

RESPONSE PROCEDURE

The following guidelines cover most situations encountered under ordinary conditions. These guidelines are to be followed at all times. Only the Chief, ranking officer, officer in charge (OIC) of an alarm can countermand standing orders. Obviously all situations cannot be covered by standing orders. Officers, firefighters and members must show a certain degree of ingenuity and resourcefulness alike. At all times, members are to conduct themselves in a professional and conscientious manner.

It is the intent of the East Greenbush Fire District #3 to provide the appropriate number of personnel needed to perform emergency operations. It is the basic understanding that apparatus will not roll with less than a driver and four (4) personnel. This guideline will be in effect unless directed to do otherwise by the Incident Commander. During the hours of 7 a.m. to 7 p.m. Monday through Friday apparatus may be required to respond with less than the above stated minimum. When this occurs, it must be understood that fire ground operations be limited until a minimum of four (4) members are assembled. It is also the intent that two (2) members will be the number of personnel needed to perform basic emergency evolutions, such as incident management, providing a water supply, hose deployment, forcible entry, search and rescue, ladder placement, ventilation, salvage, and overhaul.

Personnel will respond directly to the nearest Station or their assigned Station.

Blue identification lights will be displayed in accordance with the NYS Vehicle and Traffic Law, §375.41 sub I and §375.41 sub 4.

Members will respond in accordance with prescribed training, operational guidelines and common sense. As approved by the Board of Fire Commissioners on April 10, 2000 and as directed by the district's insurance company, members will respond to calls for service according to the definition of a *"True Emergency"*. This is covered in section 7-13 of this Operational Guideline.

Between the hours of 7:00 p.m. and 7:00 a.m. on weekdays and from Friday at 7:00 p.m. to Monday at 7:00 a.m., the first truck will roll with no less than a driver and 4 (four) personnel. The first due truck at the North and Main Stations will roll first, the crew to be assembled from the first arriving personnel *"regardless of truck assignment"*.

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ZONE BOUNDARIES:

ZONE 1: (Main) Intersection to East End of the district including Schodack Center, Miller Road, Sunset Road, Hays Road to Phillips Road.

ZONE 2: (North) Intersection to north end of district; including Iroquois Place, Luther Road, Third Avenue, Red Mill Road, Old Troy Road to the creek, the Genet School property.

ZONE 3: (Park) Intersection to West End of the district; Woodland Park, Phillips Road South to the Creek, Hays Road from Phillips Road to 9J, Port Area, Sherwood Park, Old Troy Road from 9 & 20 to the creek.

STRUCTURE FIRES: Truck 11 responds **FIRST** to Structure Fires in Zones I and 3. **(Code 3 Response)**

All units will respond to all reported structure fires. The first chief or the first officer in charge on the scene will, at their discretion, advise the responding vehicles to respond code 2 or return to quarters as directed. The officer may direct the trucks to return to their respective stations

prior to reaching the scene if the call is located in an area remote from the main hazard area of the town, such as 9J. In areas with restricted access and egress, good judgment on the part of responding trucks will prevail, with respect to blocking streets (park on the same side as the incident), etc. *"Personnel will remain with the trucks while the truck officer determines the assignment of the truck"*.

All personnel will follow established Engine Company and Truck Company operating guidelines when called to a reported structure fire.

ODORS/LEAKS OF GAS (NATURAL/PROPANE): **(Code 3 Response)**

All units will respond to reported Natural/Propane Gas calls. Personnel are to approach the affected area with caution so as not to position personnel or apparatus within the vapor cloud or in the gas fumes. All personnel will be in **full** Personal Protective Equipment (PPE). Anyone working within the hazardous area will use SCBA. All personnel will follow the orders of the Incident Commander; Engine Companies should prepare to establish a water supply with attack lines. The air quality must be checked and monitored during the operation, use of electronic monitoring devices such as the MSA Passport is recommended. Evacuation and ventilation must begin as soon as possible, control of leaking product must be addressed with safety in mind to eliminate possible ignition. If ignition has occurred prior to emergency personnel arrival and there is no life or property at risk, **Do Not attempt to shut off the leak** (IT IS CONTAINED). The proper agency responsible to the involved product should be contacted ASAP to respond to handle the incident stabilization.

BOMB THREATS:

(Stand by in quarters)

Transmitted as a "**SIGNAL 50**". No location will be given. All units will stand by in quarters until called by the Police or the Officer in Charge (OIC). In the event apparatus is called to the scene, all personnel are to follow the structure fire response procedure. No sirens are to be sounded and radio transmissions will stop prior to entering the property of the call location.

BRUSH FIRES:

(Code 2 Response- see below)

Will be handled by the Zone Engine. Units are **NOT** to leave paved roads unless directed by the Incident Commander. Units will respond **code 2 unless fire is threatening life or property**. If the **fire** is threatening property, the call may be re-dispatched as a structure fire and units should respond accordingly.

SMOKE INVESTIGATIONS:

(Code 3 Response)

All smoke investigations calls will be handled as a **structure fire response**.

WATER EMERGENCIES:

(Code 2 Response)

Will be handled by the Zone Engine. This type of alarm is not an emergency response, respond code 2. Personnel should wear the appropriate protective equipment. The Hot Stick TM will be used to ensure a safe working area.

VEHICLE FIRES:

(Code 3 Response)

Will be handled by the Zone Engine unless fire is on 1-90 or is a tanker (see 1-90 & Truck Fires).

WASH DOWNS:

(Code 2 Response)

Will be handled by the Zone Engine. Hazardous Materials and petroleum products will **not** be washed down storm sewers. The incident commander shall at their discretion, use the Petro-Tech TM system or speedy dry or other approved method. Wash downs may make roads more hazardous (slippery.)

ALARMS ACTIVATIONS:

(Code 3 Response)

Will be handled by the Zone engine. Upon arrival of a Chief or the OIC, he/she will upgrade the call as the situation dictates

MOTOR VEHICLE ACCIDENTS: (Code 3 Response)

In addition to the Zone Engine, Engine 7 will respond with the appropriate extrication, rescue tools and additional trained personnel. A second Engine will respond in Zone one in event of extrication.(12/05)

The East Greenbush Fire District #3 will be the lead agency responsible for fulfilling extrication within the protected East Greenbush Fire District #3 and the Schodack Center Fire District. The Fire District shall also provide vehicle rescue and extrication services to any location as requested through State and County mutual aid plans.

Accidents: Personnel should address Fire/Rescue duties at Auto Accidents. Medical needs should be directed to responding EMS personnel. Fire District personnel are to follow prescribed District EMS protocol, perform to your level of training.

Response priorities at motor vehicle accidents shall be:

- A) Protection of Fire District personnel and accident victims from additional injury.
- B) Basic Life Support (ABC's and CPR).
- C) Fire Suppression.
- D) Extrication and additional medical assistance.
- E) Spill or hazard control.
- F) Traffic control.

Apparatus and chief's vehicles will be positioned so as not to interfere with rescue operations, block access for ambulance or unnecessarily impede the flow of traffic. If fuel or cargo is spilled or leaking, apparatus and chief's vehicles will be positioned uphill and upwind whenever possible.

Crew Assignments

Engine Company

Engine company personnel and officer are responsible for positioning of the apparatus and control of all existing or potential fire and safety hazards present at the emergency scene. It shall be a standard practice of the engine company crew to deploy one portable dry chemical **fire** extinguisher and have available one fire safety hand-line with a minimum flow capability of 100gpm (1 3/4 inch) for each vehicle involved in the incident.

Engine company personnel are responsible for initial stabilization of the damaged vehicles by appropriately cribbing the damaged vehicles. If there is a potential of a fire hazard, disable the electrical systems (disconnect or cut the negative cable first) and controlling any other hazards that are present now or may be present throughout the duration of the incident.

Rescue Company

Personnel of the Fire District rescue squad shall be responsible for providing initial basic emergency medical care to the accident victims, and assisting the Bruen Rescue Squad personnel or any attending EMS agency as appropriate. No member may become involved in medical assistance beyond their level of training unless under the direct supervision and orders of appropriately trained EMS providers.

All district personnel shall don full protective clothing including infectious disease measures (Latex rubber gloves, goggles, surgical face masks as appropriate) and shall participate in the district accountability program.

Rescue Company personnel when confronted with real or potential multi-casualty incidents shall initiate the Mass Casualty Incident plan and function under the MCI plan as necessary.

Vehicle Rescue Company

Fire District vehicle rescue personnel shall assemble in full protective gear at a rescue personnel staging area near Engine 7. Their responsibilities shall include but not limited to:

- 1) Placing freighter accountability tags in collection area
- 2) Forming 2 freighter work teams
- 3) Contacting command officer to report availability
- 4) Assisting operator of Engine 7 to deploy extrication and medical tools and equipment to the staging area
- 5) Accomplish all vehicle rescue evolutions necessary to free the entangled patients assigned to their team.

Driver/Operator of the Engine/Rescue is responsibilities

- 1) Proper positioning of the vehicle
- 2) Designating the rescue tool & equipment staging area
- 3) Monitoring district equipment inventory
- 4) Deployment of electrical service and floodlights as necessary for the incident
- 5) Monitoring the firefighter accountability system for all district personnel present at the scene

Additional arriving Fire District personnel shall:

- 1) Don full protective gear
- 2) Turn in their accountability tags to the operator of Engine 7
- 3) Stage in standby status
- 4) Await vehicle rescue assignments

Fire Officers

The senior fire district officer is responsible for:

- 1) Safety of all operating emergency service personnel.
- 2) Overall scene assessment.
- 3) Establish command using the "Unified Incident Command System".
- 4) Maintaining communication between operating personnel and agencies present at the scene and the communications center.
- 5) Upon terminating command ensure that ALL personnel, including fire police, operating on scene have left safely and that no hazardous condition exists

Rescue Officer

The Rescue Officer is responsible for:

- 1) Safety of all emergency service personnel within the rescue sector
- 2) Fire service related activities within the extrication sector
- 3) Command of all assigned fire district and rescue squad members working under the officers supervision

District operations shall consist of primarily 4 basic groupings of evolutions referred to as rescue phases.

Rescue Phase "1" activities shall consist of:

- Arrival
- Size-up
- Establishing Command
- Scene Stabilization
- Patient Access
- Emergency Medical Care

Rescue crew personnel shall survey the accident scene and check for hazards and the presence of additional injured persons. Accountability of the injured and immediate notification to the medical service is one of the highest priorities. Rescue personnel shall be responsible for vehicle stabilization, access, and disentanglement work necessary to free the trapped occupants.

After initial access has been gained to the injured persons and medical care is underway, Rescue Phase "2", "3", and "4" shall follow. The exact sequences of the performance of the rescue phase shall be at the direction of the rescue sector officer and the Incident Commander.

Rescue Phase "2" activities shall consist of disentanglement including:

- Protection of the victims from extrication and accident debris such as: flying glass shards and injury from sharp edges

- Forcible entry through side door (s)

Rescue Phase "3" activities shall consist of disentanglement including:

- Window glass removal
- Partial or total roof removal, and
- Sidewall (side post) removal

Rescue Phase "4" activities shall consist of

- Dashboard and **firewall** movement.

These basic strategy phases shall be followed by patient extrication, transportation, and incident termination.

General Guidelines:

Any evolutions may be assigned as deemed necessary by the fire rescue sector officer in cooperation with the emergency medical personnel attending to the injured parties and the incident commander.

If there are more than two (2) victims requiring or requesting transportation to hospitals by ambulance, or if victims are requesting different hospitals, the ambulance service will be notified as soon as possible so that additional ambulances can be dispatched.

It is incumbent upon the first arriving fire district personnel to take necessary precautions for the protection of the victims until such time as the transfer of patient care is complete. These precautions shall include immediate vehicle stabilization, neck and spinal stabilization and protection from further hazards until such time as extrication is complete. The transfer of patient care from fire district personnel to ambulance personnel will be a smooth transition, during which ambulance personnel will be informed of any patient care activities have occurred, vital signs, and any other relevant data by District Patient Evaluation and/or Patient Refusal forms (SOG 7-46 & 7-47). Patient transfer is not accomplished by simply having an ambulance arrive. Transfer of patient care will only occur when relieved by another rescuer with equal or greater qualifications.

DUMPSTER FIRES:

(Code 2 Response)

Will be handled by the Zone Engine. **SCBA will** be used for attack personnel. This is a **code 2 response unless fire is threatening life or property**. If the dumpster is threatening a structure, the call should be re-dispatched as a structure **fire**.

COMPACTOR FIRES: (Industrial sized dumpsters usually attached to buildings)

(Code 3 Response)

Will be handled by the Zone Engine. If necessary, command may retransmit the alarm as a structure fire.

CONFINED SPACE RESCUE CALL:

(Code- 3 Response)

Will be handled by the zone engine, engine 7 and Truck 11

Definition - An area large enough to enter and perform work, with a limited means of entry or exit, and is not designed for continuous occupancy.

This procedure is to be used for Industrial/Rescue/Trench Incidents and alike.

Command must be established, Area must be secured, size-up and evaluation of the involved area must be conducted to prepare the site. Lockout Tagout measures must be conducted to provide a safety work environment, the evaluation and monitoring of the atmosphere must be done with readings recorded, use of electronic monitoring devices such as the MSA **Passport™** are recommended. An action plan must be established addressing the following:

- 1) Recovery: Actions must be specific and in the interest of safety, hazards must be eliminated and the recovery completed.
- 2) Rescue: Toxin source must be stopped, the area must be ventilated, all personnel including non-entry personnel will wear appropriate protective clothing including SCBA and will have radio communications with command staff. NOTE: Rapid Intervention must be ready to begin operation if the need arises and EMS may be needed to treat or evaluate involved personnel. Victims must be packaged and removed with consideration given to the decontamination of victims and response personnel.

WIRES DOWN:

(Code 2 Response)

Will be handled by the zone engine. Perform Rescue if necessary, maintain a safe area and provide dispatch personnel with information needed to advise designated power company pole numbers and other needed information. The Hot Stick TM will be used to ensure area is safe.

EMS ASSISTANCE CALLS:

(Code 3 Response)

Will be handled by zone engine. Under the orders of EMS Command, special equipment requests may be needed.

CARBON MONOXIDE CALLS:

(Code 3 Response if illness, Code 2 if no illness)

Will be handled by the Zone Engine. T-11 may be special called as dictated for the ventilation equipment. SCBA will be used by all responding personnel while using electronic monitoring device. If reading in excess of 35 PPM of CO is detected SCBA's MUST BE WORN. Follow established Town of East Greenbush guide sheet (SOG 7-45). CO reading of 9 PPM or less are normal. If CO readings are between 10 to 99 PPM then involved occupants must be checked and monitored for possible CO poisoning and turned

over to EMS if poisoning symptoms are detected. If readings are over 100 PPM, a potential lethal problem exists and immediate evacuation and treatment of occupants is required.

REQUESTS FROM LAW ENFORCEMENT:

(Code 2 Response)

Depending on the nature of the request, the Zone Engine will handle the call. Limited personnel are to respond as needed. All personnel are reminded that these calls are sensitive in nature and personnel will not discuss these matters with others.

OUT OF DISTRICT CALLS (NOT MUTUAL AID):

(Respond as per EGFD #3 Operational Guidelines)

In the event a call is transmitted for EGFD #3 but is in an adjacent district; a zone response will be followed. While responding, notify Rensselaer County Fire Control as to the error and have the proper agency dispatched. In the event the call is in a NON-ADJACENT district, DO NOT RESPOND, notify Rensselaer County Fire Control to dispatch the correct agency.

"THE INTERSECTION" MEANS 9 & 20 AT ROUTE 4

All calls (Not including Structure Fires) at the intersection:

One Engine from the Main Station

Port Calls: Also see port pre-plan and box alarm assignment in section 15 of this SOG

(Not including Structure Fires): Engine 6 including Engine 7 for foam. Engine 7 will respond with a full crew. Personnel will **NOT** respond in their private vehicles to calls in the Port.

Truck Fires:

(Other than Port Calls and 190) The Zone Engine plus Engine 7,

Interstate 90:

For incidents on 1-90, Engine 7 and Engine 8 will respond to all calls. Unless otherwise directed, Engine 8 will respond via Route 4 in the direction reported and Engine 7 will respond via the Miller Road interchange. This procedure will be followed on all calls between the Rensselaer City Line and the end of the Schodack Center District. **No** Fire Police are to be on I- 90 to direct traffic. All Fire Police should respond to the closest exit and await orders.

STANDBY CALLS:

(Code 2 Response)

The closest Engine will respond to all Stand-by calls.

ZONE 1: Zone Engine. Schodacks

ZONE 2: Defreestville, Wynantskill, Rensselaer, Best Luther and calls to the North.

ZONE 3: Castleton, Clinton Heights, Schodack Landing, calls to the South, 2nd due Engine to City of Rensselaer.

Available personnel and drivers will respond regardless of truck affiliation. The Truck will respond code 2, using no lights or siren and following all traffic laws. Stand-by crew shall consist of a driver and at least four (4) personnel. The truck will at no time exceed posted speed limits.

MUTUAL AID RESPONSES:

1. Basic response will be a driver and four (4) personnel
2. Personnel in excess of the number should be assigned to the responding truck. They may bump personnel not assigned to the truck.
3. Personnel assigned to the truck may respond to the scene in their private vehicles, but are encouraged to remain in the district.
4. Personnel who are not assigned to the responding truck may be asked to return to the district.
5. Two East Greenbush trucks will remain in the District at all times unless extreme emergency dictates additional equipment. The ranking Officer in Charge from the East Greenbush Fire District #3 decides.
6. One Chief will remain in the District at all times when more than one is available.
7. Response for motor vehicle accidents outside the Fire District will be the responsibility of Engine 7 with extrication tools and trained personnel.

EAST GREENBUSH:

Mutual Aid protocol for calls in East Greenbush Fire District #3 shall follow the established Box Alarm program which can be found in this Operational Guideline in section 15 and in the Pre-Plan books located in each unit (Trucks and Chiefs Cars).

CITY OF RENSSELAER:

In the event of a move-up to the City of Rensselaer, Engine 8 will respond to the Hills (Truck Co. #1) 42 Partition Street. If a Second Engine is requested, then Engine 9 will respond as directed.

BEST LUTHER:

Engine 8 and Truck 11 to Roberts Apartments (Old Morey Apts.).

(6a.m. to 6p.m. Mon-Fri) Engine 8 responds to the scene for all structure fires.

CLINTON HEIGHTS:

Engine 9 will respond to all calls in the areas off Columbia Turnpike.

Engine 8 will respond to all **calls** in the areas off Red Mill Road including Third Avenue.

Engines 9 and 8 should respond with **NO LESS** than a driver and four (4) personnel. If they are short staffed, a crew should be assembled by using both trucks (i.e., Engine 9 responds with 3 and Engine 8 responds with 3). This will provide a crew of 5 at the scene. Radio communication of crew size is imperative.

ALL OTHER MUTUAL AID:

Refer to Box Alarms in Pre-Plan books located in each unit.