

TOWNSHIP FIRE DEPARTMENT CHAPTER 2: STANDARD OPERATING GUIDELINES

Part 1: Response Guidelines

Subject: General Practices

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Effective Date: 02-26-90

Section: 2-1-4

Review/Revised Date: 01-25-10

- 4.01 Purpose. These policies will be implemented to assure both safety at the emergency scene and continuity of practices.
- 4.02 Goal. These procedures will be in effect for all members of Township Fire Department operating at or near the emergency scene.
- 4.03 Definition. These procedures are meant to act as reminders to those who work at the emergency scene.
- 4.04 Application.
- A) If responding to a major incident, Emergicare will be notified to standby at the scene. Responding Emergicare members will report to Command Post upon their arrival for assignments.
 - B) The need for ventilation should be assessed prior to entering a structure.
 - C) If a hydrant is used, the hydrant number and amount of water used shall be recorded and given to the Incident Commander.
 - D) First in firefighters will make a report (statement) to the Incident Commander giving their initial findings and assessments, also indicating any property damage they did to gain entry within 24 hours of the incident.
 - E) Always observe fellow firefighters for excessive heat, danger, and frostbite. Report all accidents no matter how minor to the Incident Commander. Injury Report Forms must be filled out within 24 hours of the incident.
 - F) Ladder crews shall always have a firefighter to heel the ladder while in use.
 - G) When unusually stressful incidents occur, all personnel involved may discuss the incident within 24 to 72 hours of that incident with properly trained personnel.
 - H) The Incident Command System will be followed at all incidents.

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- l) Actions to follow when dealing with questions concerning your firefighting activities:
 - 1) DO NOT make any comments regarding your firefighting activities or other emergency activities to anyone who is not a member of the department.
 - 2) DO NOT make any comments regarding your actions to news media.
 - 3) DO NOT make any comments regarding your actions to the property owner or neighbors.
 - 4) DO NOT make any comments regarding your actions to any insurance representative.
 - 5) When a reporter or other news media, neighbor, or any nonmember person, asks you questions regarding any emergency situation, say - "No comment. We make no comments during an emergency situation and we make no comments during the investigation period after an emergency situation."

Reason: A fire department member made the following comment after the fire to a property owner: "We could have done it better. We could have done it differently."

Result: A lawsuit against the fire department for improperly fighting a fire.
- 6) REMEMBER - refer all questions to your information officer. Critique your actions among your own members at fire drill meetings. Be strong - Be firm! Refer all questions to the information officer.
- 7) To the Fire Chief or Public Information Officer - If anyone asks a question:
 - a) Ask yourself - who is this person?
 - b) Ask yourself - why is this person asking?
 - c) Ask yourself - does this person have the need to know?

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- d) Then check with your insurance representative to see if it is OK.
- e) Tell all unauthorized people: "You must leave the emergency premises area at once! Leave the premises at once or we will call the police." If they don't leave, call the police and have them removed. This includes the property owner or neighbors. You are in the business of saving lives first, property second, not in giving interviews or talking to unauthorized people.

Contact your insurance representative before making any comments to anyone.

- J) Only Department approved accessories will be worn on turn out gear.
- K) When near the water or on the water of any Departmental water incident, approved flotation devices will be worn at all times.
- L) Injured personnel will be transported by ambulance to the hospital, not in private vehicles, unless approved by the Incident Commander.
- M) All personnel shall wear latex or nitrile gloves during an extrication, body removal, or any other incident that may give that firefighter contact with another person's body fluids. If necessary (not in the case of firefighting) the latex or nitrile gloves will be worn under your normal issued protective gloves. If contact has been made with body fluids while wearing your protective gloves, those gloves will be considered contaminated and shall be disposed of properly.
- N) A weather report will be given for grass fires and Haz-Mat incidents. In extreme cold, temperatures and wind chills should be given. The weather report should include temperature, wind direction, and dew point. Long-range forecasts will be given if possible.
- O) If a problem is found with the operation of any support equipment, an Equipment Defect Report will be made out and given to the Battalion Chief or Captain of the involved station.

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- P) All equipment not owned by TFD, including but not limited to; ATV's, boats, chain saws, trailers, and /or vehicles shall be visually inspected and verified that the equipment/vehicle is in proper and safe working condition prior to being utilized for training purposes or emergency responses for Township Fire Department, Inc. The TFD Safety Officer, Battalion Chief or the Incident Commander shall be responsible for approval of any non-owned equipment/vehicle that is put into use by TFD.

- Q) No TFD equipment and or property shall be removed from the fire stations without the station Battalion Chief's approval.