



# WILLINGTON FIRE DEPARTMENT INC. #1

## STANDARD OPERATING GUIDELINES

The Willington Fire Department is dedicated to protecting and reducing the loss of life, limb and property; to promote the health, safety, and wellbeing of the citizens of this community; and to reduce damage to the environment due to fires, hazardous materials, natural disasters, and other emergencies caused by the act of man or nature. We will provide this service with loyalty, integrity, accountability, and teamwork.

***WILLINGTON FIRE DEPT. INC. NO. 1***  
***STANDARD OPERATING GUIDELINES***  
**OPERATIONS SECTION**

IMPLEMENTED BY

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## PREFACE

Presented in the following pages are Standard Operating Guidelines (SOGs) which are to be used by members when contemplating a standard type of operation. These SOGs were developed by and specifically for the Willington Fire Department Inc.

The purpose of this text is to establish behavioral guidelines for members. This is not meant to replace department by-laws or administrative policies and procedures. Instead, it is to be used as a reference for any questions concerning department line policies, procedures, regulations, and expected behavior as a line member of the department.

These SOGs were developed to guide members of the Willington Fire Department, Inc. in the performance of their duties, on and off the incident scene. They are based on the requirements in NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, on Connecticut Department of Public Health BLS Guidelines, and on the appropriate federal, state, and local regulations.

It must be pointed out, and stressed, that the most important rule of conduct is common sense. Because the situations and circumstances are so varied in the emergency services, certain rules and regulations of operation cannot necessarily be followed in the strictest sense, but some must be altered according to the circumstances. These guidelines are available to inform members of the direction their decisions and actions should follow.

The Willington Fire Department Inc. is composed of members with different backgrounds and values, but joined together in the common cause of providing a valued and outstanding service to the community. Keep in mind that every member's personal conduct and behavior reflects on the department as a whole and that it only takes one thoughtless, careless, and selfish act to destroy the fine image that has taken many years and much hard work to establish.

## DISCLAIMER

Fire and emergency services are inherently dangerous. The Willington Fire Department, Inc. cannot guarantee that adherence to these SOGs alone will prevent occupational injuries, illness, or exposures. However, the SOGs help provide part of the framework for an emergency service occupational safety and health program which has been designed to help achieve this goal. It is the personal responsibility of each member to always operate with due regard to their safety, co-worker safety, and public safety.

All department members are required to sign a statement documenting that they have received these SOGs, read them, and understand them. Training is provided on the SOGs, and all training will be based on the content of the SOGs.

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**SECTION 1: CHAIN OF COMMAND**

**1-1 GUIDELINES**

- 1-1.1 The chain of command that shall be followed at all incidents will be as follows
- A) Member to Lieutenant
  - B) Lieutenant to Captain
  - C) Captain to Assistant Chief
  - D) Assistant Chief to Deputy Chief
  - E) Deputy Chief to Chief of Department
- 1-1.2 In the absence of your reporting officer you shall report to the next ranking officer.
- 1-1.3 Exception to bypass the chain of command:
- A) Injury or death to a member, victim or the public
  - B) Damage to fire department equipment or apparatus
- 1-1.4 Color designations for the Willington Fire Dept. Inc. No. 1 will be as follows
- A) Members will wear BLACK helmets
  - B) Safety Officers will wear ORANGE helmets
  - C) Lieutenants will wear YELLOW helmets
  - D) Captains will wear RED helmets
  - E) Chief will wear WHITE helmets

## **SECTION 2: INCIDENT COMMAND SYSTEM**

### **2-1 ESTABLISHING THE INCIDENT COMMAND SYSTEM**

- 2-1.1 Incident command system will be activated during the following situations or incidents.
- A) All fires
  - B) All motor vehicle accidents
  - C) All HAZ-MAT incidents
  - D) Any medical incident involving multiple ambulances
  - E) Any incident involving medical helicopters
  - F) All search and rescue or dive rescue operations
  - G) Any incident an officer deems necessary

### **2-2 INITIAL SETUP AND REPORTING**

- 2-2.1 The first arriving officer at the incident will activate the incident command system. He/she shall establish and designate the command post as "Willington Command."
- 2-2.2 The first arriving officer or apparatus shall perform initial size-up which should include the following:

Incident encountered – situation or condition  
Special hazards and/or responses  
Condition/whereabouts of victims (if known)  
Extenuating circumstance

- 2-2.3 Incoming senior officers may assume command of the incident upon their arrival at the incident.

### **2-3 TACTICAL PRIORITIES**

- 2-3.1 The incident commander shall establish a plan of attack based upon the situation and conditions encountered.
- 2-3.2 The incident commander shall direct the placement of apparatus with respect to the incident conditions.

## **2-4 ROLES AND TERMINOLOGY**

### **2-4.1 COMMAND**

Shall be established by the first arriving officer at the incident. He/she shall manage the incident and available resources. He/she shall determine the extent of the incident command system. (See exhibit 99-04)

### **2-4.2 OPERATIONS**

Staffed when the span of control exceeds five direct reports to command position (Excluding safety, information, liaison and finance). Staffed if the incident commander feels it is in the best interest of the incident to do so.

### **2-4.3 SAFETY OFFICER**

Staffed for all incidents  
Reports directly to the incident commander  
Shall not supersede the authority of the incident commander  
Has the authority to cause immediate correction of situations and imminent hazard to members or the public.  
Shall notify the proper authority when a non-imminent hazard is observed so corrections can be made through the chain of command.  
Shall complete all exposure forms and turn them in to the Chief of the Department.

### **2-4.4 STAGING OFFICER**

Shall be numerical in assignment and incrementing from a value of 1 if more than one is needed (Staging 1, Staging 2 etc.)  
Can be more specific (EMS Staging)  
Staging will be broken into 2 levels (Level 1, Level 2)  
Level 1 staging will be activated upon the arrival of the first apparatus. Additional units will stage a minimum 500 yards from the incident.



#### 2-4.4 **STAGING OFFICER (cont'd)**

Level 2 staging will be activated during larger scale operations. Staging officers will be assigned to this function.

Level 2 staging replaces level 1 staging. Units in level 1 staging shall hold their position until reassigned by the incident commander.

Incoming apparatus shall report their arrival to the Staging Officer during level 2 staging.

The Staging Officer shall keep the incident commander informed of the available resources in staging in the event more resources are needed.

#### 2-4.5 **LIASON OFFICER**

Provides an interface with other agencies working at large incidents.

#### 2-4.6 **FINANCE OFFICER**

Responsible for all financial and cost analysis aspects of the incident.

#### 2-4.7 **PUBLIC INFORMATION OFFICER**

Formulate and release information to the public and or media after consultation with the incident commander.

#### 2-4.8 **SECTORS**

Used for external points of reference or descriptions of tasks.

Shall be alphabetical and incrementing from the letter A.

Roadside or command side shall be "Sector A." Increments shall proceed clockwise around the incident.

#### 2-4.9 **DIVISIONS**

Used for internal points of reference or descriptions of tasks.

Shall be numerical and incrementing from the number 1.

Basement shall be designated "Division B." Should be based on floor numbers and issued from the bottom up.

#### 2-4.10 **GROUPS**

Used for specific tactical assignments. Terminology will be specific to the task. (Vent group etc.)

#### 2-4.11 WATER SUPPLY

Assigned during large scale water operations. Shall be numerical and incrementing from the number 1. Reports directly to the incident commander.

#### 2-5 PROPERTY CONSERVATION

- 2-5.1 Property conservation shall be undertaken at all structural fires and any incident the incident commander deems it necessary. This could include exposure protection, salvage operations, removal and/or protections of personal items.

#### 2-6 FIRE CONTROL

- 2-6.1 Command shall determine whether the incident conditions warrant an offensive attack or a defensive attack.

#### OFFENSIVE ATTACK

##### Structure Fires

Offensive attack to be used on any structure that is less than 50% involved.

Attack shall be from the unburned section to the burned section of the structure.

Proper ventilation shall be pursued prior to an offensive attack.

If the fire approaches 50% involvement the incident commander will set up apparatus in a defensive position.

##### Vehicle Fires

Offensive attack shall be pursued unless the incident commander feels the safety of the firefighters is compromised.

##### Brush/Woods Fires

Offensive attack pursued unless:  
Incident commander feels the safety of the firefighters is compromised. Involvement of a structure is imminent.

## DEFENSIVE ATTACK

### Structure Fires

Defensive attack will be used on any structure that is 50% or more involved.  
Exposures will be protected.  
Master and large stream lines will be used.  
All firefighters will be positioned a safe distance in the event of a building collapse.

### Vehicle Fires

Defensive attack will be used with vehicles involving hazardous materials or flammable liquids and gases.  
Unmanned master should also be a consideration.

### Brush/Woods Fires

Defensive attack may be used to protect structures.  
May be used during fast moving fires.  
Setup will be ahead of the fire and units will wait for the fire to reach the defensive position.

## SECTION 3: APPARATUS RESPONSE

### 3-1 RESPONSE DETERMINATION

- 3-1.1 Engine Tank responses shall be determined based on these following guidelines:

All locations within our district south of Rt. 74 shall receive an ET from Station 213.

Rt. 74, I-84 and all locations north of Rt. 74 shall receive an ET from Station 13.

The incident commander may alter this response determination if necessary to provide faster response to specific areas.

### 3-2 SPECIFIC ASSIGNMENTS

#### 3-2.1 Fire Response

Engine Tanks

Rescue / Squad 113

Ambulance

Other units requested by the incident commander

#### 3-2.2 Motor Vehicle Accidents

Ambulance  
Rescue / Squad 113  
Appropriate ET  
Other units requested by the incident commander

**3-2.3 EMS Response**

Ambulance  
Other units requested by the incident commander

**3-2.4 Carbon Monoxide Alarms**

Rescue / Squad 113  
Ambulance  
Appropriate ET  
Other units requested by the incident commander

**3-2.5 HAZ-MAT Response**

Rescue / Squad 113  
Appropriate ET  
Ambulance  
Other units requested by the incident commander

**3-2.6 Water Emergencies**

Ambulance  
Rescue / Squad 113  
Appropriate ET  
Other units requested by the incident commander

**3-2.7 Search and Rescue Response**

Service Units  
Ambulance  
Appropriate ET  
Other units requested by the incident commander  
Personnel only are to respond to searches in surrounding towns unless a unit is requested.  
All personnel shall follow specific instructions given through dispatch regarding the location where they are to assemble.

## **SECTION 4: APPARATUS PLACEMENT**

### **4-1 GUIDELINES**

- 4-1.1 Apparatus placement shall be strategic and made by the incident commander based upon conditions of the incident.

### **4-2 SPECIFIC PROCEDURES**

#### **4-2.1 Structure Fires**

First ET shall be strategically placed to allow for additional apparatus and operational tactics. (Aerial placement etc.)  
Rescue apparatus shall be positioned to allow for easy access to equipment.  
EMS units shall be placed in a safe area for medical care.

#### **4-2.2 Vehicle Fires**

Apparatus shall be positioned uphill/upwind of the incident.  
EXCEPTION: I-84 – to ensure safety to all, ET's may be placed between the oncoming traffic and the incident if the incident commander deems it necessary.

#### **4-2.3 Brush/Woods/Debris Fires**

Apparatus shall be positioned with regard to safety at the direction of the incident commander.

#### **4-2.4 Electrical/Wires Down**

Apparatus shall be positioned at a safe distance from the incident.  
Rule of thumb: Two utility poles from the incident.  
Apparatus shall be positioned with regard to safety at the direction of the incident commander.

#### **4-2.5 HAZ-MAT Incidents**

Apparatus shall stage at a safe distance and await further information.  
Final placement shall be determined once information regarding the material is obtained / referenced. (DOT Guidebook)

#### **4-2.6 Motor Vehicle Accidents**

Apparatus shall be positioned to ensure scene safety.  
Rescue and Ambulance units shall be positioned for quick and safe access to all necessary equipment.  
Whenever possible, apparatus shall be positioned on the same side of the incident unless directed otherwise by the incident commander.

#### 4-2.7 EMS House Calls

The ambulance shall be positioned nose out of the driveway whenever possible.

The incident commander shall position the ambulance with regard to personnel and patient safety.

For any call involving emotionally disturbed persons, the ambulance is to stage at a safe distance until directed to proceed from either the State Police or the incident commander.

#### 4-2.8 Mutual Aid

Apparatus and or personnel shall contact the officer in charge of the incident when approaching for specific instructions or placement.

### 4-3 PERSONAL VEHICLE PLACEMENT

#### 4-3.1 Guidelines

Personal vehicles shall be placed on the same side of the road as the incident to ensure proper placement of apparatus by the incident commander.

Under normal circumstance no personal vehicles are allowed on I-84 with the exception of the Chief or incident commander.

During extenuating circumstances the incident commander may give specific instructions regarding placement of personal vehicles.

## **SECTION 5: COMMUNICATIONS**

### **5-1 GUIDELINES**

- 5-1.1 Personnel will use plain language when operating radio equipment.
- 5-1.2 Radio transmissions will be limited to emergency traffic only on all frequencies.
- 5-1.3 Willington fire Dept. Inc. No. 1 will operate on the following frequencies:
  - A) 33.86 (WFD #1 Primary Frequency) (TN)
  - B) 33.44 (TN)
  - C) 33.78 (TO)
  - D) 33.88 (TC)
  - E) 33.90 (TN)
- 5-1.4 Apparatus responding to an incident will sign on the air stating "TN etc. Apparatus # responding"
- 5-1.5 First officer, first apparatus, highest-ranking officer, and the ambulance shall be the only units to advise dispatch "On Scene"
- 5-1.6 Additional arriving apparatus shall report their arrival to command.
- 5-1.7 Units may be advised to proceed with the flow of traffic or proceed with caution. All warning devices shall be turned off.
- 5-1.8 When a "hold your position" command is issued, all units shall proceed to the next safe pull-off and await further instructions.
- 5-1.9 The incident commander will report all units back in service with the exception being the ambulance.
- 5-1.10 Required communication for the ambulance will be:
  - A) Responding
  - B) On Scene
  - C) Enroute to (state destination hospital or intercept)
  - D) Arrival or Off the air (state hospital)
  - E) Returning
  - F) Available / Back in Service

### **5-2 MUTUAL AID COMMUNICATION**

- 5-2.1 All fire apparatus shall sign on "Responding" to the dispatch center and advise the incident commander that they are approaching the scene.
- 5-2.2 The highest ranking WFD #1 line officer shall be the only officer to advise the incident commander they are on scene.

**SECTION 6: PERSONAL HEALTH AND SAFETY**

**6-1 OPERATION OF DEPARTMENT APPARATUS**

- 6-1.1 The operation of Fire Department vehicles shall be limited to personnel that have been trained on their proper use.
- 6-1.2 Operators of Fire Department vehicles shall be at least 18 years of age and shall obtain a valid license for that class of vehicle.
- 6-1.3 Operators whose license is lost or suspended shall notify the Chief of the Department.
- 6-1.4 Operators of Fire Department vehicles shall be cleared to drive by an Officer and then the Chief of the Department.
- 6-1.5 Operators of Fire department vehicles shall be directly responsible for safe operation under all circumstances and due regard for the law.
- 6-1.6 The operator shall not move the vehicle until all personnel are seated and secured with seatbelts.
- 6-1.7 Riding on the tailboard or any other exposed position including on the outside of the vehicle is strictly prohibited.
- 6-1.8 Fire Department vehicles shall respond to all emergencies with lights and sirens unless otherwise indicated by policy or advised otherwise by the incident commander.
- 6-1.9 Fire Department vehicles shall not exceed the posted speed limit when responding to an incident.
- 6-1.10 Fire Department vehicles shall come to a complete stop at all stop signals and proceed with caution when it is safe to do so.
- 6-1.11 Fire department vehicles shall slow down at all intersections and check all directions prior to proceeding.
- 6-1.12 Personnel shall follow the following procedures when backing up:
  - A) Avoid backing when possible
  - B) Do not rely on your back-up alarm
  - C) Use back-up camera, if applicable, as well as mirrors
  - D) Always use a spotter
  - E) The spotter should be in sight at all times.
  - F) Keep the spotter in view, stop if not visible
  - G) Back-up the apparatus slowly
  - H) Periodically check the front of the apparatus
  - I) At night, use all available lighting to assist you
- 6-1.13 Lights and sirens will not be used for BLS calls.



## **6-2 OPERATION OF PERSONAL VEHICLES**

- 6-2.1 Personnel responding to an incident in their vehicle shall obey all traffic laws set forth by the State of Connecticut.
- 6-2.2 Personnel responding to an incident shall be directly responsible for safe operation of their vehicle in all circumstances.
- 6-2.3 Personnel responding to an incident may use their blue warning light as long as a permit is on file issued by the Chief of the Department.
- 6-2.4 Personnel responding to an incident shall use their headlights with their warning lights.
- 6-2.5 Personnel responding to an incident shall not proceed by the incident to go to the station unless it is in the best interest of the incident to do so.
- 6-2.6 Personnel will not utilize any personal warning devices for BLS calls.
- 6-2.7 Personnel are not to respond to out of town mutual aid EMS calls or auto accidents unless specifically requested by the incident commander or officer in charge.

## **6-3 VEHICLE MAINTENANCE AND INSPECTION**

- 6-3.1 All apparatus shall be inspected weekly and after each use.
- 6-3.2 Any apparatus found to be unsafe shall be immediately removed from service until repaired.
- 6-3.3 Fire pumps on apparatus shall be tested annually as specified in NFPA 1911

## **6-4 EQUIPMENT INSPECTION AND MAINTENANCE**

- 6-4.1 All equipment on apparatus shall be inspected weekly and immediately after its use.
- 6-4.2 Any equipment found to be defective or unserviceable shall be removed from service and repaired or replaced.
- 6-4.3 All ground ladders shall be inspected and tested annually as specified in NFPA 1932
- 6-4.4 All fire hose shall be inspected and tested annually as specified in NFPA 1962.
- 6-4.5 All portable extinguishers shall be inspected and tested annually as specified in NFPA 10

- 6-4.6 All SCBA shall be inspected on a weekly basis and immediately after each use and the bottles shall be hydrostatically tested every 3 years.

#### **6-5 DEPARTMENT GOOD AND WELFARE**

- 6-5.1 The Willington Fire dept. Inc. No. 1 shall provide a department physician to adequately test each member to determine whether they are physically fit to perform firefighting duties. The cost will be covered by the fire department. Members wishing to use their own physician may do so at their expense with no reimbursement by the fire department. Results of all physicals shall be given directly to the Chief of the Department.
- 6-5.2 All members are required to annually receive a medical physical in accordance with OSHA regulations.
- 6-5.3 Each member's birthday shall be designated as the common anniversary date.
- 6-5.4 The Chief of the Department may extend this period if special circumstances are present.
- 6-5.5 Any member not receiving their physical shall be deemed inactive and shall not respond to any emergencies until such physical has been completed.

#### **6-6 VACCINATIONS**

- 6-6.1 Personnel shall be offered vaccinations against contagious diseases in an attempt to limit their exposure.
- 6-6.2 The vaccinations shall be at no cost to any member
- 6-6.3 Personnel who refuse the vaccinations shall sign a waiver releasing the fire department from any liability.
- 6-6.4 Personnel who refuse the waiver and the vaccinations shall be deemed inactive and the matter will be turned over to the Board of Directors for appropriate action.

#### **6-7 AIR/BLOOD BORNE PATHOGENS**

##### **6-7.1 GUIDELINES**

- A) The WFD #1 shall provide fire, rescue or medical services to the public without regard to known or suspected diagnosis of communicable disease in any patient.
- B) The WFD #1 members shall regard all patient contacts as potentially infectious and shall observe universal

precautions at all times and shall be expanded to include body substance isolation (BSI).

- C) The WFD #1 shall provide personal protective equipment to all members at no cost to the member.
- D) The WFD #1 shall provide annual training to all members in air/blood borne pathogens
- E) The WFD #1 members are required to attend annual training in air/blood borne pathogens. Members not maintaining yearly training shall become inactive until such training is obtained.
- F) The WFD #1 prohibits discrimination against any member for health reasons including infection and/or seroconversion with HIV or HBV virus.
- G) The WFD #1 regards all medical information as strictly confidential. No member's health information will be released without his or her signed written consent

## **SECTION 7: PERSONAL PROTECTIVE EQUIPMENT**

### **7-1 FIREFIGHTER / RESCUE (PPE)**

7-1.1 The WFD #1 will issue at no cost to the member personal protective equipment.

7-1.2 Firefighter / Rescue PPE will include:

- A) Helmet with eye protection
- B) Bunker Coat
- C) Bunker Pants
- D) Bunker Boots
- E) Nomex Hood
- F) Gloves

7-1.3 Members shall keep their PPE in a constant state of readiness.

7-1.4 Members who find their PPE is in questionable status shall bring it to the Chief's attention promptly for inspection. If the PPE is deemed unsafe it will be removed from service.

7-1.5 Inspection of PPE shall be conducted at least twice per year.

7-1.6 Members are required to wear their PPE at all emergency incidents involving fires and accidents, and training exercises where appropriate.

7-1.7 Members responding to an incident without their PPE shall be reassigned to duties outside of the danger zone as soon as conditions allow.

7-1.8 At any incident requiring breathing apparatus each member in the danger zone shall have their PPE expanded to include SCBA.

- 7-1.9 members shall use only PPE that is issued by the department. The Chief of the Department will clear all other equipment for use only after inspection.

## **7-2 EMS (PPE)**

- 7-2.1 All medical personnel shall wear examination gloves on all medical calls.
- 7-2.2 All medical personnel shall follow the rules and guidelines suggested by the air/blood borne pathogens guidelines for PPE.
- 7-2.3 Medical personnel not adhering to these guidelines shall be asked to comply with these SOP's or to remove themselves from the patient area.
- 7-2.4 Medical personnel working on a patient with extrication from a motor vehicle or similar incident shall wear PPE equivalent to a firefighters PPE.

## **SECTION 8: USE OF A MEDICAL HELICOPTER**

### **8-1 GUIDELINES FOR A REQUEST OF AN AIR AMBULANCE**

- 8-1.1 The following mechanisms of injury may indicate a request for an air ambulance, per current dispatch guidelines a helicopter may have been started per "auto launch" procedures.

- A) Falls from 20 feet or more
- B) Apparent high speed impact
- C) Pedestrian struck by a vehicle
- D) Ejection from a vehicle
- E) Death of passenger in same vehicle
- F) Rollover of a vehicle
- G) Significant deformity of a vehicle
- H) Penetrating injuries to head, neck, or torso
- I) Systolic BP < 90
- J) Respiratory rate <10 or > 29
- K) Gunshot to chest, neck, head, or torso
- L) Third degree burns > 15% of body
- M) Third degree burns to the face or airway
- N) Possible spinal injury
- O) Fracture of 2 or more long bones
- P) Amputation (other than digits)
- Q) Glasgow coma scale (GCS) <12
- R) Unconscious or decreased level of consciousness
- S) Cardiac or respiratory emergencies

- 8-1.2 When an air ambulance is requested a paramedic shall also be requested.

- 8-1.3 The incident commander shall provide patient information to TN ASAP.
- 8-1.4 An officer and an ET shall be assigned to the landing zone.
- 8-1.5 The landing zone will be referred to as "Willington LZ"
- 8-1.6 All hazards shall be communicated to TN ASAP
- 8-1.7 Personnel, the public, and the media shall be kept a safe distance from the landing zone to ensure scene safety.

## **8-2 LANDING ZONE REQUIREMENTS**

- 8-2.1 The landing zone area shall be a minimum of 100 feet by 100 feet with no overhead wires or hazards and shall be no more than a 5% slope.
- 8-2.2 Minimally, a landing zone light shall be placed in the middle of the landing zone. Use of the departments landing zone kit is recommended with four lights marking the corners and blue light in middle of LZ.
- 8-2.3 Absolutely no personnel are to approach the aircraft unless instructed to do so by the pilot.
- 8-2.4 When approach is requested by the pilot, personnel shall walk slowly and take direction from the pilot. Always be aware of your surroundings.
- 8-2.5 When I-84 is used as a landing zone:
  - A) The side of the highway that the incident is on will be shut down to traffic 1-2 minutes prior to the helicopters arrival or when it is in sight.
  - B) The incident commander may choose to shut down the highway in both directions if conditions warrant.
  - C) Once the helicopter has left the area, traffic may return to normal at the discretion of the incident commander.

**SECTION 9: EMERGENCY ENTRY**

**9-1 STRUCTURAL ENTRY**

- 9-1.1 All exterior doors shall be checked prior to forcible entry is made. (Try before you pry)
- 9-1.2 The incident commander shall make the decision to use forcible entry if conditions warrant.
- 9-1.3 The incident commander shall notify the dispatch center if forcible entry is being made.
- 9-1.4 The incident commander shall request the dispatch center to notify the State Police and have them respond to the incident.
- 9-1.5 When forcible entry is required, it shall be done with the least amount of damage.
- 9-1.6 Before entering the structure, firefighters shall identify themselves and see if there is a response to their call.
- 9-1.7 Forcible entry techniques shall follow the guidelines recognized by the State of Connecticut FF I and II levels.

**9-2 VEHICLE ENTRY**

- 9-2.1 All doors shall be checked prior to forcible entry being considered. (Try before you pry)
- 9-2.2 When possible, the rear window of the vehicle shall be used for entry.
- 9-2.3 Firefighters shall observe all safety precautions when forcible entry is being made.
- 9-2.4 Firefighters shall strike the bottom corner of the window with a blunt object to shatter the window. (Axe, punch, hammer etc.)
- 9-2.5 Clear the window area of all loose glass.
- 9-2.6 All sharp edges shall be covered with a blanket or proper material.
- 9-2.7 Slowly enter the vehicle.

## **SECTION 10: VEHICLE EXTRICATION**

### **10-1 VICTIM PROTECTION**

- 10-1.1 Primary consideration shall be given to the patient at all times.
- 10-1.2 Prior to extrication, the patient(s) shall be covered and protected against flying glass and metal and must be accompanied by a medical technician throughout the extrication process.

### **10-2 EQUIPMENT SET-UP**

- 10-2.1 All extrication tools shall be removed from the apparatus and placed on a salvage cover in close proximity to the incident. This area will be known as the "equipment area."
- 10-2.2 The spreaders, cutters, and rams shall be connected to the power unit during the initial set-up process.

### **10-3 EXTRICATION TECHNIQUES AND PRACTICES**

- 10-3.1 Vehicle stabilization practices shall be used including blocking the vehicles wheels.
- 10-3.2 Doors that have been forcibly opened shall be secured to a stationary object or removed from the work area.
- 10-3.3 If roof removal is required the whole roof will be removed including the windshield and placed in a safe area away from the incident.
- 10-3.4 Safe practices shall be followed on all vehicle extrication incidents.

**SECTION 11: SELF CONTAINED BREATHING APPARATUS (SCBA)**

**11-1 GUIDELINES**

- 11-1.1 SCBA shall be used by all personnel at the following incidents:
- A) Hazardous atmospheres (suspected or proven)
  - B) Where an atmosphere can possibly become hazardous
  - C) Areas below ground level
  - D) Confined spaces
- 11-1.2 SCBA shall be used to limit the exposure of hazardous and toxic gases to firefighters.
- 11-1.3 All personnel shall have a current physical on file.
- 11-1.4 All personnel shall have a minimum training of two drills on SCBA during the calendar year. Training shall be on the use and care of SCBA. (Form 1999-03)
- 11-1.5 Personnel shall operate in teams of two or more and remain in contact with each other at all times while in a hazardous zone.
- 11-1.6 Back-up teams (RIT, FAST) shall be in place and ready at all times when personnel are within the hazardous zone.
- 11-1.7 Personnel wishing to be certified on SCBA shall be fit tested yearly.
- 11-1.8 All personnel shall activate their personal alert safety system (PASS) when entering a hazardous zone.
- 11-1.9 All PASS devices shall meet the requirements of NFPA 1982



## **SECTION 12: VENTILATION**

### **12-1 GUIDELINES**

- 12-1.1 Ventilation shall be the systematic removal of products of combustion to provide a quick and safe extinguishment of structural fires.
- 12-1.2 Ventilation shall be conducted at the discretion of the incident commander. (Type and location)

### **12-2 HORIZONTAL VENTILATION**

- 12-2.1 Shall be used whenever possible to limit damage to the structure.
- 12-2.2 Shall be performed using natural openings such as doors and windows.
- 12-2.3 Windows and doors shall be opened manually and breaking of glass will be done as a last resort.
- 12-2.4 Smoke ejectors may be used to assist in the ventilation process.
- 12-2.5 Hose lines from inside the structure may be used in a fog pattern out of the window to assist in the ventilation process.

### **12-3 VERTICAL VENTILATION**

- 12-3.1 Used when horizontal ventilation would prove ineffective.
- 12-3.2 Natural opening shall be used when possible. (skylights, hatches)
- 12-3.3 Standard ventilation holes will be 4'x4' in size. Commercial buildings shall be approximately 8'x8'.
- 12-3.4 Location of the ventilation hole shall be close to the roof peak and as close to above the fire as possible.
- 12-3.5 Firefighters shall be working from a roof ladder and shall make the furthest away cut first and work back to the ladder.
- 12-3.6 Firefighters shall knock out the ceiling tile or sheetrock after the hole is made using a pike pole.
- 12-3.7 There shall be a charged hose line in close proximity for firefighter safety. At no time shall the hose be directed into the ventilation hole.

### **12-4 POSITIVE PRESSURE VENTILATION (PPV)**

- 12-4.1 Used with a large entrance opening and a small exit opening. PPV shall push the smoke from the building by pressurizing the building with fresh air.

12-4.2 Interior areas not involved shall be closed up to prevent unnecessary smoke and heat damage.

#### **12-5 TRENCH CUT VENTILATION**

12-5.1 Trenching is a defensive tactic decision made by the incident commander used to stop fire spread.

12-5.2 When the order is given, on both sides of the roof, two cuts are made from the peak to the gutter. The cuts shall be a minimum of 32 inches apart from each other.

12-5.3 The interior ceiling tile or sheetrock is punched out using a pike pole creating a fire break.

12-5.4 Once the cut is complete, the non-involved areas shall be protected by hose streams.

**SECTION 13: HOSE LAY PROCEDURES**

**13-1 DEFINITIONS**

- 13-1.1 Forward hose lays are from the water source to the fireground.
- 13-1.2 Reverse lays are from the fireground to the water source.
- 13-1.3 Combination lays are when one piece of apparatus lays from a location to the fireground. The second piece of apparatus shall tie in to the first hose lay and proceed to lay to the water source.

**13-2 PRACTICES AND TECHNIQUES**

- 13-2.1 Apparatus shall not exceed 15 miles per hour.
- 13-2.2 At no time shall any firefighter ride on the tailboard during the lay.
- 13-2.3 When laying a supply line, that firefighter shall double wrap a stationary object and signal ok to the driver before the apparatus proceeds.
- 13-2.4 When at all possible, a firefighter shall check the couplings before the hose line is charged.

**SECTION 14: SALVAGE AND OVERHAUL**

**14-1 GUIDELINES**

- 14-1.1 Salvage techniques shall be conducted at all structure type incidents to reduce unnecessary damage done by heat, smoke, and water.
- 14-1.2 Overhaul techniques shall be conducted at all fire incidents to extinguish any hidden fires to prevent rekindle.
- 14-1.3 Salvage and overhaul personnel shall follow all safety guidelines including the use of SCBA.
- 14-1.4 All salvage and overhaul techniques shall follow those methods recognized by the State of Connecticut FF I and II levels.

**SECTION 15: GROUND LADDERS**

**15-1 PLACEMENT**

- 15-1.1 Firefighter shall place a ground ladder a minimum of three rungs past the roofline or window sill.
- 15-1.2 When using a ladder for rescue purposes, the firefighter shall place the tip of the ladder at or just below the window sill.
- 15-1.3 Ladders shall be placed to the windward side of the objective whenever possible with an approximate angle of 75 degrees.

**15-2 SAFETY**

- 15-2.1 Firefighters raising ladders shall follow the following guidelines:
  - A) 14-16 ft ladders      1 Firefighter
  - B) 20-28 ft ladders     2 Firefighters
  - C) 35 ft ladders         3 Firefighters
- 15-2.2 Firefighters raising and lowering ladders shall be aware of all electrical wires and shall position the ladder at least 10 ft from the hazard.
- 15-2.3 Firefighters working from the ladder shall use leg locks or safety belts at all times.
- 15-2.4 Firefighters working from a ladder shall follow the rule of 1 section per firefighter.
- 15-2.5 Firefighters working from a roof ladder shall work with the ladder secured at all times.
- 15-2.6 Firefighters working during roof operations shall ladder the roof in two areas to provide a second means of escape if needed.
- 15-2.7 Firefighters shall use proper lifting, lowering, and raising methods recognized by the State of Connecticut FF I and II levels.

**SECTION 16: AMBULANCE OPERATIONS**

**16-1 PRACTICES AND GUIDELINES**

- 16-1.1 EMS personnel shall follow all policies and practices set forth by the State of Connecticut Office of Emergency Medical Services.
- 16-1.2 Minimum staffing for the ambulance shall be 1 EMT and 1 MRT for all medical incidents.
- 16-1.3 Minimum staffing for the ambulance for fire incidents shall be a driver only.
- 16-1.4 All EMS personnel shall report to the station to insure the ambulance is staffed unless the member must pass the incident on their way to the station. The incident commander may direct a member directly to the scene if it is in the best interest of the incident to do so.
- 16-1.5 EMS personnel responding to an incident shall follow the procedures under SECTIONS 6: PERSONAL HEALTH AND SAFETY.
- 16-1.6 EMS personnel shall provide medical care to patients and provide them transport to a medical facility.
- 16-1.7 Patients shall be transported to an appropriate medical facility based on guidelines set forth by the Office of Emergency Medical Services.
- 16-1.8 When transport to a level I trauma center is not indicated the patient shall be transported to the facility of the patient's choice except for:
  - A) The medical facility is not practical. (too far)
  - B) Environmental conditions (snowstorms etc.)
  - C) The incident commander deems the choice is inappropriate.
- 16-1.9 Any resident of Willington who requires a routine transfer via ambulance shall be transported.
- 16-1.10 When a patient refuses transport and/or treatment, EMS personnel shall complete a medical release form. (FORM 1999-01) The form shall be attached to the incident report.
- 16.1.11 EMS personnel shall follow all procedures under SECTION 6: PERSONAL HEALTH AND SAFETY and SECTION 7: PERSONAL PROTECTIVE EQUIPMENT.

**SECTION 16: AMBULANCE OPERATIONS (cont'd)**

**16-2 SCENE SAFETY**

16-2.1 EMS personnel shall stage a safe distance from any incident that requires State Police presence. The following conditions shall be considered unsafe:

- A) Intoxicated / Emotionally disturbed persons
- B) Shootings
- C) Stabbings
- D) Rapes
- E) Suicidal Persons
- F) Any incident the incident commander deems necessary

**16-3 ADVANCED LIFE SUPPORT**

16-3.1 Paramedics may be auto-dispatched depending on information obtained from the dispatcher receiving the 911 call.

16-3.2 Paramedics are dispatched according to location of call.

- A) South of Rt 74 – Windham Hospital Paramedic (Medic 31)
- B) North of Rt 74 – Rockville Paramedic
- C) Willington Hill's district – Medic 31
- D) Johnson Hospital (ASM) paramedic available if needed

16-3.3 ALS units may be dismissed prior to their arrival by the incident commander if conditions warrant.

16-3.4 ALS intercepts shall be used if conditions warrant and can be done by any medical personnel.

16-3.5 If air transport is needed, all personnel shall follow the guidelines in SECTION 8: USE OF A MEDICAL HELICOPTER

**SECTION 17: HAZARDOUS MATERIALS INCIDENTS**

**17-1 RESPONSIBILITIES AND OPERATIONS**

- 17-1.1 The WFD #1 shall operate at all HAZ-MAT incidents on a first responder operational level in accordance with the State of Connecticut Hazardous Materials Operational Level training course. At all incidents a hot, cold and decontamination zone will be established and documented by the incident commander.
- 17-1.2 Apparatus shall be placed a safe distance uphill or upwind of the incident for personnel safety and to gain an advantageous position to gather information.
- 17-1.3 Any actions other than identification of the materials and immediate rescue shall be done at the discretion of the incident commander.
- 17-1.4 The incident commander shall delegate responsibilities to other agencies (DEP etc.) with technical expertise when necessary.
- 17-1.5 All information shall be gathered prior to any action being taken. (Look before you leap)
- 17-1.6 Control shall be established for the hazard area by isolating the public and non-essential personnel from the incident.
- 17-1.7 Full documentation of the incident including the Hazardous Material Exposure Form shall be documented by the incident commander following the incident.
- 17-1.8 Refer to the Town of Willington HAZ-MAT Response Plan for further details involving hazardous materials incidents.

**SECTION 18: OPERATIONAL LINE OFFICERS**

**18-1 ROLES AND RESPONSIBILITIES**

18-1.1 Line officers shall be either elected or appointed in accordance with the by-laws of the Willington Fire Dept. Inc. No. 1.

18-1.2 Line officers shall operate in a leadership role and provide guidance to all members within the department during all operational incidents.

18-1.3 Line officers are expected to make as many officer meetings as possible where operational issues and training are conducted.

18-1.4 Line officers shall answer any dispatches by TN requesting an officer to call TN. They include but are not limited to:

- A) Line trouble alarms
- B) Service calls
- C) Routine transfers
- D) Smoke investigations
- E) Any other incident needing an officer's attention

18-1.5 Chief line officers shall answer any dispatches by TN requesting a Chief to call TN. They include by are not limited to:

- A) Bomb threats
- B) Missing person(s)
- C) Any other incident requiring a Chief's attention

18-1.6 The Chief of the Department shall be notified for any of the following situations / incidents:

- A) Structure fires
- B) Auto accidents with entrapment
- C) Incidents involving a medical helicopter
- D) Search and Rescue incidents
- E) Rescue dive incidents
- F) Untimely / Sudden death incidents
- G) Incidents on Town of Willington property
- H) HAZ-MAT incidents
- I) Incidents with possible exposure to infectious disease
- J) Injury or death to department personnel



**SECTION 19: GENERAL PRACTICES**

**19-1 PROCEDURES**

- 19-1.1 All personnel, except the Chief of the Department at his/her discretion, shall respond to the stations to ensure the apparatus responds.
- 19-1.2 Personnel responding to an incident shall not proceed by the scene unless it is in the best interest of the incident.
- 19-1.3 Personnel shall return to the stations after the incident to answer roll call and to assist with putting the apparatus and equipment back in to service unless dismissed by the incident commander.

**19-2 911 HANG-UP CALLS**

- 19-2.1 It is not the policy of Willington Fire Dept. Inc. No. 1 to answer 911 hang-up calls. They will be handled by the State Police.

**19-3 WATER IN BASMENTS**

- 19-3.1 The WFD #1 generally does not pump out basements unless the water threatens:
  - A) Furnace
  - B) Water Heater
  - C) Electrical Panel
- 19-3.2 At no time will the pumps on apparatus be used to pump basements. Portable pumps will be used.

**19-4 ANIMAL RESCUES**

- 19-4.1 The rescue of animals shall be left to the discretion of a line officer and shall be conducted as an exception and not the rule.

**19-5 VEHICLE LOCKOUTS**

- 19-5.1 The WFD #1 shall not assist members of the public with incidents involving vehicle lockouts unless loss of life or injury is imminent.

**19-6 FIRE MARSHAL**

- 19-6.1 The Fire Marshall shall be notified and called to the scene for any incident where there is personal property damage or where there are fire related injuries or loss of life.

## 19-7 CONNECTICUT STATE POLICE

19-7.1 The CSP shall be automatically notified by the dispatch center for all of the following situations:

- A) DOA – death on arrival
- B) Overdose
- C) MVA's
- D) Intoxicated or Emotionally disturbed persons
- E) Shootings
- F) Stabbings
- G) Rapes
- H) Suicides
- I) Search and Rescue
- J) Bomb threats

19-7.2 The incident commander shall notify the CSP for all of the following situations:

- A) Untimely deaths
- B) Death where foul play is suspected
- C) Fire related deaths
- D) Possible suicidal deaths
- E) Whenever forcible entry is required

## **SECTION 20: BOMB THREATS**

### **20-1 PROCEDURES**

20-1.1 The primary function of the fire department personnel shall be to extinguish fires and perform rescue and ambulance operations in the event of detonation.

20-1.2 The dispatch center shall tone for a Chief officer to call the center. He/she shall be the incident commander and follow our operating procedures.

20-1.3 The incident commander shall meet with State Police and building management to determine the severity of the incident.

20-1.4 Based upon the severity of the incident the incident commander may issue an "all members report to the station for a possible assignment."

20-1.5 At no time shall personnel enter a building in question unless instructed to do so by the incident commander.

20-1.6 Assisting in evacuations from buildings in question shall be left up to the incident commander's discretion. Special circumstances may require assistance. (Lyon Manor, Senior Housing)

20-1.7 Search of the building shall be left to the CSP and their resources.

## **SECTION 21: CHIMNEY FIRE OPERATIONS**

### **21-1 RESPONSIBILITIES**

21-1.1 The objective of this department regarding chimney fires is to confine and extinguish the chimney fire limiting the amount of damage to the dwelling while practicing all safety precautions.

### **21-2 PROCEDURES**

21-2.1 Initial size-up, including checking for extension, shall be done by the first arriving unit.

21-2.2 The first arriving engine shall be placed in an offensive position leaving room for aerial units if needed.

21-2.3 Additional arriving units shall observe level 1 staging until further instructions by the incident commander.

21-2.4 Firefighters shall observe safe practices and procedures at all times.

21-2.5 For chimney fires that extend outside the chimney, the incident commander shall pursue attach.

21-2.6 For fires that are contained to the chimney, the following steps shall be taken:

- A) Oxygen / air supply shut off to the fire
- B) Salvage covers put in place
- C) Horizontal positive pressure ventilation set up
- D) Extinguish the fire in fire box and remove contents
- E) Ladder the roof and set up for extinguishment
- F) Extinguish fire in chimney

21-2.7 The incident commander shall request the Fire Marshal to report to the scene.

21-2.8 The WFD #1 shall not engage in cleaning of chimneys. The cleaning shall be left to a professional service thus relieving the department from any liability.

## **SECTION 22: FIRE POLICE OPERATIONS**

### **22-1 GUIDELINES AND PROCEDURES**

- 22-1.1 The objective of this department regarding fire police operations is to use the fire police to assist the incident commander with traffic control and scene control.
- 22-1.2 All fire police members shall report to the incident commander to obtain specific instructions.
- 22-1.3 The incident commander shall assign the proper radio frequency for fire police operations. The will generally operate on either 33.78 or Wellington talk around on UHF.
- 22-1.4 Fire police assignments shall include but not limited to:
- A) Traffic control
  - B) Scene control (protection of public)
- 22-1.5 Fire police may respond to any incident the department responds to. The incident commander will assign their duties upon their arrival.
- 22-1.6 Area fire police may be requested by the incident commander to assist with large-scale operations.
- 22-1.7 A required fire police response may include but not limited to:
- A) Prolonged road closure
  - B) HAZ-MAT incidents
  - C) Wires down
  - D) Structure fires
  - E) Auto accidents
  - F) Search and Rescue operations

## **SECTION 23: CARBON MONOXIDE ALARMS**

### **23-1 SCOPE**

23.1.1 The WFD #1 recognizes that carbon monoxide is odorless, tasteless and colorless by nature and is often produced by faulty or unusual conditions involving many household appliances. However, since the source may be transient in nature, the source may not always be detected. It is understood that carbon monoxide may mimic flu symptoms, cause unconsciousness and in some instance may cause death. It is realized that young children and the elderly may be more susceptible to carbon monoxide poisoning.

### **23-2 GUIDELINES**

23-2.1 The WFD #1 shall observe guidelines set up by OSHA and the US Environmental Protections Agency with regards to acceptable carbon monoxide levels within commercial and residential buildings.

### **23-3 PROCEDURES**

23-3.1 The first arriving unit shall institute the incident command system. Scene assessment shall begin immediately including size-up, potential victims, and hazards encountered.

23-3.2 After victim assessment, priority shall be given to surveying the dwelling to ascertain possible levels of carbon monoxide. The operator of the gas meter shall be properly trained in its use.

23-3.3 The following shall determine actions to be taken:

- A) With readings of 9ppm (part per million) or greater, occupants should leave the dwelling.
- B) With readings of 35ppm or greater, personnel are to don SCBA
- C) With readings of 100ppm or greater, immediate evacuation is to take place.
- D) With readings of 9ppm or greater, the building inspector and fire marshal shall be requested to the scene.
- E) The dwelling may be reoccupied if the source is definitively found and shut off or removed.
- F) If the source cannot be detected and the levels are normal, the occupants shall be notified to call 911 if the problem reoccurs. The fire marshal and building inspector shall be notified.

## **SECTION 24: ASSISTANCE WITH POLICE OPERATIONS**

### **24-1 SCOPE**

24-1.1 The WFD #1's role in supporting police operations is to:

- A) Provide special town assets and equipment managed by the fire department.
- B) Provide medical support to police and civilians involved in the incident.
- C) Provide fire suppression service
- D) Assist with HAZ-MAT identifications, confinement, and advice on disposal.

24-1.2 The WFD #1, when assisting police, will not involve personnel in active danger areas. Units and personnel are only to be staged in cleared or safe areas.

### **24-2 DETERMINATION OF INCIDENT TYPE**

24-2.1 Responding fire officers will determine what type of incident they are assisting the police with. This can include safety and weapons status, safe staging areas, equipment requests, haz-mat potential, explosives or fire potential and injuries.

### **24-3 STAGING / LIASON**

24-3.1 Responding fire units to active police actions will rendezvous with police command in a safe area.

### **24-4 SPECIFIC INCIDENT TYPES**

24-4.1 The following are guidelines to assist fire personnel with specific responses:

- A) Equipment delivery: Any equipment that is requested by police will be delivered to a safe area and instructions on how to use the equipment properly will be given.
- B) Medical services: Medical calls to active police actions will be to a safe and cleared area. No medical care will be given to persons in custody until they are searched for weapons.
- C) HAZ-MAT: Fire personnel will consult with police agencies to identify, contain, and decontaminate police scenes when necessary and safe.

### **24-5 GENERAL RECOMMENDATIONS**

24-5.1 Patients names, police locations, and any other sensitive information should be restricted to landline or cellular phones.

24-5.2 The WFD #1 will not provide uniforms, bunker gear, vehicles, or equipment to law enforcement agencies where the intent is to mislead a suspect into identifying a law officer as a firefighter.

24-5.3 Police and assault type calls function best with the minimum amount of attention. Fire personnel will shut down all warning devices one-quarter mile from the incident. This procedure is not intended to restrict personnel from protecting traffic or scene hazards with the use of warning devices.

24-5.4 Fire and medical emergencies require emergency pedestrian traffic at and around vehicle accidents. Police are encouraged to provide a minimum of one lane width protections on both sides of the incident. Should police be unavailable, it is the priority of the incident commander to provide scene safety through traffic direction. Fire personnel will make all efforts to expedite in-traffic operations so normal traffic flows can be restored promptly. Traffic jams present hazards to the public, creating additional injury accident conditions.

**SECTION 25: TWO IN TWO OUT RULE**

**25-1 SCOPE**

25-1.1 This will establish a policy for which all WFD #1 members will follow during all interior firefighting operations or when working in any atmosphere that poses an immediate danger to life or health. (IDLH) This policy will establish the two in two out rule.

**25-2 PROCEDURE**

25-2.1 The procedure outlined below will be used at all interior firefighting operations or any atmosphere that poses an immediate danger to life or health. (IDLH) The only deviation from this procedure would be for the need of immediate life saving rescue.

**25-3 TRAINING**

25-3.1 The following requirements are established for interior structural firefighting or operating in any dangerous atmosphere:

- A) All structural firefighting personnel must be at least firefighter I by the State of Connecticut or have equivalent training and be approved by the Chief
- B) Personnel shall have department training in SCBA use.
- C) Personnel shall have an up to date physical on file.
- D) Personnel shall have been fit tested.
- E) Personnel shall be trained to HAZ-MAT operational level.
- F) Personnel shall understand the department's accountability procedure.
- G) All personnel must be familiar with proper personal protection equipment (PPE) that must be worn at all times in the danger zone.

**25-4 PROCEDURE**

25-4.1 The rule states that an interior suppression crew must consist of two trained personnel full suited with SCBA ready for entry, with a back up crew of two trained personnel suited with SCBA to serve as the rescue team.

25-4.2 The two in crew entering the interior or atmosphere must be suited properly with SCBA and have a minimum 1.75" suppression attack line. Before entry is made, the two out team must be readied.

25-4.3 The two out crew's primary function is for the rescue of the interior suppression crew. The team must be full trained with one person at the entry point and the other person ready to enter. The person at the entry point must perform the accountability function, which could be abandoned to perform a rescue of the first entry team.



## 25-4 PROCEDURE (cont'd)

- 25-4.5 The out crew should not be mistaken for the back-up crew.
- 25-4.6 There will always be a back up team for each interior crew that is in operation. It will be a minimum of two firefighters with full PPE with the same size suppression line or larger. Back-up teams with suppression are not always necessary if no lines are in operation.
- 25-4.7 The only exception to the rule is when an immediate life saving rescue is needed to prevent a loss of life. Then the two out rule would be the deviation. This is for rescue only, not for standard search and rescue.
- 25-4.8 If a rescue is to be made, the outside team must notify the incident commander before entry is made.
- 25-4.9 If there are additional teams inside the structure or hazardous atmosphere there does not need to be an additional team for each two person team. If a situation arises that further crews are needed then additional rescue teams must be provided.

## **SECTION 26: ACCOUNTABILITY SYSTEM**

### **26-1 SCOPE**

26-1.1 This policy is designed to standardize the department's accountability system and assist in identifying personnel that have different levels of training for either fire suppression, rescue or haz-mat incidents. The policy will be followed by all department members who have been issued tags, which have different levels of training for their response to all incidents. These tags will be given to the on scene apparatus or to the person who has been assigned to the accountability function. This policy will be in effect for our district and if we respond mutual aid.

### **26-2 PROCEDURE**

26-2.1 The procedure outline below will be followed by all personnel. Any deviation from this policy should be limited and used at the discretion of the incident commander. The policy shall have three levels.

26-2.2 LEVEL ONE: (use of first tag) Used during all incidents (with the exception of house calls, minor accidents, transfers etc.) All personnel arriving at the scene will report to the first due apparatus or other designated location and leave their tag. All vehicles are equipped with a large ring inside the cab. These rings will be attached to the vehicle with a spring clip. These rings will allow for quick gathering of all tags by the vehicle operator in the event of a level 3 call up.

26-2.3 LEVEL TWO: (use of second tag) Implemented when accountability at incidents require point of entry such as structure fires, confined space rescue, elevated rescue and all hazardous materials incidents. The second tag is presented to a designated accountability officer (AO) at the entrance to the hazardous condition. This tag will be held by the AO until the presenter returns to that location to retrieve the tag. If the tag owner leaves the hazardous condition he/she shall proceed immediately to the initial entry point and retrieve the tag. Once the tag has been retrieved, the firefighter may be directed to report to the rehabilitation area for medical evaluation by EMS. Air bottle changes will be done at the same time at the location. EMS may release the firefighter back to the incident commander for reassignment or EMS may suspend physical activity of the individual or transport them to the nearest medical facility if deemed necessary.

26-2.4 LEVEL THREE: At any time during the incident, the incident commander can order a "level three accountability" which requires all level one tags be collected and brought to the command post for personnel accountability logging.

26-2.5 Each member will be issued two identification tags. The tags will be different colors that represent different levels of training:  
A) White: haz-mat operation level only

- B) Yellow: SCBA certified personnel only
- C) Red: All non-SCBA and non-haz-mat operational level
- D) Green: Both SCBA and haz-mat operational level
- E) Orange: Probationary member

26-2.6 Other colors may be used to identify support personnel with proper identification. (Town officials, press etc.)

26-2.7 All tags will be equipped with metal clips to allow the tags to be clipped to turnout coats.

26-2.8 All tags will be engraved with the member's names.

26-2.9 Personnel that are not SCBA certified by the WFD #1 will not operate in areas that the atmosphere is, was, or may become unfit to sustain human life or cause the possibility of respiratory damage.

26-2.10 Identification tags will not be defaced, altered, or exchanged at any time. All personnel on the exterior shall have at least one tag affixed to their bunker coat at all times. Personnel without tags shall be considered unauthorized personnel and will be required to report to the incident commander. Personnel that are not SCBA certified shall operate in support mode only. Only personnel with hazardous materials certification may operate at such incidents. Any lost or damaged tags shall be reported to the Chief of the Department immediately for replacement.

## **SECTION 27: PHOTOGRAPHY AND VIDEO POLICY**

**PURPOSE:** From time to time the Fire Department authorizes use of cameras on emergency scenes for the cataloging of our involvement with emergencies, meetings, social events and community service work details.

This policy is specifically developed for our members and formulates rules restricting the use of photography cameras, (still and video) cellular phone cameras, cellular phone video as well as the use of any pictures taken in the course of fire department operations whether on duty or off duty while a member of the Willington Fire Department. The important aspect of this policy to remember is that while a member of the fire department, your conduct, use of these devices and posting of photos taken in the course of your duties is governed by Willington Fire Department policy.

The Willington Fire Department maintains all rights to photos, videos and recordings taken using its equipment while acting in the capacity as a member of the WFD and as such is subject to use and review by the Chief.

A Fire departments operations' are carried out in the public domain and as such are open to public scrutiny and the free exercise of people's rights to photograph us in action or at any time that we are performing our duties. These policies govern our employees conduct and limitations while performing their duties in order to protect the privacy of the public and for the effective management of the fire department.

### **POLICY:**

- The installation, attachment or use of unauthorized camera's on fire department turnout gear or equipment is prohibited.
- The use of ANY photographic equipment by members actively engaged in firefighting or rescue operations is PROHIBITED unless authorized by the Fire Chief or the Incident Commander.
- Posting images of victims, graphic material of emergency scenes, the interior of private dwellings or pictures of our customers by fire department members on any web sites of personal use such as but not limited to Facebook, My Space and/or other social media is prohibited while a member of the Willington Fire Department. Additionally, the opening of any social media website, blog or other communications using the name of the Willington Fire Department is prohibited unless approved and regulated by the office of the Fire Chief.
- Members will not interfere with any private person or news organization performing photography whether public or private. Members who feel photographers are interfering with their duties shall immediately report such interference to their incident commanders for referral to the police or modification of the operational plans.
- Pictures of fire department operations, equipment and personnel are permissible for purposes of training, historical documentation of the department and improvement of service delivery. Photographs and videos taken by members of the department and used to embarrass or demean other members of the department that are called to the departments' attention can be a basis for determining the conduct of the offending member.

After careful consideration of the term “Mechanism of injury” photos, the department WILL NOT allow responders to take photos with their personal cameras while on duty to present to hospital officials or others in continuing care situations. When and if this situation changes either by health department regulation or medical control, this issue will then be revisited and only the use of department issued equipment would be authorized for such photos and regulated by the department.

### **SECTION 28: TOWN OF WILLINGTON STREET NUMBERING SYSTEM**

By following the order listed below, any house can be easily found in the town provided the house number is known and displayed.

1. The Town Green is the center of the town.
2. The numbers begin on each road at the end of the road closer to the Town Green. Only two exceptions to this are River Rd. (Rt. 32) and Tolland Tpke. (Rt. 74). River Rd. begins at the Mansfield town line and runs north towards Stafford while Tolland Tpke. begins at the Tolland town line and runs east to the Ashford town line.
3. Houses on the right side of the road are evenly numbered. Houses on the left are oddly numbered.

It should be noted that roads are numbered not the houses. There are gaps where numbers jump considerably on some roads where there are no houses close together. There are numbers to be assigned as new houses are built in the future.

The scale can be used to convert house numbers to miles easily. An example is Lyon manor on River Rd. The number is 140, which means that it is 1.4 miles from the Mansfield line and is located on the right side of the road. If a number were 60, then it would be .6 miles in (from the end closest to the town green) and located on the right side of the road.

This applies for all roads except for Village Street in the South Willington Village. The houses are too close together for this system.

## **SECTION 29 APPARATUS, PERSONAL VEHICLES, AND EQUIPMENT**

### **29-1 Apparatus driver training and testing**

#### **29.1.1 Purpose**

The purpose of this guideline is to provide qualifying members a safe, thorough, and consistent training process for driving and operating all Wellington Fire Department apparatus. This process will prepare members for the testing process on each piece of apparatus. Members that successfully complete the testing process will earn “apparatus driver” status.

#### **29.1.2 Scope**

The scope of this guideline shall encompass all department members. All members shall follow this procedure to become a qualified driver for any Wellington Fire Department apparatus.

#### **29.1.3 Prerequisites**

- Member must be classified as an “active member” in good standing.
- Member must have the required driver license for the apparatus type.
- Member must be at least 18 years old.
- Member must have a good driving record.
- Member must be current with the regular required department physical.

#### **29.1.4 Order of apparatus testing**

- Service 213\*
- Ambulance 513
- Engine Tank 313
- Engine Tank 113
- Squad 113
- CT DEP Foam Trailer

\*NOTE: Members that are qualified to operate Service 213 may not be qualified to trailer the CT DEP Foam Trailer nor cleared to plow snow. Qualified operators of the CT DEP Foam Trailer and plowing operations will be selected only by the Chief Officers.

#### **29.1.5 Administrators of the testing procedure**

##### **Practical skills testing proctor:**

Any member approved by the Chief of the Department to administer training and practice of driving and operating the apparatus and to administer the practical driving and operator skills test of the apparatus, using guidelines set forth by the Wellington Fire Department.

### **Written exam testing proctor**

Individual assigned by the Chief of the Department to process members training records, update and administer written tests and provide practical and written test results to the department training and chief officers.

### **Exam testing proctors**

Maintains all driver training materials and tests. Will provide written documentation that the driver candidate completed all mandated training, and testing. Then the proctor will forward a written recommendation to the Chief of the Department to make a final decision.

Exam proctors are the following people:

- All full time paid personal
- T. Millix
- D. Woodworth
- M. Kneeland
- M. Morrison
- Alex Moore

#### **29.1.6 Apparatus training and testing procedure**

- Member shall obtain an Apparatus Driver Training Log Sheet for the apparatus they will be practicing on. This sheet must accompany the member to all practice intervals and must be signed each time by the apparatus testing proctor.
- Members must first arrange driving practice with a testing proctor.
- Once a demonstration of proficiency has been completed a practical driving and apparatus operations skills test will be administered by an exam proctor. Once the practical test has been signed off, the member shall make arrangements with the proctor to take a written driving and operations skills test.
- The practical and written test shall conform to State of Connecticut, DOT, and NFPA guidelines.
- At the successful completion with a 80% minimum on both the practical driving and apparatus operation test and the written driving and apparatus operations test the proctor will sign off on the apparatus driver training log sheet.
- All test results will be documented as a pass/ fail, number of attempts and proctor administering the test. After the test results have been recorded the test answer sheet will be destroyed.
- Once the member passes the written and practical test and the proctor records all information, all paperwork will be copied and filed in member's personal file. A copy will be forwarded to the chief for review accompanied by a written recommendation from the proctors that administered the test.
- The Chief of the department has final say on anyone's "apparatus driver" status.

#### **29.1.7 Driver training refreshers**

- Annual driver training can include, but is not limited to, classroom lecture and video, and on road or DOT course driving practical behind the wheel.

- It is the continual duty of all line officers to oversee all driving and operating habits and recommend to the Chief of the Department if they feel a member needs any remedial training. This will be at the Chief's discretion and handled on a case by case basis.

### **29.1.8 Operation of apparatus**

- Operating apparatus is restricted to personnel that have qualified on the apparatus they are operating and have been signed off by the Chief of the Department.
- Operators of apparatus shall maintain a valid driver's license for that class of vehicle.
- Operators will be mandated to take a yearly refresher course for all apparatus.
- Drivers will operate all apparatus with due regard at all times.
- The driver shall not move the vehicle until all personnel are seated and secured with seatbelts.
- **Exception:**
- Personnel that are functioning as ambulance attendants while transporting patient(s) may stand, or be seated without seatbelt(s) in the back of the ambulance only. When possible seatbelts shall be worn when seated as not to interfere with patient care.
- Riding on the tailboard, any exposed position, or standing while riding is strictly prohibited.
- Apparatus should respond to all emergencies with all warning lights and sirens simultaneously activated unless otherwise instructed by the incident commander, or if a known non-life threatening emergency exist (i.e. BLS medical call, C.O. call with no symptoms, or any service call).
- Apparatus shall always respond with due regard for the public. Drivers will always operate apparatus with consideration to traffic, weather, pedestrians, animals, and public perception.
- Apparatus approaching intersections with opposing stop signs and/ or red lights should come to a complete stop and check all directions before safely proceeding.
- Apparatus approaching a school bus with flashing red lights shall come to a complete stop and wait for the bus driver to grant right of way (by turning off red lights, or being waved through by the bus driver). The driver of the apparatus will then check all direction and proceed if safe to do so.
- Apparatus shall pass all traffic traveling in the same direction that has granted the right of way to the apparatus on the left side.
- When backing up drivers should be guided by a spotter located on the driver side rear corner of the apparatus when available.

### **29.1.9 Operation Personal vehicles**

- Responding to emergencies in private vehicles shall be done with due regard for the public.
- Only members that are authorized to use blue courtesy lights may do so when responding to emergencies in the town of Willington.
- Personnel responding to emergency calls in a private vehicle shall obey all traffic laws and practices set forth by the state of Connecticut motor vehicle statues and this department.
- Personnel shall not respond with a private vehicle to any I-84 or mutual aid call unless conditions warrant and based on the severity of the incident.



- **Exception:**
- When a member is requested as part of a department or county mutual aid response past the above mentioned boundaries.
- When a man power is requested or otherwise directed by the incident commander.
- When the member is the highest officer responding or there is no other responding officer.

## **29.2.0 Operation of Blue Courtesy Light Permits**

### **Permits**

- Blue light permits expire annually on the 30th day of January and shall be renewed prior to their expiration by request of the applicant.
- Members requesting a permit or renewal of their permit shall submit a valid copy of their driver's license, vehicle registration, and insurance card for each vehicle a permit is requested for. Permits are not transferable to other vehicles.
- All blue light permit applications new or otherwise shall be subject for approval by only the Chief of the Department. Permits may be revoked at any time at the discretion of the Chief of the Department.
- Permits may be issued to a member to use while the vehicle is not in motion. This will be clearly marked on the bottom of the permit.

### **Prerequisites**

- Member shall be a state of Connecticut certified firefighter or EMR/ EMT.
- Member shall be a minimum age of 18.
- Member shall have completed their probationary period.