

3.0

EMERGENCY OPERATIONS

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3.1 GENERAL EMERGENCY OPERATIONS

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3.1.1 APPARATUS SAFETY

PURPOSE:

The following are the Fire Department guidelines for qualified apparatus operators responding to and from emergency incidents, the department is dispatched to, in the department's apparatus. They also address members riding in Fire Department apparatus. These guidelines also provide guidance for members responding to and from the fire stations or emergency incidents in their privately owned vehicle (P.O.V.) including the use and restrictions of blue courtesy lighting.

SCOPE:

These guidelines apply to all members of the department.

GUIDELINE:

RIDING APPARATUS:

ALL MEMBERS MUST RIDE IN SEATS AND USE SEATBELTS, WHERE THEY ARE PROVIDED, WHEN THE APPARATUS IS MOVING OR PREPARING TO MOVE.

No member will ride the tailboard, of any apparatus, at any time.

The highest-ranking company officer shall ride in the officer's seat of the apparatus. Officers should resist driving the apparatus to alarms unless there are no other drivers. If no officers are present, a senior firefighter should ride in the officer's seat.

APPARATUS OPERATION:

At no time shall an apparatus operator drive any fire department apparatus under the influence of alcohol or illegal substances.

Apparatus operators will drive in accordance with all state traffic regulations at all times.

Apparatus operators will not drive in an unsafe manner and are responsible for the safe operation of the apparatus at all times.

Apparatus operators will operate fire department apparatus with "Due Regard."

Apparatus operators should be aware of pedestrians at crosswalks and provide right of way.

Apparatus operators shall never pass a school bus when it's lights are in operation.

When responding to emergency incidents with red lights and siren, fire department vehicles will not exceed 35 MPH and will be regulated, AT ALL TIMES, by existing road and traffic conditions. The only exception to the 35 MPH rule is when the apparatus is responding to a mutual aid call outside the Borough, which necessitates the use of a major highway. At that time the apparatus will observe the posted speed limit, unless conditions warrant a lower speed.

3.1.1 APPARATUS SAFETY

GUIDELINE: (Continued)

APPARATUS OPERATION: (Continued)

Under wet, foggy, snow, ice, sleet, or any other hazardous weather or road conditions, Fire Department apparatus should react pessimistically to the conditions encountered, and in no case exceeded the 35 MPH limit.

Unless all lanes can be accounted for by the driver during an emergency response, Fire Department apparatus shall slow down and proceed with **EXTREME CAUTION** at all red-light intersections and negative right-of-way situations. Rule of thumb: "IF YOU CAN'T SEE, STOP."

Avoid backing up the apparatus where possible. Where backing up is unavoidable, use personnel to get out and walk to the rear to act as guides/spotters. Where guides/spotters are unavailable, the driver should dismount and walk completely around the apparatus before backing.

During an emergency response, apparatus should avoid passing other emergency vehicles. If this is unavoidable, the passing arrangement should be conducted through radio communications.

Apparatus operators should stay alert for approaching emergency vehicles at intersections.

Apparatus operators must respond and react according to the conditions encountered: neither poor road conditions, nor inclement weather, nor the actions of others relieves the driver in the slightest degree of his responsibility to drive safely. These are situations likely to be encountered at any time and we must drive accordingly.

The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and alertness. They also require that the driver utilize a prudent speed for the conditions encountered, in order that he may react to the unexpected. When driving apparatus on the fire ground, drivers must resist the tendency to drive hastily or imprudent. This tendency is mostly due to the urgent nature of fire ground operations. Drivers must consider the danger their moving vehicle poses to other personnel operating on or around fire ground personnel and spectators who may be preoccupied with the emergency and inadvertently step in front of or behind a moving vehicle. Drivers must also be aware of the potential that exists for vehicle accidents on or near the fire ground due to the distractions caused by the emergency.

Before any apparatus moves, the apparatus operator shall sound an audible alarm to signal his intent.

All apparatus operators should stop at and use extreme caution when crossing all railroad crossings.

3.1.1 APPARATUS SAFETY

GUIDELINE: (Continued)

APPARATUS OPERATION: (Continued)

Company officers may designate spots at which their apparatus will stop to pick up firefighters. Firefighters to be picked up will wait until the apparatus has come to a complete stop before boarding and will then personally signal the driver when they are in a safe position to ride the apparatus.

The driver is responsible for driving the apparatus to the alarm using defensive driving and signaling lane changes and turns being made.

Drivers should resist the urge to operate the radio or audible warning devices while driving the apparatus.

Apparatus operators are responsible for completing Apparatus Logs as required.

Apparatus operators should immediately report unsafe driving to a chief or senior officer when available.

RESPONSE CODES:

Emergency Response: Fire Apparatus are to respond with emergency warning signals and audible warning devices. aka Lights & Sirens.

Non-Emergency Response: Fire Apparatus are to respond without emergency warning signal and audible warning devices.

TRAFFIC LIGHT PREEMPTION:

Preemption devices have been installed on traffic signals in the following areas:

- Aspinwall Borough

Apparatus operators and officers should not assume that the right of way will be given at each traffic signal that is equipped with a preemption device. Always assume that you need to secure the right of way.

Always consider emergency vehicles coming from multiple directions that may also get the right of way at these equipped signals.

3.1.1 APPARATUS SAFETY

GUIDELINE: (Continued)

RESPONDING TO ALARMS IN A PERSONAL VEHICLE:

All members must respond to the station.

Members are only allowed to respond to the scene of an emergency in their privately owned vehicles (POV) if all the apparatus has already left the station, or they are ordered to respond by the OIC. Such members are subject to the same safety requirements as drivers of fire apparatus. IN NO CASE is a member responding to an emergency in his P.O.V. authorized to violate any traffic law or regulation.

Members responding to the scene of an emergency in their P.O.V. will park in such a manner that their vehicle will not interfere with the initial response of emergency vehicles or with future response of such apparatus. If Fire Police are on duty at the scene, members will park their vehicles in accordance with their instructions. Fire Police should attempt to allow parking of POV's as close to the scene as practical. Such parking will be regulated by a desire to keep open avenues of response for emergency vehicles including ambulances transporting patients to the hospital.

When responding to the fire stations or alarms all fire firefighters must exercise care. Responding as a firefighter does not relieve the driver from the responsibility to drive with due regard to the safety of all persons, nor does it exempt the driver from complying with all Pennsylvania state vehicle codes.

BLUE COURTESY LIGHTS:

The use of blue courtesy lighting is optional. However, if the firefighter elects to use emergency lighting, it shall conform to the following guidelines as outlined in the Pennsylvania Motor Vehicle Code #173:

1. The use of flashing or revolving blue lights only, with the exception of the fire chief and assistant fire chief.
2. No more than 2 (Two) lights per vehicle.
3. Lights must be used only in-route to the station or the scene of an emergency.
4. Use of audible warning devices are prohibited on private vehicles, with the exception of the fire chief and assistant fire chief.
5. Remember THIS IS A COURTESY LIGHT ONLY. Please be patient with other motorists

3.1.1.1 APPARATUS ACCIDENT REPORTING AND INVESTIGATION

PURPOSE:

These guidelines address fire department apparatus involved in a vehicle accident including accident scene procedures, documentation requirements and post-accident investigations.

SCOPE:

These guidelines apply to all fire department officers and apparatus operators.

GUIDELINE:

MAJOR ACCIDENT:

Whenever a fire department apparatus is involved in a vehicle accident with major damage to either vehicle and/or injuries to civilians or fire department personnel, the following steps are to occur:

1. The operator should bring the apparatus to a complete stop and secure the apparatus from moving.
2. The operator or unit officer should notify county dispatch of your status and place the unit out of service.
3. Fire crews should provide patient care.
4. The unit officer/operator should request that police, from the jurisdiction the accident occurred, respond and fill out a report.
5. The unit officer/operator should request that a Chief Officer respond.
6. The unit officer/operator should also request additional resources, as needed.
7. The unit officer/operator should complete a department accident report.

The Chief Officer has the right to request the apparatus operator to submit to a drug/alcohol test, at the fire department's cost, when the following conditions are present:

1. Injury or death of a firefighter or civilian.
2. Significant damage to the fire department or civilian vehicle.
3. Significant damage to fire department or civilian property.
4. Suspicion of the use of alcohol or illegal substance.

3.1.1.1 APPARATUS ACCIDENT REPORTING AND INVESTIGATION

GUIDELINE: (Continued)

MINOR ACCIDENT:

Whenever a fire department apparatus is involved in a vehicle accident with minor damage to either vehicle and no injuries to civilians or fire department personnel, the following steps are to occur:

1. The operator should bring the apparatus to a complete stop and secure the apparatus from moving.
2. The operator or unit officer should notify county dispatch of your status and place the unit out of service.
3. The unit officer/operator should request that police, from the jurisdiction the accident occurred, to respond and fill out a report.
4. The unit officer/operator should notify a Chief Officer of the incident.
5. The unit officer/operator should complete a department accident report.

The Chief Officer has the right to request the apparatus operator to submit to a drug/alcohol test, at the fire department's cost, when the following conditions are present:

1. Suspicion of the use of alcohol or illegal substance.

ACCIDENTS INVOLVING FIXED PROPERTY:

Whenever a fire department apparatus is involved in an accident causing damage to fixed private or public property the following steps are to occur:

1. The operator should bring the apparatus to a complete stop and secure the apparatus from moving.
2. The operator or unit officer should notify county dispatch of your status and place the unit out of service.
3. The unit officer/operator should request that police, from the jurisdiction the accident occurred, to respond and fill out a report.
4. The unit officer/operator should notify a Chief Officer of the incident.
5. The unit officer/operator should complete a department accident report.

The Chief Officer has the right to request the apparatus operator to submit to a drug/alcohol test, at the fire department's cost, when the following conditions are present:

1. Suspicion of the use of alcohol or illegal substance.

3.1.1.1 APPARATUS ACCIDENT REPORTING AND INVESTIGATION

GUIDELINE: (Continued)

INVESTIGATION:

The Chief Officer has the right to suspend any apparatus operator of their driving privileges, until an investigation of the accident is reviewed and completed.

The Accident Investigation will be led by the Fire Chief and consist of Department President, First Vice President, Safety Officer and Lead Driving Instructor.

The apparatus operator is entitled to be speak on his/her behalf, during the Accident Investigation, to convey the dynamics and circumstances for the actions taken that led to the accident.

The findings of the Accident Investigation may determine whether there is no-fault, if remedial training is recommended, or disciplinary action is required.

The apparatus operator will be advised of the conclusions of the Accident Investigation, along with any recommended remedial training or required disciplinary action, in a private setting.

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3.1.2 SAFETY AT INCIDENTS

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3.1.2.1 EMERGENCY SCENE SAFETY

PURPOSE:

Due to the inherent hazards on the emergency incident scene, these guidelines are presented to help instill a culture of safety on the incident scene and prevent firefighter or civilian injury or death caused by unsafe personal practices. This section will cover Tactical Positioning, Evacuations, Maydays, Emergency Traffic and Search & Rescue.

SCOPE:

These guidelines apply to all members of the department operating on the scene of an emergency.

DEFINITIONS:

Fire Ground: Any area inside an imaginary boundary that has been determined by safety considerations to be dangerous according to the foreseeable hazards of the particular emergency incident.

Mayday: This term will be used by any firefighter encountering an immediately perilous situation, including but not limited to firefighters that are lost, trapped, have an air emergency or are in need of immediate help.

Emergency Traffic: This term may be used by any unit encountering an immediately perilous situation and will receive the highest communications priority from base stations and all operating units.

GUIDELINE:

TACTICAL POSITIONING

Positioning of operating companies can severely affect the safety/survival of such companies. Personnel must use extreme caution when placed in the following positions:

1. Above the fire (Floors/Roofs)
2. Where fire can move in behind them.
3. When involved with opposing fire streams.
4. Combining interior and exterior attack.
5. Where a sector officer cannot control position or retreat.
6. With limited access; one-way in/out
7. Operating under involved roof structures.
8. In areas containing hazardous materials.
9. Below ground fires (Basements, Manholes, ETC.)
10. In areas where a backdraft potential exists.

3.1.2.1 EMERGENCY SCENE SAFETY

GUIDELINE: (Continued)

TACTICAL POSITIONING (Cont.)

The safety of firefighting personnel represents the major reason for an effective and well-timed offensive/defensive decision and the associate write-off by the IC. When the rescue of savable victims has been completed, the IC must ask himself: "Is the risk to my personnel worth the property I can save?" When operating in a defensive mode, your operating position should be as far from the involved areas as possible and still remain effectible. Position and operate from behind barriers if available (fences, walls, etc.)

The intent is for personnel to utilize safe positioning where possible or available, in an effort to safeguard against sudden hazardous devolvement such as back draft explosion, structural collapse, etc. When operating in an offensive mode, be aggressively offensive. An effective interior attack operation directed toward knocking down the fire eliminates most eventual safety problems.

Due to the inherent hazards of the immediate fire or incident scene, efforts will be made by the IC to limit the number of personnel on the fire ground to those assigned to a necessary function.

All personnel shall either:

1. Be positioned in staging.
2. Be assigned to a task or a sector.
3. Having completed an assignment and no other assignment is available within that sector-teams should be assigned to a resource, staging, or rehabilitation until such time as they can be either reassigned to a task, operating sector or released to quarters.

The intent of this guideline is to minimize fire ground confusion/congestion and limit the number of personnel exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or teams shall be restricted from wandering about the fire ground or congregating in non-functional groups. If you have not been assigned to a task or you do not have a necessary staff function to perform, report back to staging.

FREELANCING WILL NOT BE TOLERATED BY ANY EMERGENCY RESPONDERS PRESENT ON THE EMERGENCY SCENE.

In any hazardous material situation, the IC will engage only an absolute minimum number of properly trained personnel within the fire ground perimeter. Self-standing master streams will be utilized wherever possible. In situation where teams are operating from opposing or conflicting positions, such as front vs. rear attack streams, interior vs. exterior streams, roof teams vs. interior teams, etc., use radio or face to face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injury.

Ground teams and interior teams must be notified before ladder pipes and master streams go into operation.

3.1.2.1 EMERGENCY SCENE SAFETY

GUIDELINE: (Continued)

TACTICAL POSITIONING (Cont.)

Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc., into an area where interior teams are operating. This guideline is intended to prevent injuries to personnel due to stream blast and the driving of fire and/or heavy heat and smoke onto interior teams.

When laddering a roof, the ladder section shall be one that will extend 2 to 3 rungs above the roofline. This shall be done in an effort to provide personnel operating on the roof with a visible means of egress.

If possible, when laddering buildings under fire conditions, place ladders near building comers or firewalls as these areas are generally more stable in the event of structural collapse.

When operating above or below ground level, establish at least two separate escape routes where possible, such as stairways, ladders, exits, etc., preferably at opposite ends of the building or separated by considerable distance.

Many safety principals revolve around action that takes place on the fire ground.

The boundary line of any fire ground can be altered by various safety factors. The boundary may include but is not limited to:

1. The center of the street
2. 30' to 50' from a building
3. The area of possible explosion
4. The area of structural collapse (1-1/2 times the building height)
5. The area of smoke

All personnel entering the fire ground perimeter shall:

- Wear full protective clothing
- Notify the accountability officer
- Have team integrity
- Be assigned to a duty or task

All others will stay **outside the fire ground perimeter.**

3.1.2.1 EMERGENCY SCENE SAFETY

GUIDELINE: (Continued)

EVACUATION

Interior firefighting operations should be abandoned when the extent of the fire prohibits effective operations, or the structure becomes unsafe to operate within. When conditions are such that interior firefighting positions become untenable, firefighters must regroup, re-communicate, and redeploy. Our primary concern when a hazard, which may affect the safety of fire personnel, becomes apparent is the welfare of those personnel.

In an effort to protect personnel which may suffer the adverse effects of such hazard such as structural collapse, explosion, backdraft, etc., a structured method of area evacuation must be used, one which will provide for the rapid/effective notification of those personnel involved, and one which will be able to accurately account for those personnel.

The method of evacuation selected will vary depending on the following circumstances:

1. Imminence of the hazard.
2. Type and extent of the hazard.
3. Perception of the area affected by the hazard.

THREE STEADY BLASTS OF THE AIR HORNS AS WELL AS A RADIO COMMUNICATION SHOULD BE USED WHEN A TOTAL AND IMMEDIATE EVACUATION OF THE STRUCTURE OR HAZARD AREAS IS REQUIRED.

MAYDAY

The term "Mayday" will be used by any firefighter encountering an immediately perilous situation, including but not limited to firefighters that are lost, trapped, have an air emergency or are in need of immediate help. This radio transmission will receive the highest communications priority from dispatch and all operating units.

When a mayday is called all radio traffic will be moved to another channel. The mayday, which consists of the firefighter or firefighters calling the mayday and the R.I.T. team, will stay on the original channel. They will be the only units on this channel until the Mayday is cleared.

Any member has the authority to use the Mayday announcement when it is felt that they are in need of help.

3.1.2.1 EMERGENCY SCENE SAFETY

GUIDELINE: (Continued)

MAYDAY (Cont.)

How to call a Mayday:

1. Stay calm, stay with your team, call "Mayday, Mayday, Mayday" on the radio. Command or dispatch will answer your call.
2. Identify your Location, then your Unit and Name, your current Air Supply, and what the Resources you need are. (L.U. N. A. R. Report)
3. Activate your P.A.S.S. device.
4. When possible, attempt Self-Rescue by locating an exit or moving into an area of refuge.
 - a. Use your flashlight, tools, or debris to alert rescuers.
 - b. Move toward visible light, listen for audible sounds, search walls for doors or windows, or for a hose line.
 - c. Stay calm, practice breathing control techniques to conserve breathing air supply.
5. Turn off your P.A.S.S. to monitor the radio or communicate with Command/RIT Teams on any changes of conditions, then re-activate your P.A.S.S. device.

EMERGENCY TRAFFIC

The term "Emergency Traffic" will be used by any unit encountering an immediately perilous situation and will receive the highest communications priority from radio base stations and all units operating on the emergency scene.

When a unit has a critical message, they will establish contact with the I.C.

ALL RADIO TRAFFIC ABSOLUTELY BELONGS TO ANY UNIT GIVING THE "EMERGENCY TRAFFIC" CALL.

The use of an "Emergency Traffic" announcement should only be initiated to provide immediate notification for all fire ground personnel of a notable hazard that is imminent or has recently occurred on the emergency scene.

Any member has the authority to use the "Emergency Traffic" announcement when it is felt that a notable danger to personnel is apparent; **HOWEVER**, considerable discretion should be applied to its use since it will become ineffective if overused.

When an imminent hazard has been realized, the emergency traffic process should be initiated. Usually either a company or sector officer will be the initiator. The initiator should describe the apparent hazard and order a positive response, usually to evacuate particular area or section, according to the scope of the hazard. If possible, the sector officers of those areas to be evacuated should request an acknowledgement of the emergency traffic dispatch from those crews to be evacuated.

3.1.2.1 EMERGENCY SCENE SAFETY

GUIDELINE: (Continued)

EMERGENCY TRAFFIC (Cont.)

Upon receipt of the emergency traffic evacuating order, team leaders shall assemble their crews and promptly exit to a safe location where the team leaders will again account for all crewmembers. Shortly after the evacuation order, sector officers shall begin the process of accounting for all evacuated crews. When all affected crews and crew members are accounted for, the evacuation process is complete. At this time a more specific determination as to the extent of the hazard can be made and efforts initiated to redeploy/redirect attack forces.

It is a principal IC responsibility to continually evaluate and determine if the fire building is tenable for interior operations. This on-going evaluation of structural/fire conditions requires the input of company officers advising their respective sectors and of sectors advising the IC of the conditions in their local area of operation.

Structures of other than fire resistive/heavy timber construction are not designed to withstand the effects of fire and can be expected to fail after approximately twenty minutes of heavy fire involvement.

If, after 10-15 minutes of interior operations, heavy fire conditions still exist, the IC should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive position. Crews retreating from interior operations often require hose line protection. The personnel protection afforded to firefighting personnel in such situations represents the importance and major function of back-up hose lines.

SEARCH AND RESCUE

Search and rescue should be performed according to an efficient, well-planned guideline that includes the safety of search crew personnel.

It is a standard operating guideline of the Aspinwall Fire Department to conduct a primary search in all involved and exposed occupancies that can be entered. First arriving units must structure initial operations around the completion of the primary search.

The primary search is a rapidly performed inspection of all affected area(s) to observe and report smoke conditions, the seat of the fire and fire extension in exposures, compartmentalize areas of fire, and to verify the removal and/or safety of all occupants.

The object of the search effort is to locate possible victims, not create additional ones by neglecting the safety of the search crew.

3.1.2.2 PERSONAL PROTECTIVE EQUIPMENT

PURPOSE:

The following are the Aspinwall Fire Department guidelines for wearing personal protective equipment (P.P.E). It is the intent of these guidelines that no member shall cause a delay in any firefighting operation by not being fully prepared to engage in firefighting activities in a safe manner.

SCOPE:

These guidelines apply to all members wishing to operate at emergency incidents.

DEFINITIONS:

Structural Firefighting Personal Protective Equipment (P.P.E.) is full protective clothing, including helmet with face shield or goggles, fire resistant bunker coat, fire resistant bunker pants, firefighting boots, gloves and Nomex hood.

Emergency Medical Personal Protective Equipment (P.P.E.) consists of, at a minimum, medical isolation gloves (i.e.. nitrile), duty pants, duty shirt, footwear that fully encloses the feet. Helmet, eye protection, masks or respirators, work gloves, barrier garments/gowns may be added to PPE as conditions dictate.

GUIDELINE:

All firefighting personnel shall wear full protective clothing while operating on the fire ground.

The Incident Commander may use his discretion to regulate this guideline in those situations where exemptions to the above policy appear necessary, such as when the use of protective clothing may compromise patient care, or when it is necessary to operate in close quarters where full protective clothing cannot be worn.

When operating forcible entry equipment and tools, full protective clothing shall be worn.

Helmets shall be worn when operating near moving vehicles, such as at EMS incidents in or immediately adjacent to a vehicle right of way.

Where the potential exists for a firefighter to be struck by a vehicle any firefighters not involved in fire suppression must wear a traffic safety vest.

The face shield or goggles shall be used at any time the need for eye protection seems apparent, such as during overhaul, when operating, hand or power tools, or anywhere the SCBA is not being worn and eye protection is needed.

Gloves shall be worn when engaged in firefighting, overhaul, training with hose or ladders, when using power or hand tools, and any other situation where injuries to the hand are likely to occur.

3.1.2.2 PERSONAL PROTECTIVE EQUIPMENT

GUIDELINE: (Continued)

When operating or assisting EMS personnel at medical incidents, fire department members will wear appropriate personal protective equipment to prevent injury and contact with blood borne pathogens. This includes, but is not limited to medical gloves, goggles, masks and aprons.

In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all unforeseeable hazards shall be worn.

Members purchasing their own turnout gear should ensure that it meets or exceeds the current NFPA Standards and is approved by the Chief before purchase.

Any equipment that is damaged at an incident shall be reported immediately to the Company Officer in Charge and noted on the fire report and taken out of services until repaired.

Any personal protective equipment that is found to be damaged shall be reported to the Chief and be presented at the next Board of Directors meeting. At that time, the Board shall determine what action to take to have the gear repaired or replaced.

3.1.2.3 PERSONNEL ACCOUNTABILITY SYSTEM AND TEAM TAGS

PURPOSE

To define a system so that all personnel on or around the emergency scene are accounted for at all times.

SCOPE:

These guidelines apply to all members of the department operating on the scene of an emergency.

DEFINITIONS

Accountability Tags: All personnel will be issued one (1) personal accountability tag with a clip. The tags will indicate the firefighter's name, rank, and Department name at a minimum. All individual tags will be kept on the bunker coat of each firefighter somewhere easy to access.

Apparatus Rings: Each apparatus will have an Apparatus Ring placed in the cab of the vehicle. The Apparatus Ring shall be located on the officer side of the apparatus. The Apparatus Ring will have a tag identifying the apparatus from which it came from. If the staffing of an apparatus could be split into two (2) crews then that apparatus will have an Auxiliary Apparatus Tag. The Auxiliary Apparatus Tag will be kept near the original Apparatus tag. This Auxiliary Apparatus Tag will be marked with the apparatus alias and the word "Xtra". This will indicate that this apparatus has split its crew into two (2) functioning crews.

Accountability Boards: The accountability boards are to keep the fire ground firefighters accounted for by attaching the apparatus rings to the board. The boards will be utilized by an Accountability Officer. They are set up to organize the operations and tasks being performed by groups of firefighters and the Officers in Charge. There are two (2) different accountability boards. The first and most commonly used board is the apparatus board. These boards are the smaller 6 function (square) boards. The second board is the large incident accountability boards. These boards are much larger versions of the apparatus boards and allow the Accountability Officer to track many personnel at larger or more complex incidents.

Make-up Kit: A container that holds extra blank name tags, grease pens and erasers.

3.1.2.3 PERSONNEL ACCOUNTABILITY SYSTEM AND TEAM TAGS

GUIDELINE

When responding to **ALL** emergency incidents, Aspinwall Volunteer Fire Department firefighters and personnel will utilize the Accountability System.

The type of accountability system used at an emergency scene will depend on the nature and complexity of the emergency.

Personnel riding each apparatus will attach their accountability tag to the apparatus ring.

The apparatus officer is responsible for ensuring all personnel are tagged off to the apparatus ring and that the apparatus ring is given to the Accountability Officer.

At the end of an incident it is the officer's responsibility to gather the accountability tags for their apparatus from accountability and see that the tags are returned to the personnel riding their apparatus.

SMALL SCALE INCIDENTS:

The Company Officer (incident commander) will also function as the accountability officer and tags will not be removed from the apparatus. Examples are grass/vehicle fires, vehicle accidents or other incidents where crews aren't working in an IDLH atmosphere.

LARGE SCALE INCIDENTS:

Incidents that require command post staff in addition to the Incident commander will designate an *Accountability Officer*. Apparatus Rings from all apparatus will be collected and assembled on the Accountability board. This process is not intended to create an undue delay to the first arriving units of an emergency. First alarm apparatus *may* leave their Apparatus Rings on the apparatus that is first arriving. If Engine 251 is first arriving the tags should be placed on the officer's seat or floor until the accountability officer arrives. All units arriving after the first alarm should report to Staging with their Apparatus Rings. At the end of an incident it is the officer's responsibility to gather the apparatus tags from accountability.

At the emergency scene, once the role of Incident Command is established, the next arriving chief, or assistant chief, will be assigned the role of Accountability Officer.

The next chief, or assistant chief, to arrive on scene will be assigned the role of Safety Officer.

These officer's radio designations will be **Accountability** and **Safety**.

3.1.2.3 PERSONNEL ACCOUNTABILITY SYSTEM AND TEAM TAGS

GUIDELINE: (Continued)

PERSONNEL ACCOUNTABILITY MISCELLANEOUS.

Drivers that are not in the hazard zone and are in plain sight of Incident Command or other staff officers are considered accounted for, however, it is good practice for drivers to tag off to the Apparatus Tag that they are operating.

Members responding in personal vehicles are responsible for reporting to the Officer running accountability for assignment to an apparatus on scene. Once assigned, those personnel will attach their accountability tags to that apparatus ring of understaffed apparatus and assume the function of that apparatus.

If the apparatus crew is split for any reason the Officer in charge of the apparatus will appoint the senior ranking fire officer or firefighter on the crew as the second crew officer. If apparatus have adequate staffing use the Auxiliary Apparatus Tags and these members tagged off to them will operate as such.

Junior Firefighters are the direct responsibility of their respected officer and should never be in a hazard zone. The accountability of Junior Firefighters should be accomplished by direct supervision or having the Junior Firefighter tag off to the Command tags and assisting with non-combat duties.

PERSONNEL ACCOUNTABILITY REPORTS

Personnel Accountability Reports (PAR) shall be taken when transitioning from offensive to defensive operations, a collapse occurs, a fire event (backdraft, flashover) happens, a MAYDAY is declared, or the Incident Command deems it necessary.

The Accountability Officer will conduct the PAR checks and record the information.

When the Accountability Officer calls a PAR it is the officer of the apparatus or team leader that is responsible for communicating for his group. The officer or team leader should communicate whether they have PAR or not, their current task and status/location.

For Example:

Accountability Officer: "Accountability to 102 Engine 1 Attack do you have PAR?"

102 Engine 1 Officer: "102 Engine 1 Attack has PAR with three on the second division side Charlie."

3.1.2.3 PERSONNEL ACCOUNTABILITY SYSTEM AND TEAM TAGS

GUIDELINE: (Continued)

PERSONNEL ACCOUNTABILITY REPORTS (Continued)

If, while conducting a PAR a group/team cannot be contacted after three attempts, the Accountability Officer will relay that information to the Incident Commander. The Incident Commander should then deploy the Rapid Intervention Team, if he/she deems it necessary, to that groups last known location. However, after the RIT is deployed the Accountability Officer must still continue on with the PAR.

PAR can also be requested through County Dispatch or performed face to face as long as all personnel and units on the fire ground are accounted for.

3.1.2.4 SELF-CONTAINED BREATHING APPARATUS

PURPOSE:

It is the intent of the Aspinwall Fire Department that all personnel expected, or likely to respond to, and function in, areas of atmospheric contamination, shall be equipped with, and trained in, the proper use and maintenance of the self-contained breathing apparatus (S.C.B.A.).

SCOPE:

These guidelines apply to all members wishing to operate at emergency incidents.

GUIDELINE:

All personnel shall use SCBA when encountering the following emergencies:

- Above ground level fire.
- Below ground level fire.
- Contaminated atmosphere.
- Situation where the atmosphere is likely to be contaminated.

Resist the tendency to prematurely remove breathing apparatus during routine fire situations. We all must be aware of the respiratory hazards, which exist in ordinary as well as the extraordinary fire situations. It is generally true that carbon monoxide levels increase during overhaul, due to incomplete combustion of smoldering materials. No firefighter should remove their SCBA until the atmosphere has been metered and determined to be safe to operate in.

For the purposes of these guidelines SCBA must be worn in any atmosphere that contains more than 35 PPM of CO. For atmosphere with 34 PPM or less of CO the Incident Commander will make the decision as to the removal of SCBA.

Remember either use your SCBA or change the atmosphere.

Ordinarily a firefighter should use no more than two (2) successive cylinders of air during the course of a structure fire. However, a third cylinder may be used if the firefighter does not show any of the following symptoms: °T

1. Light-headed or dizziness.
2. Disorientation
3. Rapid Breathing for which there is no apparent reason
4. Flushed skin
5. Incoherent behavior, no matter how slight.

The incident commander, or his assigned rehab officer, has the right to have a firefighter checked by emergency medical personnel.

No member of the Fire Department, with a beard or mustache that would impede the seal of the face piece, is authorized to use S.C.B.A.

3.1.2.4 SELF-CONTAINED BREATHING APPARATUS

GUIDELINE: (Continued)

Company officers are responsible for the maintenance of S.C.B.A. assigned to their apparatus. If an S.C.B.A. is found to be functioning improperly, it shall be taken out of service, tagged, and reported to the chief as soon as possible.

All firefighters who operate on the fire ground will undergo and pass an annual, in-house, S.C.B.A. competency recertification.

The department captain shall be responsible to have all repairs done to any S.C.B.A. and maintain the replacement parts and scheduled yearly maintenance.

3.1.2.5 OPERATING POWERED CUTTING EQUIPMENT

PURPOSE:

When operating powered cutting equipment under emergency conditions, accident potential is high due to adverse operational conditions. A slight miscalculation or sudden unplanned move can result in a serious accident. Performance skill and proper instruction by a company officer, coupled with the use of common sense and the strict adherence to safety guidelines can prevent accidents.

SCOPE:

These guidelines apply to all members of the department.

GUIDELINE:

PERSONAL PROTECTION

Full personal protective equipment (P.P.E.) shall be worn by those members operating, and by those members in close proximity to, the operation of powered cutting equipment.

A face shield or goggles will be used to provide eye protection.

To prevent accidents caused by moving belts, gears, chains, blades, etc., it is imperative that the operator and the guide have their clothing completely buttoned up and close fitting.

OPERATING GUIDELINES:

Carry the rescue saw with the engine stopped, the blade frontward, and the muffler away from your body.

Always carry the chain saw with the engine stopped, the guide bar and saw chain to the rear and the muffler away from your body.

Keep both hands on the control handles when operating the saw. Use a firm grip with thumbs and fingers encircling the saw handles.

Make sure of your footing before operating the saw.

There shall always be a team of two to perform cutting operations. The person operating the saw (operator) will be assisted and/or guided by the second person (guide).

The saw will always be shut down when unattended.

Have a plan of action before putting the saw into operation; Your plan should include:

- Location of opening(s) and sequence of cuts.
- Wind direction. Consider its effect on exposures and personnel.
- Preplanned escape routes. You should provide for at least two (2) means of egress.

3.1.2.5 OPERATING POWERED CUTTING EQUIPMENT

GUIDELINE: (Continued)

OPERATING GUIDELINES: (Continued)

Whenever possible, an officer should be present to supervise cutting operations and to assure compliance with safety guidelines.

Always place the safety guard in the proper position to provide protection for the use intended before operating the saw.

Power saw operations are safest when cutting on horizontal surfaces near ground level or vertical surfaces at waist level or below.

Operating a power saw above the chest height is extremely hazardous and should not be attempted as a normal course of action. This type of operation shall be conducted only under the direct supervision of an experienced officer and at his direct order. The officer ordering this operation shall weigh heavily the value gained against the extreme hazard to personnel.

The use of a power saw from ladders is not recommended if there are alternatives.

When operating close to highly combustible or flammable materials there shall always be a fire suppression device in close proximity of the cutting operation.

DO NOT OPERATE FUEL POWERED SAWS IN SUSPECTED FLAMMABLE/EXPLOSIVE OR LOW-OXYGEN ATMOSPHERES!

Side pressure or twisting of the blade when operating a rescue saw should be avoided. The saw should never be forced. If too much pressure is applied to the blade, the hazard of blade breakage (carbide tipped) or blade shattering is increased. A blade which breaks or shatters during cutting operations may cause serious injury to the operator, or to others in the area.

The saw cut should be only as deep as necessary. Deep cuts may weaken supporting beams and lead to collapse. The experienced operator will know when he has reached a beam by the sound and feel of the saw. This is particularly important in the use of a chain saw.

If conditions permit, scrape gravel and debris from the path to be cut, in order to reduce the danger of injury from flying chips and loose materials.

When using the rescue saw to open metal buildings, doors, etc., where conditions permit, utilize methods to eliminate the hazards of sharp edges. Consider making the cut in either an X design or a triangular design with the points bent inward.

3.1.2.6 RESPONSE TO KNOWN HOSTILE INCIDENTS

PURPOSE

To ensure that Aspinwall Volunteer Fire Department personnel coordinate within the Unified Command, are aware of the special circumstances and hazards of a potential crime scene and operate from a position of safety.

SCOPE

All Fire Department personnel.

GUIDELINE:

ALL ARRIVING APPARATUS:

When requested to respond to such incident the highest-ranking officer should respond to the scene and meet with police and other emergency responders to evaluate and discuss the fire department's expected role in the emergency.

All other personnel should respond to the station and standby there until given specific instructions from the Officer in Charge (OIC). The OIC should operate under a unified command structure along with the Police and EMS OIC.

Unless ordered otherwise by the OIC all apparatus should respond non-emergency.

As soon as possible safety zones should be established and reviewed during the entire incident. These zones shall be:

- Hot Zone - The immediate area of the incident and the area that is in direct line of fire.
- Warm Zone - The area that is in a potential or realistic line of fire.
- Cold Zone - The area that is out of the potential line of fire.

All fire department personnel must remain out of the Hot and Warm zones.

If hose streams are requested, only unmanned master streams (i.e. Blitz Fires or Ground monitors) will be used.

Under no circumstances will any firefighter operate inside of the hot zone of an incident while either the actor, or the scene, is unsecured

If the actor sets the structure on fire the Allegheny County Fire Marshall's Office will be notified. Keep in mind that this incident is considered a **crime scene** and the area should be treated as such. Care should be taken not to unnecessarily move or remove anything from in, on or around the structure involved.

After the actor has been secured, if fire suppression activates are required, serious consideration must be given to use defensive tactics only. All firefighters should be aware of the potential that explosives or other traps may be set in the structure by the actor.

3.1.2.7 RESPONSE TO UNKNOWN HOSTILE INCIDENTS

PURPOSE

To ensure that Aspinwall Volunteer Fire Department personnel coordinate within the Unified Command, are aware of the special circumstances and hazards of a potential crime scene and operate from a position of safety.

SCOPE

All Fire Department personnel.

GUIDELINE:

ALL ARRIVING APPARATUS

Once it has been determined that a hostile situation exists the Officer in Charge (OIC) should immediately remove all fire department personal from the area immediately surrounding the structure involved and notify dispatch to have the police respond if they are not already on scene.

Once it has been determined that the incident is indeed a hostile situation follow the fire department SOG that pertains to "Response to Known Hostile Incidents."

3.1.4 COMMAND AND CONTROL

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3.1.4.1 INCIDENT MANAGEMENT SYSTEM

PURPOSE:

In order to effectively manage personnel and resources and to provide for the safety and welfare of personnel, the Aspinwall Volunteer Fire Department will utilize the Incident Management System (Incident Command System) at emergency incident scenes. This guideline identifies the procedures to be employed in establishing Command components of the Incident Command System (ICS) and applicable components of the National Incident Management System (NIMS)

SCOPE:

All department members operating at fire department incidents, training and activities.

GUIDELINE:

Incident Command System guideline is designed to:

Establish the responsibility for Command on a certain individual through a standard identification system, dependent on the arrival sequence of members, apparatus and department officers.

To ensure that a strong, direct and visible Command will be established from the onset of the incident.

To establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander (IC) and other individuals operating within the Incident Command System.

To provide a system to process information to support incident management, planning and decision making.

To provide a system for the orderly transfer of Command to subsequent arriving officers.

ROLES AND RESPONSIBILITIES:

Fire Chief and Assistant Fire Chief:

Manage fire companies and supervise company officers on the scene of the Emergency Incident

Occupy the position of Incident Commander (IC) when appropriate.

Occupy the position of Sector Officer when appropriate.

Occupy the position of Fire Department Advisor (Incident Advisor) on the Command Team during incidents involving Unified Command.

3.1.4.1 INCIDENT MANAGEMENT SYSTEM

GUIDELINE: (Continued)

ROLES AND RESPONSIBILITIES: (Continued)

Company Officers (Captain and Lieutenants):

Occupy the position of Incident Commander (IC) when appropriate.

Occupy the position of Sector Officer when appropriate.

Manage task level activities and supervise personnel.

Senior Firefighters/Technicians:

Occupy the position of Incident Commander (IC) when appropriate

Manage task level activities and supervise personnel.

RESPONSIBILITIES OF COMMAND:

The Incident Commander is responsible for the completion of the tactical objectives. The Tactical Objectives (listed in order of priority) are:

- A. Remove Endangered Occupants and Treat the Injured.
- B. Stabilize the incident and provide for life safety.
- C. Conserve property.
- D. Provide for the safety, accountability, and welfare of personnel. This priority is ongoing throughout the incident.

The Incident Command System is used to facilitate the completion of the Tactical Objectives.

The incident Commander is the person who drives the command system towards that end.

The Incident Commander is responsible for building a Command structure that matches the organizational needs of the incident to achieve the completion of the Tactical Objectives for the incidents.

3.1.4.1 INCIDENT MANAGEMENT SYSTEM

GUIDELINE: (Continued)

FUNCTIONS OF COMMAND:

The Functions of Command define standard activities that are performed by the Incident Commander to achieve the Tactical Objectives.

The Functions of Command include:

1. Assume and announce Command and establish an effective initial command position. (Command Post.)
2. Rapidly evaluate the situation. (Size up)
3. Initiate, maintain, and control effective incident communications.
4. Provide and manage a steady, adequate and timely stream of appropriate resources.
5. Identify the incident strategy, develop an Incident Action Plan (IAP), and assign companies and personnel consistent with plans and standard operating guidelines.
6. Develop an effective incident organization using Sectors/Divisions/Groups to decentralize and delegate geographic and functional responsibility.
7. Review, and revise (as needed) the strategy to keep the IAP current.
8. Provide for the continuity, transfer and termination of Command.

ESTABLISHING COMMAND:

The first fire department member or unit to arrive at the emergency scene should assume command of the incident. The initial incident commander will remain in Command until Command is transferred, or the incident is stabilized and Command is terminated.

RADIO DESIGNATION:

The radio designation "Command" will be used along with the occupancy, address or location of the incident. This designation will not change throughout the duration of the incident. The designation of "Command" will remain with the officer currently in Command of the incident throughout the event.

3.1.4.1 INCIDENT MANAGEMENT SYSTEM

GUIDELINE: (Continued)

COMMAND OPTIONS:

The responsibility of the first arriving unit or member to assume Command of the incident presents several options, depending on the situation.

If a Chief Officer, member or unit without tactical capabilities initiates command, the establishment of a Command Post should be a top priority. At most incidents the initial Incident Commander will be the Company Officer. The following Command options define the Company Officer's direct involvement in tactical activities and the modes of Command that may be utilized.

Investigative Mode (Nothing Evident):

This is a mobile IC on a portable radio, moving around and evaluating conditions while looking for the incident problem. The company officer should go with their crew to investigate while utilizing a portable radio to command the incident.

Fast Action Mode:

The company officer arrives, assumes command and determines that their participation in the mitigation of the incident will make a positive difference in the outcome of the Tactical Objectives. The IC will give an initial on-scene report, make assignments to units coming in behind them, then proceed with a portable radio to supervise their crew in the mitigation of the incident.

Examples include:

- Visible working fire in a residence or small commercial occupancy,
- Critical life safety situations,
- Any incident where the safety and welfare of emergency personnel is a major concern.
- Obvious working incidents that require further investigation by the Company Officer.
- Combined crew experience level.

In Fast Action Mode, the IC must initiate and continue command until a command officer arrives and the transfer of Command is completed.

3.1.4.1 INCIDENT MANAGEMENT SYSTEM

GUIDELINE: (Continued)

COMMAND OPTIONS: (Continued)

Fast Action Mode: (Continued)

The Fast Action Mobile Command mode should not last for more than a few minutes and should end with one of the following:

- A. The situation is stabilized
- B. Command is transferred,
- C. The situation is NOT stabilized, and the Fast Action Mode Incident Commander must move to an exterior (stationary) Command position and is now in the Command mode.

Command Mode (Stationary Command Post)

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, demand early, strong, stationary command from the outset. In these cases, the IC will assume command and, from the very beginning stay out of the hazard zone in a stationary, exterior Command position. The IC must remain there until the incident is terminated or Command is transferred.

TRANSFER OF COMMAND:

Command is transferred in order to improve the quality of the Command organization.

In certain situations, it may be advantageous for the fire arriving Incident Commander (i.e. Company Officer) to transfer Command to the next apparatus ON SCENE. This may be indicated when the initial commitment of the first arriving apparatus requires a full crew and another apparatus or Command Officer is on scene.

“Passing Command” to a unit or officer that is not on the scene creates a gap in the Command processes and compromises incident management and safety of personnel. **COMMAND WILL NOT BE TRANSFERRED TO A UNIT OR OFFICER WHO IS NOT ON THE SCENE.**

When a Chief Officer arrives at the scene at the same time as the initial arriving apparatus, the Chief Officer should assume Command of the Incident.

3.1.4.1 INCIDENT MANAGEMENT SYSTEM

GUIDELINE: (Continued)

TRANSFER OF COMMAND: (Continued)

Within the chain of Command, the actual transfer of Command will be regulated by the following process:

- A. The officer assuming Command (IC #2) will communicate with the person being relieved (IC #1) by radio or face-to-face. Face-to-face is the preferred method to transfer Command.
- B. The person being relieved will brief the officer assuming Command indicating the following at a minimum:
 1. General situation status.
 - a. Incident conditions,
 - b. Incident management plan,
 - c. Completion of Tactical Objectives,
 - d. Safety Considerations.
 2. Deployment and assignments of operating units and personnel.
 3. Appraisals of need for additional resources.

The arrival of a ranking Officer on the incident scene does not mean that Command has been automatically transferred to that Officer. Command is only transferred when the Transfer of Command process has been completed.

COMMAND STRUCTURE:

It is the responsibility of the Incident Commander to develop an organizational structure, using standard operating guidelines, to effectively manage the incident scene. The development of the organizational structure should begin with the deployment of the first arriving unit and continue through a number of phases, depending on the size and complexity of the incident. Building a Command organization is the best support mechanism the Incident Commander can utilize to achieve balance between managing personnel and incident needs.

- Large scale and complex incidents require a large Command organization.
- Small scale and simple incidents require a small Command organization.

The Incident Commander should maintain a span of control of three to seven sectors, divisions or groups that report to them, the optimal number being five.

The Incident Commander should have more personnel working than commanding.

The basic configuration of Command includes three levels:

- Strategic Level – Overall direction of the incident. Offensive or Defensive.
- Tactical Level – Objectives assigned to Sectors, Divisions or Groups.
- Task Level – Task objectives assigned to units, teams and crews.

3.1.4.2 PUBLIC INFORMATION

PURPOSE:

This guideline addresses the duties and responsibilities of the Public Information Officer and other personnel at emergency incidents tasked to address the media, deal with the affected families and work with the general public.

SCOPE:

All department members operating at fire department incidents, training and activities.

GUIDELINE:

The Incident Commander will be responsible for the assignment of a Public Information Officer on the fireground or any other significant incident.

The Public Information Officer will establish an Information Sector if not already established.

Radio designation will be “Public Information Sector.”

Individuals assigned to perform this sector function should consider the following general guidelines:

Basic Information:

- A. Timely Response
- B. Number of Units and Personnel on-scene
- C. Human interest or Safety information.

Additional Information that may enhance the report:

- A. Mention of highly skilled and trained professionals working the incident.
- B. An extremely hazardous situation
- C. A person or unit that did an outstanding job during the incident.
- D. A rescue scenario
- E. Projected duration of the incident.

This information will assist the reporters in their coverage of the incident and enhance the quality and accuracy of their stories.

Every effort should be made to provide accurate information. Do not speculate as to the cause of the emergency incident. Do not release names of any persons seriously injured or deceased as a result of the emergency incident.

While gathering information it is appropriate to allow reporters to get photos and film footage of the incident, from a safe location and without interfering with emergency operations.

Set a time for an official press briefing and make that time and location available to reporters and staff.

3.1.4.3 INCIDENT RECORD KEEPING

PURPOSE:

This guideline addresses records and information that must be maintained when activating or terminating the Incident Command / Incident Management System.

SCOPE:

All department members operating at fire department incidents, training and activities.

GUIDELINE:

The Incident Commander is responsible for recording information and maintaining pertinent documentation during the course of an emergency incident or fire department activity.

Examples of recorded information and pertinent documentation are:

- A. Incident Action Plans (IAP)
- B. Time and results of Personnel Accountability Report (PAR) checks.
- C. Safety Bulletins
- D. Incident Organization Charts
- E. Press Releases

The Incident Commander may assign Chief or Company officers and members to assist with the documentation of the incident.

Incident records will be filed with the NIFRS incident report drawn down from the MCT record.