# LAKEVILLE VOLUNTEER FIRE DEPARTMENT

# STANDARD OPERATING GUIDELINES

Revised 1994, 2000, 2001, 2002, 2008, 2009, 2017

Reviewed and Approved: Date:	
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#### Introduction

These **Standard Operating Guidelines** (**SOGs**) have been compiled using best practices and requirements from OSHA (Occupational Safety and Health Administration), PESH (Public Employee Safety and Health Bureau), NFPA (National Fire Protection Association), and other requirements.

These **SOGs** are to be used in the performance of duties in the Lakeville Volunteer Fire Department. These SOGs cover most types of emergency calls that Lakeville Volunteer Fire Department Officers and Firefighters will respond to in the Lakeville Fire District and surrounding areas. For those emergency situations that are not specifically covered in these SOGs, Officers and Firefighters should use these SOGs and good judgement to formulate the best response to the emergency. Commands from the Officer\Member-in-Charge on the scene or on the Radio override these SOGs. Scene safety is the exception to this rule.

#### **Code of Conduct**

As a member of the Lakeville Volunteer Fire Department you will be required to maintain the highest standards of personal integrity and be honest and straightforward in dealings with others. As a member you will regard your fellow firefighters with the same standards as you hold for yourself. It is your duty to guard his/her honor and his/her life as you would guard your own.

As a firefighter you will be required to maintain the best possible physical condition so that you may perform any firefighting duty with efficiency. As a member you shall maintain a neat and well-groomed appearance.

As a Lakeville Volunteer Firefighter, you are expected to be loyal to your officers, fellow firefighters, and to the Fire Department as a whole. As a member of this Department you are required to conduct yourself on and off duty in a manner that is becoming to the Department. Conduct that is unbecoming of a firefighter includes that which tends to discredit the Department or bring the Department in part or as a whole into disrepute. We ask that you conduct yourself personally to inspire public confidence in you and in our Department. As a member, when you wear Lakeville Volunteer Fire Department apparel in a public place you are to conduct yourself properly to maintain the good reputation of the Department.

As a member of the Lakeville Volunteer Fire Department, you may not personally gain or profit from your position whatever it may be. You may not claim any qualifications that you do not possess through this Department.

Each member of the Lakeville Volunteer Fire Department is responsible and accountable for his/her own actions, and to some extent, for the well-being of other members. Be considerate of one another's values, ideals, possessions, feelings, etc. Be discrete when communicating with other members of the Fire Department. Be tolerant of our differences whether they are color, gender, religion, and/or other differences. During good times and in difficult times, the Department must continue to work together as a team. Remember that individuals make up the team.

Respect towards members in positions of authority	ity and leadership shall be granted as these individual
have worked hard to earn their positions that are	critical to our form of decision making.
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Progressive discipline, up to and including termination, may be to be in violation of this Code of Conduct.	e imposed for cause if a member is found
	H. Fellows (1/21/2002); C. Nelson (7/2017)
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#### **Discrimination and Sexual Harassment**

It is the policy of the Lakeville Fire District and the Lakeville Volunteer Fire Department to prohibit the unlawful discrimination of any employee or member of the District or the Department in any fashion pertaining to that person's age, sex, race, creed, color, national origin, marital status, or disability. The Commissioners of the Lakeville Fire District and the Officers of the Lakeville Volunteer Fire Department do not condone and will not tolerate discrimination by its employees or members and will not condone or tolerate discrimination of its employees or members by anyone.

Sexual Harassment is broadly defined as any unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature if submission to such conduct is made either expressly or implicitly a term or condition of employment or membership, if submission to such conduct thereby interferes with a person's work performance or creates an intimidating, hostile, or offensive environment. The Commissioners of the Lakeville Fire District and the Officers of the Lakeville Volunteer Fire Department do not condone and will not tolerate sexual harassment, of any kind, by its employees or members and will not condone or tolerate sexual harassment of its employees or members by anyone.

#### **Complaint Procedure:**

Any member or employee who feels that they have been discriminated against or harassed, or if they have witnessed discrimination or harassment, or have reason to believe that discrimination or harassment is taking place, should immediately report the matter to the Officers of the Lakeville Volunteer Fire Department, preferably to the Chief or Assistant Chiefs or President, or to a member of the Board of Commissioners of the Lakeville Fire District.

The Officers of the Lakeville Volunteer Fire Department and Commissioners of the Lakeville Fire District will handle all allegations of harassment or discrimination in a lawful manner to ensure that any such conduct does not continue. As a matter of routine, the Officers of the Department and Commissioners of the District will investigate all complaints of harassment or discrimination. Such investigations will be conducted as discreetly and as confidentially as circumstances allow. Where there is evidence of discrimination or sexual harassment, appropriate remedial action will be taken, and any employee or member found guilty of such behavior will be subject to disciplinary action, up to and including discharge from the Lakeville Volunteer Fire Department. The Officers of the Department and Commissioners of the District will not permit any person to be adversely affected in employment or membership as a result of his or her having brought a complaint of discrimination or harassment so long as such complaint was not made falsely. False allegations will be investigated and violators will be subject to disciplinary action up to and including discharge from the Lakeville Volunteer Fire Department.

		C. Nelson (7/2017
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# **Organization**

The Lakeville Volunteer Fire Department (LVFD) is located in the State of New York, County of Livingston, Town of Livonia and was duly organized on September 22, 1920 to provide protection and rescue operations within the Lakeville Fire District and in any other protection district served by the Lakeville Volunteer Fire Department and to assist any other fire department(s) per the Livingston County mutual aid agreement without jeopardizing protection for the above mentioned districts.

Membership of the Lakeville Volunteer Fire Department is comprised of active, social, lifetime, and honorary, with an authorized total active membership of sixty members. Active membership is further divided into exterior firefighters and interior firefighters.

The Lakeville Volunteer Fire Department is organized to save lives, suppress and control fires, perform other services, such as water/ice rescue and auto extrication/rescue, staff and train an emergency rescue squad, and engage in any other activity that is in the best interest of the fire department or the citizens of our community.

Training programs will be developed and conducted periodically to train new members and provide refresher training for all members in the following categories:

- 1) Exterior Firefighters
  - Entry level training
  - In-Service training
- 2) Interior Firefighters
  - Entry level training
  - In-Service training
- 3) Fire Officers
- 4) Department Instructors

This Department is committed to provide to the best of our ability safe operations, prevent accidents, illnesses, and fatalities, comply with all applicable laws and regulations, establish safe work habits, and establish guidelines as an attachment to this policy to help meet these objectives. Guidelines shall be prepared for such practices as the proper wear and use of Self-Contained Breathing Apparatus, dealing with special hazards such as gas leaks and energized electrical equipment, fire ground accountability, or as deemed necessary by the Chief of the Department.

The Chief of LVFD or his/her designee shall establish a record collection system for such records as injuries, illnesses, deaths, exposure to toxic products and infectious diseases, membership, training, maintenance and inspection of equipment, apparatus, facilities, and any other categories deemed appropriate. In addition, the driver's license of each LVFD member shall be witnessed and its registration number and expiration date shall be recorded and maintained in the Department records.

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# **Emergency Apparatus**

The Lakeville Volunteer Fire Department (LVFD) operates two (2) primary fire apparatus, one (1) support truck, one (1) all terrain utility vehicle, one (1) utility trailer with associated auxiliary equipment, two (2) rescue boats, and one (1) Chief's vehicle.

#### 1. Equipment:

- P-215
- E-214
- SC-211
- G-21
- Utility Trailer
- B-210
- B-210A
- C-21 (Chief's Vehicle)

#### 2. Pumper 215



P-215 is the primary apparatus for responding to all emergency incidents in the Lakeville Fire District, including all fires, motor vehicle accidents, fire alarms, and other incidents that may require the equipment and firefighter resourced that are carried on P-215. P-215 will also respond to all mutual aid calls in neighboring fire districts and to all fill-ins/standbys in neighboring fire districts. P-215 was placed into service in 2010 and is expected to operate through 2030. P-215 is a 2010 E-One Pumper equipped with an eight-firefighter enclosed cab; 1,750 GPM pump; 1,000 gallon water tank plus integrated "foam" system with a 30 gallon foam tank, 20' of hard suction hose for drafting, and a dump chute to quickly empty the water tank. P-215 carries 1,000' of 5" supply hose, 400' of 3" hose, 450' of 2" attack hose, 100' of 1 3/4" attack hose, a 2,000 gallon portable pond, numerous hand tools and power equipment for fighting fires and performing rescue operations, and a "Jaws of Life" hydraulic extrication system.

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#### 3. Engine 214



E-214 is the secondary apparatus to provide additional water supply and fire/rescue resources for emergency responses, and is a secondary apparatus for mutual-aid and fill-ins/standbys in neighboring fire districts if needed. E-214 was placed into service in 1992 and is expected to be replaced in 2020. E-214 is a 1992 Pierce Fire/Rescue Engine equipped with a six-firefighter enclosed cab; 1,250 GPM pump; and 750 gallon water tank. E-214 carries 1,000' of 5" supply hose, 700' of 3" hose, 650' of 2" attack hose, 100' of 1 3/4" attack hose, numerous hand tools and equipment used for fighting fires and performing rescue operations, and a "Jaws of Life" hydraulic extrication system.

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#### 4. Squad Car 211



SC-211 is a 2012 Ford F-350, 5 passenger, heavy duty pickup truck that serves as a utility vehicle to support all LVFD responses to emergency incidents. SC-211 carries: portable generators to provide mobile power generation on scene: portable gas powered trash pumps and electric submersible pumps for flooding and dewatering calls; gear for wildland search and rescue; scene lighting for nighttime operations; and equipment for Fire Police operations. SC-211 also functions as a personnel vehicle to transport LVFD firefighters to training courses and seminars or to pick up supplies or equipment. SC-211 is capable of towing the LVFD Utility Trailer, the trailer for G-21, and the trailers for B-210 and B-210A which enables even more flexibility. SC-211 can provide a variety of services during the same emergency. For example, after setting up scene lighting at a nighttime emergency, the Utility Trailer can be disconnected and SC-211 may be immediately used for Fire Police or personnel transport.

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#### 5. Rescue Gator 21



G-21 is a 2016 John Deere, All Terrain Vehicle/Gator equipped with a skid unit mounted in the bed of the vehicle. The skid unit consists of a Honda Fire Pump mounted over an 80 gallon water tank and a side chute for carrying a backboard or stretcher for EMS calls. The Fire Pump has an attached hose reel with 50' of hose and the vehicle also carries 100' of wildland hose. Additional wildland firefighting equipment is carried in the compartments attached to the trailer that is used to transport G-21 to scenes. This "go anywhere" vehicle serves numerous roles and dramatically extends the reach of our emergency response capabilities into many locations that are unreachable by other apparatus. G-21 is equipped to assist with remote firefighting efforts (e.g., grass/brush fires), remote EMS and patient rescue, personnel/equipment transport, and scene lighting. This valuable resource is available to all fire departments within the Town of Livonia and is the first of its kind in our community.

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#### 6. Utility Trailer



The Utility Trailer is a 12' enclosed trailer that is used to carry a variety of emergency equipment to a scene. The trailer carries a 5 KW portable generator and several heavy duty extension cords to power two (2) high intensity lights and several lower intensity lights to provide flexible lighting for nighttime operations. The trailer is equipped with both electric submersible pumps and gas powered trash pumps with associated suction hose and discharge hoses to support flooding/dewatering operations. The trailer carries absorbent pads and oil booms for defensive diking and cleanup of oil and other petroleum spills at Hazardous Materials (HazMat) incidents.

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#### 7. Boat 210



B-210 is a 24' Fire/Rescue pontoon boat that is powered by a 115 HP, four cycle outboard motor and is equipped with a 500 GPM Darley Fire Pump with 10' of hard suction hose. B-210 was purchased in 2011 as a recreational pontoon boat from a resident who lives on Conesus Lake. LVFD firefighters stripped the boat to its base and rebuilt the topside structure to support fire/rescue operations on Conesus Lake. B-210 was commissioned in 2012 for operations on Conesus Lake. In 2014, the Conesus Lake Association supported the upgrade of B-210 with additional flotation to handle the significant weight of all the equipment carried on B-210 necessary to support the variety of capabilities. B-210, also known as the "Lakeville Lady," serves as an emergency response boat that is permanently stationed on the water from mid-May to mid-October and can be deployed to emergencies on the lake within minutes. A crew of four (4) operates B-210 on emergency responses which leaves additional capacity to carry multiple victims if necessary. B-210 carries 200' of attack fire hose and a forward mounted master stream monitor to fight boat fires on the lake; a bow ramp and ladder to assist with water rescues and underwater Self-Contained Underwater Breathing Apparatus (SCUBA) operations; and scene lighting for nighttime operations on the lake. B-210 responds to emergency medical calls on the lake and on shore from the lakeside and for patient transport to ambulances waiting on shore. B-210 is equipped to respond to structure fires around the lake, and can quickly leverage the vast supply of water from Conesus Lake to help put out fires and save lives and property.

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#### 8. Boat 210A



B-210A is a 16' skiff powered by a 25 HP outboard motor that can carry a maximum crew of three (3) firefighters. Built in the late 1960's, B-210A is the oldest fire apparatus within the Lakeville Volunteer Fire Department. B-210A supports water and ice rescues in Conesus Lake and serves as the Department's rescue boat for mutual aid responses to other bodies of water in neighboring fire districts. B-210A is equipped with water rescue and recovery equipment. B-210A can support bottom and mid-water dragging operations for victim recovery as needed.

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#### 9. Chief's Vehicle



The Chief's Vehicle (C-21) is a 2013 Chevrolet Tahoe Special Service Vehicle (SSV) that was purchased and put into operation in 2016. C-21 is the principal vehicle for the Chief to respond to emergencies within the Lakeville Fire District or to mutual aid calls in neighboring fire districts. When C-21 is not in town, C-21 is available for use by the 1<sup>st</sup> Assistant Chief and/or the 2<sup>nd</sup> Assistant Chief. C-21 is equipped with a dual head mobile radio and command center for communications with 911 Central Dispatch and for LVFD units and firefighters. C-21 carries emergency response equipment including a Self-Contained Breathing Apparatus (SCBA). C-21 is equipped to tow any of the LVFD trailers and their apparatus (Utility Trailer, B-210, B-210A) if SC-211 is not available as a tow vehicle or if multiple trailers with apparatus must be transported to an emergency scene.

C. Nelson (7/2017)

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# **Safety**

#### 1. General:

Safety is the most important factor in an effective firefighting or rescue operation. Adherence to established safety practices, reporting of hazards, and the use of good common sense are the best means for each individual to help prevent needless accidents. This section of the SOG establishes basic safety guidelines in various functional areas to promote a safety conscious attitude and encourage the reporting of safety hazards.

#### 2. Safety Officer:

- 2.1 Safety Officer is a staff position appointed annually by the Chief of the Department and shall remain in that position until relieved of those duties by the Chief
- 2.2 The Safety Officer shall assist and advise the Chief or Incident Commander of situations that affect the safety of firefighters, as well as station safety, response/return safety, and any other safety issues identified by the Chief.
- 2.3 At emergency incidents where the Safety Officer is not readily available and the Incident Commander establishes a need for this position to be staffed, a fire officer or a firefighter may be assigned as Safety Officer for the remainder of the incident. If personnel are limited at the scene, this assignment may be given as an additional assignment to a fire officer or firefighter such as an exterior firefighter. The Safety Officer will operate as follow:
  - 2.3.1 The Safety Officer shall observe the operations at the emergency scene with his/her main objective to evaluate the risks to firefighting personnel;
  - 2.3.2 Items such as fire conditions, building stability, firefighters' physical condition (fatigue), vehicle traffic, tactical operations with regards to special hazards such as energized electrical equipment, and any other operations that may impact the safety of firefighters shall be monitored;
  - 2.3.3 Should a hazard or unacceptable risk be found, the Safety Officer shall immediately notify the Chief or Incident Commander and bring the condition to the attention of Line Officers on scene.
- 2.4 Should a problem be an immediate hazard in which the danger to the firefighters is imminent, the Safety Officer shall have the authority to order corrective action immediately and then notify the Chief or Incident Commander of the situation.
- 2.5 In addition to emergency scene assignments, the Safety Officer shall carry out the general responsibilities associated with the safety and health of the firefighters and other duties as assigned by the Chief.

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#### 3. Eye, Hand, Foot and SCBA Protection:

- 3.1 Safety goggles, glasses, or approved eye protection will be worn during all auto extrication emergencies and drills. They will also be used anytime there is a chance that particles of material may enter the eye. Goggles will be worn at the firehouse when using solvents, caustic chemicals, or other irritating chemicals. Always reference the Safety Data Sheet(s) for the item you using with for the proper personnel protective equipment that is required. In the event of splash of any foreign substance into the eyes, the eyes must be flushed with water immediately and prompt medical attention is required.
- 3.2 NFPA approved gloves and proper protective gear will be worn during all emergency situations.
- 3.3 NFPA approved boots are mandatory for all emergency operations except for water/ice rescues.
- 3.4 Self-Contained Breathing Apparatus (SCBA) will be worn when an IDLH (Immediate Danger to Life or Health) atmosphere is present.

#### 4. Tool and Equipment Safety:

- 4.1 Training on the operation and safety of the various types of equipment carried on LVFD apparatus and used by LVFD firefighters will be included periodically during drills.
- 4.2 Use the right tool for the job. When in doubt, ask.
- 4.3 Insure that the tool you are using is serviceable. Inspect it carefully prior to use. Clean and inspect it after use and before returning the tool back into service.
- 4.4 Exercise extreme caution when using sharp or pointed tools. Never direct the cutting edge towards the hands or body. Don't force tools.
- 4.5 Report broken or unsafe tools and equipment immediately. **DO NOT USE THEM!**

#### 5. Vehicle Operations:

- 5.1 Personnel will have a valid New York State driver's license, be at least 21 years old, be qualified to operate the fire apparatus by the Chief and approved by the Board of Commissioners, Lakeville Fire District. Commissioners will verify if personnel are cleared to drive.
- 5.2 Vehicles shall always be operated in a safe and prudent manner in compliance with the New York State (NYS) Vehicle and Traffic Laws and in accordance with any additional guidelines provided by the Chief of the Department.
- 5.3 Proper wearing of seat belts is mandatory for all LVFD firefighters in all LVFD apparatus that are moving at all times. LVFD firefighters are strongly advised to use seat belts when operating privately owned vehicles (POVs).
- 5.4 The first LVFD apparatus responding from the LVFD fire station to an emergency call will operate in Emergency Mode with lights and siren unless otherwise instructed by a Chief or Incident Commander on scene. All other LVFD apparatus responding from the LVFD fire station to the emergency will operate in Code 4 mode without lights and siren unless otherwise instructed by a Chief or Incident Commander on scene.
- 5.5 Firefighters responding in their own POV directly to an emergency or to the fire station in response to an emergency call are not allowed to exceed the speed limit, run stop signs/signal lights, or drive on the wrong side of the road. If you carry a Blue Light, be advised that the Blue Light is only a courtesy light and does not grant you any driving privileges. Your Blue Light privileges will be revoked if you violate the rules for the use of a Blue Light.
- 5.6 Drivers and Operators of Fire Apparatus see Driver Qualifications for additional information.

#### 6. Fire House Safety:

6.1 The LVFD Fire Station 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 member safety and the person performing the safety evaluation should use a checklist.

#### 7. Hazard Reporting/Enforcement of Safety Rules:

- 7.1 Personnel should report all safety hazards to the Chief or Incident Commander.
- 7.2 Repeated violations of prescribed safety regulations and procedures will be grounds for disciplinary action.

	H. Fellows (1/21/2002); C. Nelson (7/2017)
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# **Training**

The following training guidelines are the minimum requirements to maintain active firefighter membership in this Department. Additional training courses may be developed and implemented by the Chief of the Department or the Board of Commissioners, Lakeville Fire District.

#### 1. Exterior Firefighters:

All newly appointed members shall be trained in tasks that they will be expected to perform prior to being permitted to perform them. Examples of these activities include filling air bottles, setting up lights outside the fire building, running the base radio, or other such duties as deemed appropriate by the Chief of Department. All newly appointed members shall complete the New York State Office of Fire Prevention and Control (NYSOFPC) Basic Exterior Firefighting Operations (BEFO) course or Lakeville Volunteer Fire Department inhouse training prior to performing firefighter duties. See the section on Exterior Firefighter Qualifications for additional information on training requirements.

Existing members who are qualified Exterior Firefighters shall receive refresher training at least annually in the duties that they are expected to perform in the Department.

#### 2. Interior Firefighters:

Newly appointed members shall be trained for all anticipated assignments prior to being assigned to perform them, such as setting up lights outside a fire building or refilling air bottles. Prior to performing firefighting duties the newly appointed member shall complete the NYSOFPC Basic Exterior Firefighting Operations (BEFO) and Firefighter-1 course and Lakeville Volunteer Fire Department in-house training. The member should work under the supervision of an experienced interior firefighter until the completion of the NYSOFPC Firefighter-1 course. See the section on Interior Firefighter Qualifications for additional information on training requirements.

Existing members who are qualified Interior Firefighters shall receive refresher training at least annually in the duties that they are expected to perform in the Department.

In addition, all members may be required to complete other training courses identified by the Chief of the Lakeville Volunteer Fire Department or by the Board of Commissioners.

**3. Drivers/Operators** of LVFD apparatus shall compete the NYSOFPC Emergency Vehicle Operations Course (EVOC) or its equivalent prior to being qualified as a driver. Drivers/operators of LVFD apparatus shall complete the NYSOFPC Apparatus Operator-Pump course or its equivalent prior to being qualified to operate the pumps on P-215 or E-214.

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- **4. Fire/Line officers** should complete courses in subject matter determined by the Board of Commissioners to be appropriate for their level of responsibility. As an example, such courses could be in strategy and tactics, building construction, preparing for command, command and management, firefighter safety, hazardous materials, and others. Fire/Line Officers shall complete the NYSOFPC Fire Officer 1 course or its equivalent prior to being approved as a Line Officer by the Board of Commissioners.
- **5. Department Instructors** should complete a course in instructional techniques and be knowledgeable in the subject material assigned to instruct. Individuals having a special knowledge, skill, or ability can be utilized as special instructors without completing a course in instructional techniques under the general direction of the Chief of the Department.

Additional training for LVFD members should include, but not be limited to, such topics as the National Incident Management System (NIMS)/Incident Command System (ICS), emergency operations procedures, evacuation from hazardous areas, right-to-know information, and special hazards within the community.

	H. Fellows (11/23/2008); C. No	elson (7/2017)
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#### **Radio Communications**

These Radio Communications guidelines specify what is expected of LVFD firefighters when operating radio communications systems during any incident involving the Lakeville Volunteer Fire Department. This includes Emergency as well as Non-Emergency radio traffic. All Radio traffic will be conducted in a professional manner at all times.

#### **Equipment:**

- Base Units (LVFD Fire Station)
- Mobile Units (Radios on LVFD Apparatus and in Chiefs' Vehicles)
- Portables

**NOTE:** All radios will be set to the primary dispatch channel 1A (Livingston County: 151.055 MHz).

#### 1. Responsibilities:

1.1 The Line Officer or other LVFD firefighter occupying the right seat in the apparatus will operate the radio.

**NOTE:** The driver of the emergency vehicle should not operate the radio when responding to an emergency, unless responding alone.

#### 2. Responding:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
- 2.2 All Chiefs will respond to Fire Dispatch when enroute to the incident unless Car 21 or the highest ranking Chief is responding and is already in contact with Fire Dispatch. The remaining Chief(s) will comply with section 2.4.
- 2.3 The first responding LVFD apparatus will contact Fire Dispatch when enroute to the incident.
- 2.4 All other responding LVFD apparatus will contact the Incident Commander (IC) when enroute and arriving at the incident.
- 2.5 The IC will determine and notify Fire Dispatch of which tactical frequency the LVFD will be using during the incident.

#### 3. Fire Grounds Communications:

- 3.1 Fire grounds communications will be conducted as follows:
- 3.2 Incident Commander will set-up IC radio communications.
  - 3.2.1 IC will size-up the incident and report to Fire Dispatch.
  - 3.2.2 IC will communicate to responding units what is needed for the incident.
  - 3.2.3 All other units (Mutual-Aid, Standbys, etc.) will go through the IC.
- 3.3 Water Supply Command will set-up Water Supply Communications.
  - 3.3.1 Communicate to IC what is needed for water supply.
  - 3.3.2 Communicate to Mutual-Aid what is needed.
- 3.4 Exterior Command will set-up Exterior Communications.
  - 3.4.1 Communicate to IC what is needed for Exterior Operations.
- 3.5 Interior Command will set-up Operations Communications.
  - 3.5.1 Communicate to IC what is needed for Interior Operations.

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- 3.6 Fire Police Command will set-up Fire Police Communications.
  - 3.6.1 Fire Police will communicate on a tactical channel separate from IC, Exterior, Interior, and Water Supply Operations but that can be scanned by IC

#### 4. Mutual Aid Calls:

- 4.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
- 4.2 All Chiefs will respond to Fire Dispatch when enroute to the incident.
- 4.3 LVFD apparatus will respond to Fire Dispatch when enroute to the incident.
- 4.4 Chief Officer or Line Officer will get the LVFD assignment from IC by the way of face to face, or as previously directed.

#### 5. Returning:

5.1 All units will respond to the IC when returning back to the fire station.

**NOTE:** The Chief or IC will contact Fire Dispatch to clear all equipment from the scene and put all LVFD apparatus back in service.

These Radio Communications guidelines may need to be updated periodically due to changes in radio communications equipment and procedures within Livingston County.

D. Mahar, R. Flickner, H. Fellows (4/7/2000); C. Nelson (7/2017)

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# **Exterior Firefighter Qualifications**

This guideline specifies the Qualifications required to be an Exterior Firefighter in the Lakeville Volunteer Fire Department. Requirements for Exterior Firefighters are in accordance with OSHA, NFPA, NYSOFPC Best Practices, and the Lakeville Volunteer Fire Department rules and regulations. All Active Members in the Lakeville Volunteer Fire Department will be classified as either Exterior or Interior Firefighters and must satisfy the training requirements for their classification.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

#### **Equipment:**

- P-215
- E-214
- SC-211
- G-21

#### 1. Training Requirements:

- 1.1 New members will have been accepted as an Active Member in the Lakeville Volunteer Fire Department.
- 1.2 New members will receive 15 hours of initial in-house training and orientation in the following categories, in accordance with CFR1910.156(c).

1.2.1	General Hazard Recognition	1 hour
1.2.2	Fire House Safety	1 hour
1.2.3	Response Safety	2 hours
1.2.4	Apparatus Safety	1 hour
1.2.5	Fire Scene Safety	2 hours
1.2.6	PPE/Turnout Gear	1 hour
1.2.7	Bloodborne Pathogens	2 hours
1.2.8	SCBA Awareness	2 hours
1.2.9	HazMat Awareness	2 hours
1.2.10	Tool and Equipment Safety	1 hour

- 1.3 New members must successfully complete the NYSOFPC Basic Exterior Firefighting Operations (BEFO) course that includes the NYSOFPC Hazardous Materials First Responder Operations course.
- 1.4 New members must complete a physical examination by a medical facility approved by the Commissioners, Lakeville Fire District and approved by the Chief in accordance with OSHA CFR1910.156(b)(2). All LVFD firefighters must complete a physical examination annually, thereafter.
- 1.5 New members will receive initial training on Bloodborne Pathogens that will include Hepatitis-B vaccinations.
- 1.6 Existing members who are classified as Exterior Firefighters shall have completed one of the following NYSOFPC legacy training courses for Exterior Firefighters:
  - 1.4.1 Firefighting Essentials and Hazardous Materials First Responder Operations
  - 1.4.2 Basic Firefighter and Hazardous Materials First Responder Operations
  - 1.4.3 Scene Support Operations and Hazardous Materials First Responder Operations

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1.7 All LVFD Exterior Firefighters shall receive 8 hours of annual refresher training in the following categories to satisfy OSHA training requirements:

1.2.1	General Hazard Recognition	30 minutes
1.2.2	Fire House Safety	30 minutes
1.2.3	Response Safety	30 minutes
1.2.4	Apparatus Safety	30 minutes
1.2.5	Fire Scene Safety	30 minutes
1.2.6	PPE/Turnout Gear	1 hours
1.2.7	Bloodborne Pathogens	1 hour
1.2.8	SCBA Awareness	1 hour

1.2.9 HazMat Operations 1 hour, 30 minutes

1.2.10 Tool and Equipment Safety1.2.11 Recent Developments in Firefighting Safety30 minutes30 minutes

1.8 All LVFD Exterior Firefighters must satisfy quarterly and annually training requirements in accordance with OSHA and NFPA regulations.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to Incident Command (IC) for further instructions.
- 2.3 If a steady Siren blast is heard or a code MAYDAY (3x) is heard over the radio, something is wrong and all Firefighter crews shall exit the building immediately! Exit by the entrance used unless advised otherwise over the radio. Additional instructions on exiting the structure may be relayed via radio.
- 2.4 All apparatus operators, upon hearing MAYDAY shall commence sounding the apparatus siren and air horn for approximately 1 minute. If only one apparatus operator hears the MAYDAY order and initiates the code MAYDAY, all other apparatus operators shall follow without having actually heard the order.
- 2.5 All personnel hearing MAYDAY shall exit the building by the shortest route, leaving hose lines and firefighting equipment behind if necessary. Make sure that all personnel exit by staying together and using the "buddy system". Upon exiting the structure, report to the Interior Team Officer Immediately.
- 2.6 Exterior Firefighters shall assist with the exit/egress of Interior Firefighters from the building by securing ladders that have been previously placed on the building, backing out hose if necessary, and assisting Interior Firefighters with removing SCBAs and other equipment as needed.

Warning: All crews will exit the structure immediately upon hearing a steady siren or air horn blast, or MAYDAY over the radio,

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

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#### 3. Officer's Responsibilities:

- 3.1 Chief (C-21) is responsible for overall training, updating SOGs, and enforcement of SOGs.
- 3.2 1st Assistant Chief (2101) is responsible for maintaining personnel records.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) is responsible for medical screening with assistance from the EMS Captain (2106).
- 3.4 Safety Officer (2109) is responsible for the overall Department safety program.
- 3.5 Training Officer will coordinate with Captain (2103) to ensure that training is accomplished in accordance with OSHA and NFPA Regulations.

#### 4. Exterior Firefighter's Responsibilities:

- 4.1 Exterior Firefighters will be responsible for defensive type operations on the fire ground or at an incident scene. These operations may include but are not limited to the following:
  - 4.1.1 Establishing supply hose hookups to hydrants.
  - 4.1.2 Assisting Interior Firefighters in stretching attack hose from apparatus.
  - 4.1.3 Properly placing ladders on structures for entry and egress of Interior Firefighters.
  - 4.1.4 Manning attack hose outside a structure for defensive firefighting.
  - 4.1.5 Securing and placing ventilation fans outside structures.
  - 4.1.6 Exchanging air bottles on SCBA packs carried by Interior Firefighters working the incident.
  - 4.1.7 Using extrication tools at scenes involving motor vehicle accidents.
  - 4.1.8 Using attack hose and other firefighting equipment to extinguish grass/brush fires.
  - 4.1.9 Performing defensive operations, such as diking and placing pads, at HazMat spills.
  - 4.1.10 Assisting EMS personnel with patient care, packaging, and transfer to an ambulance.
  - 4.1.11 Assisting Fire Police with traffic and crowd control on scene.
- 4.2 Exterior Firefighters have received SCBA awareness training. However, Exterior Firefighters are not authorized to wear a SCBA on scene or enter a structure or work in an area where hazardous fire and smoke conditions or toxic fume/vapor conditions require a SCBA to operate safely in the structure or area.

#### 5. Certification:

5.1 LVFD Firefighters who satisfy the requirements established in this guideline will be classified as an Exterior Firefighter by the Chief.

These guidelines may need to be updated from time to time due to changes in OSHA requirements, NYSOFPC Best Practices, or Lakeville Volunteer Fire Department rules and regulations, but should be reviewed and updated yearly if needed. Firefighters should be trained on new equipment and techniques before the incident occurs.

		C. Nelson (7/2017)
Reviewed and Approved:	Date:	

# **Interior Firefighter Qualifications**

This guideline specifies the Qualifications required to be an Interior Firefighter in the Lakeville Volunteer Fire Department. Requirements for Interior Firefighters are in accordance with OSHA, NFPA, NYSOFPC Best Practices, and the Lakeville Volunteer Fire Department rules and regulations. All Active Members in the Lakeville Volunteer Fire Department will be classified as either Exterior or Interior Firefighters and must satisfy the training requirements for their classification.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

#### **Equipment:**

• P-215 SCBA (Self Contained Breathing Apparatus)

8ea SCBA Packs

8ea SCBA Spare Air Bottles

• E-214 SCBA (Self Contained Breathing Apparatus)

5ea SCBA Packs

9ea SCBA Spare Air Bottles

• C-21 SCBA (Self Contained Breathing Apparatus)

1ea SCBA Pack

1ea SCBA Spare Air Bottle

- SC-211
- G-21

#### 1. Training Requirements:

- 1.1 New members will have been accepted as an Active Member in the Lakeville Volunteer Fire Department.
- 1.2 New members will receive 15 hours of initial in-house training and orientation in the following categories, in accordance with CFR1910.156(c).

1.2.1	General Hazard Recognition	1 hour
1.2.2	Fire House Safety	1 hour
1.2.3	Response Safety	2 hours
1.2.4	Apparatus Safety	1 hour
1.2.5	Fire Scene Safety	2 hours
1.2.6	PPE/Turnout Gear	1 hour
1.2.7	Bloodborne Pathogens	2 hours
1.2.8	SCBA Operations	2 hours
1.2.9	HazMat Awareness	2 hours
1.2.10	Tool and Equipment Safety	1 hour

- 1.3 New members who are training to become Interior Firefighters must successfully complete the NYSOFPC sequence of training courses starting with the NYSOFPC Basic Exterior Firefighting Operations (BEFO) course that includes the NYSOFPC Hazardous Materials First Responder Operations course.
- 1.4 Once a firefighter has successfully completed the BEFO course, the firefighter must successfully complete the NYSOFPC Firefighter 1 course as well as LVFD in-house Interior Firefighter training required by the Chief Officers.

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- 1.5 New members must complete a physical examination by a medical facility approved by the Commissioners, Lakeville Fire District and approved by the Chief in accordance with OSHA CFR1910.156(b)(2). All LVFD firefighters must complete a physical examination annually, thereafter.
- 1.6 Interior Firefighters must complete an annual qualitative and quantitative fit test with a SCBA mask. This is an annual requirement per CFR1910.156(f)(2).
- 1.7 New members will receive initial training on Bloodborne Pathogens that will include Hepatitis-B vaccinations.
- 1.8 Existing members who are classified as Interior Firefighters shall have completed one or more of the following NYSOFPC legacy training courses for Interior Firefighters:
  - 1.8.1 Firefighting Essentials and Hazardous Materials First Responder Operations
  - 1.8.2 Basic Firefighter and Hazardous Materials First Responder Operations
  - 1.8.3 Scene Support Operations and Hazardous Materials First Responder Operations
  - 1.8.4 Intermediate and Advanced Firefighter
  - 1.8.5 Firefighter 1
  - 1.8.6 Bridge Training Course for Firefighter 1
- 1.9 All LVFD Interior Firefighters shall receive 8 hours of annual refresher training in the following categories to satisfy OSHA training requirements:

1.9.1	General Hazard Recognition	30 minutes
1.9.2	Fire House Safety	30 minutes
1.9.3	Response Safety	30 minutes
1.9.4	Apparatus Safety	30 minutes
1.9.5	Fire Scene Safety	30 minutes
1.9.6	PPE/Turnout Gear	1 hours
1.9.7	Bloodborne Pathogens	1 hour
1.9.8	SCBA Operations	1 hour
1.9.9	HazMat Operations	1 hour, 30 minutes
1.9.10	Tool and Equipment Safety	30 minutes

1.9.10 Tool and Equipment Safety1.9.11 Recent Developments in Firefighting Safety30 minutes30 minutes

1.10 All LVFD Interior Firefighters must satisfy quarterly and annually training requirements in accordance with OSHA and NFPA regulations. This includes quarterly training with full PPE and SCBA in the LVFD Mask Confidence Maze or in the Livingston County Center for Emergency Operations and Training burn tower under no burn or live burn conditions.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to Incident Command (IC) for further instructions.
- 2.3 The Interior Team will have a portable radio or be within voice/sight range for communications with the IC.
- 2.4 If a steady Siren blast is heard or a code MAYDAY (3x) is heard over the radio, something is wrong and all Firefighter crews shall exit the building immediately! Exit by the entrance used unless advised otherwise over the radio. Additional instructions on exiting the structure may be relayed via radio.

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- 2.5 **MAYDAY** The **MAYDAY** signal shall be utilized in any life-threatening situation in which immediate evacuation of a structure or area is necessary.
  - 2.5.1 The Incident Commander shall give the order for code MAYDAY if possible. However, when an Officer or senior firefighter in charge determines that there is no time to contact the IC, he/she may order the code MAYDAY.
  - 2.5.2 When commencing MAYDAY, repeat "MAYDAY, MAYDAY" three times (3x) on the operating channels to ensure that all personnel on all operating channels are aware of the situation.
  - 2.5.3 All apparatus operators, upon hearing MAYDAY shall commence sounding the apparatus siren and air horn for approximately 1 minute. If only one apparatus operator hears the MAYDAY order and initiates the code MAYDAY, all other apparatus operators shall follow without having actually heard the order.
  - 2.5.4 All personnel hearing MAYDAY shall exit the building by the shortest route, leaving hose lines and firefighting equipment behind if necessary. Make sure that all personnel exit by staying together and using the "buddy system". Upon exiting the structure, report to the Interior Team Officer Immediately.

Warning: All crews will exit the structure immediately upon hearing a steady siren or air horn blast, or MAYDAY over the radio,

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or Driver of the first apparatus on scene.

#### 3. Officer's Responsibilities:

- 3.1 Chief (C-21) is responsible for overall training, updating SOGs, and enforcement of SOGs.
- 3.1 1st Assistant Chief (2101) is responsible for maintaining personnel records.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) is responsible for medical screening and respiratory fit testing (SCBA mask fit testing) with assistance from the EMS Captain (2106).
- 3.4 Safety Officer (2109) is responsible for the overall Department safety program.
- 3.5 Training Officer will coordinate with the Captain (2103) to ensure that training is accomplished in accordance with OSHA and NFPA Regulations.

#### 4. Interior Firefighter's Responsibilities:

- 4.1 The following procedures need to be accomplished before entry into any hazardous environment and throughout the Interior fire/rescue processes:
  - 4.1.1 Check SCBA air bottle for a full air supply.
  - 4.1.2 Turn on air and check SCBA passive alarm.
  - 4.1.3 Don SCBA and secure straps including jacket collar.
  - 4.1.4 Don SCBA mask and check for proper face seal.
  - 4.1.5 Pull nomex hood over mask.
  - 4.1.6 Attach regulator to mask and check for proper seal.

**NOTE:** In winter operations, wait to connect regulator to the mask for interior work, to prevent moisture from entering the regulator diaphragm and freezing.

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- 4.1.7 Pull down earflaps; all snaps/Velcro fasteners need to be fastened before entry. Check your partner.
- 4.1.8 Interior Firefighters will leave his/her accountability tag at the point of entry with the firefighter designated to maintain accountability. This procedure is for your personal safety and is mandatory!
- 4.1.9 Always open doors from the side opposite hinges to prevent a backdraft condition.
- 4.1.10 If floors are not visible or if heavy smoke is present, Interior Firefighters will stay low by crawling on their hands and knees.
- 4.1.11 All Interior Firefighters always need to stay in contact with their partners.
- 4.1.12 All stairs encountered should be checked before advancing up or down. When advancing down stairs, always go feet first.
- 4.1.13 All Interior Firefighters will recover his/her accountability tag upon exiting the structure.
- 4.1.14 All Interior Firefighters will, upon completion of a one (1) SCBA air bottle and each SCBA bottle thereafter, will enter Rehab to have vitals checked. LVFD Interior Firefighters are required to give his/her accountability tag to the Rehab Officer will not leave the Rehab area until the Rehab Officer has cleared the Firefighter and returned his/her accountability tag. A LVFD Line Officer can send a Firefighter to Rehab for medical observation at any time.
- 4.2 Firefighter Assist and Search Team (FAST) This is a specialized Interior Firefighter Team that will be standing by in the event that one or more Firefighters go down or are trapped inside a structure. The IC should request a Mutual Aid FAST from the East Avon Fire Department or the Caledonia Fire Department. There will be at least two (2) FAST Firefighters in SCBA standing by on scene to respond if necessary.
  - 4.2.1 The FAST will have 2 Firefighters in SCBAs. Additional FAST personnel will provide backup for their Team.
  - 4.2.2 The FAST will have a portable radio at their disposal as well intervention tools.
  - 4.2.3 Two (2) of the FAST will be ready to enter the building.
- 4.3 Search/Rescue Teams will conduct search and rescue.
  - 4.3.1 Search/Rescue Teams should use the right/left hand to follow the walls.
  - 4.3.2 When doing a search, the team should stretch out as far as possible and use tools to sweep floors to increase the search area and to cover a large room in a faster time.

**NOTE:** Use the back of the hand to feel for heat or search to prevent grasping live electrical wires.

**NOTE:** If no hose line is available in the area of a search, have one Team member drag a rope tied from the outside. This will help the Search/Rescue Team find their way out from the original point of entry.

- 4.3.3 Search/Rescue Teams need to check over and under all beds, chairs, couches, in cabinets, closets, bathtubs, etc., especially for children.
- 4.3.4 Any victims should be removed from the structure the quickest and safest way possible, even through a window if one is present. The Search/Rescue Team will notify the Operations Officer that victim(s) have been found. The Operations Officer will set up spotters on the ground for possible removal via ladders that are in place on the structure.
- 4.4 Interior Teams will have at least a 1 3/4" hose line ready for entry and will ensure that the line is charged before entering the structure.
  - 4.4.1 If the location of the fire is known, the Interior Team will enter the structure from the opposite side or the end where the fire is located. The Interior Team will work towards the fire to contain and stop the spread of the fire.

4.4.2	Interior Teams will go	to the seat of the f	fire and protect	stairways, m	eans of eg	gress,	and
	Search/Rescue Teams.						
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4.4.3 If attack team leaves the structure for any reason, then leave hose line in place.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

#### 5. Certification:

5.1 LVFD Firefighters who satisfy the requirements established in this guideline will be classified as an Interior Firefighter by the Chief.

These guidelines may need to be updated from time to time due to changes in OSHA requirements, NYSOFPC Best Practices, or Lakeville Volunteer Fire Department rules and regulations, but should be reviewed and updated yearly if needed. Firefighters should be trained on new equipment and techniques before the incident occurs.

H. Fellows (11/23/2008); C. Nelson (7/2017)		H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved: Date:	Reviewed and Approved:	Date:

# **Fire Officer Qualifications**

This guideline specifies the Qualifications and Training required to be a Fire/Line Officer in the Lakeville Volunteer Fire Department. Requirements for Fire/Line Officers are in accordance with NYSOFPC Best Practices, Lakeville Fire District Commissioners policies, and the Lakeville Volunteer Fire Department rules and regulations.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

#### **Equipment:**

- P-215
- E-214
- SC-211
- G-21
- B-210
- B-210A
- C-21

#### 1. Fire Officer Positions

- Lieutenant (3 positions)
- Captain
- Assistant Chief (1st and 2nd)
- Chief
- Fire Police Captain
- EMS Captain
- Safety Officer
- Training Officer

#### 2. General Provisions Governing Line Officers:

- 2.1 Per the By Laws of the Lakeville Volunteer Fire Department, all Line Officers are either elected annually by the active members of the Department or appointed annually by the Chief.
- 2.2 Line Officers are considered to be employees of the Board of Commissioners, Lakeville Fire District and therefore, all elected or appointed Line Officers must be approved by the Board of Commissioners, Lakeville Fire District.
- 2.3 Commissioners may remove any Line Officer from his/her position for cause at any time.
- 2.4 Because the decisions of Line Officers may very well affect public lives and/or property, Line Officers must meet specific requirements to hold office.

#### 3. General Training Requirements:

- 3.1 All Line Officers must be active members in the LVFD and be classified as either an Exterior Firefighter or an Interior Firefighter.
- 3.2 All Line Officers must have completed the National Incident Management System (NIMS)/Incident Command System (ICS) Level 100 and Level 700 courses.

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3.3 All Line Officers must complete the NYSOFPC Fire Officer I course or have completed the legacy NYSOFPC Introduction to Fire Officer and Fire Officer I courses.

#### 4. Lieutenant:

- 4.1 Requirements
  - 4.1.1 One full year of membership in the LVFD as an active firefighter.
  - 4.1.2 Completion of NYSOFPC Fire Officer I course or equivalent.
  - 4.1.3 Completion of NYSOFPC Apparatus Operator EVOC course.
  - 4.1.4 Completion of NYSOFPC Apparatus Operator Pump course.
  - 4.1.5 Equivalent experience or prior experience as an officer will be considered.
- 4.2 Responsibilities
  - 4.2.1 Implements Incident Command System on scene.
  - 4.2.2 Ensures proper reports are completed for equipment and apparatus maintenance.
  - 4.2.3 Suggests improvements and equipment purchases to senior officers to improve LVFD's performance or efficiency.

#### 5. Captain:

- 5.1 Requirements
  - 5.1.1 Must meet all the requirements for Lieutenant.
  - 5.1.2 Three years of experience as an active firefighter in the LVFD and must have previously held the position of Lieutenant in the LVFD.
  - 5.1.3 Completion of NIMS/ICS Level 200 course.
  - 5.1.3 Equivalent experience or prior experience as an officer will be considered.
- 5.2 Responsibilities
  - 5.2.1 Implements Incident Command System on scene.
  - 5.2.2 Accountable for completion of proper reports for equipment and apparatus maintenance.
  - 5.2.3 Reviews and processes all apparatus Run Reports monthly and provides apparatus status reports to the Chief.
  - 5.2.4 Handles or delegates to other personnel all apparatus repairs.
  - 5.2.5 Suggests improvements and equipment purchases to senior officers to improve LVFD's performance or efficiency.

#### 6. Assistant Chief:

- 6.1 Requirements
  - 6.1.1 Must meet all the requirements for Captain.
  - 6.1.2 Cannot serve on the Board of Commissioners, Lakeville Fire District.
  - 6.1.3 Four years of experience as an active firefighter in the LVFD.
  - 6.1.4 Two years of experience as an LVFD Line Officer and must have held a LVFD Line Officer position in the year prior to election to Assistant Chief.
  - 6.1.5 Completion of NYSOFPC Fire Officer II course.
  - 6.1.6 Completion of NIMS/ICS Level 300 course.
  - 6.1.7 Equivalent experience or prior experience as an officer will be considered.

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#### 6.2 Responsibilities

- 6.2.1 Implements Incident Command System on scene.
- 6.2.2 Leads Operations Command on scene and directs subordinate Line Officers in carrying out firefighting duties on scene.
- 6.2.3 Performs duties of the Chief in the absence of the Chief.
- 6.2.4 Suggests improvements and equipment purchases to senior officers to improve LVFD's performance or efficiency.

#### 7. Chief:

- 7.1 Requirements
  - 7.1.1 Must meet all the requirements for Assistant Chief.
  - 7.1.2 Serves as a direct employee of the Board of Commissioners, Lakeville Fire District.
  - 7.1.3 Cannot serve on the Board of Commissioners, Lakeville Fire District.
  - 7.1.4 Four years of experience as an LVFD Line Officer.
  - 7.1.5 Must have held the position of LVFD Assistant Chief in the year prior to election as Chief.
  - 7.1.6 Completion of NYSOFPC Fire Officer II course.
  - 7.1.7 Completion of NYSOFPC NIMS/ICS Level 300 course.
  - 7.1.8 Completion of NYSOFPC HazMat Incident Command System course.
  - 7.1.9 Equivalent experience or prior experience as an officer will be considered.
  - 7.1.10 Chief's may only serve for a maximum of three (3) consecutive years and may be elected again as Chief after a gap but may not serve as Chief for more than a total of 15 years.

#### 7.2 Responsibilities

- 7.2.1 Implements and directs Incident Command System on scene.
- 7.2.2 Directly responsible for all officers and firefighters under his/her command.
- 7.2.3 Directs operations on scene using ICS through his/her subordinate Line Officers.
- 7.2.4 Determines when emergency scene operations are complete and resources can go back in service.
- 7.2.5 Determines cause(s) for all emergency fire scene incidents.
- 7.2.6 Leverages specialist firefighters and firefighting resources from within Livingston County.
- 7.2.7 Initiates arson investigation at fire scene if necessary.
- 7.2.8 Primary contact for Public Relations (PR) for LVFD.
- 7.2.9 Motivates and oversees training for LVFD firefighters.
- 7.2.10 Administers disciplinary action for LVFD firefighters is necessary.
- 7.2.11 Implements a Plan of Succession to Chief by training subordinate Line Officers and encouraging Line Officers to "move up the ladder" as he/she complete training and gain more experience in the LVFD.

#### 8. Fire Police Captain

- 8.1 Requirements
  - 8.1.1 One full year of experience as an active LVFD Exterior or Interior Firefighter.
  - 8.1.2 Completion of NYSOFPC Apparatus Operator EVOC course.
  - 8.1.3 Completion of current NYSOFPC Fire Police course (21 hours) or legacy NYSOFPC Fire Police course (9 hours).
  - 8.1.4 Equivalent experience or prior experience as an officer will be considered.

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- 8.2 Responsibilities
  - 8.2.1 Directs all Fire Police activities to control traffic and/or crowds at emergency scenes.
  - 8.2.2 Maintains inventory of Fire Police equipment.
  - 8.2.3 Suggests improvements and equipment purchases to senior officers to improve LVFD's performance or efficiency.

#### 9. EMS Captain:

- 9.1 Requirements
  - 9.1.1 One full year of experience as an active LVFD Exterior of Interior Firefighter.
  - 9.1.2 Must hold a current NYS certification as a Certified First Responder (CFR) or Emergency Medical Technician Basic (EMT-B) or higher level certification.
  - 9.1.3 Completion of NYSOFPC Apparatus Operator EVOC course.
  - 9.1.4 Equivalent experience or prior experience as an officer will be considered.
- 9.2 Responsibilities
  - 9.2.1 Maintains inventory of EMS supplies.
  - 9.2.2 Supports LVFD First Responder Team.
  - 9.2.3 Suggests improvements and equipment purchases to senior officers to improve LVFD's performance or efficiency.

#### 10.Safety Officer:

- 10.1 Requirements
  - 10.1.1 Appointed by the Chief LVFD.
  - 10.1.2 Eight years of experience as an active firefighter. Five of these years must be with the LVFD.
  - 10.1.3 Completion of NYSOFPC Firefighter I course.
  - 10.1.4 Completion of NYSOPFC Apparatus Operator EVOC course.
  - 10.1.5 Completion of NYSOFPC Incident Safety Officer course.
  - 10.1.6 Recommended completion of NYSOFPC Firefighter Survival course.
  - 10.1.7 Recommended completion of NYSOFPC Firefighter Assist and Search Team (FAST) course.
  - 10.1.8 Equivalent experience or prior experience as an officer will be considered.
- 10.2 Responsibilities
  - 10.2.1 Monitors the safety of LVFD firefighters and other resources on scene.
  - 10.2.2 Conducts and prepares monthly firehouse inspection reports.
  - 10.2.3 Suggests improvements and equipment purchases to senior officers to improve LVFD's performance or efficiency.

#### 11.Training Officer

- 11.1 Requirements
  - 11.1.1 Appointed by the Chief LVFD.
  - 11.1.2 Must meet all requirements for Lieutenant.
  - 11.1.3 Five years of experience as an active firefighter and must have previously held a Line Officer position as Lieutenant with the LVFD.
  - 11.1.4 Recommended training in Instructional Techniques (e.g. "train the trainer").
  - 11.1.5 Equivalent experience or prior experience as an officer will be considered.

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#### 11.2 Responsibilities

- 11.2.1 Maintains inventory of training equipment and supplies.
- 11.2.2 Coordinates with Chief, Assistant Chiefs, and Officer-in-Charge to facilitate and conduct training drills.
- 11.2.3 Suggests improvements and equipment purchases to senior officers to improve LVFD's performance or efficiency.

These guidelines may need to be updated from time to time due to changes in the By Laws of the Lakeville Volunteer Fire Department or its rules and regulations, but should be reviewed and updated yearly if needed. Fire Officers should be trained on new equipment and techniques and command procedures before the incident occurs.

	G. Klueber (11/2007); C. N	Nelson (7/2017)
Reviewed and Approved:	Date:	-

### **Driver Qualifications**

This guideline specifies the Qualifications required to be certified to drive Lakeville Volunteer Fire Department Emergency Vehicles. Qualified Drivers must have a basic knowledge of pump operations to operate the pumps on P-215 and E-214. Full Qualifications for Pump Operator on P-215 and E-214 are covered in a separate guideline. Qualifications for operating LVFD fire/rescue boats and associated trailers are covered in a separate guideline.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

Warning: The Influence of Drugs or Alcohol won't be tolerated. Don't drive while under the influence of Drugs or Alcohol.

#### **Equipment:**

- P-215
- E-214
- SC-211
- G-21
- Specialized Trailers

#### 1. Emergency Apparatus:

- 1.1 P-215
  - 1.1.1 Minimum training of 10 hours which includes:
    - 1.1.1.1 Driver Training
    - 1.1.1.2 Pump Operations
    - 1.1.1.3 Hose Lay
    - 1.1.1.4 Auto Extrication
    - 1.1.1.5 Portable Pond
    - 1.1.1.6 Other Equipment
- 1.2 E-214
  - 1.2.1 Minimum training of 10 hours which includes:
    - 1.2.1.1 Driver Training
    - 1.2.1.2 Pump Operations
    - 1.2.1.3 Hose Lay
    - 1.2.1.4 Auto Extrication
    - 1.2.1.5 Other Equipment
- 1.3 SC-211
  - 1.3.1 Minimum training of 3 hours which includes:
    - 1.3.1.1 Driver Training
    - 1.3.1.2 Lights and Generators
    - 1.3.1.3 Other Equipment

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- 1.4 G-21
  - 1.4.1 Minimum training of 2 hours which includes:
    - 1.4.1.1 Driver Training
    - 1.4.1.2 Pump Operations
    - 1.4.1.3 Other Equipment
- 1.5 Specialized Trailer G21 Trailer
  - 1.5.1 Minimum training of 2 hours which includes:
    - 1.5.1.1 Driver Training
    - 1.5.1.2 Hookup/Disconnect Procedures
    - 1.5.1.3 Maneuvering and Backing Trailer
- 1.6 Specialized Trailers Utility Trailer
  - 1.6.1 Minimum training of 2 hours which includes:
    - 1.6.1.1 Driver Training
    - 1.6.1.2 Hookup/Disconnect Procedures
    - 1.6.1.3 Maneuvering and Backing Trailer
    - 1.6.1.4 Generators
    - 1.6.1.5 Portable Lights
    - 1.6.1.6 Portable Pumps

#### 2. Driver Training:

- 2.1 The Chief (C-21) will appoint up to four qualified Driver Trainers to instruct firefighter Driver Trainees in the safe operation of Lakeville Volunteer Fire Department Emergency Vehicles.
- 2.2 Driver Trainees must coordinate with Driver Trainers to arrange time(s) for driving instruction on the Emergency Vehicles.
- 2.3 Driver Trainees must train on Emergency Vehicles with at least two different Driver Trainers.
- 2.4 Driver Trainees who want to certify on P-215 and E-214 must have a basic knowledge of pump operations. Trainees should coordinate with Driver Trainers and/or Qualified Pump Operators to learn the basic skills of pump operations. At a minimum, Driver Trainees should be able to:
  - 2.4.1 Arrive on scene and secure the apparatus for pump operations.
  - 2.4.2 Correctly engage the pump prior to pumping water and correctly disengage the pump after operations are secured.
  - 2.4.3 Flow water at the correct pressure from the tank to a single hose line.
  - 2.4.4 With assistance from the crew, hook up to a hydrant with large diameter hose to establish a water supply and correctly switch from tank water to hydrant water while supplying a single hose line.
  - 2.4.5 Refill the tank from an established water supply, either on or near the scene or at the firehouse.
- 2.5 After two Driver Trainers are satisfied that the Driver Trainee can safely operate a Lakeville Volunteer Fire Department Emergency Vehicle, the Driver Trainee will be allowed to qualify as a Driver on the Emergency Vehicle.

Reviewed and Approved:	Date:

#### 3. Certification for Qualified Driver:

- 3.1 Must be a Qualified Exterior or Interior Firefighter.
- 3.2 Must hold a valid New York State driver's license and be at least 21 years old.
- 3.3 Must successfully complete the NYSOFPC Emergency Vehicle Operator Course (EVOC).
- 3.4 Must successfully complete in-house Department training as required by the Chief Officers.
- 3.5 Must successfully demonstrate his/her ability to safely drive the Emergency Vehicle over a prescribed driving route/course within the Lakeville Fire District, including driving on narrow roads, up and down hills, backing into restricted spaces, and maneuvering the apparatus out of and into the firehouse.
- 3.6 Must know the location and function of each piece of equipment on the Emergency Vehicle.
- 3.7 Driver Trainees who satisfy the driver training requirements will be certified by the Chief (C-21) as a Qualified Driver for a particular Emergency Vehicle. Qualified Drivers shall be approved to drive LVFD emergency vehicles by the Board of Commissioners, Lakeville Fire District.
- 3.8 Qualified Drivers need to requalify on apparatus every three (3) years.

#### 4. Certified Driver Trainer:

- 4.1 Must be a Qualified Exterior or Interior Firefighter.
- 4.2 Must hold a valid New York State driver's license and be at least 21 years old.
- 4.3 Must have successfully completed the NYSOFPC Emergency Vehicle Operator Course (EVOC).
- 4.4 Must have successfully completed the NYSOFPC Apparatus Operator-Pump Course.
- 4.5 Must be approved and appointed by the Chief and approved by the Board of Commissioners, Lakeville Fire District.

#### 5. General Guidelines:

- 5.1 The Chief will periodically revise and update the list of Qualified Drivers.
- 5.2 No Firefighter will ride on the side, back, or top of any apparatus.
- 5.3 All Firefighters will wear seat belts anytime that the apparatus is moving.
- 5.4 No apparatus will pass a stopped school bus that is operating with its red alternating flashers.
- 5.5 Any driver of an apparatus responding to an alarm will use good judgment concerning traffic and road conditions and will proceed with due regard for lives and property.
- 5.6 While enroute to an incident in emergency mode with lights and siren operating, all apparatus drivers at all controlled intersections in which they have to stop, shall sound the siren, look all ways for other traffic entering the intersection with the right of way, and use extreme caution while proceeding through the intersection and be ready to stop if needed.
- 5.7 Apparatus drivers are encouraged to practice driving apparatus and operating the pumps periodically.

#### 6. Winter Guidelines:

- 6.1 The pumps on P-215 and E-214 will be drained during the winter months to prevent freezing
- 6.2 If the pump on P-215 or E-214 on scene has not been used, the operator shall engage the pump and circulate the water from the tank to pump valve through the tank fill valve and back to the tank. Heat buildup in the pump should be monitored upon returning to quarters, the caps shall be pulled, and discharges opened to thaw out the pump. Allow apparatus to warm up before washing. If necessary leave apparatus out of service until lines and discharges are thawed.

7. Accidents:	
Reviewed and Approved:	Date:

- 7.1 Any driver who is involved in an accident while under the jurisdiction of the Lakeville Volunteer Fire Department and the Lakeville Fire District shall immediately report the situation to the Livingston County 911 Central Center, to the Chief, and to the Incident Commander (IC).
- 7.2 The driver will remain at the accident scene until a Livingston County Sheriff's Deputy or the Chief (C-21) arrives for further instructions.
- 7.3 The apparatus shall not be moved until a Livingston County Sheriff's Deputy or the Chief (C-21) instructs that the apparatus be moved.
- 7.4 The LVFD Safety Officer will investigate all accidents involving LVFD Emergency Apparatus.

# 8. Critique:

8.1 The Certified Driver Trainer will critique each Driver Trainee on his/her success or failure in driving and operating the apparatus and provide a report to the Chief.

These guidelines may need to be updated from time to time due to changes in OSHA requirements but should be reviewed and updated yearly if needed. Firefighters should be trained on new equipment and techniques before the incident occurs.

R. Flickner, H. Fellows (4/7/2000); C. Nelson (7/2017)

Date:

Reviewed and Approved:

# **Pump Operator Qualifications**

This guideline specifies the Qualifications required to be certified to operate the pumps on Lakeville Volunteer Fire Department Emergency Vehicles Pumper 215 and Engine 214.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

**Warning:** The Influence of Drugs or Alcohol won't be tolerated. Don't drive or operate pumps on P-215 or E-214 while under the influence of Drugs or Alcohol.

# **Equipment:**

- P-215
- E-214

# 1. Emergency Apparatus:

- 1.1 P-215
  - 1.1.1 Minimum training of 15 hours which includes:
    - 1.1.1.1 Pump Operations
    - 1.1.1.2 Hose Lay
    - 1.1.1.3 Hydrant Hookup with Large Diameter Hose (LDH) Supply Line
    - 1.1.1.4 Drafting
    - 1.1.1.5 Portable Pond Operations including Jet Siphon
    - 1.1.1.6 Pumper Relay
    - 1.1.1.7 Tanker Shuttle
    - 1.1.1.8 Other Equipment
- 1.2 E-214
  - 1.2.1 Minimum training of 10 hours which includes:
    - 1.2.1.1 Pump Operations
    - 1.2.1.2 Hose Lay
    - 1.2.1.3 Hydrant Hookup with Large Diameter Hose (LDH) Supply Line
    - 1.2.1.4 Pumper Relay
    - 1.2.1.5 Other Equipment

# 2. Pump Operator Training:

- 2.1 The Chief (C-21) will appoint qualified Pump Operator Trainers to instruct Firefighter Pump Operator Trainees in the safe operation of pumps on P-215 and E-214.
- 2.2 Pump Operator Trainees must coordinate with Pump Operator Trainers to arrange time(s) for instruction on operating pumps on P-215 and E-214. Most pump operation evolutions will occur in conjunction with a LVFD monthly drill.

Reviewed and Approved:	Date:

- 2.3 Pump Operator Trainees who want to certify on P-215 and E-214 must have a complete knowledge of pump operations. Pump Operator Trainees must be able to:
  - 2.3.1 Arrive on scene and secure the apparatus for pump operations.
  - 2.3.2 Correctly engage the pump prior to pumping water and correctly disengage the pump after operations are secured.
  - 2.3.3 Flow water at the correct pressure(s) from the tank to single and multiple hose lines.
  - 2.4.4 With assistance from the crew, hook up to a hydrant with Large Diameter Hose (LDH) to establish a water supply and correctly switch from tank water to hydrant water while supplying single and multiple hose lines.
  - 2.4.5 Set up and a run water supply relay between two pumpers.
  - 2.4.6 Refill the tank from an established water supply, either on or near the scene or at the firehouse.
  - 2.4.7 Run a tanker shuttle involving backing P-215 up to a portable pond, dumping the tank water into the portable pond and refilling the tank at a designated refill site.
  - 2.4.8 Set up and draft from a designated portable pond or other water supply (e.g., farm pond, pool, lake, etc.).
  - 2.4.9 Troubleshoot pump systems and accessories to determine why a water supply can't be established and maintained and why gauges may not be registering correctly.
- 2.4 After the Pump Operator Trainer is satisfied that the Pump Operator Trainee can safely operate the pumps on P-215 and E-214, the Pump Operator Trainee will be allowed to qualify as a Pump Operator on P-215 and E-214.

# 3. Certification for Qualified Pump Operator:

- 3.1 Must be a Qualified Exterior or Interior Firefighter.
- 3.2 Must hold a valid New York State driver's license and be at least 21 years old.
- 3.3 Must have successfully completed the NYSOFPC Emergency Vehicle Operator Course (EVOC).
- 3.4 Must successfully complete the NYSOFPC Apparatus Operator-Pump Course. The course shall include instruction on: responsibilities of pump operators, hydraulics and friction loss, pump controls and accessories, fire streams, pumper practices, pumping from draft, pump evolutions, pumping operations from hydrants, pumper relays, and tanker shuttles.
- 3.5 Must successfully complete in-house Department training as required by the Chief Officers.
- 3.6 Must successfully demonstrate his/her ability to: 1) obtain and maintain steady water flow through single and multiple lines from tank, draft, and/or hydrant; 2) conduct pumper relay operations; and 3) conduct tanker shuttle operations.
- 3.7 Must know the location and function of each piece of equipment on P-215 and E-214.
- 3.8 Pump Operator Trainees who satisfy the Pump Operator training requirements will be certified by the Chief (C-21) as a Qualified Pump Operator for P-215 and E-214. Qualified Pump Operators shall be approved to drive and operate the pumps on P-215 and E-214 by the Board of Commissioners, Lakeville Fire District.
- 3.9 Pump Operators are encouraged to practice operating the pumps on P-215 and E-214 periodically.
- 3.10 Qualified Pump Operators need to requalify on P-215 and E-214 every three (3) years.

Reviewed and Approved:	Date:

# 4. Certified Pump Operator Trainer:

- 4.1 Must be a Qualified Exterior or Interior Firefighter.
- 4.2 Must hold a valid New York State driver's license and be at least 21 years old.
- 4.3 Must have successfully completed the NYSOFPC Emergency Vehicle Operator Course (EVOC).
- 4.4 Must have successfully completed the NYSOFPC Apparatus Operator-Pump Course.
- 4.5 Must be approved and appointed by the Chief and approved by the Board of Commissioners, Lakeville Fire District.

#### 5. Winter Guidelines:

- 5.1 The pumps on P-215 and E-214 will be drained during the winter months to prevent freezing
- 5.2 If the pump on P-215 or E-214 on scene has not been used, the operator shall engage the pump and circulate the water from the tank to pump valve through the tank fill valve and back to the tank. Heat buildup in the pump should be monitored upon returning to quarters, the caps shall be pulled, and discharges opened to thaw out the pump. Allow apparatus to warm up before washing. If necessary leave apparatus out of service until lines and discharges are thawed.

# 6. Critique:

6.1 The Certified Pump Operator Trainer will critique each Pump Operator Trainee on his/her success or failure in pump operations on P-215 and E-214 and provide a report to the Chief.

		C. Nelson (7/2017)
Reviewed and Approved:	Date:	

# **Structure Fires**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to structure fires. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

# **Equipment:**

- P-215
- E-214
- SC-211
- B-210
- Livonia Ambulance Rehab Vehicle (formerly LVFD R-219)
- Ambulance: Livonia Ambulance

NOTE: SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

**NOTE:** The Chief (C-21) or Incident Commander (IC) may deploy B-210, when the Fire/Rescue Boat is staged on Conesus Lake, to the scene of a structure fire at a structure on or near the shore of Conesus Lake to augment water supply and fire suppression evolutions at the scene.

• See Boat Operator Qualifications and Operations

### 1. Responding:

- 1.1 All firefighters will respond to the firehouse.
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least four firefighters will man P-215.
  - See Interior Firefighter Qualifications
- 1.4 One Qualified Driver will maneuver E-214 from the truck bay.
  - See Driver Qualifications
- 1.5 At least two firefighters will man E-214.
- 1.6 One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Oualifications
- 1.7 At least one firefighter will man SC-211.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to Incident Command (IC) for further instructions.
- 2.3 The Incident Commander will monitor all Radio Communications.
  - 2.3.1 The IC will coordinate with 911 Central Dispatch to switch Command communications from channel 1A to an alternate working frequency (2A, 3A, etc.)

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- 2.3.2 The IC will coordinate with 911 Central Dispatch to designate working channels (2A, 3A, 4A, etc.) for Water Command, Operations Command, and Traffic and Crowd Control Command.
- 2.3.3 The IC should advise the Interior Team concerning which channel to use for Interior communications.
- 2.4 If a steady Siren blast is heard or a code MAYDAY (3x) is heard over the radio, something is wrong and all Firefighter crews shall exit the building immediately! Exit by the entrance used unless advised otherwise over the radio. Additional instructions on exiting the structure may be relayed via radio.
- 2.5 **MAYDAY** The **MAYDAY** signal shall be utilized in any life-threatening situation in which immediate evacuation of a structure or area is necessary.
  - 2.5.1 The Incident Commander shall give the order for code MAYDAY if possible. However, when an Officer or senior firefighter in charge determines that there is no time to contact the IC, he/she may order the code MAYDAY.
  - 2.5.2 When commencing MAYDAY, repeat "MAYDAY, MAYDAY" three times (3x) on the operating channels to ensure that all personnel on all operating channels are aware of the situation.
  - 2.5.3 All apparatus operators, upon hearing MAYDAY shall commence sounding the apparatus siren and air horn for approximately 1 minute. If only one apparatus operator hears the MAYDAY order and initiates the code MAYDAY, all other apparatus operators shall follow without having actually heard the order.
  - 2.5.4 All personnel hearing MAYDAY shall exit the building by the shortest route, leaving hose lines and firefighting equipment behind if necessary. Make sure that all personnel exit by staying together and using the "buddy system". Upon exiting the structure, report to the Interior Team Officer Immediately.

Warning: All crews will exit the structure immediately upon hearing a steady siren or air horn blast, or MAYDAY over the radio,

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or Driver of the first apparatus on scene.

# 3. Officer's Responsibilities:

- 3.1 Chief (C-21) will establish Incident Command.
  - 3.1.1 The first Chief or Firefighter on scene will complete a size-up of the structure while waiting for an officer or fire apparatus to arrive.
  - 3.1.2 Note time of day, if anyone is in the structure or not, and if anyone is sleeping or cars are parked in the driveway.
  - 3.1.3 Determine construction type and shape of the structure and how many floors are in the structure.
  - 3.1.4 Note any TOT Finders and if the stickers are valid.
  - 3.1.5 Talk with owners, bystanders, or any neighbors to determine if anyone could be present and possible location(s) of the fire or potential victim(s).
  - 3.1.6 Shut off any gas supplies and note where electric service is located. Make sure 911 Central Dispatch has notified the appropriate power company to shut off power.
  - 3.1.7 C-21 or the IC if C-21 is not on scene shall contact 911 Central Dispatch to request Mutual Aid for a Qualified Firefighter Assist and Search Team (FAST).

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- **NOTE:** For structure fires within the Town of Livonia, all three fire departments (Lakeville, Livonia, and Hemlock) will be responding to the scene. Therefore Livonia's FAST will not be available as their Interior Firefighters will be deployed to extinguish the fire. The IC should request a Mutual Aid FAST from the East Avon Fire Department or the Caledonia Fire Department.
  - 3.2 1st Assistant Chief (2101) will establish Water Supply Command and/or Exposure Control Command.
  - 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
    - 3.3.1 2102 will ensure proper vertical and/or horizontal ventilation is accomplished before the Interior Team makes an initial entry.
    - The Operations Officer will designate a firefighter to maintain accountability of all Interior Firefighters on the scene. That firefighter shall be posted at the point of entry to the structure for Interior Team Firefighters.
    - An operation is required to have backup teams in place before Interior or Search/Rescue Teams enter the structure. The "2 in and 2 out rule" is a requirement per OSHA CFR 1910.
  - 3.4 Captain (2103) will lead the Interior Team.
    - 3.4.1 2103 will ensure vertical and/or horizontal ventilation has been completed before Interior and Search/Rescue Teams are sent inside the structure.
  - 3.5 EMS Captain (2106) will establish Rehab if needed.
  - 3.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
  - 3.7 Safety Officer (2109) will establish Safety Control Command.

# 4. Firefighter's Responsibilities:

- 4.1 Firefighters on P-215 while enroute to the scene will establish Interior and Search/Rescue Teams. Upon arrival on scene, P-215 will lay Large Diameter Hose (LDH) into the scene for water supply.
- 4.2 E-214 crew will establish a water supply to P-215 if needed. All other crewmembers will report to Operations Command with SCBA for further instructions.
- 4.3 SC-211 crew will report to staging for further instructions and/or assist the Livonia Ambulance Rehab crew in setting up Rehab on scene. SC-211 may also be assigned duties with Fire Police to control traffic and crowd at or near the scene.
- 4.4 All other Firefighters will report to staging for further instructions.
- 4.5 Four (4) Firefighters with SCBAs will secure ladders to the structure and on the roof. Safety belts must be worn when operating on any ladder.
- 4.6 The Interior and Search/Rescue Teams will be assigned duties by a 2103 at the scene.
  - 4.6.1 Interior and Search/Rescue Teams will establish equipment placement.
  - 4.6.2 The Interior and Search/Rescue Teams are required to be in **Full Turnout gear**, including SCBA.
    - See Interior Firefighter Qualifications
  - 4.6.3 The following procedures need to be accomplished throughout the Interior fire/rescue processes:
    - 4.6.3.1 Check SCBA air bottle for a full air supply.
    - 4.6.3.2 Turn on air and check SCBA passive alarm.
    - 4.6.3.3 Don SCBA and secure straps including jacket collar.
    - 4.6.3.4 Don SCBA mask and check for proper face seal.
    - 4.6.3.5 Pull nomex hood over mask.
    - 4.6.3.6 Attach regulator to mask and check for proper seal.

**NOTE:** In winter operations, wait to connect regulator to the mask for interior work, to prevent moisture from entering the regulator diaphragm and freezing.

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- 4.6.3.7 Pull down earflaps; all snaps/Velcro fasteners need to be fastened before entry. Check your partner.
- 4.6.3.8 Interior Firefighters will leave his/her accountability tag at the point of entry with the firefighter designated to maintain accountability. This procedure is for your personal safety and is mandatory!
- 4.6.3.9 Always open doors from the side opposite hinges to prevent a backdraft condition.
- 4.6.3.10 If floors are not visible or if heavy smoke is present, Interior Firefighters will stay low by crawling on their hands and knees.
- 4.6.3.11 All Interior Firefighters always need to stay in contact with their partners.
- 4.6.3.12 All stairs encountered should be checked before advancing up or down. When advancing down stairs, always go feet first.
- 4.6.3.13 All Interior Firefighters will recover his/her accountability tag upon exiting the structure.
- 4.6.3.14 All Interior Firefighters will, upon completion of a one (1) SCBA air bottle and each SCBA bottle thereafter, will enter Rehab to have vitals checked. LVFD Interior Firefighters are required to give his/her accountability tag to the Rehab Officer will not leave the Rehab area until the Rehab Officer has cleared the Firefighter and returned his/her accountability tag. A LVFD Line Officer can send a Firefighter to Rehab for medical observation at any time.
- 4.6.4 Firefighter Assist and Search Team (FAST) This is a specialized Interior Firefighter Team that will be standing by in the event that one or more Firefighters go down or are trapped inside a structure. The IC should request a Mutual Aid FAST from the East Avon Fire Department or the Caledonia Fire Department. There will be at least two (2) FAST Firefighters in SCBA standing by on scene to respond if necessary.
  - 4.6.4.1 The FAST will have 2 Firefighters in SCBAs. Additional FAST personnel will provide backup for their Team.
  - 4.6.4.2 The FAST will have a portable radio at their disposal as well intervention tools.
  - 4.6.4.3 Two (2) of the FAST will be ready to enter the building.
- 4.6.5 Search/Rescue Teams will conduct search and rescue.
  - 4.6.5.1 Search/Rescue Teams should use the right/left hand to follow the walls.
  - 4.6.5.2 When doing a search, the team should stretch out as far as possible and use tools to sweep floors to increase the search area and to cover a large room in a faster time.

**NOTE:** Use the back of the hand to feel for heat or search to prevent grasping live electrical wires.

**NOTE:** If no hose line is available in the area of a search, have one Team member drag a rope tied from the outside. This will help the Search/Rescue Team find their way out from the original point of entry.

- 4.6.5.3 Search/Rescue Teams need to check over and under all beds, chairs, couches, in cabinets, closets, bathtubs, etc., especially for children.
- 4.6.5.4 Any victims should be removed from the structure the quickest and safest way possible, even through a window if one is present. The Search/Rescue Team will notify the Operations Officer that victim(s) have been found. The Operations Officer will set up spotters on the ground for possible removal via ladders that are in place on the structure.
- 4.6.6 Interior Teams will have at least a 1 3/4" hose line ready for entry and will ensure that the line is charged before entering the structure.
  - 4.6.6.1 If the location of the fire is known, the Interior Team will enter the structure from the opposite side or the end where the fire is located. The Interior Team will work towards the fire to contain and stop the spread of the fire.

Reviewed and Approved:	Date:

- 4.6.6.2 Interior Teams will go to the seat of the fire and protect stairways, means of egress, and Search/Rescue Teams.
- 4.6.6.3 If attack team leaves the structure for any reason, then leave hose line in place.

**NOTE:** For any fire involving wood stoves, pipes, or appliances, the occupant and owner must, by law, be given a New York State Uniform Code Fire notification.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

#### 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	Date:

# **Emergency Escape and Self-Rescue Rope System**

This is a mandatory requirement for Lakeville Volunteer Fire Department Interior Firefighters. The Emergency Escape and Self-Rescue Rope System is a critical tool for Interior Firefighters to self-rescue from structures in the event of an uncontrolled emergency situation.

#### 1. Purpose:

- 1.1 Establishes the Lakeville Volunteer Fire Department policy and procedures regarding the mandatory use of the Emergency Escape and Self-Rescue Rope System.
- 1.2 Defines the Department's and LVFD Qualified Interior Firefighter's responsibilities in the use of and training in the use of the Emergency Escape and Self-Rescue Rope System.
- 1.3 Defines the Department's responsibility in the maintenance, repair, and replacement of the Emergency Escape and Self-Rescue Rope System and its components.

### 2. Policy:

- 2.1 In the event that an Interior Firefighter becomes trapped by an uncontrolled emergency situation, such as a rapid fire advance, the use of the Emergency Escape and Self-Rescue Rope System should enable the Firefighter to use a non-conventional opening, such as a window, to escape from the emergency situation.
- 2.2 It is mandatory that all Interior Firefighters operating in a structure shall be equipped with an Emergency Escape and Self-Rescue Rope System.
- 2.3 It is mandatory that all Interior Firefighters be trained by a qualified instructor designated by the Chief on an annual basis on the use of the Emergency Escape and Self-Rescue Rope System.
- 2.4 Based on the Lakeville Volunteer Fire Department's risk assessment of structures in the Lakeville Fire District, if the maximum elevation of the tallest structure has been determined to be 3 stories or less, the Emergency Escape and Self-Rescue Rope System will consist of the following components:
  - 2.4.1 35ft of escape rope
  - 2.4.2 One (1) escape carabiner
  - 2.4.3 One (1) anchoring device

All components will meet NFPA 1983 Standard on Life Safety Rope and Equipment for Emergency Services 2006 edition.

- 2.5 Based on the Lakeville Volunteer Fire Department's risk assessment of structures in the Lakeville Fire District, if the maximum elevation of the tallest structure has been determined to be 5 stories or less, the Emergency Escape and Self-Rescue Rope System will consist of the following components:
  - 2.5.1 Escape harness
  - 2.5.2 50ft of escape rope
  - 2.5.3 One (1) escape carabiner
  - 2.5.4 One (1) descending device
  - 2.5.5 One (1) anchoring Device

All components will meet NFPA 1983 Standard of Life Safety Rope and Equipment for Emergency Services 2006 edition.

The Emergency Escape and Self-Rescue Rope System will be issued to each Interior Firefighter. In the event that an Emergency Escape and Self-Rescue Rope System is deployed and used in an actual emergency the Emergency Escape and Self-Rescue Rope System that was used will be immediately taken out of service and the escape rope shall be replaced.

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# 3. Interior Firefighter Responsibilities:

- 3.1 All Interior Firefighters will carry their Emergency Escape and Self-Rescue Rope System on all structure fires involving a structure with elevations greater than one (1) story.
- 3.2 All Interior Firefighters shall train to proficiency and show competency in the use of the emergency escape system. Each Interior Firefighter shall demonstrate proficiency at a designated Department training drill to the satisfaction of the designated Department Officer on an annual basis.
- 3.3 When an Interior Firefighter determines that it is necessary to evacuate a structure at an elevation higher than the first floor of a structure using the Emergency Escape and Self-Rescue Rope System, the Firefighter will declare a MAYDAY (see Interior Firefighter Qualifications) informing Incident Command (IC) of his/her situation. The Firefighter will escape the life threatening situation by utilizing any convenient route of escape. In the case of a non-conventional route, such as a window, the Firefighter will deploy the Emergency Escape and Self-Rescue Rope System issued and lower himself/herself in a controlled manner using the Emergency Escape and Self-Rescue Rope System as it was designed and as trained in its use. The Firefighter will lower himself/herself to:
  - 3.3.1 The ground if enough rope is available.
  - 3.3.2 A lower floor safe from the danger to be pulled in by responding rescuers (Firefighter Assist and Search Team FAST).
  - 3.3.3 To a safe position and standby to be rescued from a ladder or aerial device.
  - 3.3.4 To a safe position and standby to be rescued by high-angle FAST deployed from above the Firefighter.

Incident Command/FAST Command will communicate the type of rescue that will be attempted to the Firefighter needing rescue. IC will declare an end to the MAYDAY situation when appropriate.

# 4. Testing, Maintenance, and Training:

- 4.1 All components of the Emergency Escape and Self-Rescue Rope System will meet NFPA 1983 Standard of Life Safety Rope and Equipment for Emergency Services 2006 edition, and 12NYCRR 800.7.
- 4.2 Life safety rope or escape rope used for training purposes will <u>not</u> be used for any other purpose other than for emergency escape training.
- 4.3 Life safety rope or escape rope used in training will be stored in a locked cabinet until needed for emergency escape system training.
- 4.4 Life safety rope or escape rope used in training will be inspected after every training use.
- 4.5 Training will utilize a life safety rope belay system with an appropriate high point anchor with trained operators as a safety backup for emergency escape system training.
- 4.6 The safety belay system will <u>not</u> be secured to the Firefighter's SCBA harness, but will be secured to an appropriate Class II or III safety harness.

# 5. Officer Responsibilities:

- 5.1 Chief Officers and Line Officers will enter the receipt of all Emergency Escape and Self-Rescue Rope Systems into the LVFD inventory.
- 5.2 Chief Officers and Line Officers have the joint responsibility to ensure that all LVFD personnel are in compliance with this guideline.
- 5.3 Chief Officers and Line Officers have the joint responsibility to ensure that all training and documentation is in compliance with all applicable laws and regulations.
- 5.4 Any LVFD Interior Firefighter who is not able to satisfactorily show competence and proficiency in the use of the Emergency Escape and Self-Rescue Rope System will be reclassified from Interior to Exterior Firefighter.

Reviewed and Approved: Date:	Daviarrad and Ammarradi
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5.5 Any LVFD Interior Firefighter who refuses to c Interior to Exterior Firefighter.	omply with this guideline will be reclassified from
These guidelines may need to be updated from time to the reviewed and updated yearly if needed. Firefighters before the incident occurs.	
	H. Fellows (1/31/2009); C. Nelson (7/2017)
Reviewed and Approved:	Date:

# Rehabilitation

This guideline specifies what is expected of a firefighter and what equipment is needed for firefighter rehabilitation at an incident involving a structure fire or any other extended incident in which firefighters may become fatigued due to physical exertion, weather conditions, or other factors. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

#### **Equipment:**

- Livonia Ambulance Rehab Vehicle (formerly LVFD R-219)
- Ambulance: Livonia Ambulance if needed

# 1. Responding:

- 1.1 All firefighters including EMTs will respond to the firehouse.
  - See Radio Communications
- 1.2 Ambulance: Livonia Ambulance Rehab Vehicle will respond to the incident scene.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to Incident Command (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

# 3. Officer's Responsibilities:

- 3.1 Chief (C-21) will establish Incident Command.
- 3.2 EMS Captain (2106) or a firefighter designated by the IC to establish Rehab, will be the Rehab Officer.
  - 3.2.1 The Rehab Officer will help coordinate:
    - Livonia Ambulance Rehab and/or additional EMTs
    - SCBA Bottle exchanges/refills
- 3.3 Safety Officer (2109) will ensure that a Rehab unit has been set up and is checked for proper operations throughout the incident.

4. Firefighter's Responsibilitie	es:
Reviewed and Approved:	Date:

- 4.1 An Interior Firefighter will enter Rehab upon completion of one SCBA bottle and every SCBA bottle thereafter. Any Firefighter at any scene who is fatigued or show signs of fatigue will also report to Rehab for evaluation.
- 4.2 The Interior Firefighter or other Firefighter will give the Rehab Officer his/her accountability tag.
- 4.3 The SCBA pack will be removed from the Interior Firefighter and given to the personnel in the SCBA bottle exchange area.
- 4.4 After the SCBA pack removal, the Interior Firefighter is required to report to the EMS personnel in the Rehab Area. Any other Firefighter who reports to Rehab will check in with the EMS personnel for evaluation.
- 4.5 The EMS personnel will complete a set of vitals on the Firefighter and record the information on the proper form.
- 4.6 The Firefighter will not return to duty on the scene until EMS personnel have released him/her to return to duty on the scene.
- 4.7 EMS personnel will follow the NYS MLREMS BLS Protocols.
- 4.8 After being released, the Interior Firefighter will pick up his/her SCBA pack with a full bottle and report to the Rehab Officer with his/her EMS form. Other Firefighters who have been released will report to the Rehab Officer with his/her EMS form.
- 4.9 The Rehab Officer will review the form and determine if the Firefighter can return to duty on the scene. If cleared for additional duty, he/she will receive their accountability tag from the Rehab Officer.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

# 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	_ Date:

# **Chimney Fires**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to chimney fires. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

# **Equipment:**

- P-215
- E-214
- SC-211
- Ambulance: Livonia Ambulance

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

#### 1. Responding:

- 1.1 All firefighters will respond to the firehouse.
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.

See Driver Qualifications

1.3 At least four firefighters will man P-215.

See Exterior/Interior Firefighter Qualifications

- 1.4 One Qualified Driver will maneuver E-214 from the truck bay.
  - See Driver Qualifications
- 1.5 At least one firefighter will man E-214.
- 1.6 One Qualified Driver will maneuver SC-211 from the truck bay and standby if needed.
- 1.7 While enroute to the Incident, radio communications to the Incident Commander (IC) should be established.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to IC for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

# 3. Officer's Responsibilities:

- 3.1 Chief (21) will establish Incident Command.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 Captain (2103) will lead the Interior Team.
- 3.5 EMS Captain (2106) will establish Rehab if needed.

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- 3.6 Fire Police (2108) will establish Traffic and Crowd Control Command.
- 3.7 Safety Officer (2109) will establish Safety Control Command.

### 4. Firefighter's Responsibilities:

- 4.1 Firefighters on P-215 while enroute will establish an Interior Team.
  - 4.1.1 The Attack Team will be assigned duties by an Officer on board P-215 or at the scene.
  - 4.1.2 Attack Team will establish equipment placement.
  - 4.1.3 The Fire Attack Team is required to be in Full Turnout gear, including SCBA.
    - See Interior Firefighter Qualifications
  - 4.1.4 Advance a 1 3/4" hand-line from P-215 to the closest entry to a wood-burning appliance.
- 4.2 Four Firefighters with SCBAs will secure ladders to the structure and onto the roof. Safety belts must be worn when operating on any ladder.
- 4.3 E-214 crew will establish a hydrant water supply to P-215 if needed.
- 4.4 All other Firefighters will contact the Exposure Control Command for further instructions.

**NOTE:** There will be a **Firefighter Assist and Search Team (FAST)** when an Interior Team enters a structure. The IC must request mutual aid for a qualified FAST.

**NOTE:** Treat occupant's home with respect! Appropriate salvage coverings are to be used to protect occupant's floors and furnishings: Limited personnel should enter dwelling.

**NOTE:** For any fire involving wood stoves, pipes or appliances the occupant and owner must, by law, be given a New York State Uniform Code Fire notification.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

# 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	Date:

# **Grass/Brush Fires**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to grass/brush fires. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

# **Equipment:**

- SC-211 and G-21 on Trailer
- P-215
- Ambulance: Livonia Ambulance

**NOTE:** The Utility Trailer towed by C21 or another vehicle will respond to all Nighttime Incidents.

• See Driver Qualifications

# 1. Responding:

- 1.1 All firefighters will respond to the firehouse
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver SC-211 from the truck bay and hook up to the G-21 trailer.
  - See Driver Qualifications
- 1.3 At least three firefighters will man SC-211 with G-21 on the trailer.
- 1.4 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.5 At least four firefighters will man P-215.
  - See Exterior Firefighter Qualifications
- 1.6 While enroute to the Incident, radio communications to the Incident Commander (IC) should be established.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the IC for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

#### 3. Officer's Responsibilities:

- 3.1 Chief (21) will establish Incident Command.
  - 3.1.1 Size-Up
    - 3.1.1.1 Determine type of grass and brush burning and what can burn in the next ten to fifteen minutes (remember grass/brush can and do burn rapidly).
    - 3.1.1.2 Determine weather conditions; temperature, humidity, wind direction and speed.
    - 3.1.1.3 Take into consideration the immediate surroundings such as; other fields, structures, roads, streams, etc.

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- 3.1.1.4 Determine the amount of Personal Protective Equipment (PPE) to be worn.
- 3.2 1st Assistant Chief (2101) will establish Water Command and/or Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
  - 3.3.1 Fight grass and brush fires from the sides and from behind the flames.
  - 3.3.2 Watch for fatigue, heat exhaustion, etc. in you and your fellow firefighters.
- 3.4 Captain (2103) will lead the Interior Team.
- 3.5 EMS Captain (2106) will establish Rehab if needed.
- 3.6 Fire Police (2108) will establish Traffic and Crowd Control Command.
- 3.7 Safety Officer (2109) will establish Safety Control Command.

# 4. Firefighter's Responsibilities:

- 4.1 Firefighters on SC-211/G-21 will offload G-21 and report to Operations Command with G-21, Class A water extinguishers and/or Indian Backpacks, and fire brooms for fire attack.
- 4.2 P-215 Operator and Firefighters will prepare a 1 3/4 line for another fire attack team and establish a water supply.
- 4.3 Firefighters on P-215 will report to Operations Command with additional Class A water extinguishers and/or Indian Backpacks for further instructions.
- 4.4 Any other additional personnel will report to Exposure Control Command for further instructions.
- 4.5 All firefighters are required to work in teams.
  - 4.5.1 Always stay upwind from the flames and smoke.
  - 4.5.2 When using a broom, wet it down first, if possible.

**NOTE:** Sweep the fire back into burned areas. Do not "bat" at the fire. Batting spreads the fire.

- 4.5.3 If pressurized extinguishers are being used, the firefighter with the tank should be the leader, knocking down the flames with as little water as possible. The firefighter with the broom at that time can follow and overhaul the fire line.
- 4.5.4 When a 1 3/4 line is in use, remember to use semi-fog patterns and do not use a straight stream due to possibility of spreading the fire.

**NOTE:** Be aware of fatigue, heat exhaustion, etc. Report to Rehab immediately if any signs or symptoms arise. Check on your fellow firefighters for these signs.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

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# 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nels	son (7/2017)
Reviewed and Approved:	_ Date:	

# **Motor Vehicle Accidents**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to motor vehicle accidents. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department. All firefighters **must wear** Personal Protective Equipment (PPE).

#### **Equipment:**

- P-215
- SC-211
- E-214
- Ambulance: Livonia Ambulance

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

# 1. Responding:

- 1.1 All firefighters will respond to the firehouse
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least four qualified firefighters will man P-215.
- 1.4 One Qualified Driver will maneuver SC-211 from the truck bay.
- 1.5 At least two firefighters will man SC-211 for Fire Police and/or Rescue Support.
- 1.6 While enroute to the Incident, radio communications to the Incident Commander (IC) should be established.
- 1.7 One Qualified Driver will maneuver E-214 from the truck bay.
  - 1.7.1 E-214 will contact IC for further instructions.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the IC for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to do IC

3. Officer's Responsibilities:	
Reviewed and Approved:	Date:

- 3.1 Chief (C-21) will establish Incident Command.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 Captain (2103) will establish a Rescue/Extrication Team.
- 3.5 EMS Captain (2106) will establish EMS Command.
- 3.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.7 Safety Officer (2109) will establish Safety Control Command.

#### 4. Firefighter's Responsibilities

- 4.1 Firefighters on P-215 while enroute will establish a Rescue/Extrication Team.
  - 4.1.1 The Rescue/Extrication Team will be assigned duties by an Officer on P-215.
  - 4.1.2 The Rescue/Extrication Team will establish equipment placement at the incident and wait for further instructions.
- 4.2 The IC will establish a Fire Suppression Team.
  - 4.2.1 The Fire Suppression Team will establish hose placements for support for the Rescue/Extrication Team, EMS personnel, and victim(s).
- 4.3 P-215 Truck Operator will establish water supply.
- 4.4 SC-211 crew will provide Traffic Control and support Fire and EMS Teams if needed.
- 4.5 E-214 crew will stage for further instructions from the IC.
- 4.6 All other firefighters will stage with the Exposure Control Command for further instructions.

#### 5. Patient Care:

- 5.1 IC will:
  - 5.1.1 Size-Up the scene.
  - 5.1.2 Instruct the Rescue Team and Fire Suppression Team on what is needed and coordinate with the EMS Team from Livonia Ambulance or from another responding ambulance squad to provide support for a safe extrication and packaging of the patient(s) and transfer to the ambulance.
- 5.2 The Rescue/EMS Team will establish C-Spine stabilization per New York State MLREMS protocols.
  - 5.2.1 After securing the patient(s) the EMS team will start with Patient Assessment and Patient Care.
  - 5.2.2 The Rescue Team will coordinate with the EMS Team and extricate the patient(s) from the vehicle.
  - 5.2.3 The EMS Team will monitor the patient(s)' vital signs at all times.
  - 5.2.4 The patient(s) will be transferred to the Ambulance for transport to the hospital if needed.

**NOTE:** Firefighters involved in an extrication must wear additional PPE that may include surgical gloves under extrication gloves and goggles.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

6. Critique:	:	
	Reviewed and Approved: _	Date:

- 6.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 6.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
  - 6.2.1 Proper cleaning and disposal of personal and fire department equipment must follow the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.
    - See Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.
- 6.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

These guidelines may need to be updated from time to time due to changes in OSHA requirements but should be reviewed and updated yearly if needed. Firefighters should be trained on new equipment and techniques before the incident occurs.

R. Flickner, H. Fellows (4/1/2000); C. Nelson (7/2017)

# Fire Police/Traffic Control

Reviewed and Approved:	Date:	

This guideline specifies what is expected of a firefighter and what equipment is needed for safely directing and controlling traffic at a motor vehicle accident or other emergency scene (e.g., structure fire) where the normal flow of traffic will be affected. The guideline specifies what training is required of Qualified LVFD Fire Police. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department. All Fire Police shall wear approved safety vests when operating and controlling traffic at the emergency scene on any road within the Lakeville Fire District.

# **Equipment:**

• SC-211

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

# 1. Fire Police Training

- 1.1 Must be a Qualified Exterior or Interior Firefighter.
- 1.2 Must successfully complete the NYSOFPC Fire Police training course.
  - 1.2.1 New LVFD firefighters who are qualifying to become Fire Police must take the 21-hour NYSOFPC Fire Police training course.
  - 1.2.2 LVFD firefighters who qualified as Fire Police by taking the older, NYSOFPC 9-hour Fire Police training course are highly encouraged to take the new NYSOFPC 21-hour Fire Police training course.
- 1.3 Must successfully complete in-house Department training as required by the Chief Officers.
- 1.4 Must participate in scheduled Fire Police training drills.

# 2. Responding:

3 Communications

- 2.1 All Fire Police will respond to the firehouse
  - See Radio Communications
- 2.2 One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Qualifications
- 2.3 At least two qualified Fire Police will man SC-211.
- 2.4 While enroute to the Incident, radio communications to the Incident Commander (IC) should be established.
  - 2.4.1 The Fire Police Captain and the Chief/IC will determine which tactical frequency Fire Police will use on scene to avoid interference on the IC and Operations Command frequencies.

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	Reviewed and Approved:	Date:	

- 3.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 3.2 All emergency vehicles will communicate to the IC for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to do IC

# 4. Officer's Responsibilities:

- 4.1 Chief (C-21) will establish Incident Command.
  - 4.1.1 The Chief may designate additional LVFD firefighters to assist LVFD Fire Police if additional resources are needed on scene to control traffic and/or crowds.
- 4.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 4.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 4.4 Captain (2103) will establish a Rescue/Extrication Team.
- 4.5 EMS Captain (2106) will establish EMS Command.
- 4.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 4.7 Safety Officer (2109) will establish Safety Control Command.

#### 5. Firefighter's Responsibilities

- 5.1 All Fire Police shall wear approved safety vests when operating and controlling traffic at the emergency scene on any road within the Lakeville Fire District.
- 5.2 Fire Police shall be equipped with portable radios and will communicate between Fire Police personnel on a tactical frequency that does not interfere with IC or Operations Command. However, Fire Police should be able to communicate with the IC on their portable radios on the designated Command frequency.
- 5.3 Fire Police shall be equipped with appropriate daytime/nighttime signaling devices (lights, stop signs, whistles, etc.) to assist them in controlling traffic.
- 5.4 Upon arrival on scene, Fire Police on SC-211 will establish traffic control at the scene to protect LVFD firefighters and other emergency responders at the scene.
  - 5.4.1 If two-way traffic can be safely maintained around the scene, Fire Police will establish control points on either side of the scene to ensure that vehicles travel at a safe speed and in a safe manner in the vicinity of the scene.
  - 5.4.2 If only one-way traffic can be safely maintained around the scene, Fire Police will establish control points on either side of the scene, communicate between Fire Police personnel on each side of the scene, allow traffic in one direction only at a time, and ensure that vehicles travel at a safe speed and in a safe manner in the vicinity of the scene.
  - 5.4.3 If the situation at the scene is such that a road is completely blocked to traffic in either direction, Fire Police will ensure that the road is closed in the vicinity of the scene and identify other roads or routes/paths that can be used to route traffic around the scene and will control those detours accordingly. If additional manpower is required to establish and maintain the detours, the Fire Police Captain will request additional LVFD firefighters to assist the Fire Police with traffic control.

5.4.4	Fire Police will maintain crowd control in the vicinity of the scene to ensure that LVFD
	firefighters and other responders can safely work unimpeded by civilian personnel.

Reviewed and Approved:	 Date:
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Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

### 6. Critique:

- 6.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 6.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 6.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

		C. Nelson (7/2017)
Reviewed and Approved:	Date:	

# **Mutual-Aid to the Scene**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe mutual aid response to an incident in a neighboring fire district. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

# **Equipment:**

- P-215
- E-214
- SC-211
- G-21
- Utility Trailer

**NOTE:** If a different piece of apparatus is requested, a Chief or Officer-In-Charge will confirm with Livingston County 911 Central Dispatch and/or the Incident Commander on scene. The Officer-In-Charge should confirm with the requesting Fire Department what type of apparatus is needed.

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

# 1. Responding:

- 1.1 All firefighters will respond to the firehouse
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least four firefighters will man P-215.
  - See Exterior/Interior Firefighter Qualifications
- 1.4 One Qualified Driver will maneuver E-214 from the truck bay.
  - See Driver Qualifications
- 1.5 At least one firefighter will man E-214.
- 1.6 One Qualified Driver will maneuver SC-211 from the truck bay and standby if SC-211 or G-21 or the Utility Trailer are needed.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All apparatus responding to the mutual aid scene must contact the Incident Commander (IC) upon arrival on scene.

NOTE: If 1	no radio con	nmunication i	s established	with IC,	the IC v	vill be the	next offic	er on the	scene o	r until
one firefigh	iter is able t	o assume IC.								

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### 3. Officer's Responsibilities:

- 3.1 All Chief Officers and the Fire Police Captain will report to the Incident Commander on scene for further instructions.
- 3.2 Safety Officer will report to Mutual Aid Safety Officer or to the Incident Commander.

#### 4. Firefighter's Responsibilities:

- 4.1 Firefighters will report to staging upon arrival on scene unless already directed to another operation or location.
- 4.2 If responding mutual aid to a structure fire, LVFD firefighters should ensure that spare SCBA bottles are available on the apparatus or readily available to the staging area to exchange bottles when needed.

**NOTE:** All LVFD SOGs will be in effect for all mutual aid responses by LVFD apparatus and firefighters to an incident in a neighboring fire district.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

#### 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	Date:

# Fill-In/Standby

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to a fill-in/standby either at the fire station in a neighboring fire district or at the LVFD fire station. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department. If the fill-in/standby is at the fire station in a neighboring fire district, LVFD will **ONLY RESPOND CODE 4 WITHOUT LIGHTS AND SIREN**. This includes **NO RED OR BLUE LIGHTS** on personal vehicles!

#### **Equipment:**

- P-215 (Code 4)
- E-214 (Code 4)
- SC-211 (Code 4)

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Oualifications

# 1. Responding:

- 1.1 All firefighters will respond to the firehouse
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least four firefighters will man P-215
  - See Exterior/Interior Firefighter Qualifications
- 1.4 One Qualified Driver will maneuver E-214 from the truck bay.
  - See Driver Qualifications
- 1.5 At least one firefighter will man E-214
- 1.6 One Qualified Driver will maneuver SC-211 from the truck bay and standby if needed.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the Incident Commander (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

3. Officer's Responsibilities:	
Reviewed and Approved:	Date:

- 3.1 Chief (21) will establish Incident Command.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 Captain (2103) will lead the Interior Team.
- 3.5 EMS Captain (2106) will establish Rehab if needed.
- 3.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.7 Safety Officer (2109) will establish Safety Control Command.

**NOTE:** If enough members respond to the Fill-In, an Assistant Chief, other Officer, or Firefighter may standby in the LVFD fire station and man the base radio.

### 4. Firefighter's Responsibilities:

- 4.1 Firefighters on P-215 will be prepared to respond if dispatched to an emergency incident within the fire district for which LVFD is filling-in/standing by.
- 4.2 SC-211 with at least two firefighters will be prepared to respond if dispatched to an emergency incident within the fire district for which LVFD is filling-in/standing by.

**NOTE:** All LVFD SOGs will be in effect for all mutual aid responses by LVFD apparatus and firefighters to an incident in a neighboring fire district.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

### 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	Date:

# **Natural Gas and Propane Leaks**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to an incident involving a natural gas or propane leak to investigate an unknown odor. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

# **Equipment:**

- P-215
- E-214
- SC-211
- Ambulance: Livonia Ambulance

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

#### 1. Responding:

- 1.1 All firefighters will respond to the firehouse.
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least four firefighters will man P-215.
  - See Exterior/Interior Firefighter Qualifications
- 1.4 One Qualified Driver will maneuver E-214 from the truck bay.
  - See Driver Qualifications
- 1.5 At least one firefighter will man E-214.
- 1.6 One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Qualifications
- 1.7 At least one firefighter will man SC-211.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the Incident Commander (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

3. Officer's Responsibilities:	
Reviewed and Approved:	Date:

- 3.1 Chief (21) will establish Incident Command.
  - 3.1.1 Call 911 Central Dispatch to obtain the wind speed and direction.
  - 3.1.2 Ask 911 Central Dispatch if RG&E or appropriate Gas Company has been notified.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 Captain (2103) will lead the Interior Team.
- 3.5 EMS Captain (2106) will establish Rehab if needed.
- 3.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.7 Safety Officer (2109) will establish Safety Control Command.

#### 4. Firefighter's Responsibilities:

- 4.1 P-215 should approach the scene upwind and stage at least two buildings or an adequate distance from the incident.
- 4.2 Firefighters on P-215 while enroute will establish an Interior Team and report to the Operations Officer with the Gas Detector and a Rescue Team if needed.
  - See Interior Firefighter Qualifications

**NOTE:** Teams will not enter any building or suspected area until checked with the Gas Detector. All Interior Teams are required to wear SCBAs.

- 4.2.1 The Interior Team entering with the Gas Detector will determine the vapor concentration in the effected area.
  - 4.2.1.1 If any area of concentration exceeds 10% of the Lower Flammability Limit (LFL) and is exposed to an ignition source, attempt to ventilate area as quickly as possible. Then leave the area and get out of the danger zone.
  - 4.2.1.2 If flammable vapors are below 10% of the Lower Flammability Limit (LFL), entry may be made to locate and eliminate the source of vapors.
- 4.3 P-215 Operator should establish a water supply.
- 4.4 E-215 Operator will proceed in the same direction as P-215 and upon arrival will supply water to P-215 if needed.
- 4.5 All other Firefighters will stage with Exposure Control Command.
- 4.6 Livonia Ambulance will provide Rehab as needed.

**NOTE:** Treat occupant's home with respect! Appropriate salvage coverings are to be used to protect occupant's floors and furnishings: Limited personnel should enter dwelling.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

5. Cr	ritique:		
	Reviewed and Approved:	Date:	

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	Date:

# **Power Lines Down**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to an incident involving downed power lines or a report of downed lines regardless of whether the lines are energized or not (e.g., telephone and cable lines). You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

### **Equipment:**

- P-215
- SC-211
- E-214 (Standby in quarters unless requested)

NOTE: SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

### 1. Responding:

- 1.1 All firefighters will respond to the firehouse.
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least four firefighters will man P-215.
- 1.4 One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Qualifications
- 1.5 At least one firefighter will man SC-211.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the Incident Commander (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

3. Officer's Responsibilities:	
Reviewed and Approved:	Date:

- 3.1 Chief (21) will establish Incident Command.
  - 3.1.1 Ask 911 Central Dispatch if National Grid or appropriate Electric Utility has been notified of the problem with the pole number, if possible.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 EMS Captain (2106) will establish Rehab if needed.
- 3.5 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.6 Safety Officer (2109) will establish Safety Control Command.

#### 4. Firefighter's Responsibilities:

4.1 Firefighters on P-215 will stage two poles away from downed power lines.

**NOTE:** If live wires are down across a vehicle involved in an accident with a person trapped, extrication will not proceed until technicians from National Grid or the appropriate Electric Utility have confirmed that power has been turned off.

- 4.2 All Firefighters will be in proper Turnout gear unless instructed otherwise by the IC.
- 4.3 P-215 Firefighters will assist in checking and notifying neighbors of the problem.

**NOTE:** All Firefighters will keep at least 15 feet away from downed power lines and keep citizens out of the area.

- 4.4 SC-211 Firefighters will support Fire Police if needed.
- 4.5 E-214 Driver will notify IC that E-214 is standing by at the LVFD fire station waiting for further instructions.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

#### 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	_ Date:

# Fire Alarms/CO Alarms

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to emergency calls dispatched as "fire/smoke alarm," "carbon monoxide (CO) alarm," or "CO incident." You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department. All fire and/or smoke alarms, CO alarms, or CO incidents should be taken seriously. All LVFD firefighters shall respond to these emergency calls in a professional manner and with due regard for personal safety prior to entering a structure.

### **Equipment:**

- P-215
- SC-211
- E-214 (standby in quarters unless requested)
- Ambulance: Livonia Ambulance

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

#### 1. Responding:

- 1.1 All firefighters will respond to the firehouse.
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least four firefighters will man P-215.
- 1.4 One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Qualifications
- 1.5 At least one firefighter will man SC-211.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the Incident Commander (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

Reviewed and Approved:	Date:

## 3. Officer's Responsibilities:

- 3.1 Chief (21) will establish Incident Command.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 EMS Captain (2106) will establish Rehab if needed.
- 3.5 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.6 Safety Officer (2109) will establish Safety Control Command.

## 4. Firefighter's Responsibilities:

- 4.1 Fire Alarms
  - 4.1.1 Firefighters on P-215 while enroute will establish an Interior Team and report to the Chief, Incident Commander, or Operations Officer.
    - See Interior Firefighter Qualifications
  - 4.1.2 At least two (2) firefighters will enter the structure to identify the source of the fire alarm and determine if smoke or fire are present.
  - 4.1.3 If smoke or fire are present, firefighters will immediately exit the structure, report to the Chief, Incident Commander, or Operations Officer and initiate firefighting operations per the SOG on Structure Fires.
  - 4.1.4 If smoke or fire are not present, firefighters will inspect the fire alarm/detector for faulty operation or a battery problem.
  - 4.1.5 If batteries are available on P-215, firefighters will replace defective batteries and return the fire alarm/detector to operation.
  - 4.1.6 Firefighters will advise the occupants of the need to check fire alarms/detectors on a regular basis and to replace batteries at least once or twice per year or replace fire alarms/detectors with new 10-year fire alarms/detectors.

#### 4.2 CO Alarms

- 4.2.1 Firefighters on P-215 while enroute will establish an Interior Team and report to the Operations Officer with the Gas Detector, CO Detector, and a Rescue Team if needed.
  - See Interior Firefighter Qualifications

**NOTE:** Teams will not enter any building or suspected area until checked with the Gas Detector and/or CO Detector. All Interior Teams are required to wear SCBAs. If the residents are already outside the structure and, in particular if they are showing signs and symptoms of CO poisoning, the Interior Team firefighters should be suspicious of high levels of CO in the structure.

- 4.2.2 The Interior Team entering with the Gas Detector and/or CO Detector will determine the concentration of Carbon Monoxide.
- 4.2.3 If any area of CO concentration exceeds 5 ppm, ensure that all occupants of the structure are evacuated and ventilate the structure until normal levels of CO (0-1 ppm) are restored inside the structure.
- 4.2.4 If any occupants of the residence or any firefighter who has been exposed to high levels of CO who signs or symptoms of carbon monoxide poisoning, the patients should be evaluated by EMTs on the ambulance and transported to the hospital for further evaluation and treatment if necessary.
- 4.3 All other Firefighters will stage with Exposure Control Command.

NOTE: Treat occupant's home with respect	! Appropriate salvage coverings are to be used to protect
occupant's floors and furnishings: Limited p	personnel should enter dwelling.

Reviewed and Approved:	D	Date:
1.1	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

## 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

		C. Nelson (7/2017)
Reviewed and Approved:	Date:	

# **Pump Dewatering Detail**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to an incident requiring dewatering/pumping out of flooded spaces or property at a residence or other structure. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

## **Equipment:**

- SC-211 and Utility Trailer
  - Ensure that electric submersible pumps, gas powered pumps, suction hoses, and discharge hoses are either in the SC-211 bed or in the Utility Trailer
- P-215 (Standby in quarters unless requested)

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

#### 1. Responding:

- 1.1 All firefighters will respond to the firehouse.
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver SC-211 from the truck bay and hook up the Utility Trailer if needed.
  - See Driver Qualifications
- 1.3 The remaining firefighters will man SC-211 or ride in Chiefs' vehicles as available.
- 1.4 One Qualified Driver will maneuver P-215 from the truck bay and standby if needed. P-215 may be needed at a scene where extensive flooding outside a residence or other structure may require P-215 to draft to remove water.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the Incident Commander (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

3. Officer's Responsibilities:		
Reviewed and Approved:	Date:	

- 3.1 Chief (21) will establish Incident Command.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 Captain (2103) will be Team Leader.
- 3.5 EMS Captain (2106) will establish Rehab if needed.
- 3.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.7 Safety Officer (2109) will establish Safety Control Command.

#### 4. Firefighter's Responsibilities:

- 4.1 Set up pumps and associated equipment while ensuring that pump discharges will not cause further damage to the property that you are dewatering or to any other properties.
- 4.2 A Fire Extinguisher is required near gas powered pumps while they are operating.

**NOTE:** Be aware of gas furnaces, water heaters, and electrical circuit breakers/fuse boxes that may be submerged in flooded basements or other below grade spaces!

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

#### 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	Date:

# **Bomb Threats**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response for an incident involving a bomb threat. You may need to refer to other guidelines and qualifications which will be noted. The Livingston County Sheriff's Department has policies in place to respond to bomb threats in Livingston County. The Lakeville Volunteer Fire Department will deploy equipment and manpower to support the Livingston County Sheriff's Department if requested.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

#### **Equipment and Personnel:**

- Chief, Assistant Chief, or Senior Line Officer
- P-215
- E-214
- SC-211
- Ambulance: Livonia Ambulance

**NOTE:** Equipment and personnel will standby in the firehouse and wait for further instructions.

#### 1. Responding:

1.1 All firefighters will respond to the firehouse.

See Radio Communications

1.2 One Qualified Driver will maneuver P-215 from the truck bay.

See Driver Qualifications

1.3 At least four firefighters will man P-215 and standby for further instructions.

See Interior Firefighter Qualifications

1.4 One Qualified Driver will maneuver E-214 from the truck bay.

See Driver Qualifications

- 1.5 At least three firefighters will man E-214 and standby for further instructions.
- 1.6 One Qualified Driver will maneuver SC-211 from the truck bay.

See Driver Qualifications

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the Incident Commander (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

3. Officer's Responsibilities:		
Reviewed and Approved:	Date:	

- 3.1 Chief (21) will establish Incident Command (IC)
  - 3.1.1 Chief will contact 911 Central Dispatch on the phone, coordinate with Livingston County Sheriff's Department personnel who may be on scene already, and decide on further actions.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 Captain (2103) will lead the Interior Team.
- 3.5 EMS Captain (2106) will establish Rehab if needed.
- 3.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.7 Safety Officer (2109) will establish Safety Control Command.

#### 4. Firefighter's Responsibilities:

- 4.1 Firefighters on P-215 if called to the scene and while enroute will establish an Interior Team.
  - 4.1.1 The Interior Team will be assigned duties by an Officer on P-215 or at the scene.
  - 4.1.2 Interior Team will establish equipment placement.
  - 4.1.3 Interior Team Firefighters are required to be in **Full Turnout** gear, including SCBA.
    - See Interior Firefighter Qualifications
- 4.2 E-214 crew will establish a water supply to P-215 if needed.
- 4.3 SC-211 crew will assist in Fire Suppression and Rehab if needed.
- 4.4 All other Firefighters will stage with Exposure Control Command for further instructions.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

## 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	Date:

# **Hazardous Materials Response**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response for an incident involving Hazardous Materials (HazMat) Spills/Releases. You may need to refer to other guidelines and qualifications which will be noted. The Livingston County Office of Emergency Management manages the County-wide HazMat Team and maintains resources to respond in both offensive and defensive modes of operation to HazMat emergencies throughout Livingston County. Firefighters in the Lakeville Volunteer Fire Department are trained to the HazMat Operations level and will respond in a defensive mode only to HazMat emergencies in the Lakeville Fire District. If offensive operations are required, the Chief (C-21) or Incident Commander will request a response from the Livingston County HazMat Team and standby to support the HazMat Team.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

## 1. Purpose:

The purpose of this plan is to prepare Firefighters in the Lakeville Volunteer Fire Department to respond in the event of a hazardous materials incident located within the Lakeville Fire District. This plan identifies persons in charge of the hazardous materials incident and the training that allows those persons to perform said duties. This plan lists agencies that might be called upon to assist the Lakeville Volunteer Fire Department in the event of a hazardous materials incident. These agencies are assumed to have the proper training to perform their necessary duties, as there is no law that allows the Lakeville Fire District to mandate training for these agencies. This plan lists outside resources that can be made available to the Lakeville Volunteer Fire Department by the Town of Livonia and key contact persons for these resources. It is the intent of the Lakeville Fire District to comply with the Department of Labor OSHA Regulations 29CFR Part 1910.120 and other regulations that are applicable to the Lakeville Fire District and Lakeville Volunteer Fire Department at all times.

# 2. Objectives:

The objectives of this plan are to:

- 2.1 Set forth a course of action, which will minimize hazards to life and property and adverse impacts upon the environment from the release of hazardous materials.
- 2.2 Establish procedures to provide for a coordinated effort on the part of the Lakeville Volunteer Fire Department and any outside agencies that may respond to such an emergency.
- 2.3 Identify emergency response organizations, equipment, and other resources, which can be deployed during such a response.

#### 3. Introduction:

The Hazardous Materials Response plan is a reference for Lakeville Volunteer Fire Department personnel and a guide for handling Hazardous Materials incidents. It must be recognized that heavy reliance must be placed on obtaining information and assistance from outside sources. It must also be emphasized that handling Hazardous Materials is different from normal firefighting operations. Quick aggressive action has no place at a Hazardous Materials incident and will only lead to unnecessary exposure. These incidents will be time consuming and involved. All actions taken must be deliberate and planned after properly researching the materials involved. Should a Hazardous Materials emergency exist within the boundaries of the Lakeville Fire District, this plan shall be used in conjunction with the Sara Title III Hazardous Materials Resource Plan and any other plan that may impact the outcome of the incident. The definition of a Hazardous Material shall be any element,

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compound, or combination thereof, which is flammable, corrosive, detonable, toxic, radioactive, oxidizer, an etiologic agent, or highly reactive, which because of handling, storage, processing, or packaging, may have detrimental effects upon operations at an emergency, on personnel, the public, or the environment.

#### 4. Equipment:

- 5.1 P-215 2010 E-One Pumper/1750 GPM Pump/1000 Gal Water/30 Gal Foam/Jaws of Life
- 5.2 E-214 1992 Pierce Engine/1250 GPM Pump/750 Gal Water/Jaws of Life
- 5.3 SC-211 2012 Ford F350/Portable Lights and Generators/Portable Pumps/Fire Police Equipment
- 5.4 B-210 24 ft Fire/Rescue Pontoon Boat with 115 HP Motor/Darley Fire Pump
- 5.5 B-210A 16 ft Skiff with 25 HP Motor
- 5.6 G-21 2016 John Deere All Terrain Vehicle/Gator with Skid Unit/Fire Pump/80 Gal Water

Each Firefighter in the Lakeville Volunteer Fire Department has been issued full turnout gear. Thirty-minute positive pressure SCBAs are located on P-215 and E-214. P-215, E-214, and SC-211 are equipped with normal firefighting equipment, auto extrication equipment, water/ice rescue equipment, and spill control booms and pads for controlling a small petroleum, oil, or fuel spills in the Lakeville Fire District.

#### 5. Communications:

- 5.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 5.2 All emergency vehicles will communicate to the Incident Commander (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

## 6. Officer's Responsibilities:

- 6.1 Chief (21) will establish Incident Command (IC)
  - 6.1.1 Chief will contact 911 Central Dispatch, coordinate with Livingston County Office of Emergency Management, and decide on further actions.
- 6.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 6.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 6.4 Captain (2103) will lead the Defensive Team.
- 6.5 EMS Captain (2106) will establish Rehab if needed.
- 6.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 6.7 Safety Officer (2109) will establish Safety Control Command.

7. Response to a Suspected Ha	nzardous Materials Incident:	1
Reviewed and Approved:	Date:	

- 7.1 Approach the incident from an upwind direction if at all possible.
- 7.2 Move and keep people away from the incident scene.
- 7.3 Do not walk into or touch any spilled material.
- 7.4 Avoid inhaling fumes, smoke or vapors.
- 7.5 Do not assume that gases or vapors are harmless because of lack of smell.
- 7.6 Establish a perimeter. All personnel should observe this area until a tactical plan has been established.
- 7.7 Identify the material or materials involved.
- 7.8 Establish an Incident Command structure and relay the location to the 911 Central Dispatch.
- 7.9 Determine a level for the incident and follow the procedures as outlined in this guideline.

## 8. Pre-Emergency Planning:

All sites located in the Lakeville Fire District that might be of a high potential for a Hazardous Materials incident will be preplanned and copies of these preplans will be placed on each piece of apparatus and in all Chiefs' vehicles. Drills will be performed at these on a regular basis or as time allows. The Lakeville Volunteer Fire Department should be notified in the event that there is a change at a location that might affect the ability of the Department to safely and effectively perform fire or rescue duties. The highest potential for a Hazardous Materials emergency in the Lakeville Fire District would be a fuel spill at one of the gas stations or a transportation accident. The Lakeville Volunteer Fire Department will use the 2016 Emergency Response Guidebook (ERG) as a guide to determine safe distances and evacuation areas. Operations, places of refuge, decontamination procedures, and evacuation routes will be determined on an incident by incident basis by the Incident Commander. Materials involved, rate of spill, life hazards, threat of fire, resources available, weather conditions, water supply, etc. will dictate how the incident is handled. Firefighters in the Lakeville Volunteer Fire Department are trained to the HazMat Operations level and will respond in a defensive mode to HazMat emergencies in the Lakeville Fire District. If offensive operations are required, the Chief (C-21) or Incident Commander will request a response from the Livingston County HazMat Team and standby to support the HazMat Team.

## 9. Emergency Exit Routes from the Lakeville Fire District:

- 9.1 In the event of a HazMat emergency in the Lakeville Fire District, the following routes may be used to evacuate the fire district:
  - 9.1.1 Rt. 15 runs primarily north/south through the middle of the District.
  - 9.1.2 Rt. 20A: runs primarily east/west through the middle of the District.
- 9.2 Limited evacuations which demand urgent and immediate action will be directed and managed by the Incident Commander using resources from the surrounding fire departments and the Livingston County Sheriff's Department and/or the New York State Police.
- 9.3 Evacuations of a major scope, which include large populations and extensive relocation and support resources, will be managed by the Incident Commander and the American Red Cross Disaster Chairman as stated in the Town of Livonia HazMat Plan.

10. Response Guidelines:	
Reviewed and Approved:	Date:

Upon receiving a report of a possible Hazardous Materials emergency the following procedures will be followed:

- 10.1 **Livingston County 911 Central Dispatch** will record all possible information pertaining to the situation and dispatch the Lakeville Volunteer Fire Department, with Chiefs, ambulance, and fire police to the scene. The LVFD will respond with apparatus using due regard and caution for the possible hazard involved. Dispatch will also notify the appropriate law enforcement agencies to respond to the scene.
- 10.2 **First Responding LVFD Officer** will assume Incident Command of the HazMat incident and will immediately size-up the incident and determine the hazards involved, keeping in mind firefighters' safety. The Officer will set up a safety perimeter and command post at a distance recommended in the 2016 Emergency Response Guidebook. The Officer will pass Incident Command as soon as a higher-ranking Officer or Chief arrives on the scene and will advise the higher-ranking officer about what has occurred to this point.
- 10.3 The **Incident Commander** will operate with due regard for firefighter safety, civilian safety, incident stabilization, and property conservation in min and always in this order. The IC will then assess the situation and determine if the Lakeville Volunteer Fire Department has the ability, equipment, and resources to safely and effectively handle the incident. If the HazMat incident can be mitigated through defensive operations (e.g., containment and removal by diking, applying spill pads or booms, etc.) then the LVFD may be able to handle the incident with possible mutual aid support from neighboring fire departments. If offensive operations are required (e.g., removal of large quantities of petroleum product, securing leaks from chemical liquid or gas tanks, etc.) the Chief (C-21) or Incident Commander will request a response from the Livingston County HazMat Team and Director, Livingston County Office of Emergency Management/County Fire Coordinators (C1/C8), and standby to support the HazMat Team.
- 10.4 Roles, Authority, and Training
  - 10.4.1 The **Chief** of the Lakeville Volunteer Fire Department will be the Incident Commander at any Hazardous Materials incident. His/her duties will be to determine a safe location away from the emergency, set up a perimeter and an Incident Command post, coordinate emergency operations, and to request additional resources as required. The Chief will be trained to at least the HazMat Operations level, and preferably will have also completed the NYSOFPC Hazardous Materials Incident Command course. The Incident Command System (ICS) will be used to coordinate and control all HazMat incidents.
  - 10.4.2 The 1<sup>st</sup> Assistant Chief/2<sup>nd</sup> Assistant Chief will assume Incident Commander in the event the Chief is not on the scene. The 1<sup>st</sup> Assistant Chief/2<sup>nd</sup> Assistant Chief, when acting as Incident Commander, will perform the same duties as the Chief. If the Chief is present, the 1<sup>st</sup> Assistant Chief/2<sup>nd</sup> Assistant Chief will be delegated duties by the Chief. The Assistant Chiefs will be trained to at least the HazMat Operations level, and preferably will have also completed the NYSOFPC Hazardous Materials Incident Command course.
  - 10.4.3 The **Captain** shall be trained to at least the HazMat Operations level. The Captain shall take orders from the Incident Commander and will carry out orders in a professional manor. The Captain will be the liaison between the Incident Commander and the emergency personnel on the HazMat scene or surrounding areas.

10.4.4	A Safety Officer shall be designated whenever the LVFD is operating a HazMat incident.
	The Safety Officer shall be trained to at least the HazMat Operations level. The Safety
	Officer shall know the procedures used by a fire department at a HazMat incident. The

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- Safety Officer can stop, suspend, or alter any activities connected with the HazMat incident that he/she deems to be dangerous or unsafe. The Safety Officer will inform the IC of any stoppage, suspension, or alteration of any orders. The Safety Officer will operate without any repercussions from the Incident Commander. The Safety Officer will be responsible for the proper decontamination of all hazardous materials incidents. Hazardous materials incidents will not be operated without a Safety Officer on scene.
- 10.4.5 Firefighters will work under the Incident Command System. They will receive their orders from a Captain or another officer on the scene. Firefighters shall be trained to at least the HazMat Operations level. LVFD Firefighters will not enter the area designated as the "hot zone" at the scene, unless chemicals involved are ones that they would normally come into contact with in small quantities (e.g., gasoline, diesel fuel). LVFD Firefighters will be responsible for all work in the safe or "cold zone". LVFD Firefighters will also be responsible for setting up and operating the decontamination system in the decontamination zone.
- 10.4.6 The EMS Ambulance will be dispatched with fire equipment in the event of a HazMat incident. EMS personnel will set up a triage area in the "cold zone" at the safe distance from the incident. EMS personnel will select a triage officer and an EMS Commander to report to the Command Post. EMS personnel will standby and provide medical support for firefighters and HazMat personnel. EMS personnel will determine the extent of injuries, treat, and/or transport victims from the scene to a health care facility. EMS personnel will only work in the "cold zone" and under the direction of the triage officer. Persons contaminated as a result of a HazMmat incident will be rinsed with large quantities of water onsite in an area designated by the IC and the waste water will be confined and treated as hazardous waste. EMS personnel shall be trained as Certified First Responders and/or Emergency Medical Technicians.
- 10.4.7 **Fire Police** will be dispatched as part of the Lakeville Volunteer Fire Department. Fire Police will provide site security, police appropriate perimeters, control civilian crowds that may be near the scene, and control traffic on all roads leading to and from the scene. Fire Police will communicate on a frequency separate from the Command and Operations frequencies but will be able to communicate with the Incident Commander on the Command frequency. Fire Police will have completed the NYSOFPC Fire Police course.

# 11. Livingston County Support Units:

- 11.1 The **HazMat Team** is under the direction of the Director, Livingston County Office of Emergency Management/Livingston County Fire Coordinator (C1). This team is made up of firefighters from various fire departments in Livingston County. Firefighters on the HazMat Team are trained at the Operations and Technician level. The HazMat Team It responds to hazardous materials incidents to assist local fire departments. The County HazMat Team has equipment, training, resources, and technology far superior to those of the Lakeville Volunteer Fire Department. The Incident Commander will request the County HazMat Team to the scene of any hazardous materials incident that is beyond the ability of the Lakeville Volunteer Fire Department and for all hazardous materials incidents that require an offensive response to mitigate the spill/release. If called to the scene, the Livingston County HazMat Team will be responsible for all determinations at HazMat incidents within in the Lakeville Fire District.
- 11.2 **Law Enforcement:** Officers from the Livingston County Sheriff's Department, New York State Police, New York State Park Police, and New York State Department of Environmental

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Conservation may be dispatched with the Lakeville Volunteer Fire Department and to work with the Incident Commander. The police agencies involved will be determined by the geographical area of the hazardous materials incident. In some locations, more than one of these agencies may be involved. Officers will police on and around the emergency scene and will work as part of the Unified Command under the ICS.

#### 12. Decontamination Procedures:

Any person, due to working the hazardous materials incident or a victim of the hazardous materials incident, shall go through a decontamination process. These persons will be thoroughly rinsed with large quantities of soap and water. The waste water, as well as any clothing and/or equipment that has been involved in the hazardous materials incident or in the decontamination process, shall be held and treated as hazardous waste until such time as a qualified person gives instruction as to its proper disposal. The Livingston County HazMat Team will handle decontamination at any HazMat incident in the Lakeville Fire District with support from Lakeville Volunteer Fire Department. Any equipment that needs decontamination will be sent to a certified decontamination company.

#### 13. Post Response Procedures:

Immediately after every HazMat incident a thorough and accurate accounting of all materials, equipment, resources, and personnel will occur. All items used, contaminated, and/or destroyed will be listed and submitted to the responsible party for reimbursement with duplicate lists going to the Livingston County Office of Emergency Management and the NYS Department of Environmental Conservation. All major incidents will be evaluated within seventy-two (72) hours of completion. All agencies involved will be requested to participate in the post event evaluation. Results of the evaluation will be made available to all personnel involved in the incident. After all stressful HazMat incidents, Livingston County Critical Incident Stress Management services will be offered to all personnel and civilians involved in the incident. If after any HazMat incident, any person involved in the incident should experience any abnormal health symptoms that might have been caused directly or indirectly by response to the HazMat incident is directed to notify the ranking officer on the scene. If these symptoms occur after the person has left the incident, he/she is directed to go immediately to his/her family physician or to an emergency room to get the symptoms checked. This person shall notify the Chief or the person in charge of the incident of any medical attention that was provided.

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LAKEVILLE VOLUNTEER FIRE D	DEPARTMENT	911 OR (585) 243-7100
Reviewed and Approved:		Date:

LIVINGSTON COUNTY SHERIFF'S DEPARTMENT	911 OR (585) 234-7100
LIVINGSTON COUNTY OFFICE OF EMERGENCY MANAGEMENT	(585) 234-7160
CHLOREP	(800) 424-9300
CHEMNET	(800) 424-9300
CHEMTREC	(800) 424-9300
NEW YORK STATE POLICE	(585) 658-9480
STRONG MEMORIAL HOSPITAL	(585) 275-2100
SUPERVISOR OF TOWN OF LIVONIA	(585) 346-2157
NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION	(585) 226-2466
NYS DEC HOTLINE	(800) 457-7362
TIME & TEMPERATURE	(585) 974-1616
LIVINGSTON COUNTY BOARD OF SUPERVISORS	(585) 243-7030
LIVINGSTON COUNTY DEPARTMENT OF HEALTH	(585) 243-7270
LIVINGSTON COUNTY HIGHWAY DEPARTMENT	(585) 243-6700
NYS OFFICE OF FIRE PREVENTION AND CONTROL	(518) 474-6746
U.S. DEPARTMENT OF TRANSPORTATION (SPILLS)	(202) 366-4585
U.S. COAST GUARD 9th DISTRICT (ROCHESTER)	(800) 342-4140
U.S. ENVIRONMENTAL PROTECTION AGENCY	(800) 368-5888
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION	(800) 321-6742
NATIONAL RESPONSE CENTER	(800) 424-8802
HELICOPTER SERVICE:	
MERCY FLIGHT CENTRAL	(585) 396-0584
TOWN OF LIVONIA HIGHWAY SUPERVISOR	(585) 346-3580
EXCAVATION EQUIPMENT:	
C & G EXCAVATING	(585) 346-5884
A & E EXCAVATING	(585) 346-5467
CRATSLEY EXCAVATING	(585) 367-3357
LOCAL RED CROSS CHAPTER	(585) 243-7029
AMERICAN RED CROSS	(585) 335-3500
LIVONIA CENTRAL SCHOOL	(585) 346-4000

H. Fellows (12/3/2008); C. Nelson (2/2017)

Reviewed and Approved:	Date:	

# Lockout/Tagout

This guideline specifies what is expected of a firefighter and what equipment is needed for implementing lockout/tagout procedures on energized equipment. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

#### **Purpose:**

This guideline establishes the minimum requirements and procedures for the Lockout or Tagout of energized equipment to isolate its operation. This guideline shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy sources and locked out or tagged out before any LVFD firefighter enters a space where the unexpected energizing, startup, or release of stored energy could cause injury or death. LVFD firefighters shall comply with the Department of Labor OSHA Regulations 29CFR Part 1910 and other safety regulations that are applicable to the Lakeville Volunteer Fire Department and Lakeville Fire District at all times.

#### 1. General:

- 1.1 These guidelines shall be followed for all powered equipment.
- 1.2 Lockout is the preferred method of positively isolating machines or equipment from sources of energy and will be used whenever possible. In situations where lockout of equipment is not possible or practical, tagout procedures will be used.

## 2. Lockout/Tagout Procedures:

- 2.1 The following procedures shall be utilized whenever it becomes necessary to enter a space that contains energized equipment.
  - 2.1.1 Preparation for Lockout or Tagout
    - 2.1.1.1 The firefighter(s) requiring shutdown of equipment will contact the Safety Officer or the Operations Officer prior to entering a space that contains any powered (electrical, compressed air, spring, or charge actuated) device.
    - 2.1.1.2 The Safety Officer, Operations Officer, and Entry Team Leader will consult the Lockout/Tagout procedure to identify and locate all switch(es), breaker(s), valve(s) or other energy isolating devices that apply to the equipment to be locked or tagged out.
    - 2.1.1.3 The Safety Officer, Operations Officer, and Entry Team Leader will secure sufficient locks or tags to properly isolate the equipment.
  - 2.1.2 Activating Lockout or Tagout
    - 2.1.2.1 The Operations Officer will notify all affected firefighter(s) that a lockout or tagout system is going to be utilized and the reason for the lockout or tagout. The affected firefighter(s) shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the potential hazards associated with the equipment.
    - 2.1.2.2 If the machine or equipment is operating, shut it down by the normal shutdown procedure (depress stop button, open toggle switch, etc.).
    - 2.1.2.3 Per the instructions on the Lockout/Tagout procedure operate the switch, breaker, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machinery members, retaining

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- flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- 2.1.2.4 Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s) per the equipment's lockout-tagout procedure.
- 2.1.2.5 After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain that the equipment will not operate.

Warning: The equipment is now locked out or tagged out.

## 3. Restoring Equipment to Normal Operations:

- 3.1 After all emergency responses have been made in the space that contains the locked out/tagged out equipment and the space has been determined to be safe, the Safety Officer and Operations Officer will be contacted.
- 3.2 After all emergency tools have been removed from the equipment and space, safety guards have been reinstalled on the equipment, and all firefighters, EMS personnel, victims, and any other personnel are clear from the space, the Safety Officer, Operations Officer, and Entry Team Leader will remove all lockout or tagout devices. The owner of the space and/or equipment will be responsible for engaging the energy isolating devices to restore energy to the machine or equipment.

## 4. Basic Rules for Lockout/Tagout:

- 4.1 Only authorized personnel will be permitted to perform lockout/tagout duties.
- 4.2 Do not attempt to operate a equipment that has been locked out or tagged out.
- 4.3 Do not attempt to operate any switch, breaker, valve, or other energy-isolating device that is locked out or tagged out. Attempting to bypass the lockout or tagout procedure will be considered a serious safety violation and subject to disciplinary action.
- 4.4 Only the Safety Officer, Operations Officer, Entry Team Leader or other person specifically designated by the Incident Commander is authorized to remove lockout/tagout devices.
- 4.5 If a Safety Officer, Operations Officer or Firefighter Team Leader will not be available to return equipment to service, the Incident commander may designate a knowledgeable Officer or Firefighter to remove the lockout/tagout device(s) provided that Officer/Firefighter has been briefed by the Safety Officer or Operations Officer.

## 5. Training:

- 5.1 Training for all LVFD firefighters who may have to enter spaces that contain hazardous energy sources will be conducted annually and will include the following:
  - 5.1.1 Review lockout/tagout procedures.
  - 5.1.2 Identify of LVFD firefighters authorized to perform lockout/tagout procedures.
  - 5.1.3 Review listing of equipment requiring lockout/tagout.
  - 5.1.4 First aid procedures for electrical shock.
- 5.2 Initial and refresher lockout/tagout training will be documented annually as part of OSHA training or as deemed necessary by the Chief.

	H. Fellows (3/31/2002); C. Nel	son (7/2017)
Reviewed and Approved: _	Date:	

# **Confined Space Operations**

This procedure will clarify what is expected of a firefighter's duties and what equipment is needed for a safe response to emergency calls for rescues or recoveries in Confined Spaces. It will mention that you will need to refer to other procedures and qualifications and will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

A Confined Space refers to a space that is large enough and so configured that a person can bodily enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous human occupancy.

OSHA uses the term "Permit-Required Confined Space" to describe a confined space that has one or more of the following characteristics: contains or has the potential to contain a hazardous atmosphere; contains material that has the potential to engulf an entrant; has walls that converge inward or floors that slope downward and taper into a smaller area which could trap or asphyxiate an entrant; or contains any other recognized safety or health hazard, such as unguarded machinery, exposed live wires, or heat stress.

A Confined Space Emergency is defined as any action or event, whether inside or outside the confined space, which could endanger the persons working within the space. Emergencies include the failure of any hazard control or monitoring equipment used in the space, such as ventilators or atmospheric testers, and any unauthorized or illegal entries.

Lakeville Volunteer Fire Department firefighters are only trained to the Confined Space Awareness Level. In addition, the LVFD does not have the required equipment to conduct Confined Space rescues or recoveries. Therefore, LVFD firefighters will only provide incident support to Qualified Confined Space Rescue Teams operating at a Confined Space rescue or recovery in the Lakeville Fire District.

Neither the Livingston County Office of Emergency Management nor any Livingston County Fire Department has a Qualified Confined Space Rescue Team or the required equipment to conduct Confined Space rescues or recoveries. If Confined Space Operations are required at an emergency scene in the Lakeville Fire District, the Chief or Incident Commander shall initiate a request through 911 Central Dispatch for a mutual aid response from a Monroe County Confined Space Rescue Team.

# **Equipment:**

- P-215
- SC-211
- E-214 (Standby in quarters unless requested)

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents

• See Driver Qualifications

Reviewed and Approved:	 Date:

## 1. Responding:

- 1.1 All firefighters will respond to the firehouse.
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least four firefighters will man P-215.
- 1.4 One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Qualifications
- 1.5 At least one firefighter will man SC-211.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the Incident Commander (IC) for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

#### 3. Officer's Responsibilities:

- 3.1 Chief (21) will establish Incident Command.
  - 3.1.1 Size-Up the scene to determine if the incident is a Confined Space Rescue or Recovery.
  - 3.1.2 Contact 911 Central Dispatch to request a Confined Space Rescue Team from Monroe County.
  - 3.1.3 Request Livingston County Director of the Office of Emergency Management (C1) and other Livingston County Fire Coordinators (C8) to the scene.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 EMS Captain (2106) will establish Rehab if needed.
- 3.5 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.6 Safety Officer (2109) will establish Safety Control Command.

## 4. Firefighter's Responsibilities:

- 4.1 Firefighters on P-215 will stage near the Chief/IC or Operations Command and standby for instructions on how LVFD firefighters will support Confined Space Operations.
- 4.2 All Firefighters will be in proper PPE unless instructed otherwise by the Chief or IC.
- 4.4 SC-211 Firefighters will support Fire Police as needed. SC-211 firefighters may also be directed to provide logistics support (e.g., food and drinks), particularly if there will be a lengthy rescue or recovery involving large numbers of responders.
- 4.5 E-214 Driver will notify IC that E-214 is standing by at the LVFD fire station waiting for further instructions.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction,	in
accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.	

Reviewed and Approved:	Date:

#### 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

		C. Nelson (7/2017)
Reviewed and Approved:	 Date:	

# **Check on Citizen Complaints**

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to an unspecified general citizen complaint for investigation. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department.

## **Equipment:**

- P-215 (Code 4)
- SC-211 (Code 4)
- E-214 (Standby in quarters unless requested)

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents if requested by the Incident Commander (IC)

• See Driver Qualifications

### 1. Responding:

- 1.1 All firefighters will respond to the firehouse
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver P-215 from the truck bay.
  - See Driver Qualifications
- 1.3 At least two firefighters will man P-215.
- 1.4 One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Qualifications
- 1.5 At least one firefighter will man SC-211.
- 1.6 One Qualified Driver will maneuver E-214 from the truck bay and standby if needed.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the IC for further instructions.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

3. Officer's Responsibilities:	
Reviewed and Approved:	Date:

- 3.1 Chief (21) will establish Incident Command.
  - 3.1.1 A Chief or the highest ranking Officer will respond to investigate the compliant.
  - 3.1.2 After the investigation, the Chief or other Officer will determine if an apparatus is required. If required, IC will be established and he/she will call the LVFD fire station via radio or phone for a Code 4 response to the location.
- 3.2 1st Assistant Chief (2101) will establish Exposure Control Command.
- 3.3 2<sup>nd</sup> Assistant Chief (2102) will establish Operations Command.
- 3.4 Captain (2103) will lead the Interior Team.
- 3.5 EMS Captain (2106) will establish Rehab if needed.
- 3.6 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.7 Safety Officer (2109) will establish Safety Control Command.

#### 4. Firefighter's Responsibilities:

- 4.1 Firefighters on P-215 while enroute will establish an Interior Team.
- 4.2 All Firefighters will be proper Turnout gear unless instructed otherwise by the IC.
- 4.3 P-215 Operator will establish a water supply if needed.
- 4.4 SC-211 crew will support the Interior Team and/or Fire Police if needed.
- 4.5 E-214 Driver will notify IC that E-214 is standing by at the LVFD fire station waiting for further instructions.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

## 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/20	017)
Reviewed and Approved:	Date:	

# **Boat Operator Qualifications and Operations**

This guideline specifies the Qualifications required to be certified to operate Lakeville Volunteer Fire Department Fire/Rescue boats B-210 and B-210A.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department. All firefighters **must wear** approved Personal Flotation Devices (PFDs), Life Jackets, or a Water/Ice Rescue Suit.

**Warning:** The Influence of Drugs or Alcohol won't be tolerated. Don't drive while under the influence of Drugs or Alcohol.

#### **Equipment:**

- B-210 and trailer
- B-210A and trailer

## 1. Emergency Apparatus:

- 1.1 B-210
  - 1.1.1 Minimum training of 5 hours which includes:
    - 1.1.1.1 Operator Training
    - 1.1.1.2 Fire Pump Operations
    - 1.1.1.3 Other Equipment
    - 1.1.1.4 Hookup/Disconnect Procedures
    - 1.1.1.5 Maneuvering/Backing Trailer and Launching Boat from Trailer
- 1.2 B-210A
  - 1.2.1 Minimum training of 3 hours which includes:
    - 1.2.1.1 Operator Training
    - 1.2.1.2 Other Equipment
    - 1.2.1.3 Hookup/Disconnect Procedures
    - 1.2.1.4 Maneuvering/Backing Trailer and Launching Boat from Trailer

# 2. Boat Operator Training:

- 2.1 The Chief (C-21) will appoint qualified Boat Operator Trainers to instruct firefighter Boat Operator Trainees in the safe operation of LVFD B-210 and B-210A.
- 2.2 Boat Operator Trainees must coordinate with Boat Operator Trainers to arrange time(s) for instruction on operating B-210 and B-210A and associated equipment.

# 3. Certification for Qualified Boat Operator:

- 3.1 Must be a Qualified Exterior or Interior Firefighter.
- 3.2 Must hold a valid New York State driver's license and be at least 21 years old.
- 3.3 Must successfully complete the NYS Boating Safety Course and hold a valid NYS Boating Safety Certificate.
- 3.4 Must successfully complete in-house Department training as required by the Chief Officers.
- 3.5 Must successfully demonstrate his/her ability to safely operate B-210 and B-210A on Conesus Lake, including: operating B-210 and B-210A underway; maneuvering B-210 and B-210A alongside other

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- boats or objects or persons in the water; docking and undocking B-210 from the hoist; and maneuvering B-210A away from and back to shore or a dock.
- 3.6 Must successfully demonstrate operation of the fire pump on B-210 and demonstrate control of the boat while the fire pump is being operated and flowing a master stream that affects motion of the boat.
- 3.7 Must know the location and function of each piece of equipment on B-210 and B-210A.
- 3.8 Boat Operator Trainees who satisfy the boat operator training requirements will be certified by the Chief (C-21) as a Qualified Boat Operator for B-210 and/or B-210A. Qualified Boat Operators shall be approved to operate LVFD fire/rescue boats by the Board of Commissioners, Lakeville Fire District.
- 3.9 Qualified Boat Operators need to requalify on LVFD fire/rescue boats every three (3) years.

## 4. Certified Boat Operator Trainer:

- 4.1 Must be a Qualified Exterior or Interior Firefighter.
- 4.2 Must hold a valid New York State driver's license and be at least 21 years old.
- 4.3 Must have successfully completed the NYS Boating Safety Course and hold a valid NYS Boating Safety Certificate.
- 4.4 Must be approved and appointed by the Chief and approved by the Board of Commissioners, Lakeville Fire District.

# 5. Boat Operations:

- 5.1 During the period from mid-May to mid-October while B-210 is docked in the hoist alongside the Livingston County Sheriff's dock at the point in Vitale Park, B-210 will be used for primary response to emergency calls for water rescues, boat collisions, or boat fires on Conesus Lake.
- 5.2 The Chief or Incident Commander may deploy B-210 to the site of structure fires on or near the shore of Conesus Lake to augment the land-based water supply or the help extinguish the fire from the lake side.
- 5.3 B-210 will be operated with at least one (1) Qualified Boat Operator and at least one (1) crew member but no more than four (4) crew members.
- 5.4 B-210A may be operated throughout the year in ice free waters of Conesus Lake or other bodies of water in neighboring fire districts when the LVFD is called in for mutual aid support for water rescue.
- 5.5 B-210A will be operated with at least one (1) Qualified Boat Operator and at least one (1) crew member but no more than two (2) crew members.

#### 6. Accidents:

- 6.1 Any boat operator who is involved in an accident while under the jurisdiction of the Lakeville Volunteer Fire Department and the Lakeville Fire District shall immediately report the situation to the Livingston County 911 Central Center, to the Chief, and to the Incident Commander (IC).
- 6.2 The boat operator will remain at the accident scene until a Livingston County Sheriff's Deputy or the Chief (C-21) arrives for further instructions.
- 6.3 The boat shall not be moved until a Livingston County Sheriff's Deputy or the Chief (C-21) instructs that the boat be moved.
- 6.4 The LVFD Safety Officer will investigate all accidents involving LVFD fire/rescue boats.

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7.1 The Certified Boat Operator Trainer will cr	ritique each Boat Operator Trainee on his/her success or
failure in driving and operating the fire/reso	cue boat(s) and provide a report to the Chief.
Reviewed and Approved:	Date:

	e to time due to changes in OSHA requirements but should hters should be trained on new equipment and techniques
	C. Nelson (7/2017)
Reviewed and Approved:	Date:

# Water/Ice Rescue

This guideline specifies what is expected of a firefighter and what equipment is needed for a safe response to a water/ice rescue/recovery on Conesus Lake or other body of water if responding mutual aid into another fire district. You may need to refer to other guidelines and qualifications which will be noted.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department. All firefighters **must wear** approved Personal Flotation Devices (PFDs), Life Jackets, or a Water/Ice Rescue Suit.

#### **Equipment:**

- B-210 on Conesus Lake with no more than four (4) firefighters
- SC-211 with at least four (4) firefighters
- B-210A on Conesus Lake or other water/ice body in another fire district
- Water Rescue/Ice Rescue gear depending upon season
- Livonia Ambulance Rehab Vehicle
- Ambulance: Livonia Ambulance

**NOTE:** SC-211 and the Utility Trailer will respond to all Nighttime Incidents if requested by the Incident Commander (IC)

• See Driver Qualifications

#### NOTE:

- B-210 (24 ft pontoon boat) will be in the water on Conesus Lake docked at the Livingston County Sheriff's Department dock at the point in Vitale Park from approximately mid-May through the mid-October each year. During this time period, LVFD firefighters will report directly to B-210 to respond to emergency calls for a water rescue or boat fire, or if needed to support a structure fire at a structure on or near the shore of Conesus Lake.
- B-210A (16 ft skiff) will be used to respond to emergency calls for water rescues on Conesus Lake when B-210 is not available or when a second boat is required, and **when solid ice is not present** from approximately January to mid-May and from approximately mid-October through December. B-210A will be used to respond to all mutual aid calls for water rescue in another fire district.

# 1. Responding:

- 1.1 All firefighters will respond as follows:
  - 1.1.1 Directly to B-210 when the Fire/Rescue boat is docked on Conesus Lake.
  - 1.1.2 To the firehouse to secure SC-211 and/or B-210A if needed for water rescue on Conesus Lake or for mutual aid calls into another fire district.
  - 1.1.3 To the firehouse to secure SC-211 and ice rescue equipment for ice rescue calls on Conesus Lake or for mutual aid calls into another fire district.
  - See Radio Communications
- 1.2 One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Qualifications
- 1.3 Four firefighters will man SC-211 and proceed to the LVFD Training Grounds vehicle storage building if B-210A is needed for the response where B-210A will be hitched to SC-211.

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- 1.4 Four qualified firefighters will get into the Rescue Suits while enroute to the incident
- 1.5 While enroute to the Incident, radio communications to the Incident Commander (IC) should be established.

#### 2. Communications:

- 2.1 The first firefighter arriving at the LVFD fire station will acknowledge the emergency call and say clearly "Lakeville acknowledges the call and is waiting for crew" on any fire radio (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 All emergency vehicles will communicate to the IC for further instructions.
- 2.3 B-210 and SC-211 will communicate with IC for placement of boats and vehicles.
- 2.4 Firefighters will use "Boat-210" or "Boat-210A" as appropriate for Radio Communications.

**NOTE:** If no radio communication is established with IC, the IC will be the next officer on the scene or until one firefighter is able to assume IC.

#### 3. Officer's Responsibilities:

- 3.1 Chief (C-21) will establish Incident Command.
- 3.2 1st Assistant Chief will establish Beach Command.
- 3.3 2<sup>nd</sup> Assistant Chief will establish Operations Command.
- 3.3 Captain (2103) will establish Water Command.
- 3.4 Fire Police Captain (2108) will establish Traffic and Crowd Control Command.
- 3.5 Safety Officer (2109) will establish Safety Control Command.

## 4. Firefighter's Responsibilities:

- 4.1 Water Rescue:
  - 4.1.1 If B-210 is needed for a water rescue on Conesus Lake, B-210 will respond directly from its docked location at the point at Vitale Park.
  - 4.1.2 B-210 with one (1) Qualified Boat Operator and three (3) additional firefighters will respond to the scene of the water rescue on Conesus Lake. All personnel on B-210 will wear PFDs or life jackets.
    - See Boat Operator Qualifications and Operations
  - 4.1.3 The Boat Operator will maneuver B-210 to the scene of the incident. At least one (1) qualified firefighter will don a water/ice rescue suit and be prepared to rescue the victim(s) from the water.
  - 4.1.4 If B-210A is needed for a water rescue, B-210A will be launched into the water from a boat launch area closest to the scene. If B-210A must be carried from the trailer to the water, at least five (5) firefighters in life jackets will transport B-210A from the trailer to the water.
  - 4.1.5 B-210A with one (1) Qualified Boat Operator and nor more than two (2) additional firefighters will respond to the scene of the water rescue. All personnel on B-210A will wear PFDs or life jackets.
    - See Boat Operator Qualifications and Operations
  - 4.1.6 The Boat Operator will maneuver B-210A to the scene of the incident. At least one (1) qualified firefighter will don a water/ice rescue suit and be prepared to rescue the victim(s) from the water.
  - 4.1.7 All other firefighters will report to Beach Command for duties to be assigned.

4.2 .	lce	Res	cue:
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- 4.2.1 SC-211 with at least four (4) firefighters, at least two (2) of which are Qualified at the Ice Rescue Technician level, will respond to the scene of the ice rescue or to a location close to the scene of the ice rescue.
- 4.2.2 Two (2) Qualified Ice Rescue Technicians will don ice rescue suits and secure rescue collars, ice rescue poles, and the ice rescue sled and be prepared to maneuver onto the ice.
- 4.2.3 Shore personnel will attach rescue lines to the ice rescuers and support the two (2) rescuers as line tenders.
- 4.2.4 Two (2) additional Qualified Ice Rescue Technicians, if available, will don ice rescue suits and be prepared to maneuver onto the ice if needed during the incident.
- 4.2.5 All other firefighters will report to Beach Command for duties to be assigned.

**NOTE:** Qualified Ice Rescue Technicians shall have completed the Surface Ice Rescue Technician I course offered by Lifeguard Systems, Inc. or an equivalent ice rescue course.

#### 5. Patient Rescue and Care:

#### 5.1 Water Rescue:

- 5.1.1 Size-Up the scene.
- 5.1.2 Carefully maneuver B-210/B-210A towards the scene.
- 5.1.3 Communicate to the IC/Operations/Beach Command of what is needed to perform a safe rescue.
- 5.1.4 Maneuver the patient(s) carefully into the boat and onto a backboard, if necessary, per NYS protocols.
- 5.1.5 After securing the patient(s), start Patient Assessment and Patient Care.
- 5.1.6 Maneuver B-210/B-210A to the position of IC/Beach Command or to a location that may be more convenient for transfer of the patient(s) to an ambulance and communicate patient status with IC/Beach Command.
- 5.1.7 After docking, transport the patient and transfer the patient to the ambulance personnel.

#### 5.2 Ice Rescue:

- 5.2.1 Size-Up the scene.
- 5.2.2 Carefully maneuver on the ice into the area of the victim(s).
- 5.2.3 Communicate to the IC/Operations/Beach Command of what is needed to perform a safe rescue.
- 5.2.4 Remove the victim(s) from the water if victim(s) have broken through the ice. Maneuver the victim(s) with care onto the ice rescue sled for transport to shore.
- 5.2.5 After securing the patient, start Patient Assessment and Patient Care.
- 5.2.6 Ice rescuers will maneuver with the patient on the ice rescue sled to the position of IC/Operations/Beach Command with assistance from line tenders and other shore personnel.
- 5.2.7 After reaching shore, transport the patient and transfer the patient to the ambulance personnel.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

6. Critique:		
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- 6.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 6.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 6.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

These guidelines may need to be updated from time to time due to changes in OSHA requirements but should be reviewed and updated yearly if needed. Firefighters should be trained on new equipment and techniques before the incident occurs.

D. Mahar, R. Flickner, H. Fellows (2/28/2000); C. Nelson (7/2017)

Reviewed and Approved:	Date:	

# **Emergency Medical Services (EMS)**

This guideline specifies what is expected of LVFD Medics (Certified First Responders (CFRs), LVFD Emergency Medical Technicians (EMTs)), and LVFD Firefighters and what equipment is needed for a safe response by Lakeville First Responders to an emergency medical call in the Lakeville Fire District. The Lakeville Volunteer Fire Department is not a transporting ambulance service. Lakeville First Responders respond to an emergency medical call to stabilize the medical situation and assist medical teams from Livonia Ambulance or neighboring mutual aid ambulance squads that may respond to the call if Livonia Ambulance is not available. Pay particular attention to all Notes, Safety Notes and Warnings throughout this guideline.

**SAFETY NOTE:** Personal Safety is the first priority to you and to the Lakeville Volunteer Fire Department. All LVFD EMTs, CFRs, and Firefighters shall adhere to Body Substance Isolation (BSI) protocols and shall wear surgical non-Latex gloves. Personnel shall wear some type of eye protection in accordance with New York State Protocols if any victim is bleeding or vomiting, or if spinal fluid or other bodily fluids are present. Personnel shall not enter an unsafe area until secured or made safe by law enforcement on scene and so notified by Livingston County 911 Central Dispatch.

**Purpose:** The purpose for Lakeville First Responders is to provide assistance to medical teams from Livonia Ambulance or any responding ambulance squad. If Livonia Ambulance(s) are on another call, Lakeville First Responders can start to administer Basic Life Support/First Aid services until an ambulance arrives. Our First Responder service is another way to keep LVFD CFRs and EMTs fresh in their skills and to give back to the Lakeville Community.

## **Equipment:**

- Privately Owned Vehicles (POVs) (individual LVFD First Responders)
- Car 21 (if Chief responds)
- Squad Car 211 if responding from the LVFD firehouse
- Ambulance: Livonia Ambulance

## 1. Responding:

- 1.1 LVFD First Responders will go into service in POVs and/or the Chief in C-21 to the incident, but only if the scene has been declared safe by Livingston County 911 Central Dispatch when the initial dispatch is to stage and wait for clearance.
  - See Radio Communications
- 1.2 If LVFD First Responders are at the LVFD firehouse, SC-211 can be used to respond and One Qualified Driver will maneuver SC-211 from the truck bay.
  - See Driver Qualifications
    - 1.2.1 SC-211 will only respond if a LVFD CFR or EMT is at the LVFD firehouse or already on scene. The only exception is if a LVFD Chief is on the air.

**NOTE:** If LVFD equipment responds and LVFD personnel are untrained as CFRs or EMTs, the Department's reputation may be affected and a lawsuit could be brought against the Lakeville Volunteer Fire Department. **NOTE:** Remember the LVFD is not a transporting agency; LVFD is only a First Responder squad.

2. Communications:	
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- 2.1 The first responding LVFD EMT or CFR will go into service as Lakeville 2171 (channel 1A) to the Livingston County 911 Central Dispatch.
  - See Radio Communications
- 2.2 LVFD First Responders will assess and stabilize patient(s) per 2017 Monroe Livingston Regional Emergency Medical Service (MLREMS) Protocols. They will also notify 911 Central Dispatch of Cardiopulmonary Resuscitation (CPR) in progress or a Mass Casualty Incident (MCI) with the number of victims, if this is the situation.

### 3. Officer's Responsibilities:

- 3.1 Car 21 (if on scene) or the highest-ranking officer is Incident Commander.
- 3.2 The highest level medic on scene is in charge of the victim/patient; this includes medics from Livonia Ambulance or from another responding ambulance squad. The ranking is listed below from highest New York State certification level to lowest:
  - Emergency Medical Technician Paramedic (EMT-P)
  - Emergency Medical Critical Care Technician (EMT-CC)
  - Emergency Medical Technician Intermediate (EMT-I)
  - Emergency Medical Technician Basic (EMT-B)
  - Certified First Responder (CFR)

**NOTE:** The main objective is getting the patient(s) the medical care they need and help to package the patient(s) for transport.

3.3 The EMS Captain, under the direction of the Chief or designated Assistant Chief, will be required to maintain records of EMS calls and Pre-hospital Care Reports (PCRs). The EMS Captain is responsible for training LVFD First Responders on proper medical procedures that they may perform if certified or while supervised on scene if not certified. The EMS Captain should be prepared to debrief LVFD personnel who were involved in extremely tough calls or if a member requests assistance.

# 4. Firefighter Medic's Responsibilities:

- 4.1 The Medic(s) in POVs or on SC-211 while enroute will establish what equipment they will need during the emergency call.
  - Medical Bag
  - Oxygen Bottle with Nasal Cannula or NRB
  - Cervical Collars
- 4.2 Once on scene, **ENSURE SCENE SAFETY.**

**NOTE:** Don't enter an unsafe area!

- 4.3 The Medic(s) on scene will start patient assessment if an ambulance crew or paramedic is not already on scene. If Livonia Ambulance or other responding ambulance or a paramedic is already on scene, find out what assistance LVFD First Responders can provide.
- 4.4 See MLREMS Protocols for required medical assessments and procedures. Only two LVFD First Responders need to be in the patient's immediate environment (i.e., in the house or scene area) for the patient's privacy. The highest level Medic will record medical signs and symptoms, medical history, treatment, and any other pertinent information and provide a copy to the ambulance medic and/or paramedic on scene. All information shall be recorded on a PCR using the emsCharts application on the computer at the LVFD firehouse.

NOTE: Any Patient information is considered to be confidential and will not be discussed with any	one.

4.5 LVFD First Responders should assist the arriving ambulance crew in loading the patient. LVFD First Responders should train as a unit annually to stay current. This training may include CPR, other skill stations, or topics selected by the EMS Captain.

Warning: If exposed to any victim's bodily fluids contact the IC immediately for further instruction, in accordance with the Lakeville Volunteer Fire Department's Bloodborne Pathogen Plan.

## 5. Critique:

- 5.1 Critique will start after the IC declares all personnel are accounted for and all equipment is returned to the firehouse.
- 5.2 After all equipment is clean and secured the IC will ask all firefighters to meet as a group to discuss what happened.
- 5.3 This meeting is to communicate to the firefighters what happened, what went right or what could be improved, and to determine if the guidelines were followed or if the guidelines need to be changed.

	H. Fellows (11/23/2008); C. Nelson (7/2017)
Reviewed and Approved:	Date: