

Grant County Fire Protection District 3

POLICY AND PROCEDURE

TACTICAL ACTION GUIDELINES

1. NUMBER: 9.1.2
2. SUBJECT: ***Emergency Response and Operational Guidelines***
3. POLICY: This Policy and Procedure establishes Emergency Response and Operational Guidelines to be used by the District.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.
 - B. All personnel are responsible for complying with this Policy and Procedure.
6. PROCEDURE:
 - A. Response Preparation
 1. When an alarm of fire is received, the assigned driver and officer shall check the map for hydrant locations, if applicable, and the proper route.
 2. All Other personnel shall immediately take their assigned positions.
 - B. Minimum Initial Apparatus Response
 1. Equipment and responding units shall be determined in accordance with the current Appendix A - Initial Minimum Personnel Response Standard. The Officer in Charge shall ensure responses align with the established guidelines outlined therein.
 - C. Alarm Interpretation and Notification
 1. Officers are responsible for correctly interpreting alarms and ensuring all assigned units or stations are notified.
 - D. Secondary Incident Encountered During Response or Returning From.
 1. If a responding crew encounters a fire, MVA or medical while en route, the officer in charge shall take appropriate action based on sound judgment and existing conditions. MACC dispatch shall also be made aware.
 2. If a fire, MVA or medical is encountered while returning to the station, the officer shall notify dispatch and mitigate the issue.

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- E. Apparatus Unable to Respond
 1. If a responding apparatus cannot reach its destination, the officer shall notify dispatch by radio of the inability to complete the response.

- F. Responses Outside the District
 1. Personnel responding outside the District shall use only those vehicles directed by the District Fire Chief or Duty Officer. A Chief Officer shall be immediately notified of conditions and actions taken.

- G. Arrival and Apparatus Positioning
 1. Upon arrival, personnel shall be prepared to carry out orders from the officer in charge and shall not leave the apparatus until an assignment is given.
 2. Drivers shall position apparatus to lay lines, keep the engine running, and remain in the driver's seat until further instructions.
 3. Personnel not under orders shall remain at or return to their apparatus until needed.
 4. Personnel shall not drift or mingle with members of other companies while awaiting orders.

- H. Crew Integrity
 1. Officers and personnel shall work together as a unit and avoid separation unless ordered.
 2. Aimless wandering is strictly prohibited.
 3. Drivers shall remain with apparatus unless otherwise directed.
 4. Officers not in command shall remain with their crew to direct movements.

- I. Command Structure
 1. The first arriving officer, acting officer, or senior firefighter shall initiate command.
 2. They shall relay conditions and resource needs to MACC Dispatch via the radio.
 3. Command may be transferred upon arrival of a superior officer, duty officer, or chief officer once a briefing is provided.

- J. Utility Coordination
 1. If utilities (power, gas, water) are involved, the incident commander, officer in charge, or designee shall notify dispatch and identify the appropriate utility company if possible.

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- K. Scene Safety and Traffic Control
 1. The officer in command shall establish barriers or warning devices as needed and request law enforcement assistance when necessary. Also, notification of the appropriate agency or company via MACC Dispatch when applicable. Examples: passage of trains, cars, automobiles or pedestrians.

- L. Officers shall be guided by the judgment of the Officer in charge of pumpers as to the advisability of handling additional lines.

- M. Evidence Preservation
 1. Personnel shall remain alert for evidence related to the fire's cause.
 2. Personnel shall preserve evidence of incendiarism.
 3. Disturbance of fire conditions shall be minimized until investigators arrive.
 4. If no investigator is present, the officer shall assign personnel to secure the scene and restrict access to authorized individuals only.
 5. Assigned personnel shall not discuss the fire except with authorized investigators and officials.
 6. Personnel shall attempt to identify and gather evidence related to false alarms when intentionally activated for improper reasons.

- N. Protection of Property
 1. Personnel shall make every effort to prevent loss or theft of valuables at emergency scenes.
 2. Officers have full authority to restrict or remove unauthorized persons from the scene.

- O. Handling Valuables
 1. Found valuables such as money and jewelry shall be reported up the chain of command.
 2. If the owner is identified, items shall be returned.
 3. If not, items shall be turned over to law enforcement.
 4. A report shall be completed and submitted promptly.

- P. Theft or Loss Reports
 1. Any report of theft or loss shall be immediately reported to the officer in charge, who will initiate an investigation.

- Q. Reporting Requirements
 1. Officers shall gather all information necessary for the incident report.
 2. The officer in charge shall ensure all reports are completed properly.
 3. Reports are required for both in-district and mutual aid responses.

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- R. Utility Shut-Off Notification
1. If power, gas, or water are shut off during operations by emergency personnel, MACC dispatch shall be requested to notify the appropriate utility company immediately.
- S. Special Incidents – Mailbox Fires
1. Fires in U.S. mailboxes shall be controlled with minimal damage.
 2. CO2 extinguishers are preferred when possible.
 3. The Sheriff's Department shall be notified, who will contact the Postal Service.
- T. Equipment Accountability
1. Officers and drivers shall account for all equipment before leaving the scene.
 2. Upon return, any loss of District property shall be investigated and reported in writing.
- U. Return to Service
1. Apparatus shall be readied for service immediately upon return to the station.
 2. Officers shall notify dispatch when apparatus have returned to quarters.
- V. Radio Communication
1. Use standard words and phrases.
 2. Avoid unnecessary or personal comments.
 3. To promote clear, concise, and efficient communications, personnel shall identify the intended recipient of the transmission first, followed by the unit initiating the call. This format ensures the receiving unit immediately recognizes that the message is directed to them before the calling unit identifies itself.

Standard format:

“[Unit Being Called], [Calling Unit]”

This communication method follows the principle of "who you are calling" followed by "who you are," similar to stating, "Hey you, it's me." Personnel shall use this format for initial radio contact whenever practical. Once contact is established, subsequent communications should remain concise and consistent with district radio procedures.

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This standard applies to all district radio channels unless otherwise directed by incident command, dispatch protocols, or mutual aid communication procedures.

- W. Equipment Maintenance
 - 1. Oxygen and SCBA-tanks shall be checked and refilled as needed after each call.
 - 2. All equipment shall be cleaned or replaced after each use.

- X. Patient Care Conduct
 - 1. Personnel shall not smoke, eat, or engage in unnecessary conversation, while attending a patient.
 - 2. Personnel shall not discuss patient cases with non-district personnel.
 - 3. Relevant information shall be relayed to medical personnel as requested.

- Y. Patient Documentation
 - 1. Names and addresses of all treated or transported individuals shall be recorded, and complete reports shall be submitted upon return to the station.

- Z. Protective Equipment
 - 1. Personnel shall not enter emergency scenes without proper protective clothing.

- AA. In-House Aid Calls
 - 1. Personnel not directly involved in patient care or assigned support roles shall remain outside the residence.

- BB. Response Protocol
 - 1. Personnel shall respond to their stations and proceed to calls using assigned apparatus.
 - 2. Responding POV is discouraged.