

# September 2008 Departmental Directive Updates

## Aircraft Emergencies

The apparatus responses have been adjusted for each type of emergency

## Driving Procedures

When operating in congested areas, such as neighborhoods, shopping districts, or within the municipal limits of a Town or City, Fire-Rescue vehicles may not operate in excess of 15 miles per hour over the posted speed limit when responding in emergency mode. During any non-emergency driving, the operator must adhere to all traffic laws. Fire-Rescue driver/operators will adhere to the posted speed limit when traveling through a posted school zone, while school is in session, even under emergency conditions.

## EMT Field Internship

Added in its entirety.

## Hazardous Materials Incidents

Higher ranking officers shall be briefed face to face by the IC on arrival and then assume command of the incident.

A haz mat blitz entry requires a minimum of four haz mat technicians (excluding the Incident Commander and Safety Officer). – *The RIT function and DECON function are combined for blitz entries ONLY.*

## RIT and Maydays

Major revision

## Search and Rescue

In the absence of definitive information otherwise, it can be assumed that a life hazard exists or is probable until a primary search is completed.

If a life hazard exists, firefighters may enter the IDLH atmosphere prior to a rapid intervention team being assembled.

If there is no life hazard present, the IC can assign only one person to the rapid intervention team if the following six conditions are met:

1. The IC has completed the ICS course or its equivalent as certified by the South Carolina Fire Academy;
2. The employees who enter the IDLH atmosphere have completed the Basic Firefighter course or its equivalent by the South Carolina Fire Academy;
3. The IC has determined that the standard staffing pattern is not feasible;
4. The IC has determined that entry can be made safely with the personnel on-site;
5. Arrival of additional employees to complete the standard staffing pattern is imminent.
6. Another firefighter is held in reserve for operating in the RIT but can be assigned other fire ground duties except the entry function.

## **September 2008 Departmental Directive Updates**

Use of Emergency Warning Equipment in Personal Vehicles  
Added in its entirety

Volunteer Incentive Program 2008  
Added in its entirety

Volunteer Officer Elections  
Added in its entirety

Volunteer Qualifications  
Added in its entirety

**COLLETON COUNTY**  
**FIRE-RESCUE**

DEPARTMENTAL  
DIRECTIVES



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# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Aircraft Emergencies **Personnel:** All  
**Effective Date:** 19-October-2004  
**Updated:** 13-December-2005 **Page** 1 of 6  
17-November-2008

### Purpose

To establish a basic response and suppression efforts to aircraft emergencies located on and off the airport property located in Colleton County, South Carolina.

This Departmental Directive will cover both aircraft crashes and mishaps located on airport property. Also covered will be aircraft crashes/emergencies located off airport property.

Definition of Terms: Given that many of the terms used in Aircraft Rescue Firefighting have acronyms, terms will be defined as necessary in the body of this directive.

### General Procedures:

Command should be established as departmental directives dictate and command should recognize the early need for a designated TAC radio frequency and the need for additional resources.

### Aircraft Emergencies located on Airport property:

#### Fuel Spills:

*Primary Response shall include the following: ARFF 19, Closest available Tanker/Tender, Closest Available Engine, Haz Mat 19, Closest available medic, foam trailer if required.*

In the event that a fuel spill occurs at the airport, the initial responding engine will contact dispatch and determine if the fuel spill is located near hangars, aircraft, fuel pumps, and are fuel trucks involved. The first-in Engine operator will also attempt to obtain if the spill is continuous in nature or an isolated spill. The first-in Engine will proceed to the location and position uphill and upwind, if at all possible. If the fuel spill is continuous in nature and more than ten gallons of aviation gas or jet fuel is on the ground foam operations shall be considered. A water line should be pulled while foam operations are established and used as a safety line to back up the foam line in the event a fire should occur and foam operations fail. The first-in Engine will be positioned a minimum of 50 feet away from the spill. Identification of the type of fuel leaking is essential to future tactics. The engine will position in such a manner that rapid egress shall be obtained without having to back up. The engine operator shall also wear turnout pants, coat, boots, gloves and flash hood to provide protection in the event of a flash fire.

All privately owned vehicles (POV) will stage at the airport parking lot and personnel shall assemble near the engine or an established staging area awaiting assignment with full personnel protective equipment (PPE). The first in tanker shall position in such a manner that will expedite the egress of the tanker if needed, also the driver of the tanker shall be wearing the same PPE as the engine operator. A supply line will be established to the engine and any additional foam shall be taken to the engine. A medic unit shall be dispatched to the location to provide rehab for all personnel working in and around the scene. Appropriate actions and measures to clean up the fuel will be used.

In the event that the command officer and the safety officer are in a POV they shall proceed to the incident area, uphill and upwind. A command post shall be established by the incident commander (IC) a safe distance from the incident location.

All non-essential personnel will not be allowed into the scene and the scene shall be cordoned off with an Entry Control Point (ECP). In the event of plugging or patching of the container, haz-mat protocols shall be followed. Available personnel will proceed to drains, ditches or any environmental exposure, while personnel attempt to stop the fuel leak.

Should the spill occur in a hanger, a structural response shall be toned out by dispatch with POV's staging in the parking lot. Other responding apparatus will proceed to a level I staging.

**Aircraft crash on airport property:**

*Primary Response shall include the following: ARFF 19, Closest available tanker/tender, Closest available Medic unit, Closest available Engine, Haz Mat 19, and the foam trailer if requested (the size of the aircraft may warrant additional medic units).*

When notified of a crash at the airport the initial responding engine shall attempt to obtain the type of aircraft, amount of fuel, Persons on Board (POB's) and if military, the type of munitions carried. Upon arrival of the first in engine or fire personnel shall attempt to determine the survivability of the crash victims. If the debris field is large in nature and spread out over a geographical area, low impact is to be suspected and survivability rate will be high. Should the debris field be contained to the immediate crash area with little to no debris trail, a high impact should be suspected and survivability of the victims low.

The initial size up will consist of the immediate crash area with an inner and outer circle performed to identify immediate hazards and the number of patients. If the aircraft is involved in fire a rescue path shall be established to provide egress for person(s) inside the aircraft. Foam operations will be established and utilized. The tanker/tender shall be positioned in such a manner to provide egress of apparatus should conditions deteriorate. A supply line shall be established to the engine and appropriate PPE shall be worn by both tanker/tender and engine operators if located in close proximity to the fire.

POV units will stage in an area that will not interfere with fire suppression efforts and the accident scene, at the discretion of the IC.

The IC shall request that on duty supervisor for the Sheriff's department respond to the CP and set up an immediate cordon of the area. A triage and treatment area shall be established as soon as is practical.

A structural assignment (full four station response) shall be dispatched if the aircraft that crashed is bigger than a twin-engine plane.

**Aircraft crash off of airport property:**

*Primary response shall consist of a structural assignment (full four station response plus the closest available medic unit), ARFF 19, Rescue 1, Haz Mat 19 (the size of the aircraft may warrant additional medic units).*

The initial size up will consist of the immediate crash area with an inner and outer circle performed to identify immediate hazards and the number of patients. A person(s) shall be directed to size up the glide path of the aircraft involved. Structural triage, vehicles and vacant lots will be assessed and reported to the IC.

Full implementation of the incident command system must be established along with Level I and/or Level II staging. There shall be one incident commander for the overall event with sector officers handling each individual incident that resulted from the crash; the sector officer shall request additional resources through the IC. Multiple structural assignments may be requested and mass casualty response procedures may be initiated. Available city, state and county law enforcement officers may be used to cordon off the initial glide path and or immediate crash area that the aircraft in the crash is involved.

Immediately following the initial size-up of the immediate crash area if the aircraft is involved in fire, a rescue path shall be established to provide egress for person(s) inside the aircraft. Foam operations will be established and utilized. The tanker shall be positioned in such a manner to provide egress of apparatus should conditions deteriorate. A supply line shall be established to the engine and, if located in close proximity to the fire, appropriate PPE shall be worn by both.

POV units will stage in an area that will not interfere with fire suppression efforts and the accident scene, at the discretion of the IC.

The IC shall request that on duty supervisor for the Sheriff's department respond to the CP and set up an immediate cordon of the area. An ECP shall be established.

A structural assignment shall be dispatched if the aircraft that crashed is bigger than a twin-engine plane.

In the event that the crash involves multiple fires (i.e. 2 structure fires, 1 vehicle fire and a woods fire), there will be one incident commander and four operational officers, each using TAC channels, multiple alarms should be requested once the IC realizes the need and life safety shall take priority. A supervisor from local law enforcement agency shall report to the CP.

At NO time will fire rescue personnel disturb the accident scene unless it directly involves fire suppression and rescue of patients.

#### In-Flight Emergency (IFE):

When notified of an inbound aircraft that has an in-flight emergency (IFE), an Engine, a medic unit and a tanker/tender along with the rescue should respond. Additional resources (medics, engines, etc) shall be considered on a case by case basis. The first-in Engine should attempt to obtain the following information:

Obtain and repeat back the aircraft tail number

Persons on board (POB's)

Amount of Fuel

Type of aircraft

Cargo (If Applicable)

Munitions (If military aircraft)

ETA

Nature of Emergency (i.e. gear indication, oil pressure, low fuel, engine out or fire)

Runway to be used by aircraft

If Central Dispatch did not receive this information, you can contact the FAA tower at Charleston AFB at 843-963-1110. This number gives you the base operator, you should then ask to be transferred to the civilian FAA tower (which handles all aircraft under 10,000 feet), identify yourself and see if they can provide any of the above mentioned information. Once the aircraft has touchdown and rolled past the engine the tail number should be relayed to dispatch and confirmed. This will eliminate the setting up on the wrong aircraft, in the event multiple aircraft are landing, an aircraft lands before the emergency aircraft or the first in engine is unfamiliar with the different types of aircraft. The IC should use ARFF trained personnel if available.

The first-in Engine should position on the airfield in such a manner that driver/operator can see the aircraft on approach and notify central dispatch when the aircraft has touched down. The first in tanker/tender should position behind the engine. All other units should stage away from the airfield (this includes law enforcement), with the exception of the command officer.

**General instrument alarm(s):** If notified by central of an IFE involving such emergencies such as low oil pressure, low fuel, or unsafe gear indications the first-in Engine should position at the mid point of the runway and once the plane has touched down and rolled out the emergency can be terminated for low oil pressure and low fuel. Dealing with unsafe gear indications the pilot may perform a fly by to get a visual from the ground to see if all gear is in the down position. Once the aircraft has landed, it should be followed to its desired parking location and the Engine should stand-by until either the plane has been stabilized by the pilot or maintenance personnel or the pilot determines that the gear is in the locked position and it was a faulty gear indicator light.

#### Ground Emergency (GE):

A ground emergency is any problem or emergency that arises after the aircraft has landed, being taxied or parked. Aircraft mishaps and fuel spills are put into this category.

**Hot Brakes:** *Primary Response: should be 1 Engine, 1 tanker/tender (staged) and a medic unit.* When notified of a hot brake emergency, the first-in Engine will stage 150ft from the aircraft, Positioned 45 degrees off of the wing. If the rotor is glowing red, this is a confirmed hot brakes condition. A good indicator is if the tire(s) are blown, hot brakes probably exist. The IC will start a thirty minute countdown and make contact with the pilot by radio if possible. All personnel will stage and all POV's will be parked in the front parking lot. After the 30 minute countdown crews will enter and check the brakes. Once the all clear is given the aircraft can then taxi to park. If hot brakes are still present, a second thirty minute countdown will begin. The IC may choose to use positive pressure ventilation fans to assist in cooling the brakes.

**Smoke in the Cockpit/Flight deck:** This emergency can either be an IFE or a GE. Personnel will approach the aircraft with a charged 1-3/4" hand line. Talk to flight crews to determine locations of heaviest smoke. Once the aircraft is shut down, smoke cleared and aircraft has been deemed safe, the aircraft can be sent to park or hangar location.

**Wheel well fires:** In the event of a wheel well fire on an aircraft, personnel will advance a hand line to protect personnel using a fire extinguisher, to the wheel well at a forty-five degree angle of the center of the rim. Use a PKP or dry powder extinguisher if available. If crews have to use a hand line, a fog pattern or an indirect stream should be directed either at the ground in front of the fire or at the underside of the wing or wheel well. **Aiming the fire stream directly at the wheel well could cause the brakes to explode.**

#### Aircraft Mishap:

A mishap will be defined for the purpose of this directive, any accident that does not involve an actual crash. (i.e. aircraft taxiing clips another plane or hanger with his wing, or a POV runs into a parked aircraft, etc.)

Mishaps shall be treated on a case by case basis, but for the most part should be treated in the same manner as a vehicle accident. Reporting to the IC shall be done after all POV's have parked their vehicles in the front parking lot. Most aircraft mishaps generally occur at relatively low speeds (15 mph or less).

#### Safety Concerns & General Information:

- When approaching an aircraft fixed wing (excluding some military aircraft) always approach the plane from the pilots left side.
  - References to right and left side are labeled from the pilot's location.
  - Engines on aircraft are numbered from the pilots left to right.
- Be aware of intake and jet blast hazards.
  - 25ft to 50 ft for intake hazards and 50ft to 100ft for jet blast hazards.
- Never approach a propeller aircraft from the nose, the propeller is hard to see, there should be markings on the fuselage indicating the location of the propeller if the engine is on the wing. Single engine aircraft will usually have the propeller on the front of the aircraft.
- Rotary aircraft (helicopters) approach the helicopter from the pilot's right side and never from the rear.
- When maneuvering around parked aircraft fire department vehicles should not exceed 15 mph.
- At night when encountering an approaching aircraft, turn off head lights and pull to the right. Aircraft have the right of way.
- When positioning along the runway for an IFE, apparatus should be either at the stop line which will be three solid lines across the taxiway or 150 ft from the edge of the runway if no lines are present.
- NEVER splash your feet in a fuel fire, slide your feet to avoid disrupting the foam blanket.
- Only approach an aircraft if the pilot keeps his hands visible at all times or unless the pilot is incapacitated.
  - One firefighter shall be positioned just off center of the nose to the pilot's left side, while another firefighter chocks the wheel if deemed necessary.
- Some aircraft have access points. These will either be labeled on military and some commercial cargo aircraft. These will be marked with a painted broken line in the form of a square or rectangle with the words "fire" or "cut in".
- Most jet engines have fire suppression systems on board. "T" handles located in the flight deck of either cargo or passenger aircraft. These can be initiated by pulling out and rotating the handles 180 degrees and pressing the fire button located behind the handle. If two "T" handles are present for a four jet or turbo prop engines, personnel will rotate either left or right dependant on which side the engine fire may be located on. Most aircraft with two fire bottles on board the aircraft may be set-up that the left is used for the left and the right used for the right.
- Aircraft batteries can be located almost anywhere on an aircraft and have quick disconnect terminals.
- Structural gear is not designed for proximity (aircraft) firefighting. Fuel fires may reach temperatures that exceed 2000 degrees Fahrenheit. Fire crews operating in and around the fire scene need to be monitored and rehabbed on a regular basis.

- During extrications of patients from military airplanes, the pilot and other occupants should have their hands secured to their legs or chest until the ejection seat can be pinned.
- Lowcountry Regional Airport's radio frequency is 122.8 Mhz and the phone number to the terminal is (843) 549-2549.



# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Driving Procedures **Personnel:** All  
**Effective Date:** 02-January-1999  
**Updated:** 13-December-2005 **Page** 1 of 5  
10-September-2008

### Purpose

The following procedures designate what responsibilities a driver of an apparatus must exercise during normal operations. In the following procedures, "driver/operator" refers to anyone who is operating a Colleton County Fire-Rescue vehicle.

### General Procedures

Driver/operators are solely responsible for safe operation of apparatus under their control.

Driver/operators should be thoroughly familiar with all controls and operations of the apparatus they are driving.

Headlights shall be used at all times while the vehicle is in motion.

Wheels shall be chocked when vehicle is parked.

Civilians (non-emergency services personnel and persons that are not patients being treated) can be transported in fire-rescue apparatus with an officer's approval. If transporting a civilian, the driver/operator shall notify dispatch of the beginning and ending mileage of the transport.

If two persons are in the apparatus, the employee in the passenger seat should operate the radio, sirens, etc.

Personnel may not operate departmental vehicles unless they are in possession of the appropriate valid SC Driver's License. Personnel are required to report loss of driver's license due to expiration or any other reason, without delay, to their immediate supervisor. Drivers are required to maintain a valid SC Class E license or better.

When notified of an emergency situation, whether through the Central Communications Center

(Central) or by other means, personnel are to respond immediately to provide the necessary assistance. Personnel are to notify Central over the radio that they are responding to the call and the location from where they are responding. (i.e., Engine 5 is responding to the car fire at 1234 Augusta Hwy., from the 8000 block of Augusta Hwy). Personnel should be enroute to the call within 60 seconds of the notification during waking hours and 120 seconds after the employee has turned in for the evening. Any delay in the response should be so stated over the radio or over the telephone, should a radio not be immediately available.

Personnel should always repeat the address or location back to the dispatcher to insure the correct location is understood. If the personnel are not sure of the location or is not clear on the directions to the scene of the emergency, the response should not begin until such time as the driver/operator understands the exact location of the incident and the most appropriate response route to reach the scene.

The employee should verify the location on a map prior to leaving the station or beginning the response. At no time should the response begin if the driver is not clear on the location of the call. Any questions regarding the location should be resolved prior the response beginning.

Seatbelts will be worn by all personnel while operating Fire-Rescue Vehicles or other government owned vehicles equipped with the devices. This is required by SC State Law. The vehicle should be operated with only the proper number of occupants in the appropriate seating placement with seatbelts provided. At no time should a vehicle equipped with seatbelts, be placed into motion when the occupants exceed the number of seatbelts provided.

Before exiting the station, extra caution is necessary to avoid closing an overhead door in a manner that can result in a collision with vehicles. The person closing the door must not do so until the vehicle is completely through the doorway. It is at this point that our vehicles are most likely to stall or come to a sudden stop. If the door has an automatic closing device, it is not to be operated until the vehicle completely clears the building.

While enroute to the location, employees shall drive in a cautious and courteous manner. If the call is an emergency, it is emphasized that all emergency lights and siren shall be operated while the vehicle is in motion if the vehicle will be taking exemption to any traffic laws. On vehicles equipped with air horns, these items should be used as needed to alert vehicular and pedestrian traffic of the emergency vehicle's approach. Traffic laws should be followed and due regard to the safety of others and Fire-Rescue Personnel should always be exercised. Colleton County Fire-Rescue does not recognize the term "Code Two or Lights Only Response". Department personnel shall respond either in full emergency mode (emergency run) or in a non-emergency (normal run) mode.

When enroute to the call under emergency conditions, the unit should travel in the left most lane for that direction of travel. The public is to yield the right of way, by pulling to the right hand shoulder. The only exception would be in cases involving a response on the Interstate and the employee is operating a vehicle that is not capable of maintaining the posted speed limit. In this case, emergency warning equipment should be turned off and the vehicle operated in a normal condition until it reaches the scene. At that time, warning equipment should be activated. Speed should be kept to an appropriate level for the type vehicle and response being used. The vehicle shall come to a complete stop at all stop signs and red traffic signals. The driver is to check in all directions to insure the travel way is clear. Only at this time is the driver to proceed



through the intersection against a stop sign or stop signal. Mechanical sirens should be peaked out and air horns activated, if equipped, at the intersection when traveling against a stop sign or red traffic signal. Any intersection where the view is obstructed or comprised must be approached with extraordinary caution. When operating in congested areas, such as neighborhoods, shopping districts, or within the municipal limits of a Town or City, Fire-Rescue vehicles may not operate in excess of 15 miles per hour over the posted speed limit when responding in emergency mode. During any non-emergency driving, the operator must adhere to all traffic laws. Fire-Rescue driver/operators will adhere to the posted speed limit when traveling through a posted school zone, while school is in session, even under emergency conditions.

When arriving at the scene, the employee should make a quick assessment of the scene prior to positioning the apparatus. **A size up shall always be provided over the radio.** Terms such as “Be Advised ...” or a partial size up followed by “I will advise” should not be used. In the event of a structure related fire, consideration should be made as to the placement of the pumper in regard to water shuttle operations and the accessibility of tankers to the pumper. For car fires or auto accidents when personnel must operate in the roadway, placement of the apparatus should be in such a way to provide warning to approaching vehicles, provide protection of the scene and personnel working at the scene. During rainy or wet conditions, apparatus should not be pulled off of the pavement or passable dirt roadway. If the travel way must be blocked, coordination with law enforcement should be established for traffic control or Fire-Rescue Personnel should be assigned for this purpose if manpower permits. Traffic cones with reflective collars should be used when appropriate. (Refer to the Policy titled “*Closing or Blocking a Roadway*”)

When an apparatus is taken in-service in the district (not responding to an incident), the driver should notify dispatch via radio that the unit # is in-service and out of the station (i.e. “Central, Rescue 1 in service). Units should not be signed out at restaurants, gas stations, hardware stores, etc. The only other non-emergency radio traffic should be to advise central when the unit is in quarters (i.e. “Central, Rescue 1 in quarters). If at any time while in service in the district the unit receives an alarm, after repeating the address of the incident to which the unit is responding, the unit should also advise from where it is responding (i.e. Central, Rescue 1 responding MVC Cottageville Hwy and Sidneys Rd from Cracker Barrel on Sniders Hwy). This will allow units that are closer and are equipped to respond and handle the call.

Under no circumstances will any Fire-Rescue vehicle be permitted to park so as to obstruct a railroad.

Complete protective clothing should be accessible to the employee immediately upon arrival at the scene.

After dark, at the scene of all emergencies, the vehicle headlights should be turned to the off position after the vehicle has been positioned and placed in park. Parking lights, running and identification lights should be left in the on position. The only exception would be in the case where the headlights were needed to illuminate the emergency scene. Consideration should be given to the possibility of blinding approaching traffic with the vehicle headlights, if used to illuminate the scene. The vehicle headlights can easily blind on coming traffic and prevent the driver from visualizing the emergency personnel operating at the scene. Headlight flashers (Wig

Wags) should also be turned off after the vehicle has arrived at the scene.

When backing, if manpower permits, Fire-Rescue Personnel should be utilized to assist the driver in backing the vehicle. Every attempt should be made to position the apparatus in such a way as to avoid backing. Emergency lights should be used when backing. If backing a vehicle not equipped with a backup alarm, the driver/operator should sound the horn briefly before beginning to back the apparatus.

After arriving at the scene, emergency warning equipment should be utilized to its maximum efficiency depending on the position of the apparatus. Such as on the Interstate, after arriving on the scene, the warning lights on the front of the vehicle are no longer the most important. Rear warning lights and arrow sticks should be used to alert approaching traffic. Traffic cones should be utilized at the maximum warning position, keeping in mind that the approaching traffic will be traveling at a high rate of speed. Cones and other early warning devices should be placed at a great distance from the scene to allow for early warning of approaching vehicles. In many cases this may exceed ½ mile, other emergency vehicles should be positioned at a distance or in the apex of a curve to alert approaching traffic.

When responding to an emergency call with emergency equipment in operation, should the apparatus encounter a stopped school bus, the apparatus is to come to a complete stop at a distance from the bus. The bus driver should direct the children to a safe distance and deactivate the warning lights on the bus. At that time, the apparatus driver may proceed with *extreme* caution. At no time is Colleton County Fire-Rescue equipment to pass a stopped school bus that is operating its warning lights.

Driver/operators are subject to South Carolina Code 56-5-760, wherein they are allowed to take exemption to prescribed traffic laws; however, this section shall not relieve the driver of any authorized emergency vehicle to drive with due regard for all persons using the road(s).

Pay close attention to your surroundings and watch especially for children.

Pay close attention when approaching another vehicle. Watch for sudden stops or changes in traffic flow.

Driver/Operators shall, when possible, position the apparatus uphill from a vehicle fire.

Driver/Operators shall never position the apparatus directly in front or behind a vehicle involved in fire. When possible, the apparatus shall be used to block the traffic lane for the attack team to work in.

Driver/Operators should be aware of potential hazards that exist when positioning the apparatus at an emergency scene. Be alert for septic tanks when driving off of a driveway or well-traveled path. Driver/Operators should also be aware of potential overhead hazards such as power lines, trees, etc.

In cases where an accident occurs that is caused by driver carelessness or negligence as determined by the investigating fire-rescue officers, the driver may be held financially responsible for a portion of or the entire insurance deductible. This is currently \$500.00, and is in accordance with Colleton County policy # 4.13D(3). To prevent this from occurring, all

drivers at all times must use extreme caution while moving apparatus.

All drivers must perform a three hundred and sixty degree “walk around” of the apparatus they intend to drive before moving it. During the “walk around,” personnel should check for any obstructions to vehicle movement, any open or ajar compartment doors, or any equipment left on the apparatus that is not mounted to the apparatus. Personnel should also check vertical clearances of the apparatus, such as fully open bay doors, low lying limbs, building overhangs, etc. A “walk around” should also include insuring that there are no obstacles on the ground or floor with which the apparatus may come into contact. This is crucial while backing apparatus when a spotter is not available.

Colleton County Fire-Rescue uses the DriveCam driving feedback system. The system is a self-contained event recorder that digitally records video, audio, and G-forces several seconds before and after an accident or erratic driving incident. The system is designed to:

- Encourage safe driving habits by providing feedback to drivers
- Reduce collisions by improving driver behavior
- Protect drivers in the event of an accident
- Reduce vehicle repair and maintenance costs
- Improve gas mileage
- Act as an impartial witness to any collision involving the vehicle, potentially protecting drivers from incorrect blame for an incident

When the DriveCam indicator light turns from green to red after a driving event has been recorded, the driver should document it in the station logbook.

An assigned officer will download all events monthly and events will be reviewed with drivers to determine if the event warrants further actions.

The camera can also be manually activated to record events taking place in front of the vehicle utilizing the red button at the bottom of the camera. If this feature is activated, the driver should document it in the station logbook and notify the appropriate Battalion Chief prior to the end of the shift.

Any tampering with or obstruction of the camera lenses is not permitted.



# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Electrical Fires, Rescues, Power Lines      **Personnel:** All  
**Effective Date:** 02-January-1999  
**Updated:** 17-December-2002      **Page** 1 of 1

### Purpose

The following procedures address downed power lines, electrical fires, and electrical rescues.

### General Procedures

Downed power lines on an incident scene shall be marked with cones placed along the path of the downed power line and two cones at the end of the power line. If staffing allows, one person should be assigned to assure that no one crosses or touches the power line. Power lines shall not be moved by anyone other than employees of an appropriate power company.

Electrical fires involving high or low voltage equipment should only be extinguished at ground level using either Carbon Dioxide or Dry Chemical Extinguisher. A safe area should be designated and entry should be denied when power lines or transformers are on fire above or on ground level.

Electrical rescues within a structure can be attempted once the incident commander is assured that the main breaker has been cut off and no backup power is supplying the structure. Electrical rescues outside a structure should not be attempted until the appropriate power company has cut off the power to the object(s). This should be verified by the incident commander.



# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** EMT Field Internship **Personnel:** All  
**Effective Date:** 4-August-2008  
**Updated:** 4-August-2008 **Page** 1 of 2

### Purpose

The following procedures designate the appropriate guidelines for new Emergency Medical Technicians (EMTs) providing Basic Life Support (BLS), Intermediate Life Support (ILS), and Advanced Life Support (ALS) for those personnel providing pre-hospital treatment/transport within Colleton County Fire-Rescue's operations. The purpose of this directive is to insure that new employees or newly certified employees follow all directives and standing orders. Additionally, it is hoped that this directive will help these employees to flourish in the department and gain the knowledge to provide the best possible service to our customers.

### General Procedures

When an employee obtains a medical certification or a new employee is hired, the employee/EMT will be assigned a field trainer. Initially, all EMTs, regardless of certification will complete a minimum of (3) three (12) twelve-hour ride alongs as the third person with a field trainer. During this evaluation period, a field trainer of equal or higher medical certification will be present with the employee at the scene and in the patient compartment of the ambulance during patient care operations.

After the third ride along, an evaluation form will be completed and delivered to the employee's Battalion Chief and the Training Division. The field trainer will make recommendations to the Battalion Chief and Training Division for areas identified as needing improvement. The employee's Battalion Chief and the Training Division will develop an employee improvement plan and cite specific corrections to any areas identified as needing improvement. This will help to improve the employee's performance and continue to develop their career at Colleton County Fire-Rescue.

A meeting will be held with the employee, the field trainer, the employee's Battalion Chief, and a representative from the Training Division. The employee will then be evaluated for a minimum of (10) ten shifts riding second person with a firefighter/paramedic field trainer. During that period, the field trainer will note employee strengths and weaknesses utilizing the appropriate employee evaluation form. During this period, employees are not allowed to act as the sole paramedic on an ambulance; however, they are allowed to work in a firefighter/EMT-B or I's position with another firefighter/paramedic on an ambulance outside of the course of their evaluation/regular shift schedule.

After the (10) ten shift evaluation period with a field trainer, the final (10) ten shift evaluation will be forwarded by the field trainer to the employee's Battalion Chief and the training division. The Battalion Chief and training division will compile the initial (3) three shift evaluation, the employee improvement plan, and the final (10) ten shift evaluation will be compiled and forward them to the Assistant Chief with a recommendation for continued education of the employee or a release for the employee to function as the sole firefighter/paramedic on an ambulance. The Chief should also be involved in any continued education identified as necessary after the initial evaluation process.



should be instructed to meet and direct the arriving units. Dispatch shall relay that person's location and level of knowledge to responding units.

Central Dispatch will dispatch the appropriate fire station as well as Rescue to all reported hazardous materials incidents.

Central Dispatch should make every effort to obtain a weather report for the area to include but not limited to the prevailing wind speed and direction and advise the responding units.

### First Arriving Unit

The first arriving officer will establish Command and begin a size-up. The first unit must consciously avoid committing itself to a dangerous situation. Higher ranking officers shall be briefed face to face by the IC on arrival and then assume command of the incident. When approaching, slow down or stop to assess any visible activity taking place. Evaluate effects of wind, topography and location of the situation. Route any other responding companies away from any hazards.

Command should consider ESTABLISHING LEVEL II STAGING WHENEVER POSSIBLE FOR OTHER RESPONDING UNITS. STAGED COMPANIES MUST BE in a safe location, taking into account wind, spill flow, explosion potential and similar factors in any situation. THE DOT GUIDEBOOK, NFPA REFERENCE MATERIALS, THE NIOSH POCKET GUIDE, OR ANY OTHER MATERIAL SUCH AS MSDS OR SHIPPING PAPERS AVAILABLE TO THEM SHOULD BE USED TO ESTABLISH A SAFE DISTANCE FOR STAGING.

### Size-up

Command must make a careful size-up before making a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area. This should be attempted only after a risk/benefit analysis is completed. Command should consider use of blitz entry by hazardous materials technicians using appropriate safety equipment (refer to Blitz Entry in this directive). Personnel must take advantage of available personal protective equipment in these situations.

The objective of the size-up is to identify the nature and severity of the immediate problem and to gather sufficient information to formulate a valid action plan. Hazardous materials incidents require a cautious and deliberate size-up.

Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe distance. IN MANY CASES, EVALUATION BY HAZARDOUS MATERIALS RESPONSE TEAM MEMBERS BEFORE COMMITTING IS THE SAFEST APPROACH.

Identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident, and degree of risk to unprotected personnel. Take immediate action to evacuate and/or rescue persons in critical danger, if possible, providing for safety of rescuers FIRST.

The primary objective is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, DOT identification numbers, NFPA 704 diamond or shipping papers, etc.



Refer to pre-fire plans for fixed facilities and ask personnel at the scene for additional information (plant management, responsible party, truck drivers, fire department specialist). Use reference materials carried on apparatus and have Dispatch contact other sources for assistance in sizing up the problem (state agencies, fire department specialists, manufacturers of materials, mutual aid hazardous materials response teams, etc.).

### Action Plan

Based on the initial size-up and any information available, Command will formulate an action plan to deal with the situation. A Hazardous Materials Tactical Worksheet should be completed prior to operations and should include the site safety plan. It should be signed by the incident commander and safety officer prior to the initiation of operations.

#### THE ACTION PLAN MUST PROVIDE FOR:

1. Safety of all emergency responders
2. Evacuation of endangered area, if necessary
3. Control of situation
4. Stabilization of hazardous materials, and/or
5. Disposal or removal of hazardous material(s)

Most hazardous materials are intended to be maintained in a safe condition for handling and use through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system and creating a hazard on the exterior. The strategic plan must include a method to control the flow or release, get the hazardous material back into a safe container, neutralize it, allow it to dissipate safely, or coordinate proper disposal.

The specific action plan must identify the method of hazard control and identify the resources necessary to accomplish this goal. It may be necessary to select one method over another due to the unavailability of a particular resource or to adopt a “holding action” to wait for needed equipment or supplies.

Avoid committing personnel and equipment prematurely or “experimenting” with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or technical help.

As a general policy, the Hazardous Materials Response Team will respond to any situation where a private contractor is required to clean up hazardous materials.

### Control of Hazardous Area

A hazardous material incident has two initial zones associated with the scene, similar to a fire. There are the LIMITED ACCESS ZONE and the EVACUATION ZONE.

### Limited Access Zone

The Limited Access Zone is the area in which personnel are potentially in immediate danger from the hazardous condition. This is established by Command and controlled by the fire department. Access to this area will be rigidly controlled and only personnel with proper protective equipment and an assigned activity will enter. All companies will remain intact in designated staging areas until assigned. Personnel will be assigned to monitor entry and exit of all personnel from the Limited Access Zone. The Limited Access Zone should be

geographically described to all responding units, if possible and identified by yellow fire-line tape.

- Establish a safe perimeter around hazardous area and identify with Hazard Zone tape.
- Request adequate assistance to maintain perimeter.
- Identify an entrance/exit point and inform Command of its location.
- Coordinate with Haz Mat Sector to identify required level of protection for personnel operating in the Limited Access Zone.
- Collect/return accountability tags of all personnel entering and leaving the controlled area.

Restriction of personnel access into the Limited Access Zone includes not only fire department personnel, but also any others who may wish to enter the Limited Access Zone (law enforcement, press, employees, tow truck drivers, ambulance personnel, etc.). Command is responsible for everyone's safety.

### Evacuation Zone

The Evacuation Zone is the larger area surrounding the Limited Access Zone in which a lesser degree of risk to personnel exists. All civilians would be removed from this area. The limits of this zone will be enforced by law enforcement based on distances and directions established in consultation with Command. The area to be evacuated depends on the nature and amount of the material and type of risk it presents to unprotected personnel (toxic, explosive, etc.).

In some cases, it may be necessary to completely evacuate a radius around a site for a certain distance (i.e., potential explosion).

In other cases, it may be advisable to evacuate a path downwind where toxic or flammable vapors may be carried (and control ignition sources in case of flammable vapors.).

NOTE: When toxic or irritant vapors are being carried downwind, it may be most effective to (shelter in place) keep everyone indoors with windows and doors closed to prevent contact with the material instead of evacuating the area. In these cases, companies will be assigned to patrol the area assisting citizens in shutting down ventilation systems and evacuating persons with susceptibility to respiratory problems.

In all cases, the responsibility for safety of all potentially endangered citizens rests with Command. Once the Hazardous Materials Sector has been established, HAZ MAT personnel will define and establish a hot, warm, and cold zone. These zones will remain in effect for the remainder of the incident.

### Use of Non-fire department personnel

In some cases, it may be advantageous to use non-fire department personnel to evaluate hazards and perform certain functions within their area of expertise.

When such personnel are outfitted with breathing apparatus, chemical suits, etc., they must be made aware of the functions, limitations, and safety precautions necessary in their use. Fire department personnel with the necessary protective equipment must closely monitor and/or accompany such personnel for safety.

**BE AWARE THAT COMMAND IS RESPONSIBLE FOR THE SAFETY OF ALL PERSONNEL INVOLVED IN ANY INCIDENT.**

### Emergency Decontamination (EDECON)

Emergency Decontamination will be used in circumstances when an individual threatens to contaminate others (i.e. A truck driver that is contaminated is walking toward the apparatus and emergency personnel.) Emergency decontamination can use any effective medium such as booster line, or 1.5" line that can affect a gross decontamination.

### Mass Decontamination (MASSDECON)

Mass Decontamination will be used in circumstances when many individuals have come into contact with or potentially come into contact with a dangerous substance. The DHEC or LLR issued tents can be erected in a matter of minutes with a minimum of two personnel. Water supply to the tent should be established and a crew of five personnel (technicians or operations trained) can handle this operation. One person should be at the entrance in the hot zone to direct men to the left ambulatory corridor and women to the right ambulatory corridor. Two personnel can decontaminate non-ambulatory patients in the center corridor. One person in charge of MASSDECON can verify proper decontamination procedures from within the tent and one additional person can assist those being decontaminated by giving them modesty protection (Tyvek suits, scrubs, etc.) and assisting them out of the tent and into the cold zone and then through the isolation perimeter.

Technicians operating MASSDECON shall wear protective clothing designated by the IC as warranted by the chemical present.

An effort should be made to keep individuals being decontaminated personal items and clothing separated by use of triage tagging system or other effective medium.

Although the goal of MASSDECON is to decontaminate a large amount of personnel in a short period of time, it is also essential to maintain effective decontamination procedures.

### Haz Mat Blitz Entry

At times a hazardous materials incident may involve a direct risk to civilian lives. An example of this could be an industry worker injured and lying next to a leaking pipe. This presents the command officer with a difficult decision. Steps must be taken to immediately rescue the victim; however, safety of emergency responders is paramount. In this case, the incident commander may choose to utilize a haz mat blitz entry. The term blitz being used from blitz fire attacks where large caliber lines are used to knock the fire down in order to enter using hand lines. In a blitz haz mat entry, personnel are fully protected but a quick systematic deployment of resources allows for a speedy rescue of contaminated civilians. A haz mat blitz entry requires a minimum of four haz mat technicians (excluding the Incident Commander and Safety Officer).

1. Pre-medical monitoring: this can be accomplished by a quick survey of those donning suits. Each responder should have a radial pulse checked. If a radial pulse is present, strong, and regular, then a quick history should be obtained (i.e. no chance of pregnancy, no sunburn or other skin problems, no medications). If the responder feels okay (i.e. not dehydrated, fatigued, etc.) then this associated with their annual medical monitoring will suffice and they should move to PPE selection.

2. PPE Selection: Responders should pick an appropriate sized Level A suit, boots, and silver shield gloves. All four responders should don the same PPE. The lack of taping Level B suits, etc. will save time. The entry team responders (2 personnel) should dress as quickly as possible. The RIT/DECON team responders (2 personnel) are responsible for obtaining a multi-gas meter, pH paper, and radiation detector (in the orange blitz entry air monitoring box) for the entry team;

assist the entry team in dressing, should supervise the setup of emergency decontamination, obtain a cart and stokes basket for the entry team and then fully dress in Level A as quickly as possible.

3. Decontamination: Emergency decontamination should be setup as quickly as possible. This at a minimum should include a tarp, plastic or some means to control run off and any means of water application available. This can include a decon hoop, saw horses, and plastic cut to fit emergency decon but may be as simple as a tarp and a booster line. Once the RIT/DECON team is close to being fully dressed, the entry team can enter the hot zone with the aforementioned air monitoring equipment, cart and stokes basket.

4. Operations: The air monitoring equipment carried by the entry team is present to protect the entry team and not necessarily to identify the material. It is essential to remember that rescue is the primary focus in this type of entry. However, safety values must be adhered to. If the entry team encounters turn back values (i.e. 10% L.E.L. indoors, or 20% L.E.L. outdoors, or 5 Rem/hr) then the entry should be suspended unless the victim can be very quickly rescued while withstanding those levels. If feasible, the victim should be removed from the hot zone and relocated to emergency decon as quickly as possible. Once the patient is relocated, the IC may re-assign a recon task to the entry team. The RIT/DECON team should quickly decontaminate the patient and then the patient should be delivered to ALS treatment and transported using appropriate method to appropriate facility. As soon as feasible, technical decontamination should be assembled on the cold zone side of emergency decon, and should be staffed by personnel wearing level B PPE once they have completed a full pre-medical monitoring (using the pre-medical monitoring forms). Technical Decon setup can be assembled by any personnel, without PPE, during initial operations and should require limited supervision.

5. Recovery: Once technical decon is setup and staffed, and the patient(s) have been rescued, decontaminated, and transferred, the entry and emergency RIT/DECON team should be decontaminated.

6. Control: Given the nature of this fast paced operation, the IC may take this time to re-establish strategies and develop tactics to meet those strategies and begin to control the tempo of the incident. Once the civilian life hazards are removed, full pre-medical monitoring (using pre-medical monitoring forms) should be conducted on future responders wearing chemical PPE. Moreover, emergency and technical decon should be examined to ensure that it meets the needs of the incident. This will transition the incident into one where a life hazard does not exist. Identifying the material, product control, and public protective actions can be the focus of the incident from this point forward.

Although this type of entry provides for the best chance of survival for persons to be rescued, it also presents the highest risk of injury to responders occurring. To prevent this, command and safety should be clear in their assignments, and should closely monitor every tactical aspect and every task of the incident during this type of entry. Command should also be cognizant that this type of entry also quickly exhausts personnel and equipment.



# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Helicopter Landing Zones **Personnel:** All  
**Effective Date:** 02-January-1999  
**Updated:** 19-December-2005 **Page** 1 of 1

### Purpose

The following procedures outline procedures to follow concerning establishing Emergency Medical Helicopter Landing Zones. In the following procedures, "EMH" refers to an emergency medical helicopter (i.e., Meducare, Careforce). Any other helicopter landing zones will be set up in the same manner. Helicopter landing zones are fairly routine operations that are also highly dangerous. It is easy to become complacent in these routine operations; however, all safety procedures must be strictly adhered to in order to provide for safety of all those involved.

### General Procedures

Should an EMH be required, it will be the responsibility of the IC to designate a Landing Site Coordinator who will select a landing site. The landing site coordinator shall advise Central Dispatch that he/she shall be in charge of the landing site.

It is the responsibility of the landing site coordinator to choose a safe landing zone clear of overhead obstructions and of appropriate surface. When a road or other thoroughfare is used as the landing zone, every effort should be made to position vehicles on both sides of the landing zone. At a minimum, the landing zone should 100 feet of clearance around the helicopter during daylight hours and 200 feet at night.

The IC should send at least one apparatus or personal vehicle (POV) to the landing site. The apparatus and/or POV should be equipped with a mobile radio. All communications to the EMH should be done on the frequency off of the repeater.

**No one should ever approach a helicopter on the scene of an emergency without the knowledge and consent of the crew. PERSONNEL SHOULD NEVER APPROACH THE HELICOPTER FROM THE REAR.**

**No unauthorized personnel are permitted in the Landing Zone (LZ).** Authorized personnel would include flight personnel and emergency services personnel assisting them with the patient. This usually does not exceed one, but in some cases is two people. Again, it depends on the consent of the flight crew.

NO vehicles should ever approach the helicopter if it is running, regardless of the reason. This would include passing it in the median/shoulder or driving around the perimeter of the LZ.

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# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Ride Alongs **Personnel:** All  
**Effective Date:** 22-March-2004  
**Updated:** 22-March-2004 **Page** 1 of 3

### Purpose

To establish a standard procedure for persons currently enrolled in an organized curriculum wishing to ride along for educational credit or personnel currently volunteering with Colleton County Fire-Rescue. The persons performing the ride along are hereinafter referred to as "Ride-Alongs."

### General Procedures

Fire-Rescue ride-along privileges are limited to county employees, county volunteer personnel, and personnel affiliated with a recognized educational outreach program. Any volunteer personnel who participate in the In Service Training Program but do not reside within Colleton County must participate in 12 hours of ride along time per month. This will be scheduled and coordinated by the Captain/Training Officer or his/her designee.

The Ride-Along not associated with Colleton County Fire-Rescue shall have completed a Ride Along Waiver Form signed by the ride along, the supervisor from their sponsoring agency, and the Fire-Rescue Director prior to the date of the ride along. Colleton County Fire-Rescue employees, who are students participating in a recognized educational program, must sign a ride-along form and understand that they are functioning as students under the educational program and not as employees of Colleton County Fire-Rescue. Furthermore, activities outside of patient care during the ride-along must not include those activities normally completed during regular work schedules. The ride along waiver forms shall be kept indefinitely at Fire-Rescue headquarters. Volunteer personnel are not required to complete a ride-along waiver form; however, the Captain on duty must be aware of anytime a volunteer will be riding along on an ambulance with assigned staff. This is due to scheduling conflicts that may arise when other personnel participating in educational programs are scheduled in advance to ride along on ambulances.

Ride-along hours will normally be between the hours of 0800 and 2200 hours, with exceptions being approved in advance by the Captain (i.e. volunteers with Colleton County Fire-Rescue riding along). All Ride-Alongs associated with educational programs will be scheduled and coordinated through Fire-Rescue Headquarters. The Captain will be charged with the

responsibility of insuring that all ride-alongs are scheduled in advance and appropriate ride-along requests are completed.

Ride-alongs will remain seated at all times with seat belt fastened while the vehicle is in motion when not involved in patient care.

The ride-along will be expected to assist in all aspects of the preceptor paramedic duties including vehicle maintenance, etc.

### Confidentiality

The profession of providing emergency medical care to our patients often involves the discovery of personal information regarding the patient. In order for us to treat our patients effectively, we must maintain their trust, so the patient must be able to relay pertinent information to us in confidence.

It is the policy of Colleton County Fire-Rescue that information concerning the patient's condition and personal history will not be disseminated to anyone not directly involved in patient care or those involved in quality assurance. Requests for patient information must be handled with protection of our patients' confidentiality, legal rights and privacy. The incident report is considered a confidential document. A copy of the report should be left with the patient's chart. The original report will be kept at Fire-Rescue Headquarters and is the property of Colleton County.

Any ride-along who is found to have breached patient confidentiality will be immediately dismissed from their ride-along opportunity and reported to their appropriate training center.

### Reporting for Ride Along

Ride-alongs should report to Station 27 located at 421 Hampton St., Walterboro, South Carolina at the time and date previously arranged. Fire-rescue headquarters or the on-duty Captain may approve Ride alongs at other stations in advance. Should ride-alongs arrive and find the doors are locked and there is no response from knocking on the door, the crews are likely on a call and the ride-along should wait in the area until they return.

If for some reason a ride-along is unable to ride their scheduled shift, they should notify the on-duty Captain (909-0325). Failure to notify the on-duty Captain of a cancellation may disqualify the ride-along from future riding opportunities.

### Orientation

Ride-alongs will be given a tour of the facilities including the apparatus to which they are assigned. They should become familiar with the location and operation of equipment appropriate for their level of training. Fire-Rescue personnel will assist with equipment operation and function as needed. Fire-Rescue personnel will also make themselves available to answer questions of a training nature as they arise. Use of safety equipment shall be reviewed prior to the ride-along beginning their session.

### Appearance

Ride-alongs will wear the uniform approved by their sponsoring organization and/or their training program. If the training program does not define the dress code, dark blue pants (no jeans) and a light blue collared shirt are appropriate. Volunteer staff members are encouraged to wear departmental uniform; however, exceptions may be made by the on-duty Captain.



Ride-alongs will be expected to follow the appearance code required of our staff, which is outlined in the Departmental Directive titled "Grooming/Personal Appearance".

### Use of Facilities

Eating arrangements are the responsibility of the ride-along. We have a kitchen area available and there are a number of restaurants in close proximity to our station. If the crew on duty will eat at a restaurant, ride-alongs are more than welcome to join them.

Our facilities have a television and VCR available. During work hours (0800-1600, with the exception of lunch 1200-1300), only training videos can be viewed. There are also study areas available and ride-alongs are encouraged to bring reading/study material to occupy their time between calls. Sleeping facilities are limited.

A telephone is available for limited personal use and should only be used for local calls. Should an emergency occur that necessitates a long distance call, the ride-along must make the call collect. County owned cellular phones are to be used for official business only.

### Personal Information

When signing up for a ride along, Fire-Rescue Headquarters must obtain the ride-along's Name, Home Address, Phone Number, Social Security Number, Program Affiliation, and Emergency Contact Information (Name, Phone Number, Relationship). Fire-Rescue Headquarters must also verify by picture identification that the ride-along is at least 18 years of age, a copy of the picture identification should be kept on file. Fire-Rescue Headquarters must also insure that the Ride Along Waiver Form has been fully completed and that the ride-along has no further questions about the form. Fire-Rescue Headquarters must also review the Departmental Directives titled "Ride-Along" and "HIPPA Security" and that the Ride-Along has been given a copy of each Departmental Directive.



# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Rapid Intervention Team (RIT) and Maydays **Personnel:** All

**Effective Date:** 02-January-1999

**Updated:** 19-December-2005 **Page** 1 of 2  
16-May-2007  
17-October-2007  
4-August-2008

### Purpose

The following procedures address rapid intervention teams and “Mayday(s).” A RIT team is established on the fire ground for the primary purpose of being readily available to initiate and affect a rescue of a downed, trapped, lost, or disoriented firefighter in or outside of a structure. A RIT team is to be established on all structure fires, when personnel are operating inside the building, as soon as manpower is available.

### General Procedures

Anytime emergency personnel or their associated crews, operating on an incident become trapped, injured or lost, they shall **IMMEDIATELY** transmit a Mayday over the radio using the UCAN/PASS acronym. The affected personnel will report:

U – Unit – your unit number, name or team designation (“*Unit 25, Greene*”)

C – Condition – trapped, lost, injured (“*Trapped*”)

A – Air/Area – amount of air remaining in SCBA/area of structure you are in (“*500 pounds, Alpha Side, Division 2 [2<sup>nd</sup> floor]*”)

N – Needs – what is needed to resolve mayday (“*Need cutting tools and air*”)

PASS – Once mayday is acknowledged by the IC – activate PASS device manually

Talk around channels (TAC’s – i.e. TAC 4, TAC 5) should be designated by the Incident Commander over the primary dispatch channel.

Mayday procedures shall be employed when a mayday is transmitted via radio, or a search, rescue, or fire suppression team is overdue according to their commander, or when a Personal Alert Safety System (PASS) device activates or is activated. A “mayday” is not to be confused with a structure evacuation order as described in fire attack procedures.

The first step is for the incident commander to notify central to a.) deploy the rapid intervention team (RIT) b.) send a medic unit capable of transporting, to the scene (if one is not present), c.) request closest available Heavy Rescue, d.) place Meducare, Lifestar or other emergency medical helicopter on standby, e.) request the next sequential alarm from dispatch (i.e. second alarm or if the second alarm has been previously requested for that incident then third alarm,

etc.). Any other resources shall be requested by the Incident Commander. If any of the above resources is absolutely known by the incident commander not to be needed, they should not be requested. If the conditions of the “Mayday” are not known, the incident commander should request b.) through e.) and cancel units not needed on a case-by-case basis.

The second step for the incident commander is to freeze the TAC channel initially used by interior teams. All communications on the fire ground shall be relevant to the “Mayday.” Only personnel transmitting the Mayday, the RIT crew, and unaccounted interior crews should continue to transmit on the initial TAC channel with emergency traffic only. All other units should switch to a separate TAC channel. The IC should immediately account for all personnel operating in the interior and then conduct a PAR of all exterior personnel without using the initial (mayday) TAC channel. The IC must establish RIT Ops with one person to manage the mayday and that will coordinate the mayday with command.

The IC shall be immediately notified a) when the RIT enters the building, b) when the RIT locates the FF calling the mayday, c) when the FF calling the mayday is secured on alternative air supply, and d) when the FF calling the mayday is outside. The incident commander shall then cancel or request any other resources.

A RIT crew will consist of at least 3 (recommended 4) firefighters wearing full PPE and SCBA without their masks being worn. RIT equipment is available in the orange RIT bags that are on battalion chief truck, heavy rescues and ladder trucks. The equipment is a minimum of the following:

- Wire Cutters
- RIT Pack (or SCBA)
- Irons (Flat head axe & Halligan Bar)
- TIC (Thermal Imaging Camera)
- Hand lights
- Tag Line

RIT should deploy a short pike pole, pick head axe and hand light to the door to be used by the attack team to enter the structure. The hand light should be turned on and the light beam pointed into the door.

RIT members are only permitted to participate in activities related to RIT or rendering the building safe (i.e. obtaining RIT equipment, equipment support for attack team, horizontal ventilation, walk around as a team with their RIT equipment, securing egress). RIT is not permitted to enter the structure without direction from the Incident Commander.

At the IC’s discretion, RIT teams should replace attack teams at the end of their work and RIT teams should be replaced with other rested personnel.

A RIT team should be in place anytime firefighters enter a structure in which there is a fire which is beyond the initial or beginning stage and which cannot be controlled or extinguished immediately or any other condition exists to make the environment immediately dangerous to life and health. The only exception is listed in the search and rescue directive.

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# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Search and Rescue **Personnel:** All  
**Effective Date:** 02-January-1999  
**Updated:** 19-December-2005 **Page** 1 of 2  
17-October-2007  
10-September-2008

### Purpose

The following procedures have been created to guide those persons who will be performing Search and Rescue during structure fire operations. These procedures should be followed in order to insure safety for all personnel involved.

### General Procedures

The first-in apparatus operator should initially and immediately obtain information regarding life hazards and if there are no obvious signs of occupants and/or there is definitive confirmation of no life hazards, the apparatus operator should transmit an all clear over the operations (repeater) channel by saying "NEGATIVE OCCUPANTS". If information is gathered that there is a life hazard then "CONFIRMED ENTRAPMENT" should be transmitted. In the absence of the first in apparatus operator completing this, it is the IC's responsibility to complete as soon as possible.

In the absence of definitive information otherwise, it can be assumed that a life hazard exists or is probable until a primary search is completed.

If a life hazard exists, firefighters may enter the IDLH atmosphere prior to a rapid intervention team being assembled.

If there is no life hazard present, the IC can assign only one person to the rapid intervention team if the following six conditions are met:

1. The IC has completed the ICS course or its equivalent as certified by the South Carolina Fire Academy;
2. The employees who enter the IDLH atmosphere have completed the Basic Firefighter course or its equivalent by the South Carolina Fire Academy;
3. The IC has determined that the standard staffing pattern is not feasible;
4. The IC has determined that entry can be made safely with the personnel on-site;
5. Arrival of additional employees to complete the standard staffing pattern is imminent.
6. Another firefighter is held in reserve for operating in the RIT but can be assigned other fire ground duties except the entry function.

Once adequate personnel arrive at the scene, a RIT team should be deployed based on the "RIT and Mayday" directive.

Talk around channels (TAC's – i.e. TAC 4, TAC 5) should be designated by the Incident Commander over the primary dispatch channel.

Primary Searches should be done in a quick and systematic manner. Check all areas that have the highest probability of victims being found. In multi-story structures the searches will begin on the fire floor, then the floor(s) above the fire, then the floor(s) below. If victims are found, notify the incident commander. If not, advise “Primary search all clear” and await next assignment from the incident commander.

Secondary searches should be a more thorough search. These should be conducted after the fire is knocked down and visibility improves. All areas should be checked. Remove victims unless they are obviously dead. Give the incident commander “Secondary search all clear” when the secondary search is completed.

If victims are removed, personnel should try to remember where the victim is located and the position of the victim.

Fire conditions should be evaluated before a primary search is initiated.

Personnel should:

- Wear full protective equipment including SCBA.
- Work in pairs and keep in constant physical or voice contact.
- Have a plan or objective (don't wander aimlessly).
- Assure a secondary egress for Firefighters.
- When operating on floor above fire, have charged hose line.
- Note direction turned when going into room, to exit reverse direction.
- Feel doors for excessive heat.
- Stay low and move cautiously.
- Stay alert (pause breathing occasionally and listen for sounds of occupants).
- Watch for hot spots and weakened structures.
- Keep in contact with a wall.
- Ventilate when necessary as long as it does not extend the fire.
- If fire is encountered, closing a doorway will often contain fire.
- Once search is completed, notify incident commander.
- Carry hand lights and tools as necessary.
- Open doors carefully, stay to one side or another.
- If a door is hard to open, do not force door.

If rescuers become trapped, refer to “RIT and Mayday” procedures. If the rescuer is above the 1<sup>st</sup> floor, as the absolute last resort, firefighters should throw their helmets outside to the ground.

Firefighters should search under beds, in bathtubs, and in closets. Be deliberate and systematic, a hurried search could leave a victim undiscovered, even when utilizing a Thermal Imaging Camera (TIC)

Firefighters should be familiar with the warning signs of flashover, such as:

- High heat forcing firefighters to the floor
- Rollover (or any fire visible in smoke above floor level not associated with the seat of the fire)



# COLLETON COUNTY FIRE - RESCUE

## Departmental Directive

**Subject:** Use of Emergency Warning Equipment on Privately Owned Vehicles      **Personnel:** Volunteer  
Career

**Effective Date:** 01-January-2009

**Updated:** 01-October-2008      **Page** 1 of 2

### Purpose

To provide for a uniform criteria for volunteer and career personnel using emergency warning equipment on their private automobiles. Due to inconsistencies between the use of emergency warning devices on privately owned vehicles, liability issues and safety of the operator and citizens we serve, the following requirements must be met before personnel are permitted to use emergency warning devices on their privately owned vehicles.

### General Procedures

This Directive will apply to all personnel who have joined the department since July 1, 2008. Firefighters who joined prior to July 1, 2008 will have until December 31, 2009 to complete the requirements.

Personnel must be an active member in good standing with the Fire-Rescue Department.

Personnel must be at least 18 years of age and maintain a valid South Carolina driver's license with a good driving history.

Personnel using emergency warning equipment must have completed a minimum of SC Fire Academy Course 1121, 1131, OSHA Firefighter or IFSAC Firefighter I. Volunteer Medical First Responders who are not firefighters must have completed at a minimum a certified Medical First Responder Course and meet active membership requirements.

Personnel must have completed the South Carolina Fire Academy, Emergency Vehicle Driver's Training Course or the Response in Privately Owned Vehicle Response Course.

Personnel must comply with all Fire-Rescue Directives related to responding to emergency responses and operations.

Emergency warning equipment must meet the requirements of South Carolina State Laws governing "Authorized Emergency Vehicles" to include warning light(s) and audible warning devices.

Personnel must have the permission of the Station Captain or supervisor to operate the equipment.

Vehicle must be registered with headquarters to include Year, Model, Color, License Plate number and ownership information.

Use of emergency equipment may be revoked by a Fire-Rescue Officer due to misuse, inappropriate operation, dangerous operations, other careless operation(s) or for reasons deemed necessary by the Officer.





# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

<b>Subject:</b>	Volunteer Incentive Program	<b>Personnel:</b>	Volunteer
<b>Effective Date:</b>	01-October-2008		
<b>Updated:</b>	01-October-2008	<b>Page</b>	1 of 2

### **Purpose**

To provide guidelines for the management of the Colleton County Fire-Rescue Volunteer Incentive Program.

### **General Guidelines**

The Fire-Rescue Commission has approved the institution of a volunteer firefighter, pay-for-call incentive program, to replace the mileage reimbursement volunteer firefighter incentive program. Through intensive research, this program was developed to encourage volunteer firefighter participation, increase the number of personnel responding to emergencies and to offset some of the cost of “volunteering” for the volunteer firefighters. This program is a valuable benefit for the volunteer firefighters in this County and complies with the regulations of the US Department of Labor and the Internal Revenue Service. All funds expended through this program are taxable, however personnel will be able to retain their “volunteer” status under the regulations of the Department of Labor.

Participation by volunteer firefighters/personnel is strictly voluntary. Any person not wishing to receive funds through this program can decide not to receive any funds. All personnel who decide that they wish to receive funds to off set the cost of volunteering, using a privately owned vehicle for responses, buying personal equipment, etc, will need to complete the necessary paperwork before being eligible. Personnel must complete and forward to Headquarters:

- Internal Revenue Service Form number W-4,
- Department of Immigration and Naturalization Form number I-9
- A copy of their Social Security Card
- A copy of their valid SC Driver’s License

The reporting will be conducted quarterly, with the rate of disbursement set at the beginning of the quarter. Depending on call volume and the limitations of the budgeted funds, the rate will be adjusted at the beginning of each quarter and a notice faxed to each station advising of the rate paid for the quarter. The rate will be faxed to each station and posted on the department website seven days prior to the beginning of the quarter. Quarters will run to coincide with the County’s fiscal cycle and will be set up as follows:

- July 1 to September 30
- October 1 to December 31
- January 1 to March 31
- April 1 to June 30

Checks will be mailed out before the end of the month following the end of each quarter. For the first Colleton County Fire-Rescue Departmental Directives Volunteer Incentive Program

quarter, which ends on September 30, checks will be mailed during the month of October. For the second quarter, which ends on December 31, checks will be mailed during the month of January. For the third quarter, which ends on March 31, checks will be mailed during April. For the fourth quarter, which ends on June 30, checks will be mailed during the month of July.

All participation will be based on the Fire Reports and Training Sheets submitted to Headquarters. It is the volunteer personnel's responsibility to insure their name/unit number is legibly documented on the Field Incident Report or Blue Training Sheets. All personnel will receive the same rate for all responses (Fires, public service calls, medical emergencies, entrapments, etc) and official departmental training classes, as per the Department of Labor Guidelines (DOLG). Longer courses, such as SC Fire Academy classes or EMT training will be paid at the same rate for each class session. A separate blue training sheet, must be signed by the student and the Instructor, for each training session, to receive credit for multiple session training classes. When a certificate is provided it must be forwarded to Headquarters. Mileage will continue to be paid for any SC Fire Academy Course a student attends outside of Colleton County.

Personnel must be active with the Fire-Rescue Department at the end of the quarter to receive a response/training check. Inactive personnel will not be eligible for the incentive program. Personnel who are on approved leave of absence, medical leave or active duty deployment will be eligible for the time they were active. Full-time or part-time personnel are not eligible for the volunteer incentive program.

### **Training Classes**

Personnel will receive credit for attendance to formally conducted training classes held in conjunction with Colleton County Fire-Rescue. Personnel will not receive credit for attendance to training classes held in other agencies not affiliated with Colleton County Fire-Rescue, except for SC Fire Academy or EMT Training Programs.

Training credit may be obtained from any Fire-Rescue Station Training Session.

### **Mutual Aid Responses**

Personnel that hold dual membership with a neighboring department will not be paid for mutual aid responses in which Colleton County responds to assist the neighboring agency. (ie, if a volunteer firefighter is a member of a municipal department and receives payment for responses from the municipality, and Colleton County responds as a mutual or automatic aid department to assist the Town/City, the County will not also pay the volunteer firefighter for the response to the same emergency.)



# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Volunteer Station Officer Elections      **Personnel:** Volunteer  
**Effective Date:** 01-July-2008  
**Updated:** 01-July-2008      **Page** 1 of 2

### Purpose

To establish a uniform method for selecting volunteer station officers within the Fire-Rescue Department.

### General Procedures

Each Fire-Rescue Station should have in place at least one Officer to manage the personnel and operations of the station.

Multiple stations may wish to combine efforts and have one senior officer with several subordinate officers to assist the management duties or subsequent station operations. (ie, Station # 10, which lacks living or training facilities, may wish to be a sub-station of Station # 15, having one ranking officer and several subordinate officers to assist with management duties at both stations.) (A station with only a few personnel, may wish to be a substation of a neighboring station. Such as Station # 25, may wish to combine efforts with Station # 8, having the senior officer from Station # 8 oversee operations and training, with a subordinate officer at Station # 25 to assist with management duties.) In this case, both stations could train at the primary station.

The highest-ranking officer at any station will be a Captain level officer. Each station, or group of stations will have a Captain to manage the station(s) operations. The Captain will be assisted by at least one Lieutenant. Depending on the needs of the station(s), additional Lieutenants may be added.

### OFFICER ELECTIONS

Station officers will be elected by secret ballot once every two years, to coincide with the state general election in November. The primary membership of the station(s) will be the only members permitted to vote at a given station election. (such as, members from station 2, will not be permitted to vote for station officers at Station 7). Personnel can only have one assigned station for voting purposes.

Any eligible firefighter may hold an officer position.

Only active members are eligible to vote in officer elections.

Elections will be conducted at the first training meeting in November, every other year. Upon election, the position will become effective January 1. The results of the election will be forwarded to Headquarters as soon as possible to allow the administrative staff to verify the qualifications of the selected parties. Upon verification, the results will be presented to the Fire-Rescue Commission for appointment prior to January.

The Fire-Rescue Commission will appoint officers for any station(s) failing to submit election results before December 1.

Personnel who are elected as officers, but do not meet the requirements of the position may not hold the rank of an officer in the Fire-Rescue Department. Unqualified personnel elected to officer positions will be rejected and the station must hold another election before December 1.

- Station Officers must be active members in the department and meet the requirements of a firefighter within this agency.
- Station Officers must have at a minimum certification as an Interior Structural Firefighter as determined by the SC Fire Academy. (1152, 1131, IFSAC Fire Fighter I)
- Station Officers must have completed Incident Command training by the SC Fire Academy by December 31, 2009
- Station Officers must live in the response area of the station(s) they serve.

The Station Captain will be responsible for:

- Coordinating station activities to include planning, conducting and/or scheduling training functions, hose test, hydrant maintenance, etc.
- Will serve as the station liaison with Headquarters.
- Manage all personnel assigned to their response area(s).
- Manage station duties/assignments for their personnel.
- Manage/coordinate station work orders, maintenance issues with career personnel and Headquarters.
- Is responsible for station paperwork, records, files and reports and reviews same to insure compliancy with Fire-Rescue Departmental Directives and County Policies.
- Is responsible for submitting training calendar/schedule to Headquarters.

The function of the Station Lieutenant(s) is/are to assist the Station Captain with the management of the station(s) within the assigned response area. The Lieutenant(s) shall function in the role of Captain in his/her absence. Lieutenants shall perform duties as assigned by the Station Captain.



# COLLETON COUNTY FIRE - RESCUE

## Departmental Directives

**Subject:** Volunteer Qualifications **Personnel:** Volunteer  
**Effective Date:** 01-January-2009  
**Updated:** 20-October-2008 **Page** 1 of 2

### Purpose

To provide for a uniform criteria for volunteer firefighters participating in the County Fire-Rescue Program.

### General Procedures

Due to national standards and multiple regulatory agencies, all volunteer personnel will be required to meet the following requirements to remain a member of the County Fire-Rescue Program. Most personnel are already meeting the requirements and no further effort on their part will be necessary, however some personnel do not meet the requirements thus placing undue liability on the County, possibly placing themselves or other personnel at risk. The following will serve as minimum requirements, which must be met by June 1 of each year. It is the responsibility of the personnel to insure the applicable documentation is provided to headquarters by June 1 of every year.

All new members must complete a SLED background investigation form prior to becoming a member of the County Fire-Rescue Department as required by the State Firefighter Accountability Act. Headquarters staff will forward the form to SLED in Columbia for completion. The turn around time is usually two weeks. Upon receiving a clear background investigation and determining the prospective member is not listed as a registered sex offender, the prospective member will be assigned a date to attend an orientation class. The class will contain information related to the Fire-Rescue Department, roles and responsibilities of volunteer personnel, departmental background, membership qualifications and required OSHA training. After completion of the orientation class, the personnel may attend training meetings at County Fire-Rescue Stations.

Any personnel under the age of 18 will be assigned to the Explorer Program through the Training Division.

Personnel over the age of 18 and Explorers upon reaching the age of 18 will be directed to the station officer in their local Fire-Rescue Station/response area and will be notified of the regular training night/day when the station meets for training classes.

Personnel are required to have an annual physical performed and signed off by a licensed physician. The physician must certify the personnel are physically able to perform the duties of a firefighter and has met the requirements of OSHA Regulation 1910.156 section (b) part (2) which states, "The employer (Fire-Rescue) shall not permit employees with known heart disease, epilepsy or emphysema to participate in fire brigade emergency activities unless a physician's certificate of the employee's fitness to participate in such activities is provided." O.S.H.A. regulation 1910.134 section (b) part (10) states, "Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to use the equipment." NFPA 1582 states, "Firefighters must be medically capable of performing their required duties." The physician must sign and date a "Fire Brigade Clearance Form" clearing the personnel to be active in the Fire-Rescue Program. The "Fire Brigade Clearance Form" must be provided to Fire-Rescue Headquarters and kept on file for inspection at any time by OSHA. This is an annual requirement.

The Fire-Rescue Department will make the annual physical and TB test available to all personnel at no cost to the staff member. Personnel wishing to have the physical and TB test performed by their private physician at their own expense are welcome to do so, provided the Fire Brigade Clearance Form and documentation of the TB Test, meet the requirements of OSHA/NFPA/DHEC, are completed and signed by a physician and the documentation provided to Headquarters.

Due to Federal and State regulations, personnel who are not cleared by a physician and/or do not provide a Fire Brigade Clearance Form to Headquarters by June 1 of each year will be placed on inactive status and may not participate in any Fire-Rescue activities. Any issued equipment must be returned to Headquarters for use by active personnel.

#### TRAINING:

All personnel must attend a minimum of eight (8) departmental training classes each year. Business Meetings, Control Board Meetings, Committee Meetings, Dinner Meetings, Commission Meetings do not qualify as Firefighter Training Classes. Annual OSHA Training can be included in one of the eight (8) classes. Personnel are encouraged to train at their local Fire-Rescue Station, however personnel may train at any organized Fire/Medical Training function conducted by the Fire-Rescue department held at any of the County Fire Stations.

#### RESPONSE TO EMERGENCIES:

Personnel should make a concerted effort to respond to dispatched emergencies within their assigned response area, but may respond to any emergency within the boundaries of the County or mutual aid calls outside of the Fire-Rescue jurisdiction.

Personnel who do not respond to emergency responses within a one year's period will be placed on inactive status and their issued equipment must be returned to Headquarters for use by active personnel.