

Jefferson County Fire and EMS operational Guidelines

Jefferson County, WV

16-001 Development and Implementation of County-Wide Operational Guidelines for Fire and EMS Emergency Operations

PURPOSE:

To determine a fair, equitable, and consistent procedure for establishing and implementing County-Wide Operational Guidelines for Fire and/or EMS Emergency Operations.

- Any Jefferson County Fire, Rescue or EMS agency wishing to introduce an operational OG shall submit it in written form to the Fire and/or EMS Chief's Committee(s) for review.
- The Fire and/ or EMS Chiefs' Committee(s) will approve the draft OG, approve the draft OG with changes, or decline the draft OG. (**Quorum is 5 of 8 companies present. Each company will get one vote. Majority vote of those companies present will rule.)
- If the draft OG is approved by the Fire and/or EMS Chief's Committee(s), an effective date will be determined and the OG will be signed off by the Chair of the Fire and/or EMS Chief's committee(s).

Effective Date: When determining the effective date of an approved OG, the following should be considered: Notification (by the Chair of the Fire and/or EMS Chief's Committee(s)) to all agencies to include, but not limited to, all of the Jefferson County Fire Companies/Departments, JCESA, and JCECC.

- It will be the responsibility of each agency to provide training of the approved OG.
- The JCESA Director or designee shall be responsible for maintaining up-to-date "Official Copies" of County-Wide Operational Guidelines for Fire and EMS Emergency Operations at the headquarters/main station of all affected agencies.
- When the JCESA Director or designee makes changes of copies in County Wide Operational Guidelines for Fire and EMS Emergency Operations, it will be noted on inside cover of said book with the date of change, name of OG being changed and name (printed and signature) of person making the change.

X *Chief Ross L. Meyer*

Chairman of Chief's Committee

Approved Date: 5/3/16

Implementation Date: SAME

Jefferson County Fire and EMS Operational Guidelines Jefferson County, WV

16-002 Predetermined Response for Structure Fires in Hydrant Area

PURPOSE:

Jefferson County Fire and Rescue Companies respond to a wide range of emergency incidents. This procedure identifies the operational guideline that can be employed in establishing predetermined response for all units coming to a structure fire in a hydrant area. This provides for the effective management of personnel and resources, providing for safety and welfare of personnel. This guideline establishes responsibilities of responding companies in a hydrant area.

A "Structure Box" to a hydrant area will consist of the following units:

- Four (4) Engine Companies
- One (1) Truck Company
- One (1) EMS Transport Company

PREDETERMINED RESPONSE ASSIGNMENTS

First Arriving Engine Company:

- Locate a hydrant, lay a supply line and communicate the hydrant/layout location.
- Position just past or short of the address to allow room for the Truck Company
- Give an on-scene report (size-up)
- Give additional actions (ie: Advancing a 1¾" line to front door.)
- Give necessary assignments to the incoming units.

NOTE: If no other officers or units are on the scene, the first arriving Engine Company Officer has Command until it is transferred to another officer or Chief upon their arrival.

Second Arriving Engine Company:

- Complete the water supply to the first Engine.
- Assist in advancing the initial attack line.
- Advance a back-up line if needed to support the first line. The second line may go above fire. Command must be advised.

Third Arriving Engine Company:

- Provide secondary water supply as needed; lay supply line.
- Communicate the hydrant and water supply.
- Obtain visual inspection of side "C", to include any rear or basement access, and give report to Command.
- Check exposures for extension.

Fourth Arriving Engine Company:

- RIT.

First Arriving Truck Company:

- Position for aerial operations if needed
- Deploy ground ladders.
- Perform ventilation, forcible entry, and search and rescue operations.
- Rescue Squad, if on scene -
- Position out of the way.
- If there before the truck company, perform ventilation, forcible entry, search and rescue operations.

EMS Units:

- Position out of the way, ensuring quick egress if needed.
- Bring cot and first aid bag to Side A for any sick or injured patients or responders. The staging location should be on Side A, completely out of the way of any dangerous areas, atmospheres or conditions.
- Get ready for rehab and vitals.

X Chief Ross L. Meyer

Chairman of the Chief's Committee

Approved Date: 4/5/16

Implementation Date: SAME

Jefferson County Fire and EMS Operational Guidelines **Jefferson County, WV**

OG 16-003 Predetermined Response for Structure Fires in a Non-Hydrant Area

PURPOSE:

Jefferson County Fire and Rescue Companies respond to a wide range of emergency incidents. This procedure identifies the operational guideline that can be employed in establishing predetermined response for all units coming to a structure fire in a non-hydrant area. This provides for the effective management of personnel and resources, providing for safety and welfare of personnel. This guideline establishes responsibilities of responding companies in a non-hydrant area.

A "Structure Box" to a non-hydrant area will consist of the following units:

- Four (4) Engine Companies
- One (1) Truck Company
- Four (4) Tankers
- Two (2) EMS Transport Companies

PREDETERMINED RESPONSE ASSIGNMENTS

First Arriving Engine Company:

- Lay a supply line as needed and communicate the hydrant/layout location.
- Position just past or short of the address to allow room for the Truck Company
- Give an on-scene report (size-up)
- Give additional actions (ie: Advancing a 1¾" line to front door.)
- Give necessary assignments to the incoming units.

NOTE: If no other officers or units are on the scene, the first arriving Engine Company Officer has Command until it is transferred to another officer or Chief upon their arrival.

Second Arriving Engine Company:

- Complete the water supply to the first arriving Engine.
- Help set up dump tanks and/or connect to first arriving Engine and/or connect to nurse Tanker.
- Assist in advancing the initial attack line.
- Advance a back-up line if needed to support the first line. The second line may go above fire. Command must be advised.

Third Arriving Engine Company:

- Provide secondary water supply as needed; lay supplyline.
- Communicate the water supply.
- Obtain visual inspection of side "C", to include any rear or basement access, and give report to Command.
- Check exposures for extension

Fourth Arriving Engine Company:

- RIT

First Arriving Truck Company:

- Position for aerial operations if needed

- Deploy ground ladders.
- Perform ventilation, forcible entry, and search and rescue operations.

First Arriving Tanker:

- Will be a nurse tanker to the first arriving engine company unless stated different by the IC.
- Leaves any extra man-power that reports to Command for an assignment.
- Continues water shuttle as needed.

Second Arriving Tanker:

- Dumps load of water.
- Leaves any extra man-power that reports to Command for an assignment.
- Continues water shuttle as needed.

Third Arriving Tanker:

- Dumps load of water.
- Leaves any extra man-power that reports to Command for an assignment.
- Continues water shuttle as needed.

Fourth Arriving Tanker:

- Dumps load of water.
- Leaves any extra man-power that reports to Command for an assignment.
- Continues water shuttle as needed.

Rescue Squad, if on scene:

- Position out of the way.
- If there before the truck company, perform ventilation, forcible entry, search and rescue operations.

EMS Units:

- Position out of the way, ensuring quick egress if needed.
- Bring cot and first aid bag to Side A for any sick or injured patients or responders. The staging location should be on Side A, completely out of the way of any dangerous areas, atmospheres or conditions
- Get ready for rehab and vitals.
- Second arriving unit should prepare for transport that may be needed.

X *Chief Ross L Meyer*
Chairman of Chief's Committee

Approved Date: 4/5/16

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Jefferson County Fire and EMS Operational Guidelines

Jefferson County, WV

16-004 Minimum Staffing Requirements

PURPOSE:

The purpose of this guideline is to ensure proper staffing on emergency incidents to increase the safety of our responders and the efficiency of on scene operations.

Engine Companies

Minimum staffing for an engine company is three certified firefighters, cleared for interior operations.

Truck Companies

Minimum staffing for a truck company is three certified firefighters, cleared for interior operations.

Tankers

Tankers may respond driver only.

Heavy Rescue Squad Companies

Basic staffing for a heavy rescue squad is three trained to the standards of the host company.

Brush Company

Staffing determined by host company.

Advanced Life Support (ALS) Companies

Minimum staffing for a MEDIC UNIT is two; one certified at the level of Emergency Medical Technician – Paramedic and one certified as a CPR Driver.

Basic Life Support (BLS) Companies

Basic staffing for an AMBULANCE UNIT is two; one certified to the level of Emergency Medical Technician - Basic and one certified as a CPR Driver.

First Response Vehicle

Basic staffing for an EMS first response car shall be one person certified as a First Responder, EMT or Paramedic.

RESPONSE OF UNITS:

When responding, all units shall provide the number of personnel to the EOC as follows:

- For fire apparatus, the unit shall respond with the number of fully certified personnel, cleared to operate interior. If the unit is carrying exterior personnel, the unit shall then verbalize "Plus (#)" of exterior personnel.
- For fire apparatus, the unit shall respond with the number of fully certified personnel, cleared to operate interior. If unit is carrying exterior personnel, the unit should verbalize "Plus (#)" of exterior personnel.
- For EMS units, the unit shall respond with the appropriate ALS or BLS designation with the number of personnel on board. If the unit responds without a certified EMS provider on board, the unit will respond "Driver Only", or "Driver Plus (#)".

AUTOMATIC SUPPLEMENTATION OF UNITS:

In order to ensure appropriate resources on the scene, the unit officer will request additional resources.

X Chief Ross LiMoya
Chairman of Chief's Committee

Approved Date: 7/5/16

Implementation Date: 8/1/16

JEFFERSON COUNTY FIRE AND EMS OPERATIONAL GUIDELINES

JEFFERSON COUNTY, WV

16-005 Emergency Evacuation

PURPOSE:

The purpose of this guideline is to outline the procedure to be used to provide a quick and safe emergency evacuation of emergency responders operating at incidents.

SCOPE:

This guideline is intended to improve on scene Risk Management, and is in conjunction with the Jefferson County ECC Operating Procedures for "Emergency Alert Tone".

IMPLEMENTATION:

When operating at emergency incidents, conditions may develop that would necessitate and immediate evacuation of an IDLH environment or incident area. These rapidly developing conditions may pose an imminent threat to the safety of the personnel operating at the incident. When such is the case, and the evacuation of the IDLH environment or area is desired, the Incident Commander or Safety Officer shall implement the following Emergency Evacuation Procedure. The Incident Commander shall announce the emergency message over the Tactical Channel. He/she shall then notify the ECC dispatcher to sound the Evacuation Alert Tone on all channels being utilized, and on the dispatch channel.

Example:

Command: "XXXX Command to Jefferson, Emergency Message."

ECC: "Go ahead XXXX Command."

Command: "Alert all companies on the incident to evacuate the building due to danger of collapse."

ECC: [Sounds Evacuation Alert Tone] "Attention all personnel, XXXX Command advises to evacuate the fire building immediately due to danger of collapse." (The tone and message is made on all tactical channels and the dispatch channel.)

Upon completion of the announcement, the IC or Safety Officer shall see that apparatus horns are sounded for an emergency evacuation. The horns shall be operated as close to the area to be evacuated as safely possible. The horns shall be sounded 3 times. Upon hearing the emergency evacuation message via the radio, or hearing the sequence of Evacuation Tones and/or apparatus horns in 3 long blasts, all members within the fire building shall immediately exit the building by the shortest available route. Any equipment that may slow evacuation may be abandoned unless they are needed for safe escape. After exiting the structure, Company Commanders shall report with their members to their assigned Division, Group, or Branch leader for a Personnel Accountability Report (PAR). If Division, Group, or Branch leaders have not been designated, the Company Commander shall report to the Incident Commander. The Emergency Evacuation Procedure should be implemented when there is imminent or immediate threat to life and safety of operating personnel. It should not be misconstrued to utilize the Emergency Evacuation Procedure when requesting units to exit the IDLH environment or area as a result in a change of tactics. For example: It is not necessary to utilize this procedure when requesting that interior units exit the building in order to transition from an offensive mode of operation to a defensive mode of operation. It

would, however, be necessary to utilize this procedure in the event of flashover, backdraft, or signs of imminent collapse, etc.

X Chief Russ L. Moya

CHAIRMAN OF CHIEF'S COMMITTEE

APPROVED DATE:

8/11/16

IMPLEMENTATION DATE:

SAME

JEFFERSON COUNTY FIRE AND EMS OPERATIONAL GUIDELINES

JEFFERSON COUNTY, WV

16-006 Mayday

Purpose:

To establish guidelines and procedures for personnel to utilize when they require emergency assistance. These procedures shall be used whenever personnel identify themselves disorientated, lost, injured, out of or low on air, trapped, or whenever they have an emergency and need assistance.

Procedure:

When an emergency responder identifies that he/she, or a member of his/her team, is facing a life threatening situation and requires emergency assistance, he/she shall (if possible) transmit a verbal message on the assigned operations radio channel to COMMAND and state:

“MAYDAY-MAYDAY-MAYDAY” and provide Who, Where, What (the 3 W’S). Who needs assistance, Where is the emergency, and What is wrong.

EXAMPLE: MAYDAY-MAYDAY-MAYDAY, Firefighter XYZ, Division 2, and I’m out of air!

The Incident Commander (IC) may request a LUNAR therefore all personnel should be able to provide the following L.U.N.A.R.

L: Location (where are you)

U: Unit (apparatus assigned to)

N: Name (last name)

A: Assignment (what were you doing)

R: Reason for calling (why are you in trouble) & Resources needed (air, rope, etc.)

After communicating with the Incident Commander (IC), personnel shall manually activate the SCBA PASS device.

Personnel who initiated the MAYDAY should provide updates on their status to the Incident Commander (IC). This is particularly important if the person(s) in distress is on the move and attempting self-rescue.

Note:

If in two attempts personnel receive no acknowledgement of the MAYDAY, he/she should attempt to turn the radio channel selector all the way in one direction, activate the emergency assistance (EA) button on the radio and transmit the MAYDAY over the dispatch channel.

Incident Command Procedures:

Once a MAYDAY is called, the following shall occur:

- Command acknowledges the MAYDAY and may request L.U.N.A.R.
- If communications cannot be established the Incident Commander (IC) will consult the accountability system/officer to determine the last known location of the person(s) who declared MAYDAY.
- Immediately deploy the necessary resources needed to effect rescue of personnel in the MAYDAY condition. This shall include activating the Rapid Interventions Team (RIT) in order to locate, assist, and remove the person(s) in distress.
- Elects to silence all other non-pertinent radio traffic or switches all other radio traffic to an alternate channel EXCEPT for the MAYDAY firefighter, Rapid Interventions Team (RIT), and the Incident Commander (IC).

- Conduct a PAR check on units working the incident.
- Notify the Communications Center a MAYDAY has been called.
- Request an additional officer to the Command Post in order to assist with the MAYDAY operation.
- Assign a second Rapid Interventions Team (RIT).
- Request progress reports from the RIT Supervisor every five (5) minutes.

During MAYDAY Operations, Sector Officers and firefighters will continue with assignments as given by Command. They will not redirect their activities without the knowledge and consent of the Incident Commander (IC).

Cancelling a MAYDAY:

Personnel calling the MAYDAY can cancel an active MAYDAY through the Incident Commander (IC) if they are able to resolve the perceived problem and further assistance is not needed.

ECC Procedures:

The ECC will immediately notify all units operating on the scene of the emergency by transmitting the alert tone on all tactical channels being used at the incident and stating known information about the situation.

The ECC shall alert for (2) ALS transport units, (3) Engine Companies, and (2) specialty units (truck or rescue squad).

The dispatcher will monitor all channels closely for any transmission from the missing, trapped or endangered personnel.

X *Chief Ross L. Meyer*

CHAIRMAN OF CHIEF'S COMMITTEE

APPROVED DATE: *2/1/16*
IMPLEMENTATION DATE: *SAME*

JEFFERSON COUNTY FIRE AND EMS OPERATIONAL GUIDELINES

JEFFERSON COUNTY, WV

16-007 RIT Rapid Intervention Team

PURPOSE:

To establish operational procedures, identify optional levels of rapid intervention capability and define survivability skills to assist fire and rescue personnel who may become trapped or missing while operating within hazardous environments. This task will be performed initially by the Fourth Arriving Engine Company and other resources as assigned by Command.

- The initial Rapid Intervention Company (3rd arriving Engine Company) shall consist of at least a three member crew to include two firefighters and one officer, which is immediately available to respond to requests for help from lost trapped or incapacitated firefighters.
- If the 4th arriving Engine Company has less than three personnel, the Incident Commander is reminded to assign or reassign other units as available to the RIT Company

**** NOTE:** It is strongly encouraged for the IC to ensure that the initial RIT Company have at least FOUR personnel.

- If there are not enough on-scene resources to ensure adequate RIT manpower, the Incident Commander shall request additional units be dispatched (Working Fire Task Force, 2nd Alarm, etc.)
- Incident Commanders Note: In the event of a Mayday or RIT Group Incident, three firefighters are not enough for effective RIT Operations. The Incident Commander will need to have additional personnel assigned or reassigned to RIT as an event unfolds. Incident Commanders are reminded that as multiple alarms are called in and an incident escalates, it will be necessary to increase RIT Group resources.

DUTIES ONCE ARRIVING ON SCENE:

- *RIT Company reports to Side A with necessary RIT equipment.
- RIT Company corrects any immediate safety hazards including, but not limited to the following:
- Correcting improper placement of ladders.
- Clearing ventilated windows and sashes fully, to include removing air conditioners, curtains and blinds.
- Correcting hose lines with kinks or that are causing a tripping hazard.
- Notifying the Incident Commander or Safety Officer of any dangerous actions being performed on the fire ground.
- Notifying the Incident Commander or Safety Officer of any hazards that could not be corrected.

DEPLOYMENT OF RIT FOR A DOWNED FIREFIGHTER:

Actions by Incident Commander:

- The IC will utilize the Mayday Guideline
- RIT will only be deployed upon orders from the Incident Commander.
- The IC shall deploy RIT to the last known location of the downed firefighter.
- The IC shall ensure proper resources are allocated to the RIT Group for deployment.
- If another officer is available to assist, the IC should give strong consideration on transferring incident command to become the RIT Group Supervisor, or the IC should appoint another officer as the RIT Group Supervisor
- In the event of a Mayday Rescue situation, the initial RIT Company (3rd arriving engine company) will likely be utilized as "RIT Recon", and more resources may need to be deployed to extract the downed firefighter.

-RIT can only be terminated when the structure is no longer considered an IDLH environment.

X *Chief Ross L. Mays*
CHAIRMAN OF CHIEFS COMMITTEE

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Implementation Date: SAME

Jefferson County Fire and EMS Operational Guidelines
Jefferson County, WV

16-010 Helmet Identifiers

PURPOSE:

Helmets Identifiers

Office	Color of Helmet
All Lie Officers including Safety Officer	White
All EMS Officers	Blue
All Cleared Interior Firefighters	Yellow/Black
Exterior Personnel	Red
Jr. Squad	Bright Green

Department Requirements

- It will be the responsibility of all fire departments to be in compliance with all helmet identifiers.
- All helmets shields, and front faces will be required to have the department number. Officers helmet shields, and front faces shall include department identification and rank.
- The helmets shields can be of any design as long as they have the above required information on them.

X Chad Ross L. Moyle
Chairman of the Chief's Committee

Approved Date: 9/1/16

Implementation Date: SAME

Jefferson County Fire and EMS Operational Guidelines

Jefferson County, WV

16-011 Tanker Task Force

PURPOSE:

This procedure identifies the standard operating guideline that may be employed in establishing a Tanker Task Force (TTF) response for working fires, subsequent to the dispatch of a Box alarm. This provides for appropriate on-scene resources and provides the effective management of personnel and resources, providing for safety and welfare of personnel.

A Tanker Task Force shall consist of the following units:

- Three Tankers
- One Engine Company

Communicating a "Tanker Task Force":

- Any officer or unit responding to or on the scene of an incident may request from the ECC that a "Tanker Task Force" be dispatched.

Note: The Tanker Task Force is not part of the second alarm. If a second alarm is subsequently requested, a full alarm assignment in addition to the TTF will be dispatched.

Response Assignments of a Tanker Task Force:

Engine Company - The TTF Engine Company shall notify Command that they are responding and shall request an assignment.

- The Incident Commander should consider that the TTF Engine Company report to the nearest static water supply for a fire in a non-hydrant area, keeping in mind that manpower can be brought to the scene prior to going to that static water supply.
- The Incident Commander should consider the need to keep the Engine Company in staging.

Tankers - The TTF Tankers shall notify command that they are responding and shall request an assignment.

- The Incident Commander shall deploy the Tankers to the appropriate dump site.
- The Incident Commander shall consider the need to hold the Tankers in staging.

X Chief Ross L. Meyer

Chairman of the Chief's Committee

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Implementation Date: 5/1/16

UPDATED 12/2016

Jefferson County Fire and EMS Operational Guidelines

Jefferson County, WV

16-012 Brush Task Force

PURPOSE:

This procedure identifies the standard operating guideline that may be employed in establishing a Brush Task Force (BTF) response for brush fires or wildland fires, subsequent to the dispatch of a Box alarm. This provides for appropriate on-scene resources and provides the effective management of personnel and resources, providing for safety and welfare of personnel.

A Brush Task Force shall consist of the following units

- Three Brush Trucks
- One Tanker

Communicating a “Brush Task Force”

Any officer or unit responding to or on the scene of an incident may request from the ECC that a “Brush Task Force” be dispatched.

Note: The Brush Task Force is not part of the second alarm. If a second alarm is subsequently requested, a full alarm assignment in addition to the BTF will be dispatched.

Response Assignments of a Brush Task Force

Brush Trucks - The Brush Trucks shall notify Command that they are responding and shall request an assignment.

- The Incident Commander should consider that the Brush Trucks be deployed to appropriate locations for effective operations.
- The Incident Commander should consider the need to keep the Brush Trucks in staging.

Tankers - The Tanker shall notify command that it is responding and shall request an assignment.

- The Incident Commander shall deploy the Tankers to the appropriate site for filling Brush Trucks.
- The Incident Commander shall consider the need to hold the Tanker in staging

X Chief Ross L. Meyer

Chairman of the Chief's Committee

Approved Date: 9/1/16
Implementation Date: same

UPDATED 12/2016

Jefferson County Fire and EMS Operational Guidelines

Jefferson County, WV

16-013 EMS Task Force

PURPOSE:

This procedure identifies the standard operating guideline that may be employed in establishing an EMS Task Force (ETF) response for mass casualty incidents, subsequent to the dispatch of a Box alarm. This provides for appropriate on-scene resources and provides the effective management of personnel and resources, providing for safety and welfare of personnel.

AN EMS Task Force shall consist of the following units

- Three Transport Units
- One Engine Company
- One Mass Casualty Unit (MCU 11)
-

Communicating an "EMS Task Force"

Any officer or unit responding to or on the scene of an incident may request from the EEC that an "EMS Task Force" be dispatched.

Note: The EMS Task Force is not part of the initial alarm.

Response Assignments of an EMS Task Force

Transport Units - The ETF transport units shall notify Command that they are responding and shall request an assignment.

- The Incident Commander should consider that the ETF transport units report to the staging area until needed.

Engine Company - The ETF Engine Company shall notify command that they are responding and shall request an assignment.

- The Incident Commander shall deploy the Engine Company to the appropriate location for manpower assistance.
- The Incident Commander shall consider the need to hold the Engine Company in staging.

Mass Casualty Unit - The Mass Casualty Unit shall notify Command that they are responding and shall request an assignment.

- The Incident Commander shall deploy the Mass Casualty Unit to the appropriate location to assist with patient triage.
- The Incident Commander shall consider the need to hold the Mass Casualty Unit in staging.

X Chief Ross L. May

Cairman of Chief's Committee

Approved Date: 10/1/16

Implementation Date: 10/1/16

UPDATED 12/2016

Jefferson County Fire and EMS Operational Guidelines

Jefferson County, WV

16-014 Personnel Accountability

I. PURPOSE

To provide guidelines for personnel accountability on emergency scenes. The ability to track and account for all personnel on an emergency scene is critical to insure their safety and ability to complete their task and or assignment.

II. SCOPE

To account for all personnel at any given time within an emergency incident perimeter. Personnel accountability applies to any fire personnel, mutual aid personnel, support personnel or other individuals who operate at an emergency incident.

EMERGENCY PERSONNEL ACCOUNTABILITY SYSTEM PROCEDURE

This procedure is written to identify a system of incident site personnel accountability. The purpose is to account for all emergency personnel at any given time of an incident. It shall be the policy of the Fire Department or Fire Companies to account for the location and safety of all personnel. Participation by department or company personnel in emergency incident mitigation without using the PASSPORT Accountability System is unauthorized. Passport System will be used in Jefferson County.

ACCOUNTABILITY

- Accountability involves all personal commitment to work within the safety system at an incident at all times. Command should always attempt to maintain an accurate tracking and awareness of where resources are committed at an incident.
- Accountability is more than an accurate passport. Accountability is company officers keeping crews together, staying on the hose line, working in pairs, and leaving when you're low on air, each crew carrying their portable radio, turnouts properly marked, and ID on helmets.
- Command will always be responsible for including accountability as a major element in the strategy and attack planning, and must consider and react to any barriers effecting accountability.
- Officers should always maintain an accurate tracking and awareness of crews assigned to them. This will require the officer to be in his/her assigned area and maintaining close supervision of crews assigned to them.
- Company Officers, Crew Leaders, and individual firefighters are accountable for the safety of themselves and other members of their crew. Crew members shall

maintain a constant awareness of the position and function of all members working with them.

- All crews are to work for Command, divisions, branches or groups - NO FREE LANCING.
- Crews arriving on the scene should remain intact for all intent and purpose. A minimum crew size will be considered two members and radio communication is mandatory. Where staffing allows for two Crews, Company Officers will assign the members of the Crews and the Crew Leader of "Crew X-RAY". A minimum crew will be considered two or more members equipped with a radio.
- All crews should be supervised by a Company Officer or Assigned Crew Leader.
- All crews will go in together, stay together, and come out together when there is imminent physical danger or as otherwise directed by the Incident Commander. Reduced visibility and increased risk will require personnel to work in close proximity, maintaining contact, either visual, touch, or voice (not by radio).
- Crew leaders may detail individuals out for an assignment, however, the individual must return to his crew immediately upon completion of the task.
- All crews arriving at the incident will deliver their "PASSPORTS" to the designated location prior to engaging in on scene operations. If there is no designated drop off location then the passport tags remain on the Officer door of your perspective apparatus.

NO FREELANCING.

Accountability for fire fighters not arriving on fire apparatus:

Responding fire personnel not arriving on fire apparatus should report to the Incident Commander.

PAR (Personnel Accountability Report): A roll call of all crews/divisions/teams at an emergency incident to account for all personnel within hazardous areas. Information should include at a minimum, UNIT #, CREW SIZE, ASSIGNMENT AND LOCATION. PAR checks will be conducted in accordance with Jefferson County ECC policy.

(Example: Engine 31 has PAR crew of 5 on the first floor back bedroom on the C-D corner performing search).

Name tags:

- Each name tag as a suggestion should have the following information: fire department name, member's name.
- Each member of the fire department shall maintain three Velcro-backed nametags.

- For each alarm, each responding member shall ensure that their nametags are attached to their vehicle's passport before leaving the apparatus.
- The Company Officers name tag is the first name tag on the top of the Passports followed by the Driver/Operator and then those riding in the rear positions. Driver/Operator and Exterior only personnel tags shall be upside down.
- The Passport board should reflect all personnel present on an apparatus.
- The name tags will have Velcro and should be attached to the collar of the turnout coat and or affixed to the bottom aft side of fire helmet using a Velcro strip when not in use.
- If a member leaves the incident, that person shall remove their name tag from the passport after obtaining approval from the Incident Commander.

X 
Chairman of the Chief's Committee

2/7/2017

Approved Date:
Implementation Date:

Jefferson County Fire and EMS Operational Guidelines

Jefferson County, WV

16-015 Command

PURPOSE

This Operating Guideline can be employed in establishing command. It establishes procedures for the implementation of all components of the Incident Management System (IMS) for Incident operation.

RESPONSIBILITIES OF COMMAND

The Incident Commander is responsible for implementing the Incident Action Plan (IAP).

Components of the IAP shall include but not limited to.

- Provide for the safety, accountability and welfare of personnel. This priority is ongoing throughout the incident.
- Remove endangered occupants and treat the injured.
- Stabilize the incident and provide for life safety.
- Conserve property
- Assign personnel as needed. (See Radio Designation)

FUNCTIONS OF COMMAND

The functions of Command include:

- Assume and announce Command and establish an effective operating position (Command Post).
- Rapidly evaluate the situation (Size up).
- Initiate, maintain and control the communications process.
- Review, evaluate and revise the IAP (as needed).
- Provide for the continuity, transfer and termination of Command.

ESTABLISHING COMMAND

The first unit or officer to arrive at the scene shall give an on scene report, to include but not limited to.

- Unit Designation arriving on the scene. (Utilizing plain language and not 10 codes.)
- A brief description of the incident situation, (i.e., building size, occupancy, multiple vehicle accident, etc.)
- Obvious conditions, (working fire, multiple patients, etc.)
- Brief descriptions of actions to be taken

- Announce if formally establishing or passing command to the next arriving officer.
- A specific identifiable command (i.e., Border Road Command, Washington Street Command, etc.) shall be used for communications between Command and the ECC.
- The term "Command" shall be used for communications between Command and other units.
- Prior to being assigned a role in the incident your radio designation follows Unit ID. (Example – Lieutenant 4-2 is Engine 4 Officer, not Lieutenant 4-2.)
- After being assigned a role in the IMS, (Division, Sector, Safety, etc.) You shall identify yourself as such until relieved of that role. (Example – Washington Street Command to Engine 4 Officer, you are designated as Division 1.) Engine 4 Officer would then confirm, (Engine 4 Officer is designated Division 1)

The Incident Commander has the overall responsibility for managing an incident. Simply stated, the Incident Commander has complete authority and responsibility for the Incident.

IF A HIGHER RANKING OFFICER WANTS TO AFFECT A CHANGE IN THE MANAGEMENT OF AN INCIDENT, THEY MUST FIRST BE ON THE SCENE OF THE INCIDENT, AND THEN UTILIZE THE TRANSFER OF COMMAND PROCEDURE.

X 
Chairman of the Chief's Committee

5/2/2017
Approved Date:

Implementation Date:

Jefferson County Fire and EMS Operational Guidelines

Jefferson County, WV

OG 16-017 Jefferson County ATV Response Team Standard Operating Guideline

Introduction: Special teams are emergency services resources immediately deployable to support incidents, disasters, and other emergencies requiring specialized personnel, equipment, and resources. Of the 210 square miles of land in Jefferson County, a vast portion of that are wild lands that span the Blue Ridge Mountains, the Potomac River basin, and central areas throughout the county used for hunting, trapping and recreation. Of the population in Jefferson County, the majority (29.9%) represents the vibrant and active age group of 25-44 years of age, and 32% of our households have children under the age of 18 residing within. These statistics ensure that there is a high probability of the need for an ATV/UTV/Snowmobile (collectively referred to as ATV) response team.

The Jefferson County All-Terrain Response Team (JCART) was created to respond to emergencies in geographical areas that may be inaccessible to standard fire apparatus, or powered all-terrain vehicles will significantly improve a search scenario. Inaccessible geographical areas are considered to be any area with severe terrain that consist of densely populated trees, brush, or rock, and slick or impassable driving conditions caused by mud, ice, extreme weather, deep snow, marsh, or wetland areas. A search scenario is any incident in which a land search is necessary.

Purpose: The purpose of this Operational Guideline is to establish and direct the participation of a county-wide all-terrain Response Team, under the direction of the Jefferson County Fire and Rescue Association (JCFRA) – or designee. The establishment of the Jefferson County All-Terrain Response Team (JCART) allows for rapid deployment of the team to respond to an incident or emergency within the geographical area of Jefferson County, or surrounding jurisdictions, to provide necessary resources to affect a search, rescue, or extrication of a patient.

Team Membership: Any emergency responder with an affiliation to a Fire Department, including the JCESA, within Jefferson County is eligible to join the JCART. JCART will be overseen by the Jefferson County Fire and Rescue Association – or designee.

Membership Oversight: An authorized representative (i.e. Fire Chief, EMS Chief, etc.) of each department will be responsible for the approval of a members association with the JCART. Each member's host department must accept full responsibility for the liability of that member responding on emergency incidents in participation with the JCART.

Membership: Membership in the JCART is solely voluntary, and each member accepts the responsibility and liability of membership. Each member, or department, is required to provide their own ATV for the purposes outlined within this operational guideline, and understand that there is no provided gear, liability insurance, or other maintenance/oversight of the equipment used in acceptance of membership on the JCART. Each member must have the ability to transport the ATV to the emergency scene. Through membership, the member agrees to abide by the minimum ATV standards outlined within this guidance. By responding to an incident following the activation of the team, the member agrees to abide by the incident command system, and accepts any and all standards provided within this operational guideline. Additionally, the member understands that s/he will utilize his/her ATV at his/her own risk of damage to the vehicle, personal injury or death.

Activation of the Team: In the event a determination is made that one or more ATV's could benefit the outcome of the circumstances, the incident commander or other authority on scene/responding will request of the Jefferson County Communication Center (ECC) to alert for the JCART. Similar to that of the Jefferson County Swift Water Team, the ECC will alert the team to respond.

In addition to emergency activation, the JCART can be activated for the purpose of stand-by events and other mass gatherings. In this case, prior planning and communications is necessary.

Definition and Minimum Standards: Only ATVs, UTVs, and snowmobiles are authorized to respond in an activation of JCART. For the purpose of this document ATVs, UTVs, and snowmobiles are collectively referred to as ATVs. Absolutely no dirt bikes or mountain bikes are to be used in conjunction with the JCART.

ATV: ATV is defined as a 4 wheel vehicle designed for off-road use. An ATV will provide seating for 1 or 2 riders, but no more. This vehicle is commonly referred to as a "four wheeler," and is normally 4 wheel drive capable.

UTV: UTV is defined as a 4 to 6 wheel vehicle designed for off-road use. With side-by-side seating, and possibly a rear seat, this vehicle can sometimes have up to 6 occupants. Normally, these vehicles will be less capable than an ATV, but have the ability to climb steep terrain, and transport multiple people.

Snowmobile: A specially designed vehicle used for response in winter conditions.

To maintain consistency and accountability within the JCART, the following minimum standards MUST be maintained:

Any ATV used in response to an incident must have:

- Substantial Lighting, in addition to the factory headlights.
 - 360 degrees of bright white lights are strongly encouraged.
 - Emergency Lighting (Red/Red or Red/White)

- First Aid Kit or other means to treat the injured.
 - EMS Jump Bags, during the duration of the incident, are acceptable to use providing the ambulances resources are not diminished, and weather conditions permit.
- Hand Lights: At a minimum, 1 hand light is available for all riders.
- Storage Rack, and Tie Down Capability
 - All ATVs must have the ability to properly secure equipment and stokes baskets via a front or rear rack.
 - All ATVs must maintain their own supply of tie down equipment.
- Gear Trunk, Box or Bag for the storage of emergency supplies, water, food, etc.
- Operational Winch.
- Trailer Hitch
 - A Standard 2" Ball is required, and additional options are encouraged.
- The ability to signify the ATV is being used on an official capacity.
 - An EMS flag and/or decal.

Any Operator or passenger of an ATV used in an incident must have:

- Long pants, steel toed boots, extrication jumpsuit, or wild land firefighting gear on at all times the ATV is operational. EMS Jump Suits are acceptable.
- Eye protection.
- Helmets with chin strap and Gloves.
- A portable radio capable of communications with the incident commander and/or other ATV operators.

Radio Designation: In the event a portable radio must be used, radio designations will be authorized by the incident commander, or designee. Standard practice will suggest the use of ATV and the home company with which you are associated (i.e. ATV 3, ATV 3-1, ATV 3-2, etc.).

Standard for ATV Use on a Scene:

- Prior to using an ATV, the operator shall check to verify fuel level, oil level and tire pressure.
- An ATV shall not be operated upon any paved road surfaces unless it is an emergency situation or when traveling to or from an activity site where no reasonable alternative route exists.
- An ATV shall not be operated upon any railroad tracks for any reason. Adjacent access roads are acceptable. Extreme caution should be used when crossing tracks and operating in the vicinity of the tracks as the noise of the ATV will make it impossible to hear a train. If there will be an extended use of the ATV in the vicinity of the tracks, have the ECC notify the railroad.
- An ATV shall be operated at speeds that are reasonable for road and terrain conditions.
- The primary uses for the ATV would be search: finding a lost or otherwise disoriented victim; medical: reaching a victim in inaccessible areas and transporting back to civilization and; fire: for accessing and transporting firefighting equipment in the event of a fire in an otherwise inaccessible area.

- Equipment and/or patients transported on the ATV or trailer/sled must be secured using available straps, ropes, etc.
- Extreme care and LOW SPEED will be used whenever transporting a person on the trailer/sled or ATV.
- Whenever an ATV is in use it should be operated in a safe and professional manner. It should be operated at a safe speed and all wheels must remain on the ground. At no time should the public get the impression that it is being operated recklessly, recreationally or for personal enjoyment.

Personal Injury or Property Damage: Membership within a special response team such as the JCART, by the very nature of the operations, is inherently dangerous. In the event of any personal injury incurred while using the ATV or any damage to the ATV caused by the operation of the ATV within the duty of JCART shall be reported to the incident commander immediately for the procurement of medical treatment, and/or replacement of resources. Damage to the ATV is the responsibility of the owner, as outlined within the guideline, and not that of the JCFRA, JCESA or any fire department of Jefferson County.

Training: Members should attend an annual coordinated training event to demonstrate safe and appropriate operation of the ATV, loading and maneuvering with patients, and general wilderness operations.

X *Chief Ross L. Myer*

Chairman of Chief's Committee

Approved Date: 8/11/16

Implementation Date: SAME

JEFFERSON COUNTY FIRE AND EMS OPERATIONAL GUIDELINES

JEFFERSON COUNTY, WV

OG 16-018 Rehab

A. Purpose

The guideline is to provide Jefferson County Fire and EMS personnel and Incident Commanders with direction on the implementation and use of Firefighter rehabilitation at the scene of fires, other emergency incident scenes, and during training, per NFPA 1594 (2008). It shall provide direction as to what activities are to be undertaken by each component of the fire ground and the EMS providers assigned to work in the rehab sector. These guidelines include when to restrict members from returning to duty for medical reasons and when to transport for additional treatment. It shall also provide guidance to those members reporting to rehab as to what their responsibilities are, and what to expect of the process. It is the intent of this Standard to ensure the safety and accountability of those providing fire and EMS services within Jefferson County.

B. Standard for Rehabilitation Establishment

- Formal Rehabilitation should be established on all incidents in which one or more of the following are present:
 - Operational period greater than forty-five (45) minutes.
 - Greater than twenty (20) Operational Personnel on scene.
 - Any incident in which an area (sector) has been determined Immediately Dangerous to Life and Health (IDLH).
 - At the discretion of the Incident Commander or commanding officer.

Note: Company/Unit officers shall monitor members under their command and members shall also monitor themselves and each other even without the formality of a rehabilitation program. Members should request rehab from their company/unit officer if they feel they are in need (illnesses, injuries, or other conditions). Company/Unit officers should request rehab be established if they feel their company member(s) are in need. Illnesses, injuries, or other conditions are to be reported immediately.

C. Standard for Personnel Reporting to Rehab

- All personnel operating within an area that is deemed as IDLH **must** report to rehab within the confines of the incident operations period, and preferably immediately upon exiting the IDLH.
- Any personnel completing one (1) hour of SCBA use should report to rehab.
- It is the responsibility of the Incident Commander, and the unit officer to ensure all personnel have reported to rehab.
- The Rehab Officer or Medical Group Supervisor must ensure appropriate tracking and documentation of all personnel reporting to rehab.

D. Standard for Location of Rehab

- The Incident Commander, Medical Group Supervisor or Rehab Officer shall choose a suitable rehab location based on expected needs. The Rehab area should accommodate most of the following, as applicable:
 - i. Be away from smoke or other irritant and provide comfortable breathing conditions removed from the hazards of the incident scene including smoke, vehicle exhaust, and excess noise.
 - ii. Be completely segregated from media and spectators.
 - iii. Provide protection from weather extremes (direct sun, rain, etc).
 - iv. Be accessible to emergency medical transport vehicles.
 - v. Be of a size large enough to facilitate the expected number of personnel - including members working in the rehab area.
 - vi. Have a separate area for doffing and storing PPE, and replacing air bottles.
 - vii. Have an adequate supply of drinking water, sports drinks for electrolyte replacement and food for calorie replacement - especially during incidents longer than three hours.

E. Standard for Minimum Rehab Resources

- The Incident Commander, Medical Group Supervisor or Rehab Officer shall ensure the Rehab location provides for the following elements:
 - Medical monitoring – At a minimum, the rehab facility shall provide a Lifepack 15 and/or the ability to monitor the blood pressure, pulse, SP02, respirations, and CO of a firefighter.
 - Emergency Medical Care and Transport – At minimum, the rehab location will provide general care and treatment tools for the treatment of basic medical emergencies and traumatic injuries (AED, trauma dressings, Oxygen, etc).
 - Immediate access to an Ambulance.
 - Hydration to replace lost fluids - Members should drink at least 8-16 oz. water or electrolyte sports drink in the 20 minutes they are in rehab.
 - Cooling and/or Warming capabilities.
 - Relief from weather extremes (heat, cold, direct sun, rain, snow, wind)
 - Food shall be provided during incidents lasting in excess of 3 hours.
 - Accountability - Individual units are to report to rehab as a group, and are to remain together during rehab. All personnel reporting to rehab should be documented for accountability purposes.

F. Standard for Rehab Monitoring

- The Incident Commander, Medical Group Supervisor or Rehab Officer shall ensure the EMS providers facilitating rehab provide the following monitoring:
 - Members shall be checked into rehab by EMS workers in the rehab sector and shall have their department, unit, name, and the time of entry recorded on the EMS REHAB FORM.

- Vitals shall be recorded on the EMS REHAB FORM.
 - Vital signs and assessments made will include blood pressure, pulse, SP02/CO, and Temp. Presence of any trauma and/or other conditions will be noted on the form, and appropriate care established.
- EMS providers will perform a basic medical and trauma assessment on all personnel entering rehab, and document any findings.
- The Medical Group Supervisor or Rehab Officer shall collect the documentation from the EMS providers, and will complete a single ePCR within “ESO” to document the Rehab completion. The forms utilized in the completion of Rehab will be scanned and attached to the ePCR.
 - *NOTE: In the event a firefighter is transport from the scene, a ePCR must be completed for the transport, and a separate ePCR for the rehab operations.*

G. Standard for “Treat and Release” per the Medical Director

- Per the Medical Director, Paramedics have the authority to begin IV therapy to personnel in Rehab, without the requirements to transport under the following conditions:
 - i. The firefighter is able to orally hydrate simultaneously to the IV NS.
 - ii. After 1L NS is administered, the firefighter conditions have improved.
- Per the Medical Director, EMS providers can provide personnel in rehab Oxygen and certain Over-The-Counter (OTC) medications without the obligation to transport.
 - i. OTC medications such as Tylenol or Motrin for the treatment of minor aches and pains.
 - ii. Oxygen for the treatment of minor respiratory issues, with an improvement in vitals following administration.

H. Standard for Denial of Return to Duty

- The Medical Group Supervisor, Rehab Officer or EMS Provider, with the authority of the Incident Commander, shall remove any firefighter from active duty if any of the following are determined:
 - Vomiting, diarrhea, heat exhaustion
 - Large open wounds
 - Insulin dependent diabetic has not eaten in 4 hours
 - Wheezing/congestion, unimproved by oxygen
 - Pulse above 120 per minute after 20 minutes of rest.
 - Respirations over 20 per minute after 20 minutes of rest.
 - Blood Pressure above 160 systolic or 100 diastolic after 20 minutes rest.
 - CO level of >5% in nonsmokers or >10% in smokers after 20 minutes of rest.
 - SP02 less than 94% after 20 minutes of rest.
 - Other conditions as appropriate, at the discretion of Medical Group Supervisor, Rehab Officer or EMS Provider.
- Reference the attached “Medical Criteria Flow Chart” for additional direction.
- In the event any of the above signs/symptoms are present, the MBR shall have vitals/assessments re-assessed every 5 minutes to determine appropriate additional actions.

- Any member not meeting specific health criteria shall not be permitted to return to the incident and will be further monitored or transported.

I. Standard for Return to Duty

- All Members will be required to maintain a presence in rehab for 20 minutes of monitoring, or until emergency operations have ceased, whichever is sooner. Reference the attached "Medical Criteria Flow Chart" for additional direction.
- If after a 20 minute monitoring period the member exhibits appropriate signs and symptoms, they shall be released to return to full duty:
 - Pulse less than 120 beats per minute.
 - Respirations greater than 10, less than 20 per minute.
 - Blood Pressure less than 160 systolic and 100 diastolic.
 - SPO2 greater than 94%
 - CO level of <5% in nonsmokers or <10% in smokers

J. Standard to Transport to Hospital for Evaluation, Automatic Transport Criteria (ATC)

- The Medical Group Supervisor, Rehab Officer or EMS Provider, with the authority of the Incident Commander, shall direct the transport of any firefighter from the scene to a Emergency Department if any of the following are determined:
 - Symptoms of heat stroke or hypothermia
 - Continued Shortness of Breath or Trouble Breathing
 - Abnormal lung sounds or extremely low SPO2 or high CO readings
 - Syncope, altered mental status, confusion, disorientation
 - Irregular pulse and/or persistent pulse above 180
 - Significant injury (fracture, uncontrolled bleeding, etc.)
 - Chest pain or severe headache
 - **No improvement in other noted vitals or signs/symptoms after 20 minutes.**

K. Attachments:

- Fire Scene Rehabilitation of Firefighters Flow Chart – Training Aid
- Assessment of Firefighter in Rehab Flow Chart- Training Aid
- Medical Criteria Flow Chart
- EMS REHAB FORM

At no time should this guideline supersede the local EMS protocols or directive from the Squad Medical Director

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 Chairman of the Chief's Committee

Approved Date:

JEFFERSON COUNTY FIRE AND EMS OPERATIONAL GUIDELINES

JEFFERSON COUNTY, WV

OG 16-019 EMS Supply Reimbursements

PURPOSE:

The purpose of this policy is to establish the guidelines to follow in reimbursing the costs of pharmaceuticals and EMS Supplies to the Jefferson County Emergency Service Agency (JCESA) who is providing pharmaceuticals, funded by the operating budget of the JCESA, to the Volunteer Departments of Jefferson County, WV. Additionally, the JCESA does not operate an EMS transport unit generating revenue; therefore this policy is to establish a general practice of reasonable reimbursement to the JCESA who, acting in the capacity of a first response vehicle, is utilizing certain necessary EMS equipment and supplies.

STRATEGIES

Pharmaceutical Cache:

The JCESA will continuously and properly maintain and store those pharmaceuticals required by the West Virginia Office of Emergency Medical Services (WVOEMS), and will designate a Point of Contact (POC) to oversee the storage, maintenance and rotation of the Volunteer Departments pharmaceutical cache. Additionally, the JCESA will rotate the pharmaceuticals in the Volunteer Departments cache to prevent expiration of the cache medications, and will provide consistent accessibility to the medications for Volunteer Departments staff in the event that an immediate rotation of pharmaceuticals is required (i.e. replacing those medications used on a call).

General EMS Equipment and Supplies:

The Volunteer Departments will maintain their own independent cache of EMS Supplies, at the sole cost of the Volunteer Departments. The JCESA will maintain only a basic cache of EMS Supplies, limiting the cache to only those items required by WVOEMS standards. In the event a supply is used in the treatment of a patient the JCESA has the authority to re-stock the "chase car" directly from the Volunteer Department ambulance (or other EMS vehicle) on scene, at the discretion of the staff of that Volunteer Department unit.

Personal Protective Equipment (PPE):

The JCESA and Volunteer Departments will be solely and independently responsible for the costs associated with providing their employees the proper and necessary PPE, including but not limited to, fire gear, extrication gear, helmets, boots, etc. (excluding Body Substance Isolation (BSI) equipment). The Volunteer Departments will not be expected to share the costs associated with the JCESA purchases of PPE, but will be billed accordingly for the purchase of BSI equipment.

Major EMS Equipment (e.g. Lifepack, Suctions, Lucas, etc.):

The JCESA and Volunteer Departments will be solely and independently responsible for the costs associated with providing the appropriate Major EMS Equipment, including, but not limited to: Lifepacks, AEDs, Suction Units, Lucas CPR devices, CPAP devices, Cots, Reeves Sleeves, Splints, etc.. In the event an item is not specifically listed in this section, for the purpose of this policy, a Major EMS Equipment is defined as any single item over the price of \$150. The Volunteer Departments will not be expected to pay the costs associated with the JCESA purchases of Major EMS Equipment – those listed in this section, or those exceeding \$150.

COST SHARING

The JCESA will invoice the Volunteer Departments on a quarterly schedule for Pharmaceuticals and EMS Equipment/Supplies used in the provision of EMS services utilizing the following algorithm:

- Total Costs of Pharmaceuticals and Equipment divided by the Patient Contact percentage of individual department:
 1. For the purpose of Patient Contacts, the JCESA will utilize ePCRs completed utilizing the following “disposition”:
 - Treatment, Transport (Lights and Sirens)
 - Treatment, Transport (No Lights and Sirens)
 - Treatment, No Transport

To determine the percentage of each individual Volunteer Department, the JCESA will take the total number of ePCRs completed in the defined disposition(s), and represent that number by a ratio (disposition total to call total). Divide the numerator by the denominator, and multiply by 100.

- For example, to determine the percentage, given that Company X completed 45 Transports out of the total 1200 in 3 months, the ratio is 45 out of 1200. The corresponding percentage is found by dividing 45 by 1200, which is 0.037, then multiplying 0.037 by 100 to get 3.75 percent. Therefore, Company X is responsible for 3.75% of the pharmaceutical costs of the quarter.

The Volunteer Departments reserve the right to inspect the JCESA supplies and/or pharmaceuticals at any time, and audit the supply invoices and/or pharmaceutical invoices with a minimum of 24 hour notice to the JCESA.


Chairman of the Chief's Committee

Approved Date:

Implementation Date:

JEFFERSON COUNTY FIRE AND EMS OPERATIONAL GUIDELINES

JEFFERSON COUNTY, WV

10-017 Apparatus Standards

PURPOSE: The purpose of this guideline is to provide the minimum required standards for apparatus for Jefferson County WV.

Engine: Meet WV State Code 87-8-6 6.12.1 Engine as defined in NFPA 1901

Rescue Engine: Same as "Engine Standard" and also includes the following: One Cutter, One Spreader, Two Rams (30" and 60"), One Power Unit (Minimum one portable) Stabilization Device, Tool Box (General hand tools-sockets, wrenches, etc...), One High Lift Jack Absorbent, One Bolt Cutter, One Reciprocating Saw, One Utility Rope Bag (150'), One Lifeline Bag(150'), Assorted Hardware, Stokes Basket, Plug and Dike Kit, Two Chains with Hooks, One Backboard with Immobilization Kit, One Come-a-long, Extrication Kit(Extrication Blanket, Glass Master, Seat Belt Cutter, and Window Punch).

Engine Tanker: Same "Engine Standard" and also includes the following: Tank Capacity of 1500 Gallons, Ability to Quick Dump/Discharge from the Rear, carry One Portable Dump Tank Equal Size of Tank Capacity. ***EXCEPTION--Any Engine Tanker currently in service(2016) are Grandfathered in until unit is replaced.***

Tanker: Meet WV State Code 87-8-6 6.12.2 Tanker as defined in NFPA 1901

Aerial: Meet WV State Code 87-8-6 6.12.3 Aerial as defined in NFPA 1901

Utility/Service: Meet WV State Code 87-8-6 Service Truck as defined in NFPA 1901

Rescue Squad:

BLS Bag, AED, Flares, (6)Traffic cones, (2)Stop signs, (3)Backboards with immobilization kits, Stokes Basket with backboard, (2)Lock out/Tag out kit, Electric Winch (12,000lbs), Portable Winch with anchor (9,000lbs),Chains (assortment), Shackles (assortment), High Pressure air bags (15"x20", 16"x16",20"x20",20"x24") Air hose, High lift jack (4,600lbs),Quick lift floor jack & handle, 8 Ton & 12 Ton Bottle jack, 10 Ton Porta-Power, Mechanical Type Stabilization Kit (ex:Paratech),2 Come-A-Longs, Cribbing: 2 Step Cribbing (4) 4"x4"x7', (2) 6"x6"x7', (70)4"x4"x2', (20) 6"x6"x2', Misc 2"x4"blocks, Wedges, Hydraulic Extrication Equipment: 28" Spreader, 36" Spreader, Cutter, "Ultra High Type" Cutter, Combination tool, Rams (20"-30"-

60") Hydra Ram, (2)Steering Wheel Covers, (2)Rocker Panel Push Plate, (20kw)On Board Generator, Portable Hydraulic unit, (4) Hydraulic Reels 100' each, (2) Extension Hydraulic Line 50' each, (2) Chain Saws with spare chains, K-12 Saw with Multi-purpose blade with spare blades, Gas Cans for Mix and Straight Gas, Metal Circular Saw 120volt, (2)Reciprocating Saws 120volt Various types of spare blades, 2 Hack Saws, Acetylene Torch Set, Bolt Cutters 18"-24"-36", Pry Bar 24", Crow Bar 24", Long Pinch Point Bar 48", Vehicle Lock-Out Kit, T-Bar Car Hood Tool, SCBA-Hand light-Safety Goggles-Portable Radio-Traffic Vest for each riding position, 4 Gas Meter, AC Hot Stick, Thermal Imaging Camera, Elevator Keys,(2)Set of Irons, Pick Head Axe, Sledge Hammer, Hydrant Wrench, (2)Squeegees, (2) Push Brooms, Flat Shovel, Spade Shovel, Water Shut-Off Handle, 2'&4' Dry Wall Rake, 4'&6' Roof Hook, 3' Griff Hook, (2)Pike Poles, Little Giant Folding Ladder, Roof/Close up Kit, (2) Rolls of Plastic, Furring Strips, (2) Salvage Covers, (2) Plastic Tarps, Chimney Drag, Ash Bucket, Smoke Ejector, Positive Pressure Fan, 24' Extension Ladder, 14' Roof Ladder, (2)APW's, Dry Powder Extinguisher, CO2Extinguisher, Cascade System With Spare Cylinders, Rit Bag with 60minute Cylinder, (3) Rope Bags of Life Safety Rope-2-300' & 1-150', Rope Rescue Hardware, Rescue Helmets and Gloves, (2) Water Rescue Throw Bags, Assortment Haz-Mat Pads and Booms, Absorbent, (2) Portable Electric Cord Reels, 100' Extension Cord, Bag of Various Electrical Adapters, On Board Telescoping Light Tower,(2)Tri-Pod Portable Scene Lights,(2)Portable Flood Lights, Shop Vac, Submersible Sump Pump, Mechanic Hand Tools-Wrenches, Screwdrivers, Socket Set, Hammers, Pliers, Circular Saw(120volt), Hammer Drill(120volt)and Bits, Regular Drill(120volt) and Bits, Grinder(120volt) and Wheels, Dremel Tool(120volt) and accessories, Impact Wrench(120volt) and Sockets.

X *Annunzio Lombardi*

Chairman Chief's Committee

X 5/2/2017

Date