLE IS CONTAINMENT/STABILIZATION. DO NOT TAKE HAZARDOUS MATERIALS FROM AN INCIDENT TO ANY FIRE DISTRICT FACILITY.

8. CONDUCT TERMINATION PROCEDURES
   A. Prior to the demobilization and release of any equipment from the scene, conduct a debriefing of all response personnel (including cooperating agencies).
   B. An effective debriefing should:
       i. Inform all responders exactly what hazardous materials were involved and the accompanying signs and symptoms of exposure.
       ii. Provide information for personal exposure records.
       iii. Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation.
       iv. Conduct a post-incident analysis and critique. This may be done at the station.

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HAZMAT RESPONSE GUIDE SHEET

1. **Awareness: WMD/Terrorism Indicators**
   Assess dispatch and size-up information for WMD/terrorism indicators:
   - Responding to a target hazard / event or an existing threat of attack
   - Explosion (single or multiple)
   - Unexplained liquids, unusual odors, reports of a spray release
   - Multiple victims (if non-traumatic, signs/symptoms may be similar)
   - Injured responders, unexplained dead wildlife
   One indicator: remain alert. If multiple indicators: possible WMD/terrorism incident. If this is so, use extreme caution, and communicate this information to Dispatch.

2. **Arrival:**
   Consider need for additional resources, including Hazmat and Law Enforcement.
   Cautious approach:
   - Upwind / uphill / maintain safe distance / avoid building exhaust vents
   - Park heading away from incident; consider escape routes
   - Stay aware of surroundings (alert for secondary devices, other threats, etc)
   Establish Command; identify Command Post location; consider Unified Command.
   Assess CP location for potential secondary devices or other intentional hazards.
   Designate safe staging area(s).
   Isolate scene: deny unauthorized entry / control exits.
   Establish initial hot zone. As needed, set up a safe refuge area and emergency decon.
   Locate RP if available. Consider HVAC shutdown.

3. **Risk/Benefit Assessment:**
   Assess scene:
   - Type of incident if known (explosive, radiological, chemical, biological, etc)
   - Type of product if safe to ID; use Guide 111 if product is chemical and unknown
   - Number of victims (ambulatory and non-ambulatory)
   - Safety & security / secondary device awareness / hot zone size / threat assessment
   Assess self-protection measures:
   - PPE (in early stage, SCBA / turnouts are best). Contact Hazmat Team for advice.
   - Consider time / distance / shielding, and minimize number of exposed personnel
Assess public-protection measures:

- Rescue / evacuation / shelter-in-place / down-wind exposure concerns

4. Mitigation:

Encourage self-evacuation via PA as needed. For ambulatory evacuees, use verbal instructions to separate injured from non-injured, contaminated from non-contaminated.

Maintain appropriate decon and contaminated evacuee isolation during the incident.

Perform rescue if safe to do so. Attempt to isolate/secure victims at edge of hot zone.

Determine if safe defensive operations (dike, contain, control) are appropriate.

Other ICS considerations: Medical Branch, Hazmat Branch, Incident Safety Officer, Fire Branch, PIO, Incident Management Team, exposure protection, structural collapse, etc.

- Demobilize and debrief as needed. Do not engage in clean-up operations.

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PURPOSE

To establish a guideline that identifies the operational approach for handling fire incidents in multi-story structures that are four (4) stories or more.

PROCEDURE

SECTION ONE: BASIC OVERVIEW OF HIGH RISE ORGANIZATION

I. PRIORITY DEPLOYMENT OF FIRST ALARM ASSIGNMENT

Initial actions at a high rise incident shall be implemented in a priority order.

A. First-In Engine Company. The primary responsibility of the first-in engine company is to enter the building interior with ALL company personnel and appropriate equipment, determine a safe means of ascent, and locate the emergency. Once they have found the emergency, the officer MUST COMMUNICATE THE LOCATION, NATURE AND EXTENT OF THE PROBLEM OVER THE INCIDENT TAC CHANNEL. If there is an actual fire that is beyond the capability of the first-in company to extinguish, the company shall determine resource needs and make requests for additional help, PASS COMMAND to the third-in Engine or Command Officer, assume the role of a Division Supervisor, and designate and communicate the operation as "Division XX" (use floor number), i.e., Division 10, and deploy tactics to meet the responsibilities stated below.

i. Responsibilities for this Division:
   1. Primary search
   2. Rescue
   3. Evacuation
   4. Contain & extinguish fire
   5. Ventilation
   6. Salvage
   7. Determine fire extension
   8. Maintain communications & personnel accountability
   9. Provide frequent status reports to Incident Commander

ii. Obtain information from security/building management.
   1. What is the nature of the emergency?
   2. Where is the emergency located?
   3. Is there an alarm system annunciator panel in the building?
   4. Is the building equipped with a control room for emergency use?
   5. What is the lobby phone number?

iii. Obtain items from KNOX Box, if available.
iv. The company officer determines means of fire attack ascent and occupant decent, relays stairwell identification to incoming companies. The entire company then begins ascent to confirm the location and extent of the problem. As the interior company ascends, the officer should periodically report conditions in the building to the Incident Commander for information and to assure adequate communications are maintained.

Elevators SHALL NOT be used as a means of ascent in a building under investigation for a fire emergency until it is determined that the entire elevator shaft is not threatened with fire. The exception to this rule are those buildings with split banks of elevators. These elevators may be used if the highest floor served is a minimum of five floors below the reported fire floor.

v. The engine company shall take the following equipment:
1. Breathing apparatus
2. Extinguisher
3. Forcible entry tools
4. Dwelling bundle
5. Lock/KNOX Box key

When feasible, the following additional equipment should be taken:
1. (6) Portable spot light
2. (7) Extra air bottles

vi. The engine company shall evaluate the area two floors below the reported fire floor for its use as a Staging Area.

vii. The engine company shall then locate the emergency, check for vertical extension and give a size-up. If it is a fire:
1. What is burning?
2. Are occupants endangered?
3. What is the potential for vertical extension; interior and exterior?
4. What is the best route for resources going to Staging floor?
5. What is the best route for resources going from Staging to the fire floor and above?
6. Are resources adequate to handle incident? If not, ORDER ADDITIONAL ALARMS, PASS COMMAND to an on-scene unit and assume the role of Division (floor number) and attack the fire.
7. The Division Supervisor must keep the Incident Commander informed as to progress and conditions in the fire area.

B. Second-In Engine Company. This Engine Company (will operate as a Truck Company) and should enter the building, carrying much of the same equipment as the first engine company. Evaluate immediate rescue and ventilation needs, and pressurize the stairwell, if appropriate. Ascend to the fire floor and report to the Division Supervisor for assignment. Unless otherwise directed by Command.

C. Third-In Engine Company. Unless otherwise directed by Command, the Engine Company Engineer shall supply water to the building standpipe for fire attack, lay supply lines from the standpipe to the hydrant (reverse lay), the balance of the company shall report to the fire floor Division Supervisor.
D. **Fourth-In Engine Company.** If a Chief Officer has not taken Command you will be Command, the Engine Company Engineer shall support the sprinkler system, lay supply lines from the sprinkler connection to the hydrant (reverse lay), remainder of Company will become Lobby Control.

E. Rescue Company or First unassigned company to Reach Interior Staging. Unless otherwise directed by command, shall establish the initial Rapid Intervention Team, and organize the Interior Staging Area (designated XX Floor Staging), two floor below the fire.

F. **REMAINING UNASSIGNED FIRST ALARM UNITS SHALL RESPOND TO AN AREA NEAR THE FIRE BUILDING NO CLOSER THAN 200’ AND SHALL REPORT TO AN INTERIOR STAGING AREA LOCATED TWO FLOORS BELOW THE FIRE.** Each person shall take one spare air bottle and his or her unit's dwelling bundle and drop them at the staging area unless otherwise directed by Command. These vacated units and their equipment will be utilized by Base, when established, to supply the interior Staging Area established in the fire building.

G. **First-In Command Officer.** The first-in Command Officer shall take over Command responsibilities.
   i. Obtain briefing from Incident Commander
   ii. Assure water supply, (tenders) standpipe and sprinkler support is achieved
   iii. Call for additional resources and build appropriate ICS structure

H. **The First-in Second Alarm Engine Company.** This company establishes the Lobby Control Group. Lobby Control has a significant responsibility for personnel safety because they control elevators and vertical access routes. In a working incident, this responsibility will probably require assignment of additional personnel. Responsibilities for Lobby Control Group:
   i. Check alarm and communications control panels
   ii. Key distribution from KNOX/Lock Box
   iii. Elevator & Stairway control
   iv. HVAC control
   v. Establish communications with Division Supervisors on upper floors using building communication system, if available.
   vi. Establish accountability entry point.
      1. Check company accountability PASS & document their entry
      2. Check each member for appropriate safety gear
      3. Direct personnel to a safe route to the fire floor
   vii. Check Basement

I. **Staging Areas.** Multiple Staging Areas may be beneficial for the effective management of resources. In addition to establishing Base near the fire building, an exterior Staging Area may be beneficial for staging additional alarm resources at a location within three minutes of Base. Personnel assigned to establish an interior Staging Area in the fire building must ascend by a safe route to set up the Staging Area, normally two floors below the fire.

   This Staging Area is the assembly point where a reserve of personnel, equipment, and Rapid Intervention Team(s) are maintained awaiting assignment.

J. **Initial First Alarm Incident Organization.**
   i. Command
ii. Interior Staging Area (identified by location, i.e., "8th Floor Staging")

iii. Division (identified by floor number, i.e., Division 10)

iv. Lobby Control Group

On any working high rise incident, additional personnel resources from mutual aid Districts may be assigned by the Incident Commander to form operational Divisions, Groups and Branches, establish Base, Stairwell Support, Rehab and Medical Units, and develop the Command and General Staff organizational structure.

II. PRIORITY ASSIGNMENT OF COMMAND OFFICERS

The first Command Officer to arrive may relieve the subordinate officer as Incident Commander and may deploy resources to control the incident.

A. The first arriving Command Officer assumes the duties of Incident Commander.

B. The second arriving Command Officer should be assigned the duties of Fire Branch Director and take a position in the fire building.

C. The Overhead Team Incident Commander shall relieve the on-scene Incident Commander (first arriving Command Officer) and reassign that person to the Operations Section Chief position. The subsequent arriving Overhead Team members shall staff the Planning and Logistics Chief positions and other Command & General Staff positions as required to support the operational effort.

SECTION TWO: SPECIFIC OPERATIONS

In an escalating high rise incident involving multiple alarms, it is necessary to build upon and augment the basic organization established by the first alarm assignment. As more resources are committed to the incident, more specific responsibilities must be assigned on a priority basis to ensure a smooth and effective expansion of the organization.

I. INCIDENT COMMANDER

A. Establish Locations

i. Command Post

1. At least 200 feet from building

2. Consider the location as it relates to observation of the involved structure and control of resources entering the structure

3. Announce the Command Post location

ii. Base

1. At least 200 feet from building
2. Consider the location as it relates to a safe corridor for personnel approaching and entering the building

3. Announce the location of Base, direct all companies to report to that location. **Obtain a separate Tac channel**

iii. Interior Staging Area
1. Consider input from the interior company or division. Announce its location.
2. Shall be where Rapid Intervention Teams are located.

iv. Exterior Staging Area (within 3 minutes of Base)

v. Air Operations Branch
   At least one-half mile from involved building.

vi. Fire Branch
   Assign chief officer to this position.

vii. Command Staff
1. Safety
   a. Manage personnel accountability program
   b. Manage tactical operational safety
   c. Request staffing assistance as needed
2. Information
   a. Establish media area at a safe location
   b. Gather accurate data and brief media
   c. Limit media access to unsafe working areas
3. Liaison
   a. Meet the needs of local political jurisdiction(s)
   b. Provide direction to other response agencies both public and private as needed

II. **COMMAND STAFF - Safety Officer** (See Incident Command Manual)

III. **COMMAND STAFF - Information Officer** (See Incident Command Manual)

IV. **COMMAND STAFF - Liaison Officer** (See Incident Command Manual)

V. **OPERATIONS SECTION CHIEF**

Location
i. The Operations Chief will normally be located at the Command Post. This will allow better communications and coordination between the members of General Staff.
ii. Responsible for all resources, personnel, and operations directly applicable to the primary mission. Specifically, direct management of all tactical activities.

VI. OPERATIONS - STAGING AREA MANAGER(S)

A. Location - Interior Staging Area
   This Staging Area will normally be located two floors below the fire, unless it is not suitable, (e.g., two floors below the fire may be a noisy, cramped machinery area, while the third floor below the fire may be vacant). NOTE: Some buildings do not have a 13th floor.

B. Location - Exterior Staging Area (within 3 minutes of Base): Organize this Staging Area in accordance with ICM Series 302.

C. Responsibilities - Interior Staging
   i. Verify the location of the interior Staging Area with the Incident Commander. Use floor number as Staging Area identifier, i.e., “8th Floor Staging”.

   ii. Plan layout of Staging area.

   iii. Manage all Staging area activities
        2. Collect Accountability Passes of all reporting companies.
        3. Keep available companies separate from those in the Medical/Rehab Unit.
        4. Maintain separate stock piles of reserve and expended equipment.
        5. Request equipment from Base as needed.
        6. Coordinate with Medical/Rehab Unit.
        7. Communicate status of staged companies to Planning Section (RE/STAT).

   iv. Establish desired minimum company levels to be maintained at this Staging area with the Operations Chief or Command and order company units from Operations or Exterior Staging Area if directed by Operations or Command.
        1. Notify Divisions/Groups of company units reporting to their location.
        2. Return Accountability Passes to company officer and direct them to their assignment.

   v. Communications
        1. Contact Logistics and C-Com for Tac Channel and/or cell phone assignment if other than the Operations Tac Channel to access the Logistics system. This will improve communications and effectiveness overall. Consider:
           a. Fire Department cellular phones
           b. Separate portable radio Tac Channel or Talk Around Channel
           c. Building sound powered phone system
           d. Building telephone system
           e. Messengers
           f. Battery charging systems and banks.

        2. Maintain effective communications with the Operations Chief.
v. If the Operations Chief does not specify equipment, develop an equipment inventory and order from Base. When ordering equipment from Base, specify quantities. Equipment to consider:

1. Air bottles
2. Hose with fittings
3. Breathing apparatus
4. Blowers/smoke ejector
5. Forcible entry tools
6. Salvage equipment
7. Pike poles
8. Ladders
9. Medical Equipment

Maintain a record of equipment ordered, time ordered and delivery time to minimize duplication of equipment ordered.

VII. OPERATIONS - FIRE BRANCH DIRECTOR

A. Location. The Fire Branch Director should be strategically located in the fire building at a point where the building fire phone system can be utilized to communicate with Division & Group Supervisors effectively. This location is usually at the building’s main fire alarm panel in the lobby area.

B. Responsibilities. The Fire Branch Director assigns tactical objectives and manages the activities of all Divisions/Groups organized within the Branch.
   i. The Branch Director reports to the Operations Chief.
   ii. Determine communication needs and request them from the Operations Chief, e.g., Ops channels, cell phones portable radios, etc.
   iii. Assesses other operational needs and makes requests for resources through the Operations Chief.
   iv. Provides frequent reports of operational progress.
   v. Assure RIT has been established.

VIII. OPERATIONS - AIR OPERATIONS BRANCH DIRECTOR

Location. The helispot location should be removed at least one-half mile from the incident site.

IX. OPERATIONS - DIVISION/GROUP SUPERVISORS

Location. Division and Group Supervisors will normally be located in proximity to their area of responsibility.
   i. Good communications capability is essential. Request additional tac channels or communications equipment from the Operations Chief
   ii. The Operations Chief and/or Branch Directors and subordinate officers should be informed of the Division/Group Supervisor’s location.
X. OPERATIONS - LOBBY CONTROL GROUP

A. Location. The Lobby Control Supervisor will be located in, or adjacent to, the lobby area.

B. Responsibilities

i. Reports to Operations Fire Branch Director or the Incident Commander depending on the current organization.

ii. Manage Lobby Control activities

1. Elevators
2. Stairwell access
3. Building engineer contact
4. Air handling system
5. Check point for personnel coming from Base and going to the interior Staging Area(s)
6. Check each company’s accountability PASS & each member for appropriate Helmet Shield other required safety gear. Units and personnel checking in without proper safety clothing & equipment will not be allowed to report to the interior Staging Area(s) or any operational Division/Group until proper safety gear is acquired.

iii. Control Fire Department personnel and civilians:

1. Entering the building
2. Exiting the building; ensure both civilian and Fire Department traffic exits through a safe corridor and moves directly away from the building a minimum of 200 feet (use police to control civilians evacuated from the building).
3. Ascending to upper floors
   a. Designate a stairwell for Fire Department use
   b. Elevators SHALL NOT be used until they are determined to be safe. When the elevators are determined safe, the Lobby Control Supervisor shall designate specific elevators to be used and assign fire department operators.

iv. Obtain fire alarm information from the annunciator panel or fire control room.

v. In the event of an actual fire, shut down the building's air handling system (consult building engineer, if available).

vi. Designate personnel to maintain accountability records; checking companies in and out at the accountability point and communicate to the interior Staging Area(s) to advise them of the company units being sent to their location.

vii. Coordinate with Base to facilitate movement of personnel to the Lobby Control accountability point.

viii. Stairwells - Stairwells shall be used for the initial ascent and until the elevators can be verified by fire personnel as safe for use.

1. Designate stairwells for specific use. It may be desirable to designate specific stairwells for Fire Department personnel use, another for movement of equipment or possible civilian evacuation.
2. Locate stairwell ground floor openings; open as necessary. Post personnel to control entry and direct civilians exiting the building (consider using police personnel for this purpose).

ix. Elevators
1. Elevators are the most effective means of transporting personnel and equipment aloft in high rise buildings; however, improper use of elevators in a fire situation can expose personnel to serious risk.

Elevators SHALL NOT be used until it is determined that the shaft and terminus are not threatened and there will be no disruption of electrical power.

2. Lobby Control shall call all elevators to the lobby, using the emergency service control, and secure them there.

3. The judgment whether or not the elevators are safe for personnel use will rely heavily on reports from the Division Supervisor conducting the interior fire attack.

XI. PLANNING SECTION CHIEF

Performs duties as identified within the Incident Command Manual.

XII. LOGISTICS CHIEF

A. Location. The Logistics Chief will normally be located at the Command Post. This will allow better communications and coordination between the members of General Staff. The use of Field Observers may be necessary to locate bottlenecks in the various components of the Logistics organization beginning at Base and Stairwell Support to ensure that adequate resources reach Staging.

C. Responsibilities. Manage the Logistics function.

XIII. LOGISTICS - BASE

Location.

i. Verify location of Base with Incident Commander (normally 200 feet from building).

ii. The Base Manager should be situated to easily control resources as they arrive at Base.

iii. Arriving companies with apparatus must check in and receive instructions as to where and how to park their apparatus. Company officers shall keep their personnel together and proceed to the Lobby Control Group accountability point and check in.

XIV. LOGISTICS - STAIRWELL SUPPORT COORDINATOR

A. Location - Designated stairwells

B. Responsibilities
i. Reports to the Base Manager

ii. Consults with the Lobby Control Supervisor to determine which stairwell is to be used.

iii. Determine the number of personnel necessary to accomplish the task and request from Base Manager or Logistics. Consider one member per two floors and one officer per four or five members.

1. Officers must remain mobile to supervise the operation. Stairwell support is very demanding work and the officers must ensure a smooth flow of equipment at a pace that can be sustained. Officers must monitor their personnel closely for signs of undue fatigue or distress.

2. If it is to be an extended operation, arrange for timely relief. Consider assigning two-member teams alternating with one carrying and one resting.

iv. Base will deliver equipment to the stairwell entrance at ground level.

v. Assign floors

1. Normally, one member per two floors, e.g., one member picks equipment up at ground floor entrance to stairwell and carries it to the third floor landing. Member then returns to ground floor for another load. Member at third floor carries the equipment to the fifth floor landing then returns to the third floor for another load. This process continues until the equipment is delivered to the interior Staging equipment drop area. Moving the equipment beyond that point is the responsibility of the interior Staging Area Manager.

2. If the route involves unusual problems, long hallways, etc, the Base Manager must adjust assignments.

vi. Equipment

1. Transport equipment via a stairwell, on a priority basis, from ground level to the Staging floor.

2. Stairwell Support personnel should have their personal safety equipment, turnouts, helmets, breathing apparatus and hand lights available to them in the stairwell. In addition, officers will have their portable radios.

3. When equipment is delivered to the roof by helicopter, transport equipment via the stairwell to the Staging Area equipment drop location.
On any working high rise incident, additional "Overhead Team" resources may be dispatched to augment Command, Command Staff, & General Staff positions. Additional resources will be assigned by the Incident Commander as needed to form operational Divisions, Groups and Branches, establish Base, Stairwell Support, Rehab and Medical Units, and develop the Command and General Staff organizational structure.
LOCATION OF INCIDENT FACILITIES

COMMAND POST
At least 200 feet from the building. Could also be located at EOC/ FOC
Announce the Command Post location.

OPERATIONS SECTION (when necessary)
Close proximity to fire activity and Interior Staging area.
Consideration must be given to clear communications with the IC.

PLANNING SECTION (when necessary)
At Command Post in close proximity to the IC. Could also be located at EOC/ FOC
Consideration must be given to the need to monitor multiple radio frequencies.

LOGISTICS SECTION (when necessary)
May be located at Base or at the Command Post.

BASE
At least 200 feet from the building.
Must have sufficient space for apparatus parking, personnel, and resource accumulation.
Announce location and approach/access routes.

INTERIOR STAGING
Generally two floors below the fire.
Designated as "XX" Floor Staging

SECONDARY STAGING
Located away from the incident scene within three minutes of Base.

AIR OPERATIONS BRANCH (when necessary)
At least one half mile from the involved building.

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PURPOSE

This guideline provides procedures in event of a major emergency or disaster in which routine dispatch/assignment of resources cannot keep pace with incident demand. A modification of operational protocols during a major emergency or disaster will be essential to ensure effective operational direction and control. In such situations, there is a critical need to “triage” incidents and assign resources accordingly. Routine dispatch assignments are suspended. Major Emergency dispatching guidelines provide a limited response in order to maximize overall resource management. In a catastrophic event, such as a severe earthquake, dispatch functions will not be operating. This will require crews to drive their first response area to identify, prioritize, and manage incidents on their own.

Major emergencies/disasters may occur with or without warning. The intent of this guideline is not to provide a solution to every problem that could arise during a major event, such as an earthquake. Rather, it is meant to provide a command and procedural framework within which incident managers and Company Officers can develop an emergency organization that provides guidance to prioritize resource allocation and respond to problems that a major emergency or disaster will create.

This guideline incorporates the following essential transitions from a normal response mode:

- It identifies immediate actions required of incident managers and Company Officers to preserve the emergency resource capabilities of CCFD#1.
- It supersedes normal procedures.
- It continues until otherwise determined by the Chief or the Incident Commander. Such determination can allow varying degrees of return-to-normal operations in geographic areas of the District.

This guideline identifies two non-routine models of operation: Major Emergency Operations and Disaster Operations.

DEFINITIONS

“All-Call” Page: Simultaneous pager activation of all pagers on the C-COM paging system. Used for notifications during major events, or for routine communications sent to all companies. CCFD#1 & TVF&R also have the capability to “all-call” page for the Incident Management Team (IMT).

Battalions: Defined geographic areas of the District. There are two Battalions – North and South.

Battalion Headquarters (BHQ): The home station offices for the North and South Battalion Duty Chiefs. Quarters for:

- BC2 at Station 4, 6600 SE Lake Road – Milwaukie
- BC3 at Station 15, 624 7th Street – Oregon City

Communications Center (C-Com): Represents PSAP (Public Safety Answering Point) at C-C-Com (Clackamas County Communications Center).

Critical Facilities: In the course of conducting a drive-by survey of a first response area, companies should assess these facilities for major damage. Examples of critical facilities are schools (if in session), hospitals, nursing homes, public safety buildings, major hazardous materials facilities, major thoroughfares, including overpasses and bridges.
Disaster Operations: Operational mode in which centralized emergency communications and dispatch are not functioning. This includes disruption of 9-1-1 service, the 800-MHz radio system, or both. In this situation, the Company Officer prioritizes incidents (in accordance with this guideline) and responds accordingly.

Drive-By Survey: A reconnaissance conducted to assess the scope of the problem and identify response priorities in a company's first response area.

Emergency Alert System (EAS): A system used by the radio and television to relay important public safety information and instructions during an emergency. The EAS station is KXL 750 AM.

Facility Damage Control Plan: A pre-plan done for each District facility that addresses personnel safety, facility issues and equipment following a major emergency or disaster.

Fire Dispatch Liaison: Chief Officer, assigned to C-Com to assist dispatch in the prioritization of incidents and the assignment of resources. The IMT District Operations Chief typically fills this position.

Fire Operations Center (FOC): Location from which the District incident management organization directs, coordinates, and supports major emergencies. The primary location for the FOC is the CCFD#1 Training Center.

Incident Management Organization (IMO): Incident management organization for major emergency operations. The IMO comprises all Incident Management Teams, in addition to administrative and support staff organized to provide direction and support to line companies during major emergencies/disasters.

Major Emergency Operations: Operational mode in which C-Com is operational but demand substantially exceeds system capacity. Incident prioritization is necessary, but normal communications are functioning.

Negative Reporting: Reporting only those items that are out of the ordinary. Example: Personnel - do not report that "all personnel are fine"; only report if someone is injured.

PAR (Personnel Accountability Report): Roll call performed at the onset of a major emergency or disaster to determine the location and status of District personnel and resources.

Priority 1 Incident: Requires immediate action. Known life safety risk and/or confirmed multiple victims/patients.

Priority 2 Incident: Unknown life safety risk or known minor injuries.

Priority 3 Incident: Property damage, alarms (except medical) or public assistance calls. These incidents only receive resources when all Priority 1 and 2 incidents have been handled.

Station Commanders: Usually the senior Company Officer who responds to a station following a major emergency or disaster. This person is responsible for: tracking incident responses and maintaining unit response rotation; ordering supplies; responding to citizen requests; forwarding information on incidents to the Battalion Chief. CCFD#1 Volunteers may also fill this position.
MAJOR EMERGENCY & DISASTER OPERATIONS

PROCEDURES

1. FACILITY DAMAGE CONTROL PLAN

The Facility Damage Control Plan is a pre-planning function to be developed and maintained by the Chief Officer responsible for each District facility. For stations, it is the Station Captain. (Appendix G: Facility Damage Control Plan Template) It outlines the potential problems at the facility, addresses personnel safety, facility issues and equipment following a major emergency or disaster. The plan includes:

A. Accounting for Personnel
B. Structural Surveys of the Facility
C. Apparatus Checks (if applicable)
D. Communication Availability
E. Hazardous Areas
F. Safe Areas
G. Emergency Power
H. Condition of Fuel Tanks
I. Use and Disbursement of Emergency Provisions
J. Facility specific items that are relevant to efficient and safe operations. In addition, a list of actions to be taken to ensure the in-service status of the assigned unit(s) shall be listed by priority. Station Captains and Chief Officers must review and update the Facility Damage Control Plan by January 1 each year.

For stations, a copy of the plan with a copy of their drive-by survey rate is to be placed with the move up maps in or near the apparatus bay. The supervising Duty Chief is to review and maintain a copy of the plans submitted in their Battalion. For other District facilities, the responsible Chief Officer will designate an appropriate location for the plan.

2. MODES OF OPERATION

A. There are three operational modes that determine how resources will be assigned. All companies must monitor dispatch to determine the operational mode in effect. See Diagram 1.

i. Normal Response: C-Com dispatches companies per routine protocols. Normal communications are functioning.

ii. Major Emergency Operations: C-Com and normal communications are functioning. C-Com dispatches companies, via incident prioritization (see Section VIII). In this situation, typically only one apparatus is dispatched to assess the situation and request additional resources. Companies have latitude to take action on any situation that is immediately life threatening. Action is limited to only that which is necessary to render the situation non-life threatening. Companies will be available for immediate response to higher priority incidents.

iii. Disaster Operations: Normal communications are not functioning. C-Com is not receiving 9-1-1 calls and/or not able to dispatch calls and. In this mode,
companies should conduct a drive-by of their first response area, prioritizing incidents they come across, and respond accordingly. Company Officers must use voice communications only, and should attempt to relay findings and actions to their Duty Battalion Chief. Companies may only be able to use Simplex channels (Simplex 1-2) or Training 1 for communications. To the extent possible, Company Officers should log incidents.

In Disaster Operations mode, Duty Chiefs will coordinate all resources and incidents in their Battalion. Duty Chiefs will be the point of all operational and support issues in their Battalion.

B. A Duty Chief may, at any time, change the mode of operation based on further knowledge of the overall situation.

3. ACTIVATION

A. Major Emergency Operations:
   i. Activation by Duty Chiefs: The Duty Chiefs, in consultation with one another, may activate this procedure when appropriate.
   ii. A Duty Chief will direct C-Com to implement ‘Major Emergency’ guidelines. In addition, the Duty Chief will initiate activation of this procedure by tapping out the on-call Incident Management Team by doing an “all-call” page from any District computer. The IMT will report to the Fire Operations Center at CCFD#1 Administration, or an alternate site designated by the implementing Chief.
   iii. Activation by Administrative Staff: The Fire Chief, or Deputy Chiefs, or on-call IMT Incident Commander may initiate activation.

B. Disaster Operations

   Self-Triggering Event: A sudden catastrophic event, such as a major earthquake, volcanic eruption or terrorist action, may generate a self-triggering activation. If normal communications are not functioning and no contact with C-Com is possible, the District automatically defaults to Disaster Operations mode.

4. IMPLEMENTATION

A. Major Emergency Operations
   i. Upon activation by an appropriate official, or in case of a self-trIGGERING event, C-Com will take the following actions:
      a. Generate an “all-call” page of companies.
      b. Announce: “Clackamas County (or Clackamas Fire District #1) is now operating under Major Emergency Guidelines. Follow the Major Emergency Guidelines and standby for station PAR by your agency on your designated talk group.”
   ii. Upon activation of ‘Major Emergency’ operations, Company Officers should begin monitoring Dispatch and Training 1.
   iii. The IMT District Operations Chief will respond to C-Com to assist dispatch in incident prioritization, and provide overall direction for resource management until the Incident Management Organization is operational. In

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Major Emergency Operations mode, all Duty Chiefs shall remain in their Battalions.

iv. Depending on the situation, the Duty Chiefs should consider callback of off-duty specialty team members for additional resources. Requests for these resources will be submitted to the Operations Chief of the activated IMT.

v. In Major Emergency Operations, routine responses, such as box alarms, will likely be modified. Duty Chiefs will make a case-by-case determination as to whether they respond to an incident or leave command with the Company Officer.

B. Disaster Operations

i. In event of a sudden, catastrophic event which disrupts normal Dispatch and communications functions, Company Officers and Duty Chiefs automatically default to Disaster Operations. In Disaster Operations mode, Company Officers must initiate all actions identified in this guideline including:
   a. Implementation of Facility Damage Control Plan
   b. Status Reports (via Simplex or VHF channels, or other means possible)
   c. Drive-by survey of first-due area
   d. Incident prioritization

ii. In Disaster Operations, Duty Chiefs remain in their respective Battalion Headquarters, rather than respond to incidents. On-scene command remains with the Company Officer.

iii. Duty Chiefs should attempt to contact the Fire Operations Center (FOC).

5. PERSONNEL ACCOUNTABILITY REPORT

The Personnel Accountability Report (PAR) will be conducted to determine the status of companies following a potentially damaging event. (Diagram 4 – PAR status checklist)

A. Fire station/company PAR will be conducted by the Battalion Duty Chief on the Training 1.

B. If one of the Duty Chiefs is not able to assume his duties, a Company Officer at the Battalion headquarters station will take those duties until relieved.

C. During PAR of stations/companies, Duty Chiefs must account for all staffed apparatus, either by the station report or by separately checking with units that might be out of quarters. Immediate follow-up should be initialized by Duty Chiefs for those units not answering PAR.

D. Subsequent PARs may be conducted to further ascertain the status of companies.

E. If an event occurs during normal work hours, a PAR of Deputy Fire Marshals (DFMs) will be conducted by the Fire Marshal (AFM) to determine their status. PAR will be conducted on Training 1 (or designated alternate channel) after the PAR of apparatus. The AFM will report the status of DFM}s to the Battalion Duty Chief.
6. STATUS REPORTS
   A. Major Emergency Operations

   Status Reports will be given by each station/apparatus/occupied District facility to their Battalion Duty Chief -- if a PAR is conducted.

   i. Status Check: Immediately upon the activation of ‘Major Emergency’ operations guidelines, facilities will complete a status check of personnel and apparatus utilizing the “Facility Damage Control Plan.” This information will be relayed to the Duty Chief as a status report during PAR.

   ii. Status Report: Fire station status reports during PAR will be brief, providing only pertinent, immediate, "need to know" information in the following order (as provided on Company Officer Checklist). The actual verbal report will be by negative reporting. Only report those items that are not normal, unit availability, and special comment information, if out of the ordinary.


   b. Facility: Minor damage, major damage, doors stuck.

   c. Power: Auxiliary power, no power.

   d. Units Available: Engines, trucks, rescues, relief apparatus (indicate whether staffed.)

   e. Special Comment: Briefly report fires and damage visible from station. Do not comment unless important.

   f. If status is normal, respond: “Engine 16 available.”

   iii. If structural damage prevents removal of apparatus from a station, personnel shall, if safety permits, retrieve turnouts, breathing apparatus, and portable radios. Determine what assistance is required for extrication of apparatus. Report availability and conditions to the Duty Chief on Training 1.

   iv. Following the preparation for PAR and status reports, stations, companies and facilities shall monitor dispatch for further frequency assignments from the C-Com.

   B. Disaster Operations

   If companies are unable to establish contact with C-Com or their Duty Chief, companies should consider themselves in the Disaster Operations mode.

7. DRIVE-BY SURVEY

   One of the most important functions for emergency service personnel following a disaster is the need to evaluate the impact that the disaster has had upon departmental resources. This assessment may include observations of structural damages, flooding, injuries, access, fire load, water supply, status of critical resources (such as hospitals, power stations, etc.) and status of transportation capabilities with regard to both road accessibility and the operational capability of District equipment. Drive-by surveys are a cursory survey conducted to assess the scope of the problem and assist in identifying response priorities in a company's first response area. Following the completion of the
Status Report, companies and DFMs should be prepared to conduct pre-planned drive-by surveys of their first response area, **if directed by the Duty Chief.**

When in Disaster Operations mode, the Company Officer and DFMs **should automatically initiate a Drive-by survey.**

A. **A rapid assessment of response areas to determine potential or actual life-threatening situations is essential.** This assessment will enable the department to prioritize incidents and concentrate resources in areas where life loss potential is greatest. Companies may have to bypass fires, collapsed buildings and other ongoing, non-life threatening emergencies to accurately assess their district for the highest life safety priority.

B. Drive-by survey status reports will be by **negative reporting.** Only those situations that are NOT normal are reported. Drive-by survey status reports shall be communicated to the Battalion Duty Chief on **Training 1** unless otherwise designated.

C. Assess "critical facilities," transportation, etc. (identified in pre-planning).

D. Identify situations and potential resource requirements based on the drive-by survey. Communicate situation status (using negative reporting) and **priority needs only** to the Duty Chief, as soon as practical.

E. Should the drive-by surveys indicate significant damage, a Duty Chief may determine a need to change the mode of operation.

**NOTE:** For earthquakes, significant after-shocks may require supplemental drive-by surveys.

F. **Walk-Ins:** If citizens request assistance via direct arrival at a station, or by stopping a company during the drive-by survey, companies should render aid if possible. Companies MUST notify C-Com of their status by staying in service to be available to respond to higher priority calls; if there is no contact with C-Com, companies should attempt to notify their Battalion Duty Chief. Companies should log all calls. After the emergency phase, companies should contact C-Com for the assignment of incident numbers for these calls. Stations may experience an influx of civilians seeking medical attention and shelter. Triage will be a critical factor. Serious injuries and illnesses will be treated to stabilize, with transport handled in the most expedient manner. Minor injuries will be directed to the nearest hospital. Persons seeking shelter will be directed to the nearest facility. Law Enforcement may be requested to assist in this area. **The main emphasis must be to keep citizens out of the Fire Stations.**

This includes groups of citizens volunteering to assist with response, either ad hoc or as members of Community Emergency Response Teams (CERTs). Stations should not become assembly points for community volunteers.

8. **INCIDENT PRIORITIZATION**

During a major emergency in which the routine dispatch of resources cannot keep pace with the incident demand, there is a need to "triage" requests for resources. The following incident priorities have been established and will serve as a guideline for the assignment of resources:
INCIDENT PRIORITIES:

A. **Priority One Incidents**: IMMEDIATE ATTENTION. Incidents with a life-safety risk and/or incidents with confirmed multiple victims/patients.

B. **Priority Two Incidents**: An incident with an unknown life-safety risk or an incident involving minor injuries

C. **Priority Three Incidents**: Incidents involving property damage, alarms (except medical) or public assistance calls. These incidents receive resources when available.

9. **STATION COMMANDERS**

In Disaster Operations Mode when additional staffing permits the senior Company Officer on-duty in each operating station will assign a Station Commander. Station Commanders will operate in the duty office or reception area and the position must be staffed on a twenty-four (24) hour basis. This duty may be assigned to any employee, such as a CCFD#1 Volunteer, who is knowledgeable of Fire & Rescue Protocols.

The Station Commander will be responsible for the following actions:

A. Maintaining a “the Major Actions Log” (for incident documentation package).

B. Compiling and distributing situation status information for the station.

C. Inventorying and ordering supplies. Supply orders are placed through the Logistics Section at the FOC.

D. Tracking incident responses and maintaining unit response rotation.

E. Responding to citizen requests and questions.

F. Providing periodic status reports, compiling and forwarding damage to the Battalion Duty Chief.

G. Maintaining listings of hospitals and shelters (provided by the FOC).

H. Assisting Company Officers as requested.

10. **VOLUNTEER COMPANIES**

A. Major Emergency Operations

i. Upon tap-out of Volunteer personnel, their primary priority should be to initially tend to immediate needs of their families prior to response.

ii. Volunteers should respond to their home station, if possible. Volunteers unable to respond to their home station should respond to the closest Clackamas Fire District #1 station.

iii. Volunteer companies should assess the status of the station they respond to. In event of an earthquake, apparatus should be removed from the engine bays and, if safe to do so, parked on the station apron.

iv. Report availability and conditions to the Duty Chief on **Training 1**.
B. Disaster Operations

In event of a catastrophic event when normal communications are not functioning, Volunteers should tend to the immediate needs of their family – and then automatically report to their station or the closest CCFD#1 facility.

11. TEMPORARY DISCONTINUATION OF RESPONSE (NO RESPONSE)

A. In event of severe weather, Duty Chiefs should consider the need to temporarily cease (and determine the criteria for safe resumption of) emergency response. Severe weather effects may include:
   i. High winds/flying debris
   ii. Heavy rain
   iii. Obstructed roads
   iv. Flooding of streets
   v. Poor visibility

_Hazmat/WMD Note:_ Duty Chiefs may direct companies/personnel to shelter-in-place as the most appropriate response.

B. Once emergency responses have been terminated, Dispatch will maintain a record of all requests for response and establish a priority response list.

C. If radio systems are inoperable, Company Officers and Duty Chiefs should use their best judgment, and consider local and regional conditions in determining when to cease operations.

D. Upon receipt of orders to cease operations, units will complete current assignments as quickly as safety permits, and return to quarters, or if conditions necessitate, to the nearest available stations. All units will report their status to their Duty Chief, who will ensure that all units are accounted for and forward notification to the FOC.

E. As a guide, sustained winds in the range of 40-60 mph are a likely threshold for initiating restrictions, as are specific hazards (e.g., falling trees, downed wires, etc.). Because conditions/hazards may vary locally and across the District, restrictions may vary as well.

12. INCIDENT MANAGEMENT ORGANIZATION (IMO) ACTIVATION

A. Major Emergency Operations

Upon implementation of the Major Emergency Guidelines, the following Incident Management Organization (IMO) will be implemented:

i. The IMT District Operations Chief reports to C-Com to provide direction for dispatching resources.

ii. The Incident Commander of the on-duty IMT becomes the IMO’s Incident Commander and reports to the Fire Operations Center (FOC) at CCFD#1 Training Center. The Incident Commander may conduct a PAR of the on-call IMT members on _Training 1_.

_NOTE:_ The Incident Commander should begin this process immediately (not waiting until arrival at the FOC), but _after_ PAR of companies and DFMs.
iii. The on-call IMT reports to the FOC and establishes the Incident Management Organization to begin initial operations. (See Diagrams 2 and 3, pages 19 & 20.) If additional IMT members are needed, an "all-call" page should go out, as well as an announcement over *Training 1.*

*NOTE:* PIOs are part of the IMTs and should respond accordingly.

iv. Off-duty IMTs should immediately begin monitoring *Training 1* and their pagers and be prepared to respond. If additional IMT members are needed at the FOC, an "all-call" page will be sent in addition to an announcement over *Training 1.*

v. The Incident Commander is responsible for ensuring CCFD#1 representatives are assigned to each activated City EOC. In most cases, this is one or more designated Company Officers.

B. Disaster Operations

i. **In case of a self-triggering event in which no radio or pager communications can be established, all IMT personnel and FOC support personnel, whether on or off-duty, shall immediately report to the FOC.**

ii. If unable to reach the FOC – report to a Battalion Headquarters (Station 4, or Station 15). If unable to reach a BHQ, report to the nearest station.

iii. Designated Company Officers should report automatically to their assigned City EOC.

13. **EMERGENCY COMMUNICATIONS**

A. **FAILSOFT**

In a major damaging event, the 800 MHz radio system may not function due either to equipment damage or volume overload. If the trunking system fails, the radios will revert to *Failsoft mode.* In *Failsoft mode*, the system operates with limited talkgroups. There are only 10 frequencies available, which necessitates the grouping of multiple talkgroups on one frequency. When operating in this mode, it is necessary to keep communications concise. Consult the “First-In-Guide” for the Failsoft worksheet.

B. **SIMPLEX CHANNELS**

In a worst case scenario, such as the failure of Failsoft, the only possible radio communications will be via simplex channels. Simplex channels, *(Simplex 1 & 2)* have a very limited range. If companies have no other communications means, they should attempt to establish contact with their Duty Chief on *Simplex 1.* It is most likely that in this situation, companies would be operating in the Disaster Operations mode.

C. **OTHER COMMUNICATION RESOURCES**

In Disaster Operations mode where normal communications have been lost, Company Officers and Duty Chiefs may need to use other forms of communication. Company Officers should attempt to communicate with their Duty Chief via 800 MHz, Failsoft mode, simplex channels, VHF radio, or the state Fire
Net. If contact cannot be established by that method, Company Officers should explore human repeaters or runners.

14. RECALL OF OFF-DUTY OPERATIONS PERSONNEL
   A. Major Emergencies
      i. Normal communications (TeleStaff, paging, or individual calls) are used to recall off-duty personnel for most incident scenarios.
      ii. Tend to immediate family needs. Monitor home telephone, CCFD#1 website, news media broadcasts and/or Emergency Alert System (Primary Station KXL 750 AM) channels for requests to return to duty, along with specific instructions and reporting locations.
   B. Disaster Operations
      In case of a sudden, catastrophic event with no communications (phone, radio, etc.), all off-duty personnel shall tend to immediate family needs and then report to their regularly assigned work site for assignment. If personnel cannot make it to their work site, they shall report to the closest appropriate District facility for assignment to that Battalion.

15. DOCUMENTATION AND RECORDKEEPING:
   Accurate documentation is critical for reimbursement, should a disaster be declared. Information should be recorded for activities in order to complete incident reports, payroll, and other financial reports following the emergency. All managers and supervisors should attempt to document their major actions (such as incident response).

16. DISTRICT EMPLOYEE AND FAMILY WELFARE
   A. CCFD#1 employees are urged to prepare their families for a disaster and the ability to be self-sufficient for at least 72 hours, including establishing out-of-area emergency contacts for themselves and family members. They should also be aware of a pre-designated emergency out-of-area contact system established by the District. This system is intended primarily for on-duty personnel and their families; although it is available to all staff, it should not replace individual arrangements. In short, District employees and their families should make every effort to establish their own preparedness and emergency communications resources, and should consider District resources (as with all government and other third-party resources) to be temporary and of last resort.
   B. The District is unable to provide emergency shelter for employees and their families, and cannot use fire stations for this purpose. In event of large-scale emergencies requiring opening of community shelters, CCFD#1 will attempt to open and staff “way stations” for District employees and their families at fire station community rooms (Stations 2, 3, 4, 5, 7, 10, and 17) and the Training Center. These facilities may serve as temporary shelters of last resort but are not equipped for sleeping accommodations. Their principal function will be to provide a temporary stopping point to obtain information and hospitality, and to pass on information on their status. The FOC will deploy resources to assist in management and support of these facilities to minimize impact on fire station emergency operations, and will provide updates for dissemination to District staff and family members on emergency conditions, District status, locations of
community shelters, and other relevant information. The FOC will attempt to communicate to District personnel the status of their families at the shelters. **Fire station community rooms will not be used as community centers or assembly points during emergencies, except by specific order of the Fire Chief.**

17. **FIRE STATIONS AS DONATION SITES**

Fire stations will not be designated as a food or other donation site, except by order of the Fire Chief. The receipt of excessive food or other donations at fire stations may render the station unusable for operations activities. Contact the FOC for a list of appropriate locations. Crews should also be cautious about accepting food donated specifically for them. Food that has not been properly prepared or stored can incapacitate crews for extended periods.

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MAJOR EMERGENCY OPERATIONS
COMPANY OFFICER CHECKLIST

☐ Begin monitoring Dispatch and Training 1.

☐ Prepare for PAR (conducted by a Duty Chief).
  ☐ Prepare status report for PAR:
    • Station will complete a status check of personnel, apparatus and station integrity to relay to Duty Chief during PAR. Use Facility Damage Control Plan.

☐ Status report:
  □ Brief and concise – provide only pertinent/immediate “need to know” information.
  □ Negative reporting – report only abnormal findings.
    • Personnel (injury, entrapment, fatality)
    • Facility (damage, inoperable bay doors)
    • Power (regular, auxiliary, none)
    • Apparatus (available and staffed)
    • Special Comment (visible damage or fire in local area)

☐ Conduct drive-by survey of first-response area, if directed by Duty Chief:
  □ Negative reporting – report only abnormal findings.
  □ Relay status reports to Duty Chief on Training 1
  □ Assess “critical” facilities:
    • Schools (if in session)
    • Hospitals/nursing homes
    • Government buildings
    • Bridges
    • Overpasses
    • HazMat storage facilities

INCIDENT PRIORITIES

• **Priority One** – IMMEDIATE ATTENTION – Known life-safety risk and/or multiple victims/patients.
• **Priority Two** – Unknown life-safety risk or minor injuries.
• **Priority Three** – Property damage, alarms (except medical), public assistance calls.

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MAJOR EMERGENCY OPERATIONS
DUTY CHIEF CHECKLIST

☐ Determine need for implementation of “Major Emergency” guidelines, based on:
   • Resource needs cannot keep pace w/ demand.
   • Either existing situation or emergency situation w/ potential (e.g., high wind).

NOTE: CCFD#1 policy is to conduct PAR of all companies following a distinguishable earthquake. Many other agencies do not follow such procedures, so Duty Chiefs may need to direct C-Com to have CCFD#1 companies switch to Training 1 to standby for PAR.

☐ Direct C-Com to implement “Major Emergency” guidelines.

☐ Send “all-call” page (or direct C-Com to send “all-call” page) to on-call IMT (“On-call IMT report to FOC”).

☐ If possible, contact on-call Incident Commander of IMT and advise of situation.

☐ Monitor Dispatch and Training 1.
   □ Duty Chief responsibilities:
      • BC2—Conduct PAR of North Battalion Companies on Training 1.
      • BC3—Conduct PAR of South Battalion Companies on Training 1.
      • District Operations Chief – Respond to C-Com.

☐ Monitor PAR to ascertain status of companies. For any company not answering PAR, initiate follow-up action.

☐ Direct companies to conduct drive-by surveys of their first-due area. If drive-by surveys indicate significant damage, Duty Chiefs may need to change the operational mode. This should be done in consultation with the District Ops Chief at C-Com.
DISASTER OPERATIONS
COMPANY OFFICER CHECKLIST

When spontaneous disaster happens and routine communications are not functioning, Company Officers should:

☐ Begin monitoring Talk 1 and Training 1 (Check status of MDCs, landlines, and cell phones for functionality.)

☐ Prepare for PAR (conducted by your Duty Chief). Battalions to monitor Talk 1 and Training 1. If the radios are not functioning, complete the station status check and conduct the drive-by survey.

☐ Prepare status report for PAR:
  • Station will complete a status check of personnel, apparatus, and station integrity to relay to Duty Chief during PAR. Use “Facility Damage Control Plan”.

☐ Conduct Drive-by Survey of first-response are:
  □ Negative reporting to Duty Chief – report only abnormal findings.
  □ Relay status reports to Duty Chief on Simplex 1 or Training 1.
  □ Assess “critical” facilities:
    • Schools (if in session)
    • Hospitals/nursing homes
    • Government buildings
    • Bridges
    • Overpasses
    • HazMat storage facilities

INCIDENT PRIORITIES

• **Priority One** – IMMEDIATE ATTENTION – Known life-safety risk and/or multiple victims/patients.

• **Priority Two** – Unknown life-safety risk or minor injuries.

• **Priority Three** – Property damage, alarms (except medical), public assistance calls.

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DISASTER OPERATIONS
DUTY CHIEF CHECKLIST

- Determine need for implementation of “Disaster Operations” guidelines, based on:
  - Failure of the 9-1-1 system, the 800 MHz radio system, or both.
- Attempt to check status of C-Com.
- Monitor Dispatch and Training 1 (Simplex 1 and Training 1).
  - Default Duty Chief responsibilities:
    - BC2 – Attempt a PAR of companies on Simplex 1 or Training 1.
    - BC3 – Attempt a PAR of companies on Simplex 1 or Training 1.
- Staff Battalion Headquarters (BHQ)
  - Duty Chiefs will monitor incidents and activities in their Battalions. Attempt to assist each other in resource allocation, if communication and incident load allows. Duty Chiefs and their respective BHQs are the focal point for all activities in their Battalion.
  - Duty Chiefs should attempt to keep the FOC briefed of their Battalions’ status and support requests through non-traditional communications (e.g., satellite phones, Ham Radio, human repeaters, runners, etc.).
  - When staffing allows, fire stations will have a Station Commander position staffed. This will be the contact point for that station’s status, resource needs, and staffing with their Duty Chief.
  - Duty Chiefs will coordinate the distribution of Specialty Team personnel to each Battalion. Off-duty Specialty Team personnel will be reporting to home station per policy.
  - DFM and the AFM are a resource assigned to their Battalion. Once reconnaissance of the area is complete, DFM may be directed to respond to the FOC or perform other emergency functions.
EARTHQUAKE PROCEDURES

In addition to the steps identified in the Major Emergency guidelines, the following earthquake-specific procedures should be followed. These guidelines will be initiated for every detectable earthquake.

INITIAL ACTIONS – DURING THE SHAKING:

If indoors – stay inside!
- Look for protective covering under desks/tables. If not available, crouch against an interior wall. Don’t seek shelter in a doorway!
- Stay away from glass and unsecured objects.
- Drop, cover and hold on. Hold on to the desk or table to prevent it from moving.

If outdoors:
- Move away from buildings, trees, and power lines.
- If driving, move to the roadside (clear of overpasses and power lines) and stop.

INITIAL AFTER-EARTHQUAKE ACTIONS – AFTER THE SHAKING:

☐ Assess personnel for injuries.
☐ Move apparatus out of the bay.
☐ Monitor Dispatch for announcement of fire station PAR and situation status. PAR is conducted on Training 1.
☐ Assess the station and immediate area for damage and safety considerations utilizing the Facility Damage Control Plan.
☐ Shut off utilities if necessary. Only shut off natural gas if the smell of gas is detected.
☐ Determine if the station is on normal or auxiliary power.
☐ Check telephones to ensure that receivers are in place.
☐ If no announcement is received from C-Com, contact will be initiated by the Company Officer to C-Com by radio. If C-Com does not respond, contact the Duty Chief. If unable to establish contact, begin reconnaissance of the first-in area and proceed in Disaster Operations Mode.
FACILITY DAMAGE CONTROL CHECKLIST TEMPLATE

You’re Location: ______________________________
Last Updated On: _____________________________

☐ This is a Facility Damage Control Plan for [Your Location].

☐ Account for personnel.
   Check the status of all personnel located at the facility.

☐ Perform structural survey of the facility.
   □ Check the status of the facility by surveying for cracks and other structural damage.
   □ Check apparatus bay walls and floors, if appropriate. Check heating system for leaks and stability.
   □ Check if utilities serving the facility have become compromised.
     • Water shut off – locate and check for damage and leaks.
     • Gas meter – locate and check for damage and leaks.
     • Electrical power – locate and check for damage.
     • Back up generator – if no power, determine if operable.

☐ Perform apparatus check.
   □ Check all apparatus for readiness.
   □ If earthquake, move outside, if appropriate to your facility.
   □ Add additional equipment to apparatus, if appropriate. Examples of such items are:
     • Hard suction
     • Extra hose
     • Batteries
     • Food
     • Water
     • Extra clothing

☐ Assess communication availability.
   □ Check functionality of the following communication equipment, as appropriate:
     • Telephones
     • Cell phones
     • 800 MHz radios (facility, apparatus, and portables)
     • VHF radios (facility, apparatus, and portables)
     • MDCs in apparatus and in facility
FACILITY DAMAGE CONTROL CHECKLIST TEMPLATE (CONT.)

☐ Assign a firefighter to monitor *Training Channel 1*, or if 800 MHz is not working, *Training 1* for information, if appropriate.

☐ Determine hazardous areas.
  - Check all hazardous areas in the facility.
  - List the areas and what to look for.
  - Barricade access, if appropriate.

☐ Determine safe areas.
  - List all safe areas in the facility (e.g., community rooms, meeting rooms).

☐ Check status of emergency power.
  - Facility generator location, source of fuel, and damage/functionality.
  - Check for leaks and tank levels, as appropriate.

☐ Assess condition of on-site fuel tanks.
  - Location of tanks on-site and fuel pump functionality, if appropriate.
  - Consider possible power alternatives to operate pumps if needed.

☐ Assess status of emergency provisions.
  - Inventory emergency food and water supply and note location.
  - Place on apparatus for one day, if appropriate to your facility, and/or apparatus.

☐ Other facility specific items, such as:
  - Meeting and community rooms stocked w/ paper and other supplies.
  - List of personnel that are in the facility and accountability of them.
  - Drive-by surveys located in each apparatus able to use them as well as in the Facility Damage Control binder in the office.
  - If the facility is severely damaged and not usable, consider alternative locations and list them.
  - Make contacts with alternative sites and pre-setup for the use of the facility, in case it is needed.
Modes of Operation

EXPANDED DISPATCH OPERATIONS
(For IMT Only)

- Normal communications are functioning.
- Transition from “normal ops” to “major emergency ops”.
- Usually activated for wildland fire incidents.
- Incident(s) in county exceed resources.
- CCFD#1 reports to C-Com to:
  - Assist dispatch w/ coverage issues.
  - Ensure countywide coverage.
  - Provide logistical support to incident(s).

NORMAL OPERATIONS

- Normal communications are functioning.
- FireComm deploys resources.
- Company Officer/Duty Chief monitors dispatch; may revise deployment.
- Normal supply procedures are functioning.

I. MAJOR EMERGENCY OPERATIONS

- Normal communications are functioning.
- C-Com deploys resources; may implement Incident Prioritization.
- Fire Ops Center (FOC) activated; City EOCs may be activated.
- Company Officer/Duty Chief monitors dispatch; may revise deployment.
- Ops (in FOC):
  - Monitors resource deployment.
  - Liaison w/ City EOCs.
- FOC provides support to field.
- DFM provides field SITSTAT reports.
- Off-duty personnel may be recalled.

II. DISASTER OPERATIONS

- Normal communications are not functioning.
- C-Com does not deploy resources.
- Resources deployed by Company Officers and Duty Chiefs.
- Incident prioritization managed by Company Officers.
- FOC activated.
- Ops (in FOC):
  - Liaison w/ City EOCs
  - Provides support to Duty Chiefs.
- FOC provides field support; crews request support through Duty Chief; Duty Chief contacts FOC.
- DFM provides field SITSTAT reports.
- Off-duty personnel are automatically recalled.
MAJOR EMERGENCY/DISASTER OPERATIONS
ORGANIZATION CHART

INCIDENT COMMANDER

PIO

EMPLOYEE/FAMILY WELFARE

C-COM

OPERATIONS

PLANNING

LOGISTICS

FINANCE

FIRE OPERATIONS CENTER

FIELD OPERATIONS

NORTH BC2
DUTY CHIEF

MILWAUKIE EOC
FIRE BRANCH

DAMASCUS EOC
FIRE BRANCH

HAPPY VALLEY EOC
FIRE BRANCH

JOHNSON CITY EOC
FIRE BRANCH

SOUTH BC3
DUTY CHIEF

OREGON CITY EOC
FIRE BRANCH
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TECHNICAL RESCUE INCIDENT
Rope – Water – Trench – Building Collapse – Confined Space

PURPOSE
To establish safe operating procedures that identify the responsibilities of Command-Engine and Rescue Companies upon arrival to any technical rescue emergency.

PROCEDURE
1. Duty Officer or First arriving Company Officer completes incident size-up.
   A. Assume Command and request Technical Team, if needed.
   B. Survey the area, locate the victims and determine the number of victims.
   C. What is the victim status? (Rescue or Recovery and RISK vs. BENEFIT)
   D. If Rescue, establish a Rescue Group and if needed a Medical Branch Director.
   E. Is there a need for additional Specialty Teams based upon the situation? (HazMat, - USAR - or additional Technical Teams.)

2. Initial Actions
   A. Interview witnesses.
   B. Establish communication with the victim(s), if possible.
   C. Update incoming Specialty Teams with current status and potential needs.
   D. Establish a safety perimeter and deny entry to hazardous areas.
   E. Request resources, as needed, early.

3. Initiate Rescue.
   A. Monitor scene safety and coordinate safety with the Rescue Group.
   B. Treat the victim(s) as needed and safe to do so.
   C. Have enough personnel with the proper training and experience for the type of rescue.
   D.

4. Refer to the Incident Command Checklist (Attachment A).
TECHNICAL RESCUE INCIDENT COMMAND CHECKLIST
Rope – Water – Trench – Building Collapse – Confined Space

- Assume Command.
- Control or restrict access to the incident.
- Confirm rescue or recovery.
- Establish Rescue Group.
- Establish Safety Officer(s) as needed.
- Verify PPE - Turnouts or Appropriate PPE for The Rescue.
- Verify rescue effort is within scope of given resources. If not consider a request for additional teams.
- Deliver required PPE to Victim(s) Helmet – Heat – PFD- Fall Protection.
- If Rope or Water Rescue has the AMR RAT team been dispatched?
- Ensure that the Rescue Group has prepared and shared with command plan A, B, C and so on.
- Is there a need for Life Flight, Air Life, REACH or the 1042nd Air Rescue?
- Ensure Medical Branch is staffed if needed.
- In consultation with Rescue Group see if there is any need for early requests for specialty equipment located at a rental company or other resources. (Do not forget on site private resources or ERT’s).
- Request as needed the PIO, IMT, etc.
- Make any other agency notifications or requests.
- Keep accountability for all personnel.
- Do you need the Hazardous Materials Team?
- Provide for the welfare of co-workers, consider TIP and/or Chaplain.

(Bldg Collapse - Trench - Confined Space Rescue)

- Do you need to request Oregon USAR?)
- If safe to do so, remotely place an air monitor in the excavation.
- Complete Lock Out and Tag Out, if needed.
- When trained personnel available initiate entry permit - record all activities begin remote air monitoring of space - begin air exchange of space.
TECHNICAL RESCUE INCIDENTS

(Bldg Collapse)

☐ Survey the incident and determine resource needs.
  a. Immediate rescue – those victims that can be reached without entry to the structure.
  b. Void Search/rescue – those victims on the inside.
  c. Selected debris search – detailed removal of suspected area’s with victims.
  d. General debris search – general removal of debris.

do not allow entry until structural triage has been completed.
☐ Keep general area open for specialty equipment.
☐ Determine number of voids if possible.

(Trench Rescue)

☐ Confirm all heavy equipment is shut down-limit vibration.
☐ Position all apparatus and equipment at least 150 feet from rescue area.
☐ Where death of the victim is certain, no personnel will be allowed into the excavation prior to changing the mode of operations and until the excavation is fully shored.
☐ Do you need a VAC TRUCK?
☐ Call for a utility locate via dispatch.

(Water Rescue)

☐ Verify PPE- NO TURNOUTS WITHIN 10’ OF WATER PFD must be worn. Dry/survival suits for Water Rescue Team members.
☐ How fast is the current, what is the approximate water temperature?
☐ Empty and deliver water can- 2½” fire hose filled with air or other readily available floating object to Victim(s).
☐ Where is the best access for medic units, WRT, launch site and staging?
☐ Establish down stream safety – must have multiple throw bags.
☐ Do not deploy non-water rescue trained firefighters in the water.
Non-water rescue trained firefighters are to operate in the surface rescue mode only.

(Rope Rescue)

☐ Define the “edge” and do not allow any personnel to cross that point unless in full fall protection.
☐ Have Safety check the Rescue System before put under load.
KEY CONSIDERATIONS

- Do not deploy personnel in a rescue environment that do not have appropriate training and experience.
- Is there a need for the Incident Management Team or PIO?
- Establish a scene Safety Officer. The Rescue Group should also designate a Safety Officer.
- Do not exceed level of training or experience at any time.
- Do not break the horizontal or vertical plane of a confined space with any portion of your body. This practice compromises entry.