# MEXICO FIRE DEPARMENT

# Standard

# Operating

# Procedures

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# Mexico Fire Department
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# Mexico Fire Department
# Standard Operating Procedures

MEX SOP-01

02-10-00

## Wearing of Protective Equipment

All Firefighters at the scene of a fire or incident, when in close proximity to the structure or vehicle, **shall** wear full firefighting gear, including at minimum: turnout coat, boots, bunker pants, helmet , and gloves. The intent of this is not to require the protective gear be worn at the scene of an incident where no immediate hazard exists. This is to be determined by the Officer in Charge or the Safety Officer.

All firefighters **shall** don respiratory protective equipment for all interior structural fires, fires in other confined spaces, areas where an oxygen deficient or toxic atmosphere may exist, and at all other incidents that require respiratory protection. Masks may be removed after the fire has been knocked down and the building and / or other area has been thoroughly ventilated. Masks may also be removed when the Officer in Charge or Safety Officer deem the area safe for removal.

Members raising ladders, operating lines outside a fire building, performing exterior ventilation (roofs, etc.) or other external activities are not mandated to use respiratory protective equipment. However if conditions exist it is mandatory to don SCBA.

When masks are removed they **shall not** be dropped or left in a building or other area where they may be subject to damage.

To reduce the possibility of injury members responding to alarms **shall not** don SCBA while enroute.

NOTE: OSHA REQUIREMENTS

1910.156 (f) (1) (ii) Approved self contained breathing apparatus with full face piece, or with approved helmet or hood configuration, **shall** be provided to and worn by fire brigade members while working inside buildings or confined spaces where toxic products of combustion or an oxygen deficiency may be present. Such apparatus **shall** also be worn during emergency situations involving toxic substances

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MEX SOP- 02

02-10-00

## Box Alarm, Automatic Alarm, and Structural Fire Response

Response to a box alarm, automatic alarm, or reported structure fire **shall be** one (1) pumper. Ladder truck or an additional pumper can be canceled by the first unit on scene if not needed.
Ladder truck **shall** respond to reported chimney fires.
Engine 1 **shall be** the first engine inside the hydrant district.
Engine 2 **shall be** the first engine outside of the hydrant district, or to vehicle fires or forest fires.

Structure fires will include fires inside of buildings not directly related to the structure, I.e. : kitchen fires, chair / couch fires, etc.. Chimney fires are also structure fires.

Upon receiving confirmation of a working fire the phrase "General Alarm" **shall** be used in the radio message, and a fill-in mutual aid pumper shall be requested.

The first arriving pumper **shall** set up to attack the fire from the booster tank, leaving room in front of the building for the ladder truck.

It will be the second arriving pumper's primary duty to provide an adequate water supply to the pumper at the fire. This will be done at the request of the first arriving pumper or the incident commander. If no orders are provided prior to arrival, the second arriving pumper will stop at the hydrant closest to the fire and report status to the incident commander, I.e. "Engine 2 staged at the hydrant."

The Ladder truck **shall** be positioned in front of the building and prepared to ladder the building unless otherwise directed by the incident commander.

MEX SOP-03

02-10-00

## Fire Attack

Upon arriving at any structure fire where flames or smoke are issuing from the building, the smallest line that shall be used to attack the fire **shall be** one and one half inch (1 1/2"). Unless fully involved at the time of attack, the lines **shall not** be operated so as to drive flames back into the building. The only exception shall be when flames would endanger people exiting the area, or when flames are exposing another building or area of the fire building.

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MEX SOP-04

02-10-00

## Response to Confidential Incidents

Confidential Incidents are those which, if their nature is divulged on police or fire radios, may cause spectators to come to the scene of a hazardous incident. These may be bomb scares, reports of explosives found in buildings, etc..

It is important that we are aware that volunteer firefighters are not covered by insurance when responding to, or at the scene of incidents where explosives are suspected unless there is a fire at that location. It is to be expected that we will be called to standby in close proximity to the incident where men may be injured or equipment may be damaged by detonation.

Upon being notified to this type of incident, notify the proper police agency unless the notification comes from them. Respond one (1) pumper to the nearest intersection (preferably one not on a main traffic street) and activate the fire tones and announce that equipment is responding to a flush job at that intersection. Upon arriving at the scene, **DO NOT** use the radio for any transmissions. The Officer in Charge **shall** check with the police Officer in Charge to determine if the materials involved may be sensitive to 2 - way radio transmissions and what steps the fire department should take to secure the area from spectators.

In the event that a box alarm is received and upon arriving, it is found that this should be handled as a confidential incident, insure that all occupants of the building are evacuated, and remove all men and equipment to a safe location.

Confidential incidents will not include buildings suspected to be filled with natural gas or gasoline fumes. These will be handled in normal fashion.

Incidents of confidential nature **shall** remain a police function, our function being to stand by in the event of an explosion.

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MEX SOP - 05

02-10-00

## Response to MVA's (10-55) and Other Rescue Incidents

The Mexico Fire Department will respond with appropriate apparatus to all calls received for their service.

A minimum of one (1) pumper will be sent to this type of call. Engine 2 is the primary truck for this type of call.

Upon arrival the apparatus and cars will be positioned in such a manner as not to obstruct traffic or operations.

If fire, fuel leak, or person trapped, a minimum of one (1) 1 1/2" line of sufficient length to cover the area of the emergency **shall** be laid, (minor fuel leaks may be exempted).

Responsibilities of Fire Department Personnel

1. Establish command, provide assessment of victims, establishment and maintenance of basic life support operations (up to limit of training).

2. Rescue operations as may be necessary.

3. Request Rumford Fire respond with extrication equipment , and assist with extrication as needed.

4. Illumination of area of operations.

5. Request Haz Mat Response Team via Rumford Fire as needed.

**NOTE: When responding to these calls the driver will continue to the scene of the incident until or unless advised to return the station by a superior officer on scene.**

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MEX SOP - 06

02-11-00

## Personal Alert Safety System

I. Procedures

A. On breathing apparatus equipped with a device, it **shall** be activated prior to entering the structure or hazardous area. It **shall** remain in the on position at all times inside the building or hazardous area. The device is intended to help save your life should you become disoriented, lost, trapped, low on air, or in need of assistance for any other reason. As with any life saving device, it will only assist if it is properly used. The device should be tested each time that the breathing apparatus is checked, and prior to each use. This could save your life.

II. Maintenance

A. The unit **shall** be checked for operational readiness each time the breathing apparatus is used to ensure the battery is adequately charged, and the unit is functional. To check the unit, it must be turned on and left without movement for the time period required to activate the motion sensor. Once checked, turn the unit off unless it is being put into service, in which case clear the alert tone and set the control to the ARM position.

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MEX SOP - 07

02-11-00

## Pumping Into Sprinkled Properties

On responding to alarms of fire at sprinkled properties the second due pumper should:

a. If no fire or smoke is showing and water motor gong is not activated, should stand by at the hydrant closest to the fire department connection and advise the Officer in Charge of such.

b. If fire or smoke is showing and water motor gong is not activated, lay lines from the fire department connection to pumper and pumper to hydrant in whichever direction is more expedient, advise the Officer in Charge of such and be prepared to pump into system on his / her order.

c. If water motor gong is activated, lay lines (as in b.) and pump into the system when connected.

When pumping into the system, a pressure of 150 PSI should be maintained at the fire department connection, or at a higher pressure, if necessary, to maintain the check valve open as in those properties with fire pumps set at or above 150 PSI. This can be checked by slowly closing and opening a gate valve and noting pressure changes. If little or no change, check valve is still closed.

Care should be taken not to use a system or yard hydrants that may rob the sprinkler system.

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MEX SOP - 08

02-11-00

## Response to Calls in Mutual Aid Areas

It is the responsibility of the driver of each Fire Department vehicle to drive safely and prudently at all times. Vehicles **shall** be operated in compliance with Maine State Motor Vehicle & Traffic Law. This law provides specific legal exceptions to regular traffic regulations which apply to the Fire Department vehicles only when responding to an emergency incident. Emergency response does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its safe operation at all times.

When responding to an emergency, warning lights must be on and siren/s must be sounded to warn drivers of other vehicles, as required by Maine State Vehicle & Traffic Law.

The use of sirens and warning lights does not automatically give the right of way to the emergency vehicle. These devices simply request the right of way from other drivers, based on their awareness of the emergency vehicle's presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected / inappropriate actions of others.

Fire Department vehicles are authorized to exceed posted speed limits only when responding to an emergency, with lights and siren/s operating, under favorable conditions. This applies only with light traffic, good roads, good visibility and dry pavement, as long as life and property are not endangered.

Under less than favorable conditions, the posted speed limit is the absolute maximum permissible.

Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right of way, drivers **shall not** exceed the posted speed limit.

When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must be prepared to come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.

RE: Response to Calls in Mutual Aid Areas

When approaching a negative right of way intersection (red light, stop sign) the vehicle shall be prepared to come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right of way.

Emergency response with lights and siren is authorized only in conjunction with emergency incidents. Unnecessary emergency response shall be avoided. In order to avoid any unnecessary emergency response , the following rules shall apply:

-When the first unit reports on the scene with "nothing showing" or an equivalent report, any additional units shall continue in emergency mode, but shall not exceed the posted speed limit.

-The first arriving unit will advise additional units to respond in a non-emergency mode (no lights and siren), whenever appropriate.

Drivers shall avoid backing whenever possible. Where backing is unavoidable, guides shall be used (MEX SOP - 23). If no guide is available, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing.

All Town of Mexico employees are requires to use seat belts at all times when operating a Town vehicle equipped with seat belts. Anyone riding as a passenger in a Town vehicle is also required to use seat belts. The driver should confirm that all personnel and riders are onboard, properly attired, with seat belts on before the vehicle is permitted to move.

All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.

During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.

The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected.

Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of, or behind a moving vehicle.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street, and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene.

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RE: Response to Calls in Mutual Aid Areas

If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.

The Officer in Charge of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this procedure.

Emergency Response Policy

Mexico Fire Department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.

Prompt, Safe Response Shall Be Attained By:

1. Leaving the station in a standard manner:

-quickly mounting apparatus

-all personnel on board, seated and seat belts on

-station doors fully open

2. Driving defensively and professionally at reasonable speeds.

3. Knowing where we are going.

4. Using warning devices to move around traffic and to request the right of way in a safe and predictable manner.

Fast Response Shall Not Be Obtained By:

1. Leaving station before crew has mounted safely and before station door/s are fully open.

2. Driving to fast for conditions.

3. Driving recklessly or without regard for safety.

4. Taking unnecessary chances with negative right of way intersections.

5. Intimidating or scaring other drivers.

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# Standard Operating Procedures

RE: Response to Calls in Mutual Aid Areas

**Emergency Response Criteria**

1. Over posted speed limit only as long as life and property is not endangered.

2. Traveling in center or oncoming traffic lane, prepared to come to a complete stop at all traffic lights / stop signs.

3. Posted speed limit when entering intersections with green light.

4. Prepared to come to a complete stop at all red lights, stop signs.

MEX SOP - 09

02-15-00

## Health and Safety Standards for Hair and Beards

Firefighting takes place in highly heated, toxic, poorly illuminated, abnormal, and unsanitary conditions. Smoke inhalation, heat prostration, lacerations, burns, and falls are common consequences of firefighting. Hair of excessive length on the head and hair on the face of any length will increase the possibilities of the indisposition's mentioned above. With the mask facepeice designs currently in use, it been proven reliably by NASA, the National Bureau of Labor Standards, various breathing apparatus manufacturers, and others that it is impossible to obtain a satisfactory seal on a bearded man.

It is evident that flowing hair is more readily ignited and that the health of the individual firefighter is also compromised when working in an unsanitary environment. Exposed hair is a breeding place for germs. Lacerations on hair covered surfaces are subject to infection in direct proportion to the are and depth of the hair thereby complicating the injury and extending the recuperation period. Accordingly, safety standards for hair and beards are hereby established within the following guidelines. They shall apply to all Mexico paid firefighters and additionally, to all Mexico volunteer firefighters who perform interior structural firefighting or any other operation that requires the use of SCBA. (See MEX SOP - 01)

A. Head Hair

a. Head hair shall be of such length and style as desired but shall not be excessive in length at any point.

b. Hair, except for layered or cropped areas, shall not protrude below any point along the full band line of the helmet.

c. Hair extending below the shirt collar shall be covered with a NOMEX hood, when SCBA is required.

B. Facial Hair

a. Mustache's

1. They must be closely trimmed.

2. They must not extend more than 1" below the corners of the mouth and not below any portion of the upper lip.

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RE: Health and Safety Standards for Hair and Beards

C. Beards and Goatees are not permitted.

D. Sideburns

a. Sideburns are permitted but shall conform to the following:

1. They shall be kept neatly trimmed and close to the face to avoid any possibility of a defective mask face piece seal.

2. They shall not extend below the lower extremity of the ear.

MEX SOP -10

02-15-00

## Self Contained Breathing Apparatus

I. Type of Equipment

A. Breathing apparatus shall be positive pressure type that was constructed to the standards that were in force at the time of purchase. The unit shall have a minimum service life rating of 30 minutes, equipped with an audible alarm that will sound when the unit reaches 20-25 % of its rated service time, and meet all other requirements of 1910.156 and 1910.134.

II. Maintenance of Equipment

A. Each unit shall be examined at least weekly and after each use.

B. Each user of the equipment shall be trained in the use, cleaning, operational checks, and proper disinfection of the units.

C. Repairs, adjustments, and replacement of parts should be performed by individuals trained to perform such work.

III. Firefighter / User

A. Firefighter should be physically able to perform the work associated with interior structural firefighting while wearing SCBA. Should you have or incur any injury, illness, or disease that you are aware of that would prevent you, the wearer of the unit, from doing so, it must be brought to the attention of the Chief prior to further use, and your medical condition shall be evaluated.

B. Firefighter shall be trained in the proper pre-donning checks, donning procedures, face piece seal check, operational procedure, and any emergency procedure checks for the apparatus. The training shall be found in IFSTA FIREFIGHTING ESSENTIALS ( current edition / s).

C. Prior to the firefighter using the apparatus in a toxic environment, a fit test shall be conducted to ensure that a proper seal can be established of the face piece. Any item such as temple frames of glassed, beards, sideburns, or other condition that may cause the firefighter not to obtain a seal shall not be permitted. As part of the operational check, it is imperative that the firefighter check for a suitable seal each time the SCBA is donned.

RE: Self Contained Breathing Apparatus

IV. Return to Service

A. It shall be the responsibility of the driver on duty to conduct and / or supervise the weekly and after use cleaning, operational checks, proper disinfection, and replacement on apparatus of all SCBA.

MEX SOP - 11

02-15-00

## Operational Procedures at Natural and Liquefied Petroleum Gas Leaks

I. Information

A. As much information as possible should be obtained from the person reporting the leak; information such as the type of product, amount or size of container, how long it has been leaking, are there any known ignition sources in the vicinity.

B. Size-up (gathering information) should start as soon as the alarm is received and continue while responding to determine the extent and details of the leak.

C. Once size-up has been completed, apparatus should be staged so that only the minimum amount of equipment and personnel become exposed to the potential of an explosion.

II. Operational Procedures

A. If the strategy is to enter the affected area or structure, a briefing of personnel should occur with the pertinent details covered such as, the type of gas, source of the leak, ventilation in place, use of SCBA, and explosive metering device.

B. The tactics should involve the minimum number (at least 2) of personnel needed to accomplish them. All remaining personnel shall be staged in a safe and secure area. All operations that can be completed outside of the structure should be done outside. Every reported gas leak MUST be treated seriously, and the risk to firefighters managed as safely as possible.

III. Use of Equipment

A. SCBA must be worn in contaminated or suspected areas of gas vapors. Should there be a leak, it is possible that the gas may displace the air in the area such as a basement. The area would be oxygen deficient, and you could suffocate. Should an explosion occur, you will need to not only survive the explosive effect, but also the burning gases. While the fire may only be a momentary flash, should you be inhaling a breath at that moment you could severely damage your respiratory system.

RE : Operational Procedures at Gas Leaks

IV. General Considerations

A. Characteristics of Gases

1. Natural Gas (Methane), is colorless, treated with an odor detector, lighter than air (rises and may be more prevalent in the upper levels of a structure).

2. LP Gas (Propane or Butane), is colorless, treated with an odor detector, heavier than air (settles and may be more prevalent in the lower levels of a structure). Caution if the structure has strong air currents. As an example, up open stairways or stud channels as may happen in a wood frame balloon constructed building. The vapors may also be found in the upper levels as well as the lower.

B. Ignition Sources

1. While it is impossible to identify every potential ignition source, some of the more common ones to be considered are as follows:

a. Pilot lights of appliances

b. Motors that may start

c. Arcing from electrical switches opening or closing - - could be as small as a flashlight to as large as a knife switch on an electrical cut off.

d. Static electricity arc

While it is impossible to outline every possible problem that may be encountered or anticipated dealing with gas leaks, or solutions to resolve them, they should be treated with the utmost care. Personnel exposed to the consequences of an explosion should be limited to only the number required to perform the tactical assignments.

It is essential that a good size-up be done, the real problems identified, a sound strategy developed, and tactical assignments made to support the strategy.

MEX SOP - 12

02-15-00

## Accountability

I. Purpose

A. It is necessary to be able to account for all personnel that may be assigned to, or working at the scene of an emergency. Occasionally our members respond on a fire apparatus as do the mutual aid personnel. Generally our personnel will respond to the scene in their private automobile and participate in the emergency operation. We must ensure that all personnel, regardless of method of transportation, will be accounted for in case a change in strategies, such as changing from an offensive position to a defensive position, a building collapse, or other circumstance that would require an accounting for all personnel at the scene.

II. Method

A. An accountability tag shall be issued to every active firefighter. This tag will be attached to the outside of the firefighter's turnout coat. Note that they were made purposely large to aid as a reminder to use them.

B. On arrival at the scene of every incident, all firefighters will clip their accountability tag / s on the accountability board of the first arriving apparatus.

C. When putting on an air pack, the firefighter will take the air pack tag off of the air pack and clip it to their own accountability tag ring, even if it is already on the accountability board.

D. Upon returning to the apparatus, just prior to returning to service, you should retrieve your accountability tag from the apparatus accountability board.

E. Leave the air pack tag on your personal ring until the breathing apparatus is put back in service.

III. Officers

A. Firefighters should be working under your direction in teams of two or more. Firefighter's entering the structure should be doing so in order to accomplish a tactical objective. If not needed inside, they should be held together in readiness until the incident commander assigns your team / crew an assignment. Once you and / or your team / crew enters the structure, someone should be

aware that you are entering, the approximate area where you are going, the general time you entered, and the number of personnel entering. It may be the Incident Commander, Safety Officer, Pump Operator, or other person that you inform. The intent is, if conditions should deteriorate, someone would know your approximate location and the number of persons we are looking for.

B. The Incident Commander should advise Mutual Aid Officers and firefighters of the procedure and establish a means of accounting for them.

IV. Firefighter's

A. It is imperative that you inform someone prior to entering the structure so that in the event of a deterioration of conditions, someone will be aware of your position and be looking for you. A system of communication must be maintained so that firefighters may be notified or that firefighters may inform persons outside, of problems. The tag system is intended to identify the number and names of persons who may be in need of assistance, and for your safety. Please help make it work.

V. Communications

A. Each team / crew entering a structure should have a portable radio, be given a tactical objective, and be assigned a team / crew identification I.e., Interior 1, Search 1, etc..

# Mexico Fire Department
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MEX SOP - 13

05/21/00

## Safety and Health Program

It is the intent of the Mexico Fire Department, and the goal of this program, to place safety of our officers and firefighters as a priority and provide, to our utmost ability, for the safety of our personnel. This will be done by developing, implementing, monitoring, and evaluating a safety and health program.

### 1. ORGANIZATIONAL STATEMENT

The Mexico Fire Department is located in the County of Oxford, and was duly organized as a Fire Department on , by charter adoption.

The Mexico Fire Department is organized to save lives, suppress and control fires, and provide other services such as rescue, inspections, fire code enforcement, fire & arson investigation, public fire education, and other activities as deemed in the best interest of the Fire Department, or the citizens of our community,

It is the responsibility of each member to cooperate, participate, and comply with the provisions of this safety program, and to perform their assigned duties in a safe manner that does not present a hazard to themselves or others.

Safety Officers shall be appointed by the Chief of the department and shall continue in that position until relieved of those responsibilities. If a Safety Officer is not available at emergencies when the Incident Commander deems that this staff position should be activated, an appropriate officer or firefighter shall be assigned to this position until relieved by one of the department Safety Officers.

The Chief of the department or his designee shall establish a record collection system for such records as injuries, illnesses, deaths, exposure to toxic products and infectious diseases, membership training, maintenance / inspection of equipment, apparatus, facilities, and other areas as deemed appropriate.

In addition , other training courses, as identified by the Chief of the department, may be required of membership.

Additional membership training should include, but not be limited to, such items as the Fire Department Incident Command System, Standard Operating Procedures, evacuation from hazardous area procedures, right to know information, and special hazards of the community.

## 3. VEHICLES & EQUIPMENT

Drivers and Operators shall be physically able to operate the apparatus to which they are assigned.

Vehicles shall always be operated in a safe and prudent manner, and in accordance with all department guidelines, in compliance with Maine Vehicle and Traffic Law, and any other applicable ordinances or regulations.

All passengers shall be seated and seat belts shall be used.

All apparatus shall be equipped with back-up alarm devices and in addition, one or more firefighters should be positioned at the rear and side of the apparatus to assist in backing up (providing personnel are available).

All apparatus should be examined on a regular basis for routine maintenance items and the evaluation checklist, as provided by the department Chief, shall be completed. The department Chief, or his designee shall also arrange for a maintenance program for each piece of apparatus, as per manufacturers recommendation. The work should be completed by persons capable of doing such maintenance. Unsafe or non serviceable equipment should be removed from service until it is repaired.

The department Chief shall arrange for the testing of equipment such as pumps, hose, SCBA, extinguishers, ladders, etc. according to manufacturers specifications, after repair, or if it appears damaged.

As new apparatus is ordered, it will incorporate enclosed seating areas for all firefighters and in addition may incorporate other safety features as recommended by NFPA 1900 series standards, the department Chief, or the apparatus committee.

## 4. PROTECTIVE CLOTHING AND EQUIPMENT

Protective clothing for all firefighters shall be provided commensurate with their responsibilities. The personal protective clothing shall be OSHA / NFPA approved and include, coat, helmet, eye protection, gloves, bunker pants, and appropriate boots. The equipment shall be used when firefighters are exposed to the hazards it was designed for and as required by standard operating procedures.

Each member should be trained in the maintenance and use of their personal protective clothing and shall have the responsibility to see that it is maintained.

Self Contained Breathing Apparatus (SCBA) shall be of the positive pressure type. SCBA shall be used in accordance with Dept. S.O.P.'s. All SCBA shall be maintained and tested according to the

manufacturers recommendations. Each member expected to use SCBA shall complete training in its use, prior to using the equipment at an emergency incident. Repairs will only be done by persons trained to do so.

Personal Alert Safety System devices shall be provided and will be used at all times the SCBA is in use and tested prior to their use.

The department shall develop a face, eye, and hearing protection program.

Members who operate power driven tools and equipment, shall wear eye, face and hearing protection appropriate for the tool or equipment they are using.

Safety standards applicable to the operation of tools and equipment will be adhered to at all times.

## 5. EMERGENCY OPERATIONS

All training evolution's and emergency operations shall be conducted in as safe a manner as is practical and in a manner to recognize and prevent accidents and injuries. Live fire training should be conducted using NFPA 1403 as a guideline.

A Safety Officer position shall be activated when, in the opinion of the senior Safety Officer on scene, the emergency has reached a level the requires additional safety precautions. In the absence of a Safety Officer the Incident Commander shall assign a trained officer or firefighter to fulfill this responsibility. A Safety Officer may have additional duties at the emergency scene if personnel are limited.

A personal accountability system will be developed and utilized at all incidents, such as structure fires, hazardous materials incidents, multi vehicle accidents, grass / brush fires, where personnel may have to be quickly accounted for.

Special hazards may require special safety precautions. The special hazards shall be described along with the special precautions to be taken in S.O.P.'s. In addition, the S.O.P.'s should be distributed to each member for inclusion in their training book. The development of these S.O.P.'s shall be an on-going process and be reviewed annually for additions, and changes.

EMS personnel / ambulance will be dispatched automatically to all emergencies where their services may be needed.

An adequate number of personnel will be available at the scene of any incident to safely conduct emergency operations. If an insufficient number of Mexico Fire Department personnel respond then Mutual Aid will be requested to provide additional personnel.

RE: Safety and Health Program

The fire department shall provide an adequate number of personnel to safely conduct emergency operations. so as to allow for at least a team of two to enter interior structural fires, it is recommended that an operational company be staffed with firefighters within five minutes after arrival at an emergency.

The Department Incident Command System shall be established and used at all alarms to which the Fire Dept. responds. All members shall be trained in the use of the system.

The Incident Commander shall be responsible for overall safety of firefighter and each officer shall monitor the safety of his / her company.

## 6. FACILITY SAFETY

Fire Stations shall comply with all applicable codes and be inspected annually for code compliance. In addition, a safety evaluation should be conducted at least quarterly for items that affect members safety, and a checklist should be used by the person performing the safety evaluation.

Smoke detectors shall be installed in the sleeping area, meeting room, and other areas as recommended by the Safety Committee.

## 7. MEDICAL

All new members shall have a medical examination by a licensed physician, as determined by the Fire Department, prior to membership. Costs for physicals shall be borne by the Fire Department.

Existing members that develop heart disease, epilepsy, or emphysema shall have certification to perform as a structural firefighter by a physician and in addition a medical evaluation of the individual shall be conducted on an annual basis. If the firefighter's physical condition has changed a medical reevaluation by a physician may be requested. Any other forms of physicians that may require additional medical follow up may also be utilized. The Safety Committee shall assist the Chief in the development of medical guidelines for firefighter's after consultation with a physician and commensurate with OSHA 1910.156 requirements.

## 8. MEMBER ASSISTANCE

The volunteer firefighters primary employer shall be the source for member assistance.

Should the performance or actions of a firefighter compromise the safety of him / her self, other firefighters, or the general public in performance of official duties, it shall be referred to the Safety Committee by the Department Chief for review. Recommendations regarding the individual shall be made to the Chief for review and action.

RE: Safety and Health Program

Under no circumstances shall a Fire Department member act in the official capacity of a firefighter when the consumption of alcohol or other substances may affect their ability to perform in a safe manner.

It shall be the policy of the Mexico Fire Department to promote a "Drug Free Emergency Service".

A critical incident stress Team shall be called in, as deemed necessary.

MEX - SOP - 14

03/23/00

## Infection Control Guidelines

The following is issued to reemphasize to firefighters the appropriate methods of limiting exposure to infectious diseases.

Guidelines

The following precautions are suggested as basic sanitary measures applicable to the handling of all patients:

1. Assume that all patients have a communicable disease;
2. Assume that all blood is potentially infected;
3. For patients known to have a communicable disease, inform medical personnel (if applicable) and the receiving hospital;
4. Always exercise caution in administering any life support procedures which result in contact with blood or body fluids;
5. Gloves should be worn when treatment involves contact with patient's blood, body fluids, secretions, or excretions in order to avoid accidental contamination of open skin lesions;
6. Exercise care to avoid accidental wounds or punctures from sharp instruments, metal or glass;
7. After coming in contact with a patient, avoid touching your mouth, nose, eyes, or other mucous membranes until you have washed your hands thoroughly;
8. Use of a bag - valve - mask with reservoir, a manually - triggered, oxygen powered resuscitative device, or pocket mask is preferred for patients in respiratory arrest;
9. Wash your hands after every call;
10. Wash equipment, not able to be sterilized, that comes in contact with patient's blood, body fluids, secretions, or excretions with a 1:10 dilution of sodium hypo chlorite (1 part household bleach, 10 parts water);
11. Place equipment used in cardiopulmonary resuscitation in an impervious plastic bag and have the equipment sterilized by a hospital;

Place disposable surgical face mask, gloves, and any contaminated articles of clothing not intended to be reused in a plastic bag; place contaminated non disposable items of clothing in a water soluble bag, then into a red BIOHAZARD bag to be delivered to R.C.H. laundry department for disinfection.

MEX - SOP - 15

03/23/00

## Confined Space Operations

Incidents which require Fire Department personnel to enter confined spaces to fight fires or rescue and remove persons in need of assistance present very serious potential dangers. In order to operate safely in these situations, special precautions must be taken and be rigidly enforced.

Confined spaces include caverns, tunnels, pipes, tanks, and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave - ins or fires occurring within the space. Pre - incident planning is an important factor in dealing with these situations.

Operations within confined spaces shall be approached with extreme caution. Direct supervision is required and all safety precautions and procedures shall be rigidly enforced. Operations shall be conducted in a manner which avoids premature commitment to unknown risks.

Mead Rescue Team will be requested via Rumford Fire Department. In order to provide adequate support for confined space incidents, Command shall provide a minimum 2 : 1 ratio of personnel outside the confined space to support personnel working within. This shall include a standby rescue team with a 1 : 1 ratio to provide emergency assistance to the personnel in the confined space. This team shall be equipped with SCBA and standing by to enter if needed. An EMS Sector (with ALS capability if possible) shall also be provided near the entrance / exit point.

In order to provide this capability Med Care shall be dispatched on any incident where confined space operations are indicated. A Safety Officer shall also be assigned.

Before allowing personnel to enter a confined space, the Officer in Command must attempt to gather any available information about the nature of the situation or hazard, particularly as it pertains to the atmosphere inside the space. THIS IS CRITICAL WHEN THE SITUATION INVOLVES UNCONSCIOUS VICTIMS OR PERSONS WHO MAY HAVE BEEN OVERCOME BY THE ATMOSPHERE INSIDE THE SPACE. Command must assume that an unsafe atmosphere exists within the confined space until / unless testing establishes it is safe.

When test instruments are available, readings of oxygen concentration, explosive gas , or vapor concentrations, carbon monoxide and hydrogen sulfide shall be taken before entering. This equipment is available through Mead Paper and the Rumford Fire Department.

RE: Confined Space Operations

ALL PERSONNEL entering confined spaces SHALL use SCBA. Command must evaluate the need for extended duration or airline supplied breathing apparatus and provide for the response of this equipment when necessary.

SCBA shall be used without exception in confined spaces until or unless analysis of the atmosphere confirms that it is safe to breath. Personnel shall not remove face pieces or take any other action to compromise the effectiveness of their breathing apparatus while inside the confined space atmosphere.

Protective clothing shall be worn as required by the situation, depending on an evaluation of the hazards and the products which may be inside the confined space.

When feasible, Command should establish a Ventilation Sector to begin operations directed at providing fresh air and / or exhausting contaminated air from the confined space. Any electrical or mechanical equipment taken inside the confined space, including lighting equipment, shall be an explosion proof type, when any flammable hazard is suspected. When ventilating a confined space containing flammable vapors or gases, ventilation must consider the concentration in relation to the flammable limits.

The Safety Officer will consult with Command on the safety measures and precautions to be taken in each case. Command will assign a Safety Officer to assume these responsibilities from the initial stages of the incident until Captain (Safety Officer) arrives at the scene. The Safety Officer shall evaluate the risks and enforce all safety requirements associated with the particular situation. If the Safety Officer judges that an operation is unsafe, the operation shall be suspended.

Command shall assure that personnel entering a confined space do not commit themselves to travel within the space beyond a point that provides sufficient air reserve to return and exit safely, with at least a 5 minute safety margin. The time available for operations inside shall be estimated based on air supply and monitored by personnel outside, as well as the entry team. Where feasible, lifelines shall be used by personnel entering the confined space.

A "Lobby Sector" shall be established at the entrance / exit to control access to the confined space. Lobby Sector personnel shall record names, assignments, entry times, and SCBA cylinder pressures of all personnel entering the confined space. The Lobby Sector will maintain a time awareness of the expected exit time for each individual based on air supply at the time of entry and provide a warning at the predetermined time to begin exit procedures. Warning will be provided by radio or other communications system.

When working in confined spaces with very restricted access, personnel shall wear a rescue harness to provide for extrication by rope. A primary function of the Lobby Sector is to control the number of personnel, and to prevent crowding at the entrance to the confined space.

# Mexico Fire Department
# Standard Operating Procedures

MEX - SOP # 16

03/23/00

## Rescue of Lost or Trapped Firefighters

This procedure identifies operational approaches for search and rescue of a lost or trapped firefighter.

Rescue of a lost or trapped firefighter in a burning building is especially time sensitive. An immediate and well organized search and rescue response must be implemented to take advantage of the very limited survivable time limit.

Rescue needs generally fall into two categories. A firefighter (or firefighters) is / are trapped by a collapse, or lost in a smoke filled and burning building.

### Building Collapse

Command will immediately initiate an evacuation of the collapse area, rescuing firefighters as necessary, as crews exit the area.

A roll call of all firefighters operating in the area will follow immediately to determine if firefighters are missing, and if so, how many.

Command will immediately send the RIT or Back Up Team to the area and immediately initiate a 2nd Back Up Team.

If it is suspected or confirmed that a firefighter (s) is missing, additional mutual aid and ambulances will be requested, as well as all SCBA certified firefighters from mutual aid town.

Command will adjust the incident tactics to a high priority rescue effort and for the protection of firefighters from the affects of fire. Command must immediately place additional attack lines, deck guns, or elevated streams appropriate, in the collapse area to protect trapped firefighters, and rescuers, from the fire. Positive pressure ventilation should be initiated to improve atmospheric conditions and visibility. Write off of the rest of the building may be required in order to commit resources to the rescue effort.

When searching for a firefighter, the following should be considered to aid in the search and rescue efforts:

1. Visible sighting of trapped firefighters, such as arms or legs;
2. Knowledge of their last known location;
3. Shouts for help from the collapse area;

4. Tapping noises, etc.;
5. Sounds of portable radio broadcast in the collapse area;
6. Breathing, moaning sounds;
7. The sound of the PASS devices' audible tones;
8. The sound of the SCBA bells sounding;
9. Radio request for help from radios within the collapse area;
10. Tracing attack lines into the collapse area;
11. Locations of ladders, fans, lights, or other equipment being used by missing firefighters;
12. Limit radio communication to Officer in Charge and Rescue Team / s

If the PASS devices are not operating, rescuers can use portable radios as a potential locator. All radios in the immediate collapse area, including apparatus radios should be turned off (to eliminate confusing background broadcast). Radios will remain off only long enough to complete the locator test. Officers' radios will remain on. Various messages can be broadcast from a single radio in the collapse area. Rescuers can then listen for radio transmission from lost firefighters' radio. In some cases, placing two portables side by side and "keying" their microphones will produce a feedback squeal that may be more audible.

During the rescue effort, crews should take protective measures to protect trapped firefighters from the effects of fire. In addition to attack lines, deck guns, etc., early lighting of the area will be required (inside and outside). Positive pressure ventilation should be used to minimize smoke inhalation by trapped firefighters and improve visibility for rescuers. Debris will need to be stabilized as rescue efforts proceed. Spare SCBA's should be brought to the rescue area. These will be placed on firefighters who are trapped and awaiting extrication.

An early assessment on the need for heavy or specialized equipment must be conducted by Command. Request for this resource must be made as early as possible, even if it's unsure if it will be needed on arrival.

Rescue crews must be cautious not to cause an additional collapse in their haste to rescue trapped firefighters.

A treatment area, with appropriate resources, must be implemented early and be prepared to receive patients.

Command and the Safety Officer should always use the accountability tags to obtain an accurate roll call and determine the names of missing firefighters

RE : Rescue of Lost or Trapped Firefighters

## LOST FIREFIGHTERS

Lost firefighters in a building pose a different search and rescue problem. The most significant problem and difference is that the search area can be substantially larger than a collapse area.

In many cases, lost firefighters will be able to radio to Command that they are lost and in need of rescue, prior to being incapacitated when their SCBA goes empty.

Firefighters who find themselves lost, and who have a radio, will immediately notify Command of their situation while they continue to attempt to find their way out. Lost firefighters will give Command information as to where they think they are, description of building structure where they are, sounds of nearby activity, (i.e., ventilation saw noise), or any other information that might direct rescue crews to their location. If firefighters detect that they are about to become incapacitated (i.e., now breathing smoke), they should take whatever protective measures are necessary to increase survivability and manually activate their PASS devices. Flashlights must be turned on and placed in a position that will assist rescue crews in locating downed firefighters.

Command will immediately send the RIT or Back Up Team (Rescue Sector) to the most appropriate location to initiate search and rescue efforts.

Additional Mutual Aid and ambulance / s will be requested.

Command may initiate an evacuation of the building, or applicable sectors, in order to obtain a roll call of all personnel operating in the building.

Command will adjust the incident tactics to a high priority rescue effort. In many cases, the offensive fire attack must be continued in order to protect lost firefighters from the effect of fire. However, some portion of the building may need to be written off to concentrate on the rescue effort and protecting firefighters.

Early and continued ventilation, including positive pressure ventilation, must be implemented. Early and continued interior lighting must be implemented.

Command and the Safety Officer will determine the search area based on last known locations of lost firefighters and closely coordinate rescue efforts. They will assign specific areas or grids of the building to each rescue team entering the building.

RE: Rescue of Lost or Trapped Firefighters

If multi entry points to the building are available, search and rescue teams may need to operate from all these points, starting with the area where the lost firefighters are believed to be.

In searching for lost firefighters, the following should be considered:

1. Knowledge of their last known location;
2. Tracing attack hose lines into the area the lost firefighters were known to be;
3. Evidence of building structures or locations that were described by lost firefighters;
4. Listening for the sound of PASS devices' audible tones;
5. Listening for the sound of SCBA bells;
6. Sounds of shouts for help, tapping sounds, sound of breathing, etc.;
7. Sounds of portable radio broadcast audible in search area;
8. Flashlight beams;

If PASS devices on lost firefighters are not operating, the use of portable radio feedback may be used, as previously described for locating firefighters in a collapsed area.

Additional standby rescue crews should be maintained outside the entry points to relieve initial rescue crews as SCBA's go empty. At least two fully equipped firefighters for each rescue team should be on standby outside the entry point / s.

These standby rescue crews may also be required to quickly enter and assist with removal of lost firefighters once they are located. Several firefighters for each downed firefighter will be needed to quickly remove them.

Treatment areas and personnel must be ready to receive and treat rescued firefighters.

Spare SCBA's should be available to take into the building to be used on lost firefighters if needed.

Command and Safety Officer should use the accountability tags to obtain or keep accurate roll call and determine the names of missing firefighters.

# Mexico Fire Department
# Standard Operating Procedures

MEX - SOP # 17

03/23/00

## Standard Signals for Backing Fire Apparatus

### VEHICLE BACKING SIGNALS

Backing of Fire Department vehicles should be avoided whenever possible. Where backing is unavoidable, vehicles must negotiate forward turns with restrictive side clearances, and where height clearances are uncertain, spotters shall be used.

Under certain circumstances where the vehicle is manned by only the driver, that vehicle driver shall attempt to utilize any available Fire Department personnel to act as spotters. Where no personnel are available to assist, the vehicle driver shall get out of the vehicle and make a complete 360 degree survey of the area around his / her vehicle to determine if any obstructions are present.

Where Engines or Ladder Trucks are backed, all crew members (except the driver) will dismount the apparatus and act as spotters. Spotters should be located at as many corners of the vehicle as possible with at least one spotter at the left rear corner of the apparatus. Where only a single spotter is available, the spotter should be located off the left rear corner and will act as the primary spotter.

Spotters will discuss the backing plan with the driver before proceeding. The communication / warning process will be agreed upon prior to backing. Both door windows (driver and front passenger) will be in the down position to allow for maximum communications / hearing between spotters and the driver. Fire radio volumes will be turned down.

The vehicle shall not be backed until all spotters are in position and communicate their approval to start the backing. Spotters will remain visible to the driver. Anytime the driver losses sight of the primary spotter, the vehicle shall be stopped immediately until the spotter is visible, and the communication to continue backing is processed.

When vehicles must be backed where other vehicle traffic exists, the vehicle's emergency lights shall be operating.

The vehicle driver is responsible for compliance with this procedure and the safe backing of the apparatus.

### SIGNALS

# Mexico Fire Department
## Standard Operating Procedures

RE: Standard Signals for Backing Fire Apparatus

* STRAIGHT BACK: One hand above the head with palm toward face, waving back. Other hand at your side. (Left or right hand optional)

* TURN: Both arms pointing the same direction with index fingers extended. (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing the apparatus. The driver's intentions must be verbally communicated to the spotter).

* STOP: One hand raised in a fist. Be sure to yell the stop order loud enough that the driver can hear the warning.

## NIGHT BACKING

Signals will be the same. The spotter will assure that the spotlights on rear of the apparatus are turned on before allowing apparatus to be backed. A flashlight may be carried, but at no time will it be directed toward the mirror.

# Mexico Fire Department
# Standard Operating Procedures

MEX - SOP # 18

05/12/00

## Emergency Incident Rehabilitation

### PURPOSE

To ensure that the physical and mental condition of members operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each of each member or that jeopardizes the safety and integrity of the operation.

### SCOPE

This procedure shall apply to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exist.

### RESPONSIBILITIES

a. Incident Commander

The Incident Commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation of all members operating at the scene. These provisions shall include: medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.

b. Officers

All officers shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.

c. Personnel

During periods of hot weather, members shall be encouraged to drink water and activity beverages throughout the work day. During an emergency incident or training evolution, all members shall advise their supervisor when they believe that their level of fatigue or exposure to heat or clod is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

## ESTABLISHMENT OF REHABILITATION SECTOR

a. Responsibility

The Incident Commander will establish a Rehabilitation Sector or Group when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A member will be placed in charge of the sector / group and shall be known as the Rehab Officer. The Rehab Officer will typically report to the Incident Commander in the framework of the Incident Command System.

b. Location

The location for the Rehabilitation Area will normally be designated by the Incident Commander. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics and designations below.

c. Site Characteristics

1. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.
2. It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.
3. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
4. It should enable members to be free of exhaust fumes from apparatus, vehicles, or equipment (including those involved in the Rehabilitation Sector / Group operations).
5. It should be large enough to accommodate multiple crews. based on the size of the emergency incident or training evolution.
6. It should be easily accessible to EMS units.
7. It should allow prompt reentry back into the emergency incident or training evolution upon complete recuperation.

d. Site Designations

1. A nearby garage, building lobby, or other structure.
2. Several floors below a fire in a high rise building.

3. A school bus, municipal bus, or large private van or bus.
4. Fire apparatus, ambulance, or other emergency vehicles at the scene or called to the scene.
5. An open area in which a Rehab Area can be created using tarps, fans, etc..

e. Resources

The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Area. The supplies should include but not be limited to the items listed below:

1. Fluids - water, activity beverage, oral electrolyte solutions and ice.
2. Food - soup, broth, or stew in hot / cold cups.
3. Medical - blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions, and thermometers.
4. Other - awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets, towels, traffic cones, fire tape ( to identify the entrance and exit of the Rehab Area ).

**GUIDELINES**

a. Rehabilitation Sector / Group Establishment

Rehabilitation should be considered by staff officers during the initial planning stages of an emergency response. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a Rehabilitation Area. Any activity / incident that is large in size, long in duration, and / or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.

Climatic or environmental conditions that indicate the need to establish a Rehabilitation Area are a heat stress index above 90 F or wind chill index below 10 F .

b. Hydration

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, the member should consume at least one quart of water per hour. The rehydration solution should be a 50 / 50 mixture of water and a commercially prepared activity beverage and administered at about 40 F . Rehydration is important even during cold weather operations where, despite outside

temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

c. Nourishment

The Department shall provide food at the scene of an extended incident when units are engaged for three or more hours. A cup of soup, broth , or stew is highly recommended because it is digested mush faster than sandwiches and fast food products. In addition, foods such as apples, oranges and bananas provide supplemental forms of energy replacement. Fatty and / or salty foods should be avoided.

d. Rest

The "two air bottle rule", or 45 minutes of work time, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall rehydrate ( at least eight ounces ) while SCBA cylinders are being changed. Firefighters having worked for two full 30 minute rated bottles, or 45 minutes, shall be immediately placed in the Rehabilitation Area for rest and evaluation. In al cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than ten minutes and may exceed an hour as determined by the Rehab Officer. Fresh crews released from the Rehabilitation Sector / Group, shall be available in the Staging Area to ensure that fatigued members are not required to return to duty before they are rested, evaluated, and released by the Rehab Officer.

e. Recovery

Members in the Rehabilitation Area shall maintain a high level of hydration. Members should not be moved from a hot environment directly into an air conditioned area because the body's cooling system can shut down in response to the external cooling. An air conditioned environment is acceptable after a cool down at ambient temperature with sufficient air movement. Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines such as Actifed or Benadryl, or has taken diuretics or stimulants.

f. Medical Evaluation

1. Emergency Medical Services (EMS) EMS should be provided and staffed by the most highly trained and qualified EMS personnel on the scene (at a minimum of BLS level). They shall evaluate vital signs, examine members, and make proper disposition (return to duty, continued rehabilitation, or medical treatment and transport to medical facility). Continued rehabilitation

should consist of additional monitoring of vital signs, providing rest, and providing fluids for rehydration. Medical treatment for members whose signs and / or symptoms indicate potential problems, should be provided in accordance with local medical control procedures. EMS personnel shall be assertive in an effort to find potential medical problems early.

2. Heart Rate and Temperature - The heart rate should be measured for 30 seconds as early as possible in the rest period. If a member's heart rate exceeds 110 beats per minute, internal body temperature should be taken. If member's temperature exceeds 100.6 F , he / she should not be permitted to wear protective equipment. If it is below 100.6 F and the heart rate remains above 110 beats per minute, rehabilitation time should be increased. If the heart rate is less than 110 beats per minute, the chance of heat stress is negligible.

3. Documentation - All medical evaluations shall be recorded on standard forms along with the member's name and complaints, and must be signed , dated and timed by the Rehab Officer or his / her designee.

g. Accountability

The names of members and times of entry to and exit from the Rehabilitation Area shall be documented by the Rehab Officer or his / her designee on the Check In / Out Sheet. Members shall not leave the Rehabilitation Area until authorized to do so by the Rehab Officer.

# Mexico Fire Department
# Standard Operating Procedures

MEX - SOP # 19

05/12/00

## Fire Investigation Procedures

**PURPOSE:**

The purpose of the Fire Investigation Unit is to investigate fire incidents as accurately and efficiently as possible. This will be accomplished by using the team or task force approach with the Fire Department and Law Enforcement Agencies working as a team.

The Fire Chief shall serve as the administrator of the Fire Investigation Unit.

**PROCEDURES:**

A. One of the fire investigators will investigate all fires which there is a reported fire loss or personal injury, even if it did not require apparatus response. If no investigators are at the scene, the Officer in Charge will call for one. If it is determined by the on scene investigator or Officer in Charge that additional investigators are needed, the Officer in Charge shall call for them.

B. The first investigator on the scene will be in charge of the investigation, and it is his responsibility to:

1. Request additional investigators if necessary.

2. Determine cause and origin.

3. Notify other agencies and Fire Chief as necessary.

4. Determine materials and / or equipment involved in ignition.

5. Determine factors influencing the development of the fire.

6. Record the extent of damages.

7. Conduct interviews as required to determine cause and origin.

8. Sketches and photographs as required.

9. Keep hand written notes an all pertinent information.

10. Complete the required reports.

11. File all records and reports in the fire investigation file.

12. Exchange information with the police agencies and other investigators as necessary.

13. Report findings to the Fire Chief upon completion.

C. Fires found to have originated by other than natural or accidental causes or in which a cause cannot be determined or at any time during the investigation that the cause is found to be suspicious, shall cause immediate notification of the appropriate law enforcement agency. The Fire investigation Unit will assist the law enforcement agency or agencies as much as possible during the course of the entire investigation.

D. In the event that physical evidence is to be taken, it shall be done, whenever possible, by a law enforcement evidence coordinator.

E. Whenever evidence is taken, it shall be put in appropriate containers and marked with the name of person taking evidence sample, time, date, and evidence number. Whenever evidence is transferred from one person to another, the person who receives the evidence shall provide a receipt for it, with name, date, time, and incident number. When evidence is to be stored before going to the lab, it must be under lock and key, and be kept where it can be vouched for by a person or persons that it has not been tampered with while in their custody. A supply of evidence containers will be kept at the police department. Contact them to provide containers when needed.

F. Copies of completed investigation reports, of suspicious and incendiary fires, shall be forwarded to the proper police agency. ( In the case of the Mexico Police Department, it will be the Mexico Police Chief.) There will also be a copy of police agency report filed with the Fire Investigation Unit.

G. When there is fire death the following procedures will be followed:

1. The scene will immediately be secured, and the body will not be moved unless the body would be further damaged by spread of fire or possible building collapse. When possible, if a body has to be moved, it should be photographed before being moved.

2. When the normal removal of a body is taking place, it will be done, whenever possible, by the law enforcement agency, in conjunction with the coroner, and according to the following:

# Mexico Fire Department
## Standard Operating Procedures

RE: Fire Investigation Procedures

a. Photograph of body from at least two angles. ( If body is covered with debris, it will first be photographed with debris in place.)

b. Then debris will be removed, keeping debris separate from other debris, preferably in can or container.

c. When body is being removed, it should be outlined with chalk or marking tape first.

d. Then a photo or photos showing the normal escape route victim should have taken and also photos of anything preventing exit.

e. Call in an inspector to make notes of code violations if any.

3. The Fire Officer in Charge will immediately notify the State Fire Marshall's Office through the Maine State Police.

# Mexico Fire Department
# Standard Operating Procedures

MEX - SOP # 20

05/12/00

## Protective Clothing Inspection

Protective Clothing Inspection Reports will be completed yearly. The completed form will be signed by the Officer doing the inspection.

Protective equipment in need of replacement will be exchanged for compliant equipment at the earliest opportunity.

All protective clothing shall be of a type and kind issued / approved by the Mexico Fire Department. Non approved items shall not be worn by interior structural firefighters.

Personnel will not be permitted to engage in operations in the absence of, or with seriously deficient, protective equipment.

HELMETS

Helmets shall be maintained reasonably clean, with proper letters and emblems in place. Face shield, chin strap, and suspension shall be in good condition.

Cleaning ;

1. Helmets should be cleaned with hot tap water and mild (household) detergent.

2. The following is a list of additional cleaning materials which can be used to remove stubborn dirt and smoke stains:

A. Isopropyl (rubbing) alcohol

B. Windex (regular, not ammoniated)

C. Dish washing detergent

D. Dupont Wash - Wax

E. Jeweler's polish for face shield scratches

3. The use of other materials such as strong (industrial strength) detergents, solvents, petroleum products, etc., will damage the shell and face shield.

RE: Protective Clothing Inspection

Repair:

1. Missing nuts on facesheild adapters.

2. Facesheild excessively scratched.

3. Chin strap and assembly broken or torn.

4. Helmet liner worn, shredded, split, or cracked.

5. Webbed suspensions broken.

6. Decals missing or wrong.

Replace:

1. Split face piece.

2. Helmet with visible cracks.

3. Helmet which is warped from exposure to heat.

4. Helmet which has been exposed to mist or fumes which are known to weaken polycarbons.

(NOTE: All items constructed from thermoplastics are susceptible to ultraviolet and chemical degradation. When the helmet loses its surface gloss and the surface begins to flake away, chemical degradation has occurred. During inspections, helmets will be checked for these conditions, and the shell will be replaced immediately if they are evident.)

NOMEX HOOD

Cleaning - Use warm water and any mild detergent.

Replace:

1. Holes in hood.

2. Hoods which are not Fire Department approved.

3. Hoods stretched out of shape.

# Mexico Fire Department
## Standard Operating Procedures

RE: Protective Clothing Inspection

GLOVES

Cleaning - Use warm water and mild detergent.

Replace:

1.Stitching worn or rotten.

2. Glove is worn through.

3. Leather split.

4. Holes in glove / s.

5. Gloves which are not Fire Department approved.

TURNOUT COAT AND PANTS

Cleaning:

1. Liners and shell can be washed with mild detergent.

2. Heavily soiled spots can be removed with general spot cleaners.

Repairs:

1. All repairs requiring stitching must be made with nomex thread.

2. Broken snaps.

3. Rivets pulled loose from fabric and from the objects they secure.

4. Suspenders, snaps, and leather eyes which are broken or elongated.

5. Stitching missing.

6. Holes or rips in shell of garment.

7. Frayed or worn collars.

8. Ripped liners.

RE: Protective Clothing Inspection

9. Reflective stripes which are cracked or torn.

Replace:

1. Coats and pants on which the stitching is damaged beyond repair.

2. Coats and pants on which the fabric is worn through.

3. Coats and pants soiled to the point that they cannot be cleaned, or saturated with oil, tar, etc. .

BOOTS

Cleaning - Use warm water and any mild detergent.

Repair:

1. Felt lining which has come loose from the top of the boot.

2. boot loops broken.

Replace:

1. Any boot with holes in soles or cuts in body of boot.

2. Boot with severely worn tread.

# Mexico Fire Department
# Standard Operating Procedures

MEX - SOP # 21

05/12/00

## Hose Testing Procedure

1. Lay out hose to be tested in lines of convenient length / s. Make sure that lines are straight and without kinks or twists. Record identifying numbers of length / s to be tested. Examine all gaskets. Worn or cracked gaskets should be replaced.

2. Connect a Fire Department pumper or portable hose tester at a suitable location to provide the source of water and pressure for testing.

3. Connect lines to be tested to hose gate valve which is connected to pumper or tester outlet. Attach nozzle / s to the far end of the line / s.

4. With the test gate valve open and the nozzle open, fill hose with water. After the line is charged and all air has been exhausted, close the nozzle slowly and close the test gate valve.

5. Check all couplings for leakage and tighten couplings with spanners where necessary. Mark each end of hose around coupling with pencil. This is to determine if there is any coupling movement during test.

6. With test gate valve closed, raise the pressure slowly to 300 PSI and hold for 5 minutes. During this time, walk down the line and inspect for coupling leaks or holes in hose. Personnel should keep a distance of at least 15 feet from hose except as necessary to inspect hose, and couplings.

7. After 5 minutes in the case of pumper: reduce engine speed to idle, disengage pump, open drain valve to reduce pressure. When pressure drops below 100 PSI open nozzle slowly to finish pressure relief, close gates and disconnect lines.
For hose tester: shut off pump, shut off supply line, slowly open relief on discharge side of pump to relieve pressure. once pressure is below 100 PSI open nozzle slowly to finish pressure relief, close gates, disconnect lines.

8. Observe marks placed on hose near couplings. If couplings have moved, leaks observed, or hose burst, a tag should be affixed to it describing the problem, then repaired and re-tested or taken out of service.

9. Hose should be marked with date of successful test, on the coupling with a stamp or scribing tool.

10. After testing hose should be properly drained, dried and put back into service.

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## Additional Resource Management

The decisions required to provide for adequate resources are an important factor in effective fire ground management. Command must balance the tactical problems with the resource required to control those problems and stay ahead of the situation through effective forecasting. Beware of "Crisis Management": situation grows at a rate faster than the response rate to that situation; Command ends up with an out of control situation and inadequate resources to control it.

Many times a point will be reached where Command begins to debate whether to call for additional resources or not. In such cases, call for it. If the extra resource is not needed, it can easily be put back in service.

In most cases, Command should utilize the mutual aid mechanism; it is the quickest, provides for automatic move - ups, and indicates in a standard manner that the fire problem is in an expanded mode.

It is the continuing responsibility and function of Command to determine the resources required to control the situation and to provide for the timely call for any additional resources required. The early call for additional resources will tend to consistently save the day.

**Any reported structure fire outside of the hydrant district, immediately call for mutual aid.**

Command must be aware of both the capability and response time of additional resources and effectively integrate these facts into calls for additional resources.

Some tactical situations move slowly, while some move very quickly. Command must call for additional resources at a rate that stays ahead of the fire.

Some situations require the categorical call for mutual aid upon knowledge of particular characteristics or conditions; in other situations Command will initiate some fire control activities, ask for reports, and, based upon receipt of bad news, will call for mutual aid.

When calling for additional resources Command must build a corresponding command organization structure to manage those additional resources. Command cannot encounter a big fire situation, call additional resources, and then expect to effectively manage those resources in a Level 1 command mode.

WHEN TO SUMMON ADDITIONAL RESOURCES

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RE: Additional Resource Management

1. An actual or potential fire situation exists and the life hazard exceeds the rescue capabilities of initial alarm resources.
2. The number, location, and condition of actual victims exceeds the rescue / removal / treatment capabilities of initial alarm resources.
3. An actual or potential fire situation exists, and the property protection demand (both internal and external) exceeds the fire control capabilities of initial alarm resources.
4. Fire conditions become more severe or the situation deteriorates significantly.
5. All resources have been committed, and the fire is not controlled.
6. Forces are depleted due to exhaustion, injury, trapped, or missing: Command must forecast the effect the fire will have on personnel and provide for the support of such personnel in advance.
7. Command runs out of some resource, (men, apparatus, water, equipment, command, etc.)
8. There is evidence of significant fire, but are unable to determine location and extent.
9. The commitment of resources is not effective.
10. Firefighters cannot effectively perform early salvage operations.
11. Situation becomes so widespread / complex that Command can no longer effectively "cope"; the situation requires larger command organization and more sector functions.
12. Command instinctively feels the need to summon additional resources, (don't disregard fire-ground hunches).

TANKER RESPONSE

The following policy regulates the request, response, and use of tanker apparatus:
1. All drivers & officers will use their discretion in calling for tanker assistance and should be alert to areas in their response zones that will require the additional water carried on tankers.
2. A tanker / tankers may be called to any incident where required. Command may specify which mutual aid department to call, or may leave it up to dispatch.
3. Command should assign a Water Supply Officer who will set up a tanker shuttle, including routes and a fill site.

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## Apparatus Placement

Apparatus function should regulate placement. Poor apparatus placement can reverse this rule, limiting the options or eliminating functions to which a unit could be assigned.

Firefighters operate with a natural inclination to drive apparatus as close to the fire as possible. This often results in positioning of apparatus that is both dysfunctional and dangerous. The placement of all apparatus on the fire ground should be a reflection of the following:

- -Standard operational procedure for first arriving apparatus
- -Staging procedure
- -A direct order from Command
- -A conscious decision on the part of the apparatus driver based on existing or probable conditions

Effective apparatus placement must begin with the arrival of first units. The placement of the initial arriving engine and ladder should be based upon initial size - up and general conditions upon arrival. Generally the first engine proceeds just past the fire building, leaving room for the ladder in front.

First arriving apparatus should place themselves to maximum advantage and go to work; later arriving units should be placed in a manner that builds on the initial plan and allows for expansion of the operation.

Avoid "belly to butt" placement on the fire ground. Do not drive all fire apparatus directly in front of the fire. Reserve and mutual aid apparatus should stage a minimum of one block short of the immediate fire area and remain uncommitted until ordered into action by Command. Apparatus drivers should select staged positions with a maximum of tactical options and as assigned by S.O.P. if applicable.

In large, complex, and lengthy fire ground operations, additional apparatus should be staged consistent with Level 2 Staging procedure. Under these procedures, Command communicates directly with the Staging Officer for additional resource required on the fire ground.

Command must maintain an awareness that access provides tactical options and that the immediate fire area can quickly become congested with apparatus. The officer must

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RE: Apparatus Placement

regard apparatus on the fire ground in two categories:

1. Apparatus that is working
2. Apparatus that is parked

Park out of the way. Apparatus that is not working should be left in the Staging Area or parked where it will not compromise access.

Maintain access lane down the center of streets wherever possible or down the side of the street opposite that which the hydrants are located on.

Think of fire apparatus as an expensive exposure: position working apparatus in a manner that considers the extent and location of the fire and a pessimistic evaluation of fire spread and building failure. Anticipate the heat which may be released with structural collapse. Apparatus should generally be positioned at least 30 ft. away from involved buildings, even with nothing showing. Greater distances may be required in many situations.

Beware of putting fire apparatus in places where it cannot be repositioned easily and quickly; particularly operating positions with only one way in and out; I.e., yards, alleys, driveways, etc..

If apparatus does become endangered, operate lines between it and the fire while you reposition it. When you do move it, move it to a position that is safe. It is dysfunctional to move apparatus several times throughout the progress of a fire.

Take advantage of good operating positions and "build" the capability of units assigned to these effective positions.

These positions should offer maximum fire attack access to the fire area and be supplied with large diameter supply lines as quickly as possible. Subsequent arriving apparatus can be supplied from this apparatus. Place these "key" apparatus first before access is blocked by later arriving units.

Key tactical positions should be identified and engines placed in those locations with a strong water supply. The water supply should be at least one pumped line from an engine or a 4" line from a hydrant.

When high volume is indicated, a pumped supply line from a hydrant should be provided. The forward engine can distribute this water supply to a variety of hand lines, master streams, or devices.

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Take full advantage of hydrants close to the fire before laying additional supply lines to distant hydrants. A pumper hooked up to a hydrant close to the fire can usually supply two "forward" pumpers in attack positions.

Secondary hydrants should be used to obtain additional supply if the demand exceeds the capability of the closest hydrants.

Take advantage of the equipment on apparatus already in the fire area instead of bringing in more apparatus. Connect extra lines to pumpers which already have a good supply line instead of making "daisy chain" supply line connections.

Do not hook up to hydrants so close to the fire building that structural failure or fire extension will jeopardize the apparatus or the supply lines.

Fire hose soon limits the general access as the fire ground operation gets older. Command and Sectors must direct apparatus to important positions as early as possible. Lines should be laid with attention to the access problems they present. Try to lay lines on the same side of the street as the hydrant and cross over near the fire.

When aerial apparatus is not needed for upper level access or rescue, spot apparatus in a position that would provide an effective position for elevated stream operation if the fire goes to a defensive mode. Ladder drivers must consider extent and location of fire, most dangerous direction of spread, confinement, exposure conditions, overhead obstructions, and structural conditions in spotting apparatus. The truck should be spotted where the aerial can be raised and used effectively without repositioning. It must also be spotted for effective use of hand ladders and allied forcible entry equipment.

Spot the command vehicle in a manner that will allow maximum visibility of the fire building and surrounding area and the general effect of the apparatus operating on the fire. Command vehicle position should be easy and logical to find and should not restrict the placement or movement of other apparatus.

Ambulances and rescue units should be spotted in a safe position that will provide the most effective treatment of fire victims and fire fighting personnel, while not blocking movement of other apparatus or interfering with firefighting operations. Consideration must also be given for additional ambulance access to the Treatment Area in situations involving patient transportation.

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## INCIDENT COMMAND SYSTEM

The effective function of Mexico Fire Department units and personnel at incidents requires clear, decisive action on the part of an Incident Commander. This identifies the standard operating procedures to be employed in establishing command and operating a Command Post. It also fixes responsibility for Command function and its associated duties on one individual at any time during the operations.

The Incident Commander is responsible for the Command functions at all times. As the identity of the Incident Commander changes, through transfer of command, this responsibility shifts with the title. The term "Command", in this procedure refers jointly to both the person and the function. Identity of the Incident Commander will be as per Chain of Command.

## CHAIN OF COMMAND

1. The Chief or Acting Chief will be the Incident Commander at all incidents which the Fire Department is called.
2. The first arriving Deputy Chief will be the Incident Commander until such time as any of the above arrive.
3. The Senior Captain will be the Incident Commander until such time as any of the above arrive.
4. Company Captains and Lieutenants will be responsible for fire ground authority as assigned by the Incident Commander (Search, Rescue, Ventilation, Overhaul, Water Supply, etc.).

The following numbers will be assigned to the Chief Officers and Company Captains :

190 - Chief (Gary Wentzell)
191 - 1st Deputy Chief (Raymond Broomhall)
192 - 2nd Deputy Chief (Richard Jones Sr.)
197 - Senior Captain Hook & Ladder (Dwight Murphy)
198 - Captain Hose 2 (Lawrence Shover)
199 - Captain Hose 1 (James McDonald)

*Command Procedures are designed to accomplish the following:*

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, companies, and officers.
2. Insure that strong, direct, and visible Command will be established as early as possible in the operation.

RE: Incident Command System

3. Establish an effective framework outlining the activities and responsibilities assigned to Command.
4. Provide a system for orderly transfer of Command to subsequent arriving officers.
5. Command is responsible for four basic fire ground objectives:
   * Provide for the safety and welfare of firefighting personnel.
   * Remove endangered occupants and treat the injured.
   * Confine and extinguish the fire.
   * Conserve property after fire control is achieved.

*Command is responsible for the following functions as required by the circumstances of the situation.*

* Assume and confirm Command and take an effective position.
* Rapidly evaluate the situation (size - up).
* Initiate, maintain, and control the communications process.
* Identify the overall strategy, develop an attack plan, and assign units.
* Develop an effective fire ground organization.
* Provide continuing Command within the framework of standard operating procedures.
* Coordinate the transfer of Command as required.
* Request and assign additional resources as required.
* Return companies to service and terminate Command.

All of these functions are responsibilities of Command, whether or not Command is transferred from one individual to another. The first five (5) functions must be addressed immediately from the initial assumption of Command.

## ESTABLISHING COMMAND

The first firefighter (see Chain of Command) to arrive at the scene SHALL assume Command and remain in Command until relieved by a ranking Officer, or until the incident is terminated.

Exception: See PASSING COMMAND

Initial Report

*The person assuming Command shall transmit a brief initial radio report including:*

1. Unit identification on the scene, confirming assumption of Command and location. (i.e. 190 on the scene assuming Main Street Command.
2. Building description (occupancy, size, arrangement, construction, and address).
3. Obvious fire conditions.
4. Action taken (brief description).

5. Any obvious safety concerns.

Radio Designation

The radio designation "COMMAND" will be used with a brief description of the incident location (i.e. "Main Street Command"). This designation will not change through the duration of the incident.

## COMMAND OPTIONS

When a Department Officer arrives on scene, efforts should automatically be directed towards establishing a Command Post and fulfilling the listed Command functions.

The establishment of a Command Post is a priority at all working incidents. The location of the Incident Commander in a vehicle which provides lighting, communications, equipment, and reference items, should be isolated from distractions to make Command more effective.

When Command is initially assumed the Incident Commander must decide on an appropriate commitment for responding resources which will usually fall into one of three general modes listed below.

1. Nothing Showing Mode: These situations generally require investigation by the first arriving Engine while holding staged units at a distance. Normally the Incident Commander should go to check while utilizing a portable radio to command the incident.

2. Fast Attack Mode: Situations which require action to stabilize the situation, such as interior fires in residences, apartments, or small commercial occupancies, require that the Incident Commander quickly decide how to commit resources. Where a fast interior attack is critical, utilization of the portable radio will permit the necessary involvement in the attack without neglecting Command responsibilities. This mode should not last more than a few moments and will end with one of the following:

* Situatuion stabilized.
* Command is passed to the next arriving Incident Commander.
* A Chief Officer arrives and Command is transferred.
* Situation is not stabilized and the Incident Commander must withdraw to the exterior and establish a Command Post.

3. Command Mode: Situations that require a strong command by virtue of the size of the fire, the complexity or type of occupancy, or the possibility of extension, require strong, direct, overall Command from the outset. In such cases, the Incident Commander will initially assume a Command position until relieved via Chain of Command. Tactical worksheets should be utilized to assist in managing these situations.

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RE: Incident Command System

The Incident Commander assuming Command has a choice of modes and degrees of personal involvement in the attack but continues to be fully responsible for the identified tasks assigned to the Command function. In all cases, the initiative and judgment of the Incident Commander are of great importance. The modes identified are not strict rules, but general guidelines to assist the Incident Commander in planning appropriate actions.

## PASSING COMMAND

In certain situations it may be advantageous for the first arriving Incident Commander to "Pass Command" to the next arriving Officer. This is indicated when the initial commitment of the first arriving resources requires their involvement in operations (i.e. a high - rise building, or an immediate rescue situation), and the next arriving Incident Commander is on the scene or close behind. The initial arriving unit will give an initial on scene radio report and advise that Command will be passed.

## TRANSFERS OF COMMAND

The first to arrive on scene shall assume and retain Command until relieved within the following guidelines:
Within the Chain of Command the actual transfer of command will be regulated by the following:

1. The Incident Commander assuming Command will communicate with the person being relieved face to face on arrival.
2. The person being relieved will brief the Incident Commander assuming Command indicating the following:

A. General situation status

1. Fire location, extent, conditions.

2. Effectiveness of control efforts.

3. Safety considerations including name of Safety Officer.

B. Deployment and assignments of operating resources.

C. Appraisal of needs for additional resources at that time.

3. The person being relieved should review the Tactical Worksheet with the Command Officer. This sheet provides the most effective framework for Command transfer as it outlines the location and status of resources in a standard form that should be well known to all members.

RE: Incident Command System

The Incident Commander should eliminate all unnecessary radio traffic while responding unless such communications are required to insure that Command functions are initiated and completed. This requires the person initially in Command to give a clear on scene report and continue to give updated progress reports as needed.

The arrival of a ranking Officer on the fire ground does not necessarily mean Command has been transferred to that Officer. Command is only transferred when the outlined communication functions have been completed.

The response and arrival of additional Officers on the fire ground strengthens the overall command function. All officers will exercise their Command prerogative in a supportive manner that will insure a smooth transition and the effective ongoing function of Command.

The person relieved of Command will be utilized to the best advantage by the Officer assuming Command.

In cases where an individual is effectively commanding a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that person to continue as Incident Commander. In these cases, the arriving Officer may assume a supportive role in the overall command function.

## COMMAND FUNCTION

It is the responsibility of the Incident Commander to develop an organizational structure, using standard operating procedures to effectively manage fire ground operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may continue through a number of phases, depending on the size and complexity of the particular situation. The objective must be to develop the command organization at a pace which stays ahead of, or even with, the tactical development of resources.

The basic configuration of a Command structure includes three levels:

*STRATEGIC LEVEL - overall incident command

*TACTICAL LEVEL - direction of divisions and groups

*TASK LEVEL - unit activities

The Strategic Level involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to Tactical Level Units.

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The Tactical Level includes intermediate level officers directing activities toward specific objectives. Tactical Level Officers include officers in charge of grouped resources operating in assigned areas or providing special functions at the scene of an incident. The accumulated achievement of tactical objectives should accomplish strategic level objectives.

The Task Level refers to those activities normally accomplished by individual units or specific personnel. Task Level activities are routinely supervised by Company Officers. The accumulated achievement of Task Level activities should accomplish tactical objectives.

The most basic structure for a routine incident involves only two levels. The role of Command combines the Strategic and Tactical Levels. Units report directly to Command and operate at the Task Level.

In more complex situations, Command should group units to work in sectors. The sector officers operate at the Tactical Levels, directing the work of several groups and units or performing specialized functions as requested by Command. Command continues to operate at the Strategic Level, determining and directing the overall strategy to deal with the incident.

## COMMAND POST ORGANIZATION

The responsibilities assigned to Command often require the involvement of more than one individual to manage Command functions. The Officer in Command of a working incident is routinely assisted by Field Incident Technicians and other assigned personnel in managing information at the Command Post, gathering information by reconnaissance, assisting with communications and providing liaison. The Command Post organization may be expanded through the involvement of other officers and staff personnel to provide Incident Planning / Technical Support at the Command Post. The roles of the individuals performing these functions may vary, depending on the situation.

As the fire ground organization grows in complexity, the Incident Commander may implement an additional intermediate level within the Command Post. The Control Level involves Operations Officers who provide direct supervision over Division / Group Officers and handle radio communications for the Incident Commander. This allows the Incident Commander to be removed from the immediate pressures of radio traffic and to focus on the strategic aspects of the overall situation and management of the organization.

STRATEGIC LEVEL - Incident Commander

CONTROL LEVEL - Operations Officers

TACTICAL LEVEL - Sectors / Divisions / groups

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TASK LEVEL - Groups / Crews

Operations Officers function internally within the Command Post and assume responsibility for major segments of the fire ground organization.

Operations Officers should be physically located at the Command Post and communicate with the Incident Commander face to face.

The function of Operations Officer is frequently initiated when a ranking Officer assumes responsibility for overall Incident Command, and elects to have the relieved officer continue to communicate to the Division / Group Chiefs. The relieved officer becomes the Operations Officer.

Additional Operations Officers may be assigned to subdivide responsibilities within the Command Post. The Incident Commander may assign any available individual / s to function as Operations Officers.

**OPERATION OFFICER ASSIGNMENTS**

Each Operations Officer is responsible for the direction of Divisions / groups and their functions. These should normally be grouped according to their similarities and related natures to provide the most effective organization.

Examples:

Fire Operations - All Sectors involved in direct suppression actions / working within fire ground perimeter.

Support Operations - Staging, Rehab, Support, etc..

Hazmat Operations - Hazard, Decontamination, etc..

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## TRAINING

The Training Officer is appointed by the Chief, pursuant to Mexico Fire Department By Laws Article VII Section 1.

The Training Officer will assign a company each month, in which the Company Captain will decide what training will be conducted. The Captain will check with the Training Officer for assistance in conducting training at least one (1) month in advance.

The following training guidelines are the minimum requirements to maintain active membership in the department and additional training courses may be developed / implemented by the Chief of the department or His / Her designee.

All training provided to members shall be developed and delivered with consideration of members safety as a priority, and where appropriate, specific information shall be incorporated into the curriculum.

In addition other training courses, as identified by the Chief may be required of the membership.

Drivers / Operators of apparatus / equipment shall obtain knowledge of pump and equipment operations as required by the Mexico Fire Department.

Individuals having special knowledge, skills, or abilities may be utilized as special instructors.

Officers should complete additional courses in subject areas as determined by the Chief.

All newly appointed members shall be trained in tasks that they are expected to perform (either through in house or MFT&E FF I) prior to being permitted to perform them. Examples of these activities are, setting up lighting, connecting to a water source, placing ladders, assisting with equipment and other duties as deemed appropriate by the Department Chief.