

Granville Fire Department Standard Operating Guidelines

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[Revision 01/06/2016]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: General – 101	Revision: 1.00
SOG Title: Mission Statement		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 1

MISSION STATEMENT

The Granville Fire Department is committed to providing fire suppression, rescue, first response, environmental protection from hazardous materials, and emergency medical service to the Town of Granville. The Granville Fire Department (GFD) will also provide assistance to all surrounding communities through mutual aid agreements.

[END]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: General – 102	Revision: 1.00
SOG Title: Department Issued Equipment		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 1

DEPARTMENT ISSUED EQUIPMENT

Unless otherwise specified, all equipment issued to official members shall remain the property of the Town of Granville. This includes all PPE, radio, pager, charger, batteries, hand lights, badge, vehicle marker plates, dress uniform, apparel with department identification, first aid equipment (jump kits), and any other equipment issued to members for official use. Members' online and public presence in department issued equipment reflects the Granville Fire Department and the Town of Granville. Actions, images or comments that represent the department and town shall be done minimally with professional discretion. Upon resignation/termination from official member status, all such equipment shall be returned promptly to the Town of Granville. In addition, resigned/terminated members shall remove all official identification markings from all his/her personal vehicles. Such markings may include items such as decals, lettering, and license plate identification markers ("fire plates"). Resigned/terminated members shall surrender all red light permits issued by the GFD and remove all emergency lighting from his/her vehicle, unless authorized to display such lighting from another authority. Resigned/terminated members shall not operate wig-wag flashing headlights unless authorized to do so by another authority.

If any and all items are not voluntarily returned, the Town of Granville shall submit a written request for such items to be returned promptly. If items are still not returned after a written request to comply has been made, the Town of Granville reserves the right to take legal action toward the re-possession of all items. The use of certain items (such as red lights and/or badges) after resignation of official member status is unlawful and may result in prosecution carrying penalties, fines, and/or imprisonment.

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: General – 103	Revision: 1.00
SOG Title: Classifications of Members / Levels of Training and Service		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 3

Level A Responder – Fully trained Firefighter or Firefighter/EMT with unlimited duties

Must be 18 years of age and a sworn member of the Granville Fire Department

Must be a Massachusetts First Responder with CPR/AED for the Professional Rescuer; or a Massachusetts Certified EMT Basic

Must complete SCBA training and certification

Must be trained to Firefighter I level or equivalent

Must be trained to HAZ-MAT Operational level

Must be trained in driving and operation of all emergency apparatus, including pump operation

Must attend at least 75% of all scheduled training/drill nights

[CONTINUED]

Granville Fire Department General – 103

Level B Responder – Firefighter, Firefighter/EMT, or EMT with limited, specialized duties

Must be 18 years of age and a sworn member of the Granville Fire Department

Must be a Massachusetts First Responder with CPR/AED for the Professional Rescuer; or a Massachusetts Certified EMT Basic

Non-interior firefighting support personnel. No SCBA training/use

Level B Responders shall not advance into any IDLH environments

Must be trained to HAZ-MAT awareness level

Level B Responders shall have specialized status and training

Level B Responders include but are not limited to:

Truck/Apparatus driver

Pump operator

Equipment setup

Specialized search and rescue

Other Town of Granville Employees (Highway Dept.)

Must attend adequate training and/or drills to maintain competency in specialized skill(s)

[CONTINUED]

Granville Fire Department General – 103

Level C Responder – Support personnel, as needed

Must be 18 years of age and a sworn member of the Granville Fire Department

Must be a Massachusetts First Responder with CPR/AED for the Professional Rescuer; or a Massachusetts Certified EMT Basic

Level C Responders shall not advance into any IDLH, firefighting, or rescue environments

Level C Responders shall not drive or operate any fire apparatus

Must be trained to HAZ-MAT awareness level

Level C Responders include but are not limited to:

Rehab Team

Fire Police

Photographer

Must attend adequate training and/or drills to maintain competency in specialized skill(s)

[END]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: General – 104	Revision: 1.00
SOG Title: Glossary of Terms, Abbreviations, and Acronyms		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 1

Glossary of Terms, Abbreviations, and Acronyms

SCBA – Self Contained Breathing Apparatus
PPE – Personal Protective Equipment
IC – Incident Command or Incident Commander
OIC – Officer In Charge
NCRD- Northampton Control Regional Dispatch
PSAP- Public Safety Answering Point
GFD- Granville Fire Department
CDL- Commercial Drivers License
RIC or RIT- Rapid Intervention Team or Rapid Intervention Crew
WMECO- Western Massachusetts Electric Company (Northeast Utilities)
DEP – Department of Environmental Protection
ERG – Emergency Response Guidebook
HAZ-MAT – Hazardous Material
MVC – Motor Vehicle Collision
MVA – Motor Vehicle Accident

[END]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: Command – 201	Revision: 1.00
SOG Title: Incident Management		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 2

PURPOSE

To provide a minimum guideline for the management of all emergency response incidents utilizing the Incident Command System organizational structure.

SCOPE

Command Responsibilities:

The Incident Command System should be used for all management of all emergency scenes. Under the Incident Command System the Incident Commander:

Shall be responsible for the overall coordination and direction of all activities for the duration of the incident

Shall perform initial size-up and initiate action plan for emergency incident control – continual size-up and revision of action plan(s) shall be performed as required throughout the duration of the incident.

Shall ensure that a personal accountability system is used.

Should designate operational functions as incident situation requires – sectors, tactical operations, safety officer, etc.

Shall execute all radio communication with Northampton Control Regional Dispatch (NCRD) pertaining to the incident for which the Commander is responsible

Granville Fire Department Command – 201

Assumption and Identification of Command:

The first responder to arrive at an incident shall establish command and by default will be the incident commander until or unless relieved by a higher ranking responder.

Identification of Command shall be communicated to all responding units.

Transfer of Command:

Transfer of command should be conducted face to face between the two parties involved in the transfer. For smaller scale incidents this also may be done through radio communications.

Transfer of command shall be communicated to NCRD including the call signs of the party assuming command.

Terminating Incident Command:

Upon completion of all operations the Incident Commander shall terminate command with NCRD.

Multiple Incidents:

If multiple incidents are established at the same time each incident shall establish its own Incident Command and use its own Incident Commander.

Different Incident Commanders shall identify themselves by utilizing a unique name followed by “Command”

EXAMPLE: “South Lane Command” or “Main Road Command”
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[END]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: Communications – 301	Revision: 1.00
SOG Title: Radio Utilization		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 6

PURPOSE

To provide a minimum guideline for the maintenance of a communications and dispatching system for the purpose of two-way wireless radio communications.
To provide a guideline for the proper technique used in two way communications.

SCOPE

Placement of Radios / Pagers

A main base station shall be maintained, with emergency back-up power

A mobile two-way radio shall be mounted in every fire department apparatus

Every fire officer shall be provided a portable two-way radio and related equipment

Every EMT shall be provided a portable two-way radio and related equipment

All personnel shall be provided a receive only pager and related equipment

Firefighters may be issued portable two-way radios at the chief's discretion.

[CONTINUED]

Granville Fire Department Communications – 301

Dispatching

Dispatching services shall be provided by Northampton Control Regional Dispatch (NCRD).

If communications with NCRD are compromised, one qualified member of the fire department shall staff the telephone and main base radio at the Center Fire Station to resume dispatching and communication operations.

Authorized dispatching personnel shall be trained and compensated according to the Granville Fire Department back-up dispatch policy (Communications – 002)

Radio Use and Language

Radio use by emergency personnel requires special skills to carry out communications in an effective, efficient, and professional manner. Messages shall be delivered clear and concise, and shall be as short and efficient as possible. Careful thought shall be given to the message to be delivered and statements shall be determined ahead of time before pushing the transmit button to begin speaking. Conversations between two units shall not be interrupted by a third unit. To properly hail another unit, the first part of the statement shall be the call sign of the unit being hailed followed by “from”, then the calling unit’s identification.

EXAMPLE: If Engine 2 is calling the Fire Chief the statement would be as follows: “82-X1 from 82 Engine 2”.
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Frequency sharing and traffic priority

The Granville Fire Department radio frequency is shared inter-departmentally with EMS and Police. Airtime is very limited due to three agencies operating on the same frequency. All personnel shall minimize all radio transmissions as much as possible. Special consideration must be given to the type of incident and the primary agency involved. Members shall use discretion in allowing radio air time priority to the agency that is engaged in early, essential incident communication.

[CONTINUED]

Granville Fire Department Communications – 301

Mayday Transmissions

Critical “mayday” transmissions shall have priority over all other communications. When a mayday is transmitted all other radio communications shall cease except as directed by the incident commander

Station Identification

The Granville Fire Department has been assigned an identification number of “82” from the NCRD. When transmitting, all call signs must be preceded by the number 82. This shall include apparatus call signs and personnel call signs.

The number 82 shall be spoken as “eight – two”

Mutual Aid Radio Use

Granville Fire Department apparatus are two-way radios equipped with several different channels (frequencies) to allow communications with other towns. When Granville Fire Department is requested by another town for mutual aid assistance, all units shall remain on the main Granville operating frequency unless instructed to do differently by a Granville fire officer or the incident commander of the incident.

[CONTINUED]

Granville Fire Department Communications – 301

PROCEDURES

Apparatus radio use

Apparatus shall communicate to NCRD when responding to an emergency incident.

Information to give shall include apparatus call sign, address or location to which you are responding, and the number of crew members on the apparatus.

EXAMPLE: “Eight two engine 1 is responding to 709 Main Rd. with a crew of four.”

When apparatus is approximately 10 seconds from the scene, communicate approach to Incident Command only if radio traffic allows (This is not a priority communication). This should be a brief transmission without a request for a response

EXAMPLE: “Command, eight two engine 2 is approaching”.

Apparatus should communicate to NCRD when arriving on the scene or at the staging area.

At the conclusion of each incident the incident commander shall communicate the “All fire units clear and returning” message to NCRD. Individual apparatus should not communicate this information to NCRD. This includes the Ambulance. When apparatus arrives back in headquarters, the last apparatus to return shall communicate to NCRD that “All fire units are back in quarters”. Individual apparatus shall not communicate this information to NCRD. This includes the Ambulance.

[CONTINUED]

Granville Fire Department Communications – 301

Personnel radio use – EMT / Medical

Fire department EMT personnel that have been issued portable two-way radios should communicate with NCRD under following conditions:

For medical (Ambulance) calls, after a tone out EMT's that are responding should communicate their call sign and destination

First EMT to arrive on scene shall communicate "on scene"

Any communications relevant to the incident / patient

To report an emergency incident

EMT/Medical personnel shall not initiate any communicate under the following conditions:

After three EMTs have signed on as responding

For all incidents that are primarily fire department related incidents that do not involve immediate life safety

For all incidents that are primarily police department related incidents that do not involve immediate life safety

When Incident Command has been established, all communications to NCRD shall be made to the Incident Commander who will then relay the information to NCRD.

[CONTINUED]

Granville Fire Department Communications – 301

Personnel radio use – Fire Officers/Firefighters

Fire department personnel that have been issued portable two-way radios should communicate with NCRD under the following conditions:

After a tone out all responding department officers shall communicate their call sign and destination, beginning with the chief

After a third tone out if no fire officers have signed on, firefighters should communicate their call sign and destination

Fire officers shall communicate their arrival on scene

Firefighters shall communicate their arrival on scene only if first on scene
To report an emergency incident

Fire Department personnel shall not initiate any communications under the following conditions:

For all EMS related incidents and may involve immediate life safety, unless you are a trained first responder and reporting to the scene, or reporting patient information

For all incidents that are primarily police department related incidents that do not involve immediate life safety or property preservation

After five officers and/or apparatus (combined) have signed on responding

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Communications – 302	Revision: 1.00
SOG Title: Back-Up Dispatching		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 2

PURPOSE:

To provide a minimum guideline for back-up radio communications and dispatching procedure in the event the primary dispatch center is compromised.

SCOPE:

The Granville Fire Department shall maintain the capability and training to conduct two-way radio communications from a base radio console located at the Center Fire Station. The capability to answer landline telephone calls shall be limited by the integrity of landline infrastructure that is maintained by the telephone company. The radio system shall be maintained in working order with back-up power limited only by mechanical failure of any component. The Granville Fire Department shall not be required or equipped to take 911 calls direct. 911 calls shall be taken third party from NCRD or other sources and then conveyed to the Granville Fire Department via landline, cellular telephone, or wireless two-way radio. Emergencies shall then be dispatched from the main fire station base radio console and trained GFD personnel shall commence dispatching duties.

[CONTINUED]

Granville Fire Department Communications – 302

Action Plan:

Upon the determination that main dispatching services from NCRD have been compromised, a minimum of one qualified fire department member shall assume the role of dispatcher in the Center Fire Station. In some cases, additional personnel may be needed to assist.

Personnel shall track hours worked and shall be compensated for time at a rate of compensation specified by the Granville Board of Selectmen.

Shifts shall not exceed 8 continuous hours.

The Department or individual personnel shall not be liable for failure of equipment, infrastructure, or other failures beyond the control of trained personnel.

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 401	Revision: 1.00
SOG Title: Personal Protective Equipment		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 3

PURPOSE

To provide a minimum guideline for the issuance, maintenance, and use of personal protective equipment for firefighters.

SCOPE

The department shall provide all personnel with appropriate Personnel Protective Equipment for participating in firefighting, rescue, and emergency medical services operations that are performed by the fire department. The standard issue of NFPA approved PPE shall include structural firefighting pants, coat, gloves, hood, and helmet.

PROCEDURES

Motor Vehicle Crash / Fire / Rescue Operations With Extrication

Full structural firefighting ensemble shall be properly used by all personnel involved with rescue operations

NFPA compliant eye protection shall be used

For vehicle / machine fires full structural firefighting ensemble with SCBA shall be properly used by all Level A firefighters in firefighting operations.

[CONTINUED]

Granville Fire Department Operations – 401

Motor Vehicle Crash / Fire / Rescue Operations Without Extrication

Full structural firefighting ensemble shall be properly used by all personnel, except EMT's, involved with rescue operations

For vehicle / machine fires full structural firefighting ensemble with SCBA shall be properly used by all Level A firefighters in firefighting operations.

Fire-ground Operations

Level A and B responders shall use full structural firefighting ensemble when involved with non-woodland firefighting operations. This shall include structural firefighting pants, coat, gloves, hood, and helmet.

Level A responders assigned to interior firefighting operations shall properly use SCBA

Level A responders assigned to other fire-ground operations involving hazardous respiratory conditions shall also wear/use SCBA

Level B responders shall use protective pants, coat, boots, and helmet when on incidents scenes which pose possible hazards

Brush Fires

Personnel shall use wild-land firefighting helmets; or if unavailable standard issue helmet.

Personnel should use wild-land firefighting gloves and eye protection

Personnel shall not use structural firefighting apparel

Water / Ice Rescue

Personnel involved with rescue efforts shall use cold water rescue suits with proper tether lines.

[CONTINUED]

Granville Fire Department Operations – 401

Search and Rescue Operations

Personnel involved with search & rescue operations shall be properly attired for geographical and weather conditions.

For high angle rescue this shall include an appropriate climbing/rescue or wild-land firefighting helmet. If these are not available a structural firefighting helmet may be used.

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 402	Revision: 1.00
SOG Title: Apparatus Driver Training and Testing		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 3

PURPOSE

To provide a minimum guideline to be instituted as the standard operating procedure for the driver training, driving, and testing of Engines 1 and 2, Tankers 1 and 2, Brush 1, and Rescue 1.

SCOPE

Ambulance

Driver training for the Ambulance is not part of this policy and shall be done by separate Ambulance Driver Training officer.

Testing Overview

Testing is un-limited.

The driver training and testing program shall include initial training, testing, on-going evaluation, training refreshers, and documentation. The program shall be managed by one driver training officer who may be assisted by additional personnel. The Granville Fire Department shall recognize in part Massachusetts 540 CMR 2.06(6)(A)(ii), that states (in pertinent part), any licensed Massachusetts operator may without a CDL operate heavy fire department apparatus for official business. As part of this policy, the Granville Fire Department shall attach additional restrictions to Massachusetts 540 CMR 2.06(6)(A)(ii) as outlined below. All first time appointed members must first satisfy the six month probationary period before operating any fire apparatus without direct officer supervision.

[CONTINUED]

Granville Fire Department Operations – 402

The following must be observed:

Personnel wishing to train on and operate apparatus must possess a valid Massachusetts class D (or better) driver's license.

Training and testing will be unique for each vehicle.

The driver training officer or his/her designee must be present in the vehicle at all times unless trainee is under direct supervision such as spotting while backing.

There will be no minimum or limit to the amount of practice time each individual may request for each vehicle.

The driver training officer will track and record all training and testing.

When the new driver and trainer are confident in his/her skills, he/she will then be tested according to the vehicle specific check-off sheet.

Individuals satisfying the testing requirements will then be authorized to operate only the specific vehicle for which he / she satisfied the testing requirements vehicle.

Order of training

New members shall begin and continue training on vehicles in the following order:

- Brush 1
- Rescue 1
- Engine 1 or Engine 2
- Tanker 1
- Remaining Engine

Members must begin with Brush 1 and satisfy testing before advancing to the next. This procedure must continue for all subsequent vehicles.

[CONTINUED]

Granville Fire Department Operations – 402

Restrictions

The following restrictions must be observed by all authorized drivers/operators: Individuals wishing to operate any apparatus weighing 26,001 pounds gross weight or more, or any apparatus with air brakes, out of state in a non-emergency capacity (i.e. training/drills, parades, inspections, service, or details) must possess a valid Massachusetts CDL class B (or better) with air brake endorsement (if required). This restriction does not apply in emergency circumstances if there is not a CDL licensed individual available to operate the equipment or if otherwise directed by an officer. As of 2/2006 the following apparatus applies to the weight / air brake restriction: Engine 1, Engine 2, and Tanker 1

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 403	Revision: 1.00
SOG Title: Emergency Response in Personal Vehicles		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 2

PURPOSE

To provide a guideline for personnel response to emergency incidents in their personal vehicles.

SCOPE

All member personnel responding to official emergency incidents in their personal vehicles shall observe the following restrictions:

All traffic laws must be observed – NO EXCEPTIONS

The Granville Fire Department and the Town of Granville shall assume no liability for damage or injury caused in whole or in part to any vehicle or person as a result of an emergency response crash or other incident in a non-town owned personal vehicle.

All official department members shall be provided fire department identification plates that should be displayed on official member’s personal vehicles. Plates shall not be misused for any un-lawful motor vehicle operation.

Red lights may be displayed on personal vehicles with a valid red light permit issued by the department chief.

- Exceptions: Six month probationary period must first be satisfied

Granville Fire Department Operations – 403

Red lights shall in no way authorize any un-lawful motor vehicle operation

“Wig-Wag” flashing headlights may be used by official members

Sirens are permitted for use by department officers only

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 404	Revision: 1.00
SOG Title: Emergency Response in Department Apparatus		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 2

PURPOSE

To provide a guideline for personnel response to emergency and non-emergency incidents in official department apparatus

SCOPE

Department personnel shall operate only apparatus that he or she has been trained and tested on. All response shall include operating while observing all traffic laws – NO EXCEPTIONS.

Non-Emergency Response

Non-emergency response shall include incidents that are dispatched as “In Service Response”, or any other operation of a vehicle that is not in an emergency capacity. In addition to driver requirements specified in Operations – 002, the following guidelines shall be observed for all non-emergency operation:

All traffic laws shall be observed, Seat belts shall be worn by all occupants

Emergency lights, horns, and sirens shall not be used or activated

Standard vehicle lighting (i.e. “running” lights and head lights) shall be used during inclement weather or from ½ hour after dusk to ½ hour before dawn.

When instructed by a department officer to respond “with traffic” or “non-emergency”

Granville Fire Department Operations – 404

Emergency Response

Emergency response shall include all dispatched incidents that are classified as “Still Alarms”, “Box Alarms”, or “Mutual Aid”, unless mutual aid request is specified as non-emergency response. Response for “Station Coverage” is not an emergency response and shall fall under the guidelines listed in “Non-Emergency Response”. In addition to driver requirements specified in section 6.00, the following guidelines shall be observed for all emergency operation:

All traffic laws shall be observed, Seat belts shall be worn by all occupants

Emergency lights shall be activated

Horns and sirens should be used in areas of poor visibility or high traffic

Standard vehicle lighting should be used to increase visibility

If instructed by a department officer to respond emergency status

[END]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 405	Revision: 1.00
SOG Title: Structure Fire		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 4

PURPOSE

To provide a minimum response guideline to incidents that are confirmed to be a working fire involving any fixed structure or mobile structure that is temporarily fixed (such as a mobile home).

SCOPE

Type of Alarm:

Box Alarm, with automatic mutual aid

Apparatus to respond / Order of response:

Two engines, Tanker 1, Rescue 1, A-1

General:

If incident is not dispatched as a Box Alarm and first unit(s) arriving on scene determine that the incident is a working fire involving a structure, the alarm shall be upgraded as a Box Alarm.

All incidents involving a reported smoke or fire condition within a structure shall be classified as a Box Alarm until confirmation to the contrary is completed.

PROCEDURES

Firefighters shall don full structural firefighting PPE and check in with I.C. and/or accountability officer upon arrival.

Granville Fire Department Operations – 405

Personnel entering any involved structure or in the immediate vicinity of any involved structure shall don and use SCBA.

Size Up:

First Responders shall attempt to ascertain whether there are any occupants within the involved structure. Evacuate all persons from involved structure. Report any findings and actions regarding structure occupancy to the Incident Commander; or directly to NCRD if an Incident Commander has not been established. Evacuate all exposures (if any).

The Incident Command System with accountability shall established

Secure the scene by moving bystanders etc. away to safe distance

Identify immediate hazards such as overhead power lines, propane tanks, weather conditions (ice, snow, wind)

Request EVERSOURCE emergency response to disconnect power service

Plan for incident action plan, primarily apparatus placement, mutual aid assignments, and assignments for first arriving personnel.

Fire suppression

A determination of offensive or defensive operations shall be made. This decision should be based on risk versus benefit, structure stability, level or stage of fire, and number of personnel, apparatus, and water available.

If interior operations are to take place the following should be in place:

Minimum two firefighters for interior operation plus pump operator.

A back-up line/RIT team; Minimum two firefighters

Adequate water supply to achieve objective

Ventilation crew in place

Granville Fire Department Operations – 405

A primary search for occupants should be completed if conditions allow.

Damage and disturbance of the involved room(s) of the structure should be kept to a minimum (without impeding suppression efforts) to aid in investigation of cause.

Consider exposure protection if applicable.

After fire is extinguished; or when safe to do so, a secondary search for occupants shall be completed.

The cause of the fire/explosion shall be determined. The office of the State Fire Marshal should be the primary resource for this investigation.

The scene must be maintained secure until the Fire Marshal arrives or indicates his presence is not required. Any and all deceased occupants within the structure shall be secured.

When situation is under control consider releasing mutual aid except for station coverage.

At the completion of the investigation and with authorization from the State Fire Marshal, salvage and overhaul shall be completed.

Overhaul shall include dismantling/checking all rooms/buildings involved with fire for extension and smoldering/insipient fires.

All salvageable property affected by the fire/explosion shall be gathered and secured in a location that is safe for the property owner(s) to access. Property should be protected from the elements (weather) and theft.

Red Cross services for displaced residents should be offered to the property owner and requested through NCRD.

[CONTINUED]

Granville Fire Department Operations – 405

Incident termination

Personnel accountability shall be completed

Release mutual aid if applicable

Terminate Incident Command with NCRD

Apparatus and small equipment shall be fueled, SCBA shall be cleaned and inspected, and all bottles shall be filled. Any damaged equipment shall be either repaired or taken out of service.

[END]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 406	Revision: 1.00
SOG Title: Chimney Fires		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 3

PURPOSE

To provide a minimum response guideline to incidents that are dispatched as, or upon arrival determined to be fires contained within a chimney.

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

Apparatus to respond / Order of response:

Two engines, Tanker 1, Rescue 1, A-1

PROCEDURES

Firefighters shall don full structural firefighting PPE and check in with I.C. and/or accountability officer upon arrival.

If smoke is present within structure SCBA should be used

SCBA should be used by firefighters working on roof at chimney

[CONTINUED]

Granville Fire Department Operations – 406

Size Up:

The Incident Command System with accountability shall be established

Mutual aid water supply should be considered

Mutual aid ladder truck should be considered

If extension beyond the chimney is apparent the incident shall be upgraded to a box alarm, confirmed structure fire, and structural firefighting guidelines ([OPERATIONS – 405](#)) shall take effect

Action Plan:

Evacuate all persons from involved structure. If possible ensure evacuated persons have shelter if weather conditions require.

Extinguish / Shut down all appliances, stoves, etc. that exhaust into involved chimney

Deploy an extension ladder to gain roof access

A single Roof / Hook ladder shall be used for safety while ascending all sloped roofs

Extinguish fire in chimney using as little water as possible to prevent chimney damage

Ventilate structure if necessary

Check entire chimney for extension to structure / combustibles

If chimney damage is apparent or suspected contact building inspector for inspection

[CONTINUED]

Granville Fire Department Operations – 406

Incident termination:

Personnel accountability shall be completed

Release mutual aid if applicable

Terminate Incident Command with NCRD

Apparatus and small equipment shall be fueled, SCBA shall be cleaned and inspected, and all bottles shall be filled. Any damaged equipment shall be either repaired or taken out of service.

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 20, 2015	SOG Category and Identification Number: Operations – 407	Revision: 1.00
SOG Title: Brush / Wild Land Fires		
Approved By: S. Loomis	Re-evaluation Date: May 20, 2018	Number of Pages: 3

PURPOSE

To provide a minimum guideline for the response and mitigation of any and all brush / wild land fires.

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

Apparatus to respond / Order of response:

Brush 1, Tanker 1, Engine 1 or Engine 2, A-1

[CONTINUED]

Granville Fire Department Operations – 407

PROCEDURES

Firefighters should don wild-land PPE and report to I.C / accountability to obtain assignment.

Size Up:

Adequate size up of the area involved should be performed by the first arriving firefighter, preferably fire officer.

The Incident Command System with Accountability shall be established.

First responders should ascertain (if immediately visible) the direction of fire spread, fuel loads, and any structures or other property that may be threatened.

First Responders shall locate an immediate access path to the fire, and determine if vehicle access is possible; or access via foot is needed.

Secure the scene and remove all bystanders / homeowners from the area.

Plan for an Incident Action Plan; IE mutual aid, apparatus placement / access, medical staging.

Consider the need for multiple divisions.

EXAMPLE: “North flank Command / South Flank Command”
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[CONTINUED]

Granville Fire Department Operations – 407

Action Plan:

Fire Suppression:

Determine whether a Direct or Indirect Attack will be initiated.

Ensure adequate manpower available BEFORE initiating attack.

Consider a Wild-land – Urban interface in areas of dense population.

Consider the need for an established fill – site.

Exposure Protection:

Efforts shall be made to ensure no property loss is resulted from a Wild Land fire.

Homes in direct danger from the fire shall take priority and be defended if possible.

Incident termination:

Personnel accountability shall be completed

Release mutual aid if applicable

Terminate Incident Command with NCRD

Apparatus and small equipment shall be fueled, hoses cleaned and inspected.
Hand tools cleaned and inspected.

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 408	Revision: 1.00
SOG Title: Hazardous Materials or Dangerous Goods Release		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 4

PURPOSE

To provide a minimum response guideline to incidents that are dispatched as, or upon arrival determined to be emergencies involving the release or spill of either a solid, liquid, or gaseous material that is known to be hazardous to people or the environment; or, release or spill of an unidentified solid, liquid, or gaseous material that is suspect of being hazardous.

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

Apparatus to respond / Order of response:

Rescue 1, Spill Response Trailer (with brush truck or other tow vehicle), Engine 1 or Engine 2, A-1

General:

Hazardous Materials incidents can range widely in scope from small spills to major releases. Initial resource decisions should be made depending on information received from dispatch.

The following guideline is for responders that are properly and currently trained to the *Hazardous Materials Operational* level. Be aware of incidents that originate as other types of emergencies evolving into an uncontrolled release of hazardous material or dangerous goods

Granville Fire Department Operations – 408

All water runoff from firefighting operations that contain hazardous materials shall be considered a hazardous material release

Gas fires that are extinguished prior to complete material release are then considered a hazardous materials incident if material continues to escape the containment vessel.

PROCEDURES

Size Up:

First arriving personnel shall approach the scene from the up-wind and/or up-hill side of a spill or release and initiate a scene size up from a safe distance

Do not allow anyone to enter the hot zone area

Responders shall not enter the hot zone under any circumstance without first identifying the spilled or released substance

Use binoculars to identify any markings on material containers and/or vehicles

Attempt to locate the material ID number or name

If no ID number or name is visible, look for any kind of HAZ-MAT placard

If after a positive identification is made and responders have the proper PPE and/or equipment, advancement into the hot zone may be initiated only to extract victim(s) or provide a quick measure of spill containment such as closing a valve or righting a leaking container.

Action Plan:

Secure the immediate area of the spill or release (hot zone)

Identify substance being released

Refer to the Emergency Response Guidebook (ERG) to determine initial measures to take

Take immediate action directed by the ERG. Request resources as needed

Granville Fire Department Operations – 408

Determine if the amount of the spill or release is within the capabilities of the GFD

If the spill or release is within the capabilities of the GFD, initiate containment procedures if indicated by the ERG

If the spill or release is not within the capabilities of the GFD, or, if the material cannot be identified but there is sufficient cause to believe the material is hazardous or dangerous, outside resources shall be called:

Regional Hazardous Material Response Team (Chicopee, MA)
State Fire Marshal
State Police Bomb Squad

A spill of any amount into any environmentally sensitive area (such as watershed) shall be reported to the appropriate authorities:

City of Springfield Water Department
City of Westfield Water Department
Metropolitan District Commission (MDC)
Department of Environmental Protection (DEP)

A spill of five (5) gallons or greater of any liquid hazardous material in any location shall be reported to DEP (via. NCRD)

A spill of any amount of any liquid or solid hazardous material into any watercourse shall be reported to DEP

For small spills associated with a motor vehicle crash, contaminated materials / supplies used for containment and clean up shall be packaged in a plastic bag and remain with the vehicle

For large scale clean ups, all contaminated materials and supplies shall be bagged in plastic bags and be removed by DEP or an appropriate rendering company

[CONTINUED]

Granville Fire Department Operations – 408

Incident termination:

After all HAZ-MAT releases or spills have been contained, all HAZ-MAT must be properly removed. Small scale clean up (such as from a MVC) can be done by GFD. Large scale clean up must be completed by an authorized company or agency. Typically DEP will handle clean up arrangements for large scale incidents

Compile a list of HAZ-MAT control materials used

Any PPE contamination shall be documented and if necessary taken out of service

Personnel accountability shall be completed

Terminate incident Command with NCRD

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 409	Revision: 1.00
SOG Title: Carbon Monoxide Alarm		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 3

PURPOSE

To provide a minimum response guideline to incidents that are dispatched as, or upon arrival determined to be a Carbon Monoxide alarm(s) sounding.

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

Apparatus to respond / Order of response:

Engine 1 or Engine 2, A-1, Rescue 1 shall be requested if it is determined that dangerous levels of CO exist.

PROCEDURES

Firefighters shall don full structural firefighting PPE and check in with I.C. upon arrival.

Size Up:

If initial reading upon entering dwelling is 50 PPM or greater SCBA shall be donned and used

The Incident Command System with accountability shall established

Confirm evacuation of the dwelling and report occupancy (if any) to NCRD

[CONTINUED]

Granville Fire Department Operations – 409

Action Plan:

A crew of two firefighters shall conduct operations with the CO meter. If available a second crew of two with a second meter may be used.

If anyone of the dwelling reports symptoms of CO poisoning (dizziness, headache, nausea, or if CO levels are above 50 PPM call for ambulance for assessment and possible transport.

Interview property occupant to determine all possible sources of CO (all fossil fuel burning appliances, grills, etc.) including motor vehicles or other internal combustion engine(s) recently running in any attached garage(s)

Use CO guide to assist in identifying possible sources and recording readings

The CO meter shall be zero calibrated in fresh air away from vehicle exhaust

An initial baseline CO reading shall be taken and recorded prior to entering dwelling

Enter the dwelling and take and record a reading immediately inside the door

If reading is 50 PPM or above evacuate the dwelling and don SCBA to continue

Take and record a CO reading for every room within the dwelling

Attempt to locate the source of the problem by targeting areas with highest levels

Once the source is identified the dwelling can be ventilated

If the source is a malfunctioning appliance or any other cause that cannot be easily identified and remedied, advise the property owner to seek a technician to correct the problem and advise them not to occupy the dwelling until the problem has been fixed

[CONTINUED]

Granville Fire Department Operations – 409

Incident termination:

Personnel accountability shall be completed

Terminate Incident Command with NCRD

[END]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 410	Revision: 1.00
SOG Title: General Fire Alarm		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 2

PURPOSE

To provide a minimum guideline for response to a reported residential or commercial general fire or smoke alarm.

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

Apparatus to respond / Order of response:

Engines 1 and 2, Tanker 1, Rescue 1, and A-1

PROCEDURES

Firefighters shall don full structural firefighting PPE and check in with I.C. upon arrival.

Size Up:

First unit(s) on scene should conduct a size-up and report initial findings to NCRD.

Action Plan:

If actual fire conditions are found to exist follow guidelines in [OPERATIONS – 405](#) for Structure Fires

If no fire conditions are found, the number, type, and location of all fire or smoke alarms sounding shall be noted. The structure shall be inspected to ensure that no fire conditions exist and if possible the cause for the false alarm determined.

Granville Fire Department Operations – 410

Incident termination:

Personnel accountability shall be completed

Terminate incident Command with NCRD

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 411	Revision: 1.00
SOG Title: 911 Hang-Up / 911 Misdial		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 2

PURPOSE

To provide a minimum guideline for response to an abandoned 911 call where NCRD is unable to re-establish contact with the calling number

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

General:

This type of incident is always initially a police matter and all fire and ambulance personnel shall report to the proper station to stand by and await further instruction.

Under no circumstances shall any fire or ambulance responders report to or near the scene.

Radio use shall be limited to allow for essential police communications.

Only fire department officers and two EMTs should sign on as “responding”.

[CONTINUED]

Granville Fire Department Operations – 411

PROCEDURES

Action Plan:

All responders shall report to the Main Station if the incident address is east of Wendy's Road.

All responders shall report to the West Station if the incident address is west of Wendy's Road.

For all west incidents, 82-A1 shall respond in service (no lights and siren) to the West Granville Fire Station and stand by to await further instruction.

All fire apparatus shall remain in quarters (unless instructed otherwise by the OIC) regardless of incident location.

All responders are to stand ready for a full response if indicated by the police department and/or the fire OIC.

Incident termination:

Personnel accountability shall be completed

Terminate Incident Command with NCRD

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 412	Revision: 1.00
SOG Title: High Angle Rescue		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 3

PURPOSE

To provide minimum performance requirements and a reasonable degree of safety for rope rescue systems to support fire service personnel or other emergency service personnel, and civilians during rescue, fire-fighting and other emergency operations; or during training.

SCOPE

Applicability:

Any situation estimated to be between horizontal and 40 degrees shall be designated low angle. A rope may be used to stabilize patent stretcher for low angle rescues, however use of rope rescue procedures are not required unless hazardous conditions such as ice or loose ground exist

Any situation estimated to exceed an angle of 40 degrees or where hazardous conditions such as ice, loose rock etc. exist shall be designated high angle and require use of these procedures.

Equipment:

All equipment used shall meet or exceed the standards in NFPA 1983 (95 Ed.)

[CONTINUED]

Granville Fire Department Operations – 412

PURPOSE

Operations:

Each operation shall have a designated incident commander, edge manager and safety officer. One person may fill more than one of these positions.

The edge manager shall direct the actual rescue operation.

Any person within 8 ft of the edge in a high angle situation must be wearing a harness and helmet and be attached to a safety line unless the edge is protected by a guard rail of at least 40" high.

All personnel shall wear a helmet when working below the edge of the rescue scene.

All attachments, harnesses, carabineers, knots and slings will be checked by the safety officer or other qualified person before any operation including rappelling, lowering or raising a person or litter.

All personnel shall wear gloves while rappelling, belaying or lowering.

Any person can stop operation if they see something unsafe by stating "stop".

Figure 8 knots shall be used for all load bearing knots in ropes.

All load bearing knots must be backed up by a thumb knot, overhand knot, or two half hitch knots.

Water knots backed up by overhand knots shall be used for all webbing used in load bearing applications.

A belay line shall be used for all raises and lowers.

The belay line shall be attached to a separate anchor from the main line. Personnel shall not stand on ropes.

[CONTINUED]

Granville Fire Department Operations – 412

All ropes in contact with a potentially abrasive surface shall be protected with padding or rollers where possible.

Ropes and other rescue equipment should not be exposed to chemicals, oils, acids etc.

All equipment used in a rescue will be inspected for damage after use and removed from service if damaged.

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 413	Revision: 1.00
SOG Title: Wires Down / Utility Pole / Transformer Fires		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 2

PURPOSE

To provide a minimum response guideline to incidents dispatched as utility wires down or a fire involving a transformer or utility pole.

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

Apparatus to respond / Order of response:

If East of Wendy’s Road Engine 1 & Rescue 1

If West of Wendy Road Engine 2 & Rescue 1

IC may request additional apparatus as required.

PROCEDURES

Firefighters shall don full structural firefighting PPE and check in with I.C. upon arrival.

[CONTINUED]

Granville Fire Department Operations – 413

Action Plan:

The Incident Command System with accountability shall be established

If wires are down or low enough to be accessible, establish safety zone one pole in each direction. If wires are across both lanes of a public or private way the road shall be closed. If wires are in one lane or along the side of the road, closing of road is at discretion of IC.

Fires in vicinity of wires shall not be suppressed until electric company has confirmed wires are de-energized

Fires beyond 100 ft. of wires may be suppressed.

If wires are on ground, with no fire present, the scene shall be secured by emergency personnel (fire or police) or suitable barriers (cones, saw horses, barrier tape, etc.) until electric company confirms wires are de-energized. In the event of multiple wire down incidents, such as severe weather, wire hazards may be marked by highway cones or other signs to permit fire personnel and apparatus to be available for other emergencies.

Dwellings in the area where wires are down shall be checked to ensure that no fires have been started due to electrical surges etc.

Incident termination:

Personnel accountability shall be completed

Terminate incident Command with NCRD

[END]

Granville Fire Department Standard Operating Guidelines

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 414	Revision: 1.00
SOG Title: Landing Zone Setup		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 2

PURPOSE

Provide minimum guidelines for establishing LIFE STAR or LIFE FLIGHT helicopter landing zones.

SCOPE

Type of Alarm:

Any type (LIFE STAR/LIFE FLIGHT may be requested at any time)

Apparatus to respond / Order of response:

As described in Action Plan below

PROCEDURES

Action Plan:

Upon a request for response by LIFE STAR/LIFE FLIGHT, the IC shall designate an available Officer or Firefighter as the Landing Zone (LZ) Officer responsible for establishing a Landing Zone. The IC should consider assigning the LZ to a mutual aid company if GFD resources are limited. The LZ shall be selected and set up using the following protocols as delineated by Life Star:

[CONTINUED]

Granville Fire Department Operations – 414

Establish Landing Zone:

The LZ should be as close as possible to the site of the incident. It should be at least 75 feet X 85 feet for LIFE STAR (100 feet x 100 feet minimum for LIFE FLIGHT), relatively flat and level, and free of overhead obstructions. The LZ shall not be located in deep snow (more than 3"-4" deep) or in tall grass as these conditions could obscure landing hazards. After a LZ location has been selected, the LZ officer shall contact Northampton Control, identify himself and indicate that he is the LZ Officer (i.e., "82X13 is Granville LZ..."). Give the location of the LZ, with specific directions relative to roads or other known landmarks. Include a description of the LZ (i.e. a parking lot or field, etc.), approximate size, boundary, and any nearby hazards such as trees, power lines, or antennas. GPS coordinates of the LZ may be offered, however, these are only useful if given immediately (the aircraft needs this information loaded upon lift off).

Marking Landing Zone:

The LZ Officer shall have an available piece of fire department apparatus (Engine or Rescue Truck) placed at the perimeter to assist in identifying the LZ. Vehicle headlights and white strobe lights shall be turned off. By day, mark the designated LZ with traffic cones at each corner. Alternately, place a strobe light or suitable ground cover in contrasting color at the center of the LZ (this must be removed prior to landing). At night, a single colored strobe light shall be used. Never direct spotlights or white strobes at the LZ as these will impair the crew's night vision. Though LIFE STAR protocols state that road flares placed at the corner of the LZ are acceptable, these should be avoided.

[CONTINUED]

Granville Fire Department Operations – 414

Landing Zone Operations and Safety:

The LZ shall be secure to prevent entry by any unauthorized persons. Keep the LZ clear of loose articles or hazardous debris. Consider eye protection and wetting down the area in dusty conditions. As the aircraft approaches, the LZ Officer should be prepared to respond by radio directly to the aircraft for confirmation of the LZ. Be aware of severe rotor downwash during aircraft approach and departure. Upon aircraft landing, notify Control of arrival. Have additional fire personnel available to assist in carrying the patient to the aircraft as directed. These should be limited to those who have completed a safety course provided by the helicopter service. No one shall approach the aircraft unless specifically directed by the crew. The aircraft shall always be approached from the front. All personnel shall stay clear of the aircraft's tail as a turning tail rotor may not be visible. Upon aircraft departure, notify control and, if known, specify destination hospital.

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: May 6, 2015	SOG Category and Identification Number: Operations – 415	Revision: 1.00
SOG Title: Motor Vehicle Fires		
Approved By: S. Loomis	Re-evaluation Date: May 6, 2018	Number of Pages: 3

PURPOSE

To provide a minimum response guideline to incidents that are dispatched as, or upon arrival determined to be motor vehicle fires. For recreational vehicle, camper, motor home fires see [OPERATIONS – 405](#)

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

Apparatus to respond / Order of response:

Engine 1 or Engine 2, Tanker 1, Rescue 1, A-1

PROCEDURES

Firefighters shall don full structural firefighting PPE and check in with I.C. upon arrival.

SCBA shall be used by all on scene firefighters exposed to smoke

[CONTINUED]

Granville Fire Department Operations – 415

Size Up:

The Incident Command System with accountability shall be established

Confirm that all occupants are out of vehicle(s) involved with fire

Check for exposures. (i.e. is vehicle in or near any structures?)

If exposures are threatened consider requesting additional resources

Check for exposures that can become scene hazards such as utility wires suspended above vehicle

Action Plan:

Evacuate all persons from area and secure a safe perimeter

Consider foam to aid suppression

All fire attack shall be made from the side(s) of the vehicle

Engine compartment fires shall be extinguished utilizing a piercing nozzle

Opening of hoods, trunks, and hatchbacks shall be used only as a last resort

Beware of explosive gas charges cylinders used in hoods, trunks, and hatchbacks

Attempt to control water/foam runoff if in ecologically sensitive area (i.e. watershed)

Notify appropriate authorities (MDC, Springfield Water Commission, Westfield Water Dept.) if excessive runoff enters watershed.

The Incident Commander shall see that a burned/recovered/ motor vehicle form be completed on scene via an interview with the vehicle owner or party responsible for the involved vehicle at the time of the fire.

[CONTINUED]

Granville Fire Department Operations – 415

All vehicle fires of unknown or suspicious origin shall be investigated by the State Fire Marshal's office. In the event of a significant delay in response by the Fire Marshall, the police shall be requested to secure the vehicle to preserve evidence.

Incident termination:

Personnel accountability shall be completed

Terminate Incident Command with NCRD

Apparatus and small equipment shall be fueled, SCBA shall be cleaned and inspected, and all bottles shall be filled. Any damaged equipment shall be either repaired or taken out of service.

[END]

**Granville Fire Department
Standard Operating Guidelines**

Effective Date: June 23, 2015	SOG Category and Identification Number: Operations – 416	Revision: 1.00
SOG Title: Motor Vehicle Collisions		
Approved By: S. Loomis	Re-evaluation Date: June 23, 2018	Number of Pages: 5

PURPOSE

To provide a minimum response guideline to incidents involving one or more motor vehicles that have been involved with a collision with another object while occupied by at least one operator.

SCOPE

Type of Alarm:

Still Alarm, no automatic mutual aid

Apparatus to respond / Order of response:

A-1, Rescue 1, Engine 1 or Engine 2

[CONTINUED]

Granville Fire Department Operations – 416

PROCEDURES

Firefighters shall don full structural firefighting PPE with medical (fluid barrier) gloves and NFPA reflective vest. Upon arrival on scene personnel shall report to the staging area and check in with I.C. who will give instructions or direct personnel to the operations officer.

Size Up:

A rapid initial size-up assessment shall be completed by the first arriving unit. Immediate considerations shall include a minimum of:

Scene safety: oncoming traffic; weather/road conditions; HAZ-MAT; fire/explosion potential; utility wires; unstable structures (either man-made such as bridges or dwellings or natural such as trees or large rocks); violent victims and/or bystanders.

If utility wires are compromised extreme caution shall be exercised. Vehicles, guardrails, sign posts, bridge railings, etc. should be considered energized if in the presence of power lines.

Vehicle type; Commercial Motor Vehicle? If so note placards, cargo compartment configuration/type, signs of cargo release or compromised securement devices (straps, chains)

A rapid general impression of the number of occupants should be made to determine if the incident is a mass casualty. (such as a passenger bus)

The first arriving unit shall report to dispatch with a brief summary of findings including the exact location using the nearest address number or cross street, number and type of vehicle(s) involved, a brief description of the impact (car vs. what?), the number of involved parties, and the severity of injuries. The early evolution of all incidents is a time of heavy radio traffic and therefore prior to this communication the reporting responder should have all information and facts clearly identified and pre-meditated so that the communication is clear, concise and brief.

[CONTINUED]

Granville Fire Department Operations – 416

Immediately after an initial rapid size-up is conducted a more detailed assessment shall be executed including a minimum of the following considerations:

Eliminate all forms of ignition including smoking materials (battery cables can wait until further manpower arrives).

Secure a perimeter; dispatch all bystanders from the area.

Check for occupant entrapment in all vehicles involved

Check for signs of fire or HAZ-MAT release

Identify the number of vehicles involved

Identify the number of occupants in each vehicle

Identify the driver of each vehicle

If a CMV is involved ascertain the type and quantity of cargo

If a CMV carrying HAZ-MAT cargo is involved immediately consult ERG for instructions, then check closer for signs of release if safe to do so

Determine if the age of all involved parties is 18 years or more

Vehicle Staging / Scene Preservation:

NO items or debris related to the incident shall be moved or disturbed by bystanders or emergency personnel in any way for any reason other than items that must be moved to perform emergency operations. When arriving on scene, vehicles and apparatus should be staged in a manner that does not intersect or cover surface markings or a debris field from the involved vehicles, but still allows effective operations. Responders shall remain mindful that law enforcement must investigate and re-construct the accident using evidence on the scene. It is essential that evidence is preserved to the highest degree possible to aid in the investigation.

[CONTINUED]

Granville Fire Department Operations – 416

Heavy apparatus may be staged in a manner that physically blocks the travel lanes as a traffic barrier until proper traffic control measures can be established.

“Emergency Scene Ahead” warning signs shall be deployed prior to the incident scene in both directions at a distance of at least 100 yards; or prior to any curve or hill so as to allow adequate warning for oncoming traffic including heavily loaded CMVs that may be descending hills prior to the scene.

All arriving units shall stage in a manner that is free of potential power line and HAZ-MAT hazards. Rescue 1 should be staged as to allow use of tools and scene lighting if needed. An Engine should be staged to allow for firefighting operations to take place if needed. All personal vehicles should be staged on the same side of the road with the apparatus. Allow ample space for responding apparatus, particularly allow for Ambulance access.

Action Plan:

The Incident Command System with accountability shall be established

Traffic control shall be established to insure the safety of emergency personnel:

All travel lanes are to be closed and remain closed while operations are under way. This may be accomplished by physically blocking the way with apparatus, or by other means. When operations are complete (vehicle(s) secured, patients loaded) and personnel are no longer required to be working in the travel lane(s), traffic may be allowed to pass provided law enforcement or fire police are on scene to control such traffic. If law enforcement or fire police are not on scene the travel lane(s) shall remain closed unless or until both travel lanes are free of obstructions and emergency personnel.

Fire suppression precautions shall be established upon arrival of first apparatus.

One dry chemical extinguisher for each vehicle involved is acceptable.

If extrication of occupants is needed follow extrication guidelines.

[CONTINUED]

Granville Fire Department Operations – 416

Remove all remaining sources of ignition by disconnecting vehicle battery leads at the battery(s). Do NOT cut battery cables. Disconnect the negative lead first. Check for fluid releases; Control as needed

If a HAZ-MAT fluid release is present in an environmentally sensitive watershed area, the appropriate authority shall be contacted and advised of the situation. (SSWC, MDC, or WWR)

All HAZ-MAT releases shall be cleaned up, either by fire department personnel or an authorized contractor. A HAZ-MAT release over 10 gallons shall be reported to DEP to oversee clean-up. Small amounts of HAZ-MAT material and/or HAZ-MAT control items should be placed in a suitable container and removed from the scene (by an authorized recovery agency) with the vehicle that released the material.

Units shall remain on scene until all vehicles are removed. After all vehicles involved are removed from the scene; the area shall be inspected for any fluid release that may not have been determined or present prior to the vehicle being removed.

Incident termination:

Personnel accountability shall be completed

Release mutual aid if applicable

Terminate incident Command with Northampton regional dispatch

Apparatus and small equipment shall be fueled, hoses cleaned and inspected. Hand tools cleaned and inspected.

[END]