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OPS01

Mutual Aid/Assistance and Fill In Response

Standard responding Mutual Aid/Assistance manpower should consist of no less than 4, and no more than 8 Interior Firefighters per apparatus requested.

1. When possible, the department requested for Mutual Aid/Assistance should respond only the equipment requested. However, when seating capacity is insufficient for the personnel requested, an additional piece of apparatus, such as a squad or rescue truck, may also respond.
 2. If less than 4 interior firefighters are available, the requesting IC should be contacted for direction to cancel or respond.
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OPS02

Chief Officers Responding on Mutual Aid

1. Departments responding Mutual Aid/Assistance preferably should send Chief Officers as part of the responding company, in addition to the Apparatus/Company Officer.
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OPS03

Radio Channel Response

1. Apparatus responding to a Mutual Aid Fill-in will remain on Channel 5.
2. When responding to the scene, apparatus will switch to the appropriate working channel.
3. When possible, responding apparatus and chiefs should use alternate channels (Channel 5 or private channel) for requests for directions, managing their response, etc. to maintain availability of the operations channel for the IC.

OPS04

Personnel Accountability and Emergency Communications

SCOPE:

This standard will provide guidance for a single compatible accountability system for Third Battalion agencies. This standard will also provide some definitions of terms and their suggested uses.

ASSUMPTIONS:

This standard is based on the following assumptions:

- 1) The Incident Commander (IC) is ultimately responsible for the safety of the firefighters under his/her command, and should assign sector supervisors and tasks accordingly.
- 2) The Incident Command System is in use.
- 3) Division or group officers are assigned.
- 4) The IC must know where each Division / Group officer is working, their tactical assignment and the units assigned. The IC cannot possibly know where each individual firefighter is working.
- 5) Division / Group officers must know their expected duties as given by the IC or the IC's designee (i.e. Operations Officer, and what crews have been assigned to them to carry out those duties. The Division / Group officer may not know the individual members of those crews but must know where the crews are working and the progress they are making.
- 6) Unit leaders must understand the orders given by the Division / Group officer. They must also know the capabilities of their crew and the whereabouts of the individual members of their crew at all times. The crew leader must report progress and conditions as they change to the Division / Group officer.
- 7) The individual firefighter must understand the orders given by the unit leader. The firefighter must know the importance of working together as a crew and, understand that the crew leader must know where he/she is at all times.

DEFINITIONS:

EMERGENCY EVACUATION - Term used to initiate the immediate withdrawal from a structure or area due to an actual or perceived danger to firefighter life or safety.

EVACUATION SIGNAL - Three 5 second blasts on the air horns by designated fireground units.

WITHDRAW - Term used to initiate the orderly withdrawal from a structure or area, unless preceded by the word Emergency.

MAYDAY - Term used to indicate actual or imminent danger to firefighter life or safety.

ROLL CALL/ P.A.R. - The checking of firefighters against their accountability tags to determine safety and whereabouts.

URGENT - Term used to relay information concerning serious conditions and to clear radio channels as needed. Any time a crew leader or sector officer needs to report a serious fire ground condition, they are to use the term "Urgent. At this point, all radio traffic should clear the channel

for the proceeding message. This term should only be used in serious situations and should not be used lightly.

ACCOUNTABILITY SYSTEM:

The Third Battalion recommends a two tag "PASSPORT" (or substantially similar) accountability system for interoperability amongst Battalion agencies.

Firefighter identification tags do not have to be identical between departments but should conform to these guidelines:

1. **Personnel Name Tags:** Usually a half inch by two inch (1/2" x 2") Velcro backed tag engraved with the individual's name and first three letters of fire department name.
2. **Primary Passport:** A two inch by five inch (2" x 5") White Velcro tag with the truck designation across the top. The Primary Passport will carry the name tags of all personnel riding on that specific apparatus.
3. **Back Up Passport:** A two inch by five inch (2" x 5") Red Velcro tag with the truck designation across the top. The Back Up Passport will carry the name tags of all personnel riding on that specific apparatus. The Back Up Passport will be stored on the apparatus.
4. **Status Board:** board with Velcro strips for attaching passports.

Incident Scene Procedures

The incident commander shall have the responsibility to establish an accountability sector. A Safety Officer or an additional responding officer or a firefighter should be assigned the operation of the accountability board (Accountability Officer) as soon as practical. The Accountability Officer will track all on scene personnel for the duration of the incident, or until the Incident Commander deems the necessity for maintaining accountability no longer exists.

First Arriving Apparatus: The first arriving apparatus at the incident will serve as the initial accountability at that location (if no Accountability Officer has been established.) The Officer of the first arriving apparatus must initiate accountability on any incident where an IDLH atmosphere exists. The Officer will place their Primary Passport on the Status Board.

Additional Arriving Apparatus: As additional apparatus arrives the officer will take their Primary Passport and place it on the Status Board of the scene truck. This will be done prior to any members of the crew entering a potentially IDLH atmosphere or before the Officer undertakes any other tasks on the scene. This procedure will continue until an Accountability Officer has been established. If the scene is geographically large, the IC may choose to have accountability established at the first truck on each side or entry point. Additional accountability officers may be assigned to this division.

Members Arriving In Personal Vehicles: Members arriving in personal vehicles will report to the truck designated by that department and make up a primary and back up passport. These extra passports will be kept on apparatus as designated by the department. They will place the primary passport on the Status Board or hand it to the accountability officer if one has been established. They will leave the back up passport at the apparatus. This will be accomplished prior to any members of the crew entering and IDLH atmosphere or before undertaking any other tasks at the scene. Chiefs will carry accountability materials in department vehicles for their use.

Roll Call:

The mechanism for the roll call will be for command to have Dispatch give three short tones and declare a Personnel Accountability Report (PAR). The Accountability Officer would then radio the officer of each passport with the number of tags of that specific crew (Including the Officer).

Example "Accountability to portable 384, three (3) people" response "384 portable to accountability affirmative three (3) in the basement".

The response to the accountability will include the crew's current location. This will serve as a check to the accuracy of the board. The Accountability Officer would work through the entire board until all personnel are accounted for. Once the Accountability Officer has verified that all members are accounted for, he / she would announce the same over the air. If, however, there is a discrepancy, then the Incident Commander will verify with the accountability officer who is missing and proceed accordingly.

In the event that a crew or firefighter cannot report to their sector officer, they are to report to the nearest sector officer they can find, who will then report their condition to their original sector officer. When crews leave the sector for any reason (i.e. rehab, staging, new job assignment, etc.), they are to collect their tags and take them to the new sector.

Urgent Communications:

Any time a crew leader or sector officer needs to report a serious fire ground condition, they are to use the term "Urgent". For example, "Charlie Division to Command, Urgent." At this point, all radio traffic should clear the channel for the proceeding message. For example, "Command to all companies, clear the channel. Charlie Division go ahead." This term should only be used in serious situations and should not be used lightly.

Mayday Procedures:

Any time a firefighter or crew becomes injured, lost, or otherwise in need of emergency help, they are to radio their situation using the term, "Mayday". Once again all other radio traffic should clear the channel for the proceeding message. Depending on the situation, the IC should chose to move the incident to another secured channel so the Mayday can have a clear channel.

The standard reporting of a mayday by the members needing assistance should include the following **LUNAR** report:

- Last know location
- Unit
- Name
- Assignment
- Resources that may be needed or status (running low on air, disoriented, trapped, etc.)

Evacuation Procedures:

Any time the IC, Operations or a division officer needs to immediately clear the fire building or area because of an imminent hazard (i.e. collapse, flashover, etc.); an "Emergency Evacuation" should be declared. Once an "Emergency Evacuation" is declared to the radio dispatcher, a 3 to 5 second alert tone should be sounded on the fire ground channel and the dispatcher should repeat that an "Emergency Evacuation" has been declared. The IC may then, at his/her discretion, designate units to sound the "Evacuation Signal". At this point, all crews working in the fire building or area should assume their safety is in danger and immediately exit by any means possible and report to their sector officers for a roll call. If any firefighters or crews appear to be missing after the roll call, contact should then be attempted by radio and the FAST team notified. A second roll call should then be taken and the FAST team deployed if the firefighters or crews are still missing. Firefighting

operations may still need to occur and crews should be re-deployed only after sector officers have completed both roll calls and can reaffirm the integrity of the crews.

Any time the IC needs to change fire ground operations (i.e. offensive to defensive) and needs to remove crews from the fire building or area, they should notify the radio dispatcher. The dispatcher should then sound a 3-5 second alert tone and repeat that all units are to evacuate the building or area. At this time, all crews are to immediately exit the building or area, and report to their division / group officer for a roll call. Only after a successful roll call should the operational changes take place and crews be redeployed.

Roll calls should also be considered throughout a prolonged incident to monitor crew safety and integrity. Division / group officers should verify crews' activities (approx. every 20 minutes) either by an actual roll call, or a visual and/or radio check. This may be accomplished personally, by radio contact with unit leaders, or using assistants (i.e. safety officers).

At the termination of an incident or the closing of a division / group, a final roll call of all firefighters in that area / function should occur. At this time tags will be returned to individual firefighters as they return to service, or they will be passed onto another Division / Group officer responsible for their additional duties.

OPS05

Firefighter Evacuation

1. The Battalion will follow to the current Monroe County Protocol. (Three blasts of five second each.)

OPS06

Room Searched Tag Colors

There are two methods in use by the third Battalion to identify rooms searched. The departments may use either the door tag system or the grease marker system as described below.

1. **Marker:** A one foot by one foot "X" can be placed at the bottom of the door to indicate an initial search. The secondary search is by a similar "X" (preferably placed to the right.)
2. **Door Tag:** Departments will use orange colored doorknob tags and will advise nursing homes and other multiple occupancies, such as hotels, to use the green colored tags.
 - a. It is recommended that the green tags be one inch longer than the single-knob FD tags.
 - b. Use of the single-knob or double-knob tags is at the discretion of each department.
 - c. Imprinting of tags will be at the discretion of each department.

OPS07

Electrical Connections

1. To achieve 110 VAC appliance compatibility within the Battalion, each department will carry a set of standard 3-prong male and female electrical adapters.
2. Alternate twist lock plugs NEMA L5-20 (20 amp 3 prong) are acceptable and encouraged for safety reasons, but each department maintains the responsibility to carry sufficient adapters to connect to the 3 prong household adapters described above. Note that some departments utilize 20 amp breakers.

OPS08

Large Diameter Hose Couplings

1. For Mutual Aid incidents, each department using 5" hose should also have available, a 4" to 5" locking Stortz adapter and a 5" to 2-1/2" national standard swivel female.
2. It is also recommended that Battalion departments carry them to ensure compatibility with any department in the County or City of Rochester.

OPS09

Helmet Marking

1. Third Battalion departments will use the following color scheme in order to differentiate Recruits, Exterior and Interior Firefighters, use the following color scheme:
 - a. Black helmets will be worn by firefighters
 - b. Red helmets will be worn by line officers
 - c. White helmets will be worn by chief officers
 - d. Orange helmets or helmet fronts with "recruit" or other suitable marking is suggested for recruits.
2. Colored reflective tape should be placed on each firefighter's helmet.
 - a. Orange for Recruits
 - b. Lime-green / lime-yellow for Interior Firefighters.
3. It is expected that the company officer for the crew will have full knowledge of the capabilities of his / her crew and assign them accordingly.

All interior firefighters, regardless of department classification, will have lime yellow / green helmet reflectors. Only interior firefighters will have this color reflector.

OPS10

F.A.S.T. Team Response

Scope:

The Monroe County Fire Chief's Association countywide standard calls for the implementation of a Firefighter Assist and Safety Team (also referred to as rapid assist team or rapid intervention team) at the scene of working fires. This standard should provide some guideline as to when to call for such a team and to give an Incident Commander some idea as to the capabilities of the crew he may be bringing in through Mutual Aid. Also, this standard is written so as to provide a training guideline that departments may train to when expected to provide a Firefighter Assist and Safety Team.

Definition:

In Monroe County the Firefighter Assist and Safety Team will be called a FAST team.

Use:

Recommend that a FAST team be called for any time an incident is declared a "worker" or at any incident where a firefighter's safety is at high risk (building collapse, ice water rescue, etc.). Depending on the size of the incident, it may be necessary to call for more than one FAST team. FAST team(s) should remain on scene until an incident is declared "under control" and released by the Incident Commander (IC).

Manpower:

The FAST team should consist of a minimum of 4 interior, FAST team trained firefighters as determined by the firefighters' department. A team of 6 to 8 firefighters is preferred. This takes into account the county's minimum manning of a mutual aid pumper as 4 interior firefighters.

Equipment:

FAST teams should report to their designated area with the following minimum equipment in hand and at the ready:

- Full Turnout Gear
- SCBA
- Portable Radio(s)
- Portable Hand Lights
- Flathead & Pickhead Axe
- Halligan Bar
- Pike Pole
- 100' Utility Rope
- Thermal Imaging
- EMS Equipment with oxygen
- AED
- Saw
- RIT SCBA / Bottle

Additional Equipment:

The Incident Commander (IC) should ensure that the FAST team has immediate access to the

following equipment if not already supplied by the FAST company:

Pumper with an established water supply
Designated Hose Line- either on truck or deployed

Ground Ladder(s)
Ventilation Fan(s)
Extinguishers
Power Saw(s)

Medical Bag with Oxygen and AED
Additional SCBA Cylinders
Additional Hand Tools

The IC may also choose to have the FAST team have access to rescue equipment such as:

Powered Hydraulic Tools
Hand Hydraulic Tools
Pneumatic Tools
Cribbing
Air Bags

DUTIES:

When requested to the scene of an incident, the FAST team leader (officer) should report to the command post and give the IC a report on the status of his crew. The FAST team should perform some tasks essential to firefighter safety such as raising ground ladders or circling the scene to view the incident, but should remain in radio contact with the Command Post and available to deploy on a moments notice. The FAST team should then stand-by at a position most advantageous for the prescribed equipment. They should then await orders and a sector designation from the IC. Once deployed, the IC should immediately call for another FAST team to respond.

FAST Team Considerations:

- First Priority - Firefighter Life Safety - their own
- Second Priority - Firefighter Life Safety - others
- Third Priority - Civilian Life Safety
- Fourth Priority - Property Conservation

FAST teams should use the methods they are most trained and familiar with to accomplish the task(s) assigned to them by the IC. The team leader should report directly to the IC unless directed to report to another Sector Officer.

OPS11

Third Battalion Rope Rescue

BACKGROUND:

The Third Battalion has available a trained and equipped high angle rope rescue team. The team is comprised primarily of members of Third Battalion departments with additional firefighters from other surrounding departments. The team members respond as mutual aid firefighters and bring with them equipment from the member departments on apparatus as designated by the respective Chiefs.

Requests:

Requests for the team are made through ECD. Requests should be made early, even with the possibility of cancellation due to the length of time required for response and set-up. An advisors response is also available which will provide contact with a team leader by phone or on scene for consultation.

Team Operations:

At the scene, a team leader will make contact with the operations officer for an assignment and for a situation update. The leader will begin to form a technical rescue group reporting to the operations officer. When assembled, the team will utilize radio channel 6 for team operations. The leader is the technical rescue group supervisor.

Command / Operations should provide for the following to the extent possible:

- Location of staging area for team apparatus
- Assistance in directing the team members from the staging area to the incident location and in moving large amounts of equipment. Note that there may be elements of the team arriving and differing times.
- Assistance in moving victims to safe areas or triage at the end of the rescue.
- Appropriate considerations for weather, terrain, rehab, etc.

The team will assign a safety officer for team operations and, manpower permitting, a liaison at the command post. The Rope Team dispatch includes an ambulance for each injured victim in addition to a unit for team standby.

OPS12

Battalion Rehab Policy

Background:

During periods of extreme heat and/or high humidity, the Third Battalion has agreed that departments will provide basic cooling refreshments to each other under the mutual aid agreement. This policy provides refreshments and cooling. It is not the intent of this policy to define the medical aspects of firefighter rehabilitee or preparedness to resume activity.

Guidelines:

The home department will request a Rehab Unit from a department that typically is not already committed to the incident. The items to be supplied are as follows:

- A minimum of 6 cases of chilled bottled water and / or Gatorade.
- Two coolers of ice
- 12 clean towels

Other items may be considered as available:

- Chairs
- Portable shade shelter
- Misting fan
- Other

Supplies will be transported in a vehicle of department choice, on a non-emergency response. Staffing will be with 2 firefighters minimum (NOT required to be interior). Firefighters assigned to rehab are not expected to perform any other fireground activity, but will remain to assist with rehab.

OPS13

Department Color Identification

The Third Battalion has established color coding for PASS tags and equipment to assist in identification:

- Brighton Orange
 - Bushnell's Basin Purple
 - East Rochester White
 - Egypt Blue
 - Fairport Red
 - Fishers Black
 - Mendon Green
 - Penfield Yellow
 - Pittsford Silver
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OPS14

Division Identification Standards

The Third Battalion wishes to standardize nomenclature for geographic building sides and locations. It is our intent to be NIMS compliant with these designations.

Division: Geographic location – When multiple resources are assigned (or expected to be assigned) to perform tactical functions in a specific geographic area, establish a Division to provide coordination and control of tactical operations.

Group: Functional designation: When multiple resources are performing a single function such as EMS or technical rescue.

Building Sides: Clockwise from the side of the address, most often the front, the designation will be Division A or alpha, Division B or bravo to the left, Division C or charlie to the rear, Division D or delta to the right. If a division is given responsibility for the total interior operation, it is designated interior division.

Building Floors: Divisions will be the number of the level of the floor. If there is no pre-existing designation in the building, the main level is Division 1, second floor Division 2, etc. Below grade may be Basement Division or Ground level Division. The roof shall be roof division. We use numbers and words here to avoid confusion with lettered side Divisions. Large structures with pre-existing floor level definitions (as determined by preplan, by directory or by elevator marking) will be designated by these descriptors to avoid confusion.

Exposures: Designated by the side of the original fire building they are facing.

