



# WATERFORD FIRE SERVICES

POLICY: 2-17-001

SUBJECT: Personnel Accountability System

**PURPOSE:** To establish a standardized system in which all Waterford Fire Service members are accounted for while operating at an emergency incident.

To assure that all personnel at an emergency scene are notified of urgent safety warnings and to account for all personnel in the event of an unanticipated situation.

**DISCUSSION:** This policy shall apply to all fire service members and emergency response personnel operating in the Town of Waterford at an emergency incident.

An Accountability Guideline provides a standardized townwide mechanism for the tracking of all members who are operating at an emergency incident. Such a system provides for a rapid determination of missing personnel during scenarios including, but not limited to, structural fires, building entry or scene evacuation, structural collapse, technical rescue, hazardous materials operations, or other major events that could present an unplanned incident involving responding personnel.

**PROCEDURE:** During any large scale/long term event, the IC shall establish an Accountability Officer who shall be responsible for establishing an overall accountability system, starting with the local system in place and expanding that system as required by the scale and scope of the incident.

## The Four (4) Basic Tenets of Accountability

1. It is the responsibility of the Incident Commander (IC) to know the position and function of every crew on the fire ground.
2. It is the responsibility of every Company officer to ensure that the IC knows the location and function of their crew at all times.
3. It is the responsibility of the every Company officer to know the location and function of every member assigned to their crew at all times.
4. It is the responsibility of every member to ensure the company/crew officer knows his/her location and function at all times.

## Personnel Accountability Tags

- Each member of the fire service shall be issued Two (2) personal Accountability ID tags.
- Both tags shall be carried on each employee's PPE coat.
- Upon arrival, one tag will be delivered to the staging officer or IC before assignment. The second tag will remain with the person for future on-scene use.

#### Operational Guidelines

There shall be no transfer of personnel from one crew to another on the emergency scene without positive acknowledged communication between the Two (2) affected company officers and the IC.

Crews shall typically remain intact and all members will operate in the same area. If a crew must be divided to perform required functions, the company officer must maintain control of all assigned members.

When members are relieved for rest and rehab, the company officer shall advise the IC of the location and function of the crew. After being relieved from rehab, all members are to return to the Command Post for re-assignment.

Command shall be immediately notified of any members being treated at EMS/REHAB including those being transported to a medical facility by the company officer.

All greater alarm resources shall report to the Incident Commander or Staging Officer and be logged in whether arriving on apparatus, or in personal vehicles, before being assigned.

Mutual Aid companies, responding directly to an emergency scene are to liaison with the Incident Commander or Staging Officer. The Mutual Aid officer shall provide accountability of mutual aid personnel on scene.

#### Tactical Accountability

Tactical accountability starts with the assumption of command. The IC shall make an accurate and timely assessment of the position and function of all interior crews and maintain awareness of crew actions at all times.

The first ten (10) minutes of an incident are typically the most chaotic which is why it is important to verify crew integrity once settled into their respective position.

Once the responding companies engage in interior operations, the timing of the first Personnel Accountability Report (PAR) must commence. Within 10 minutes of the first deployment, the IC must verify the location and personnel crew accountability with the crew leader.

Within twenty (20) minutes of an Incident, the IC shall conduct a second PAR to include the position of crews. This serves a two-fold purpose; 1) to ensure crew integrity and 2) to check the tactical plan effectiveness against what is apparent and evolving from the exterior.

#### Personnel Accountability Reports

Personnel Accountability Reports (PAR's) will be necessary to determine if all members are accounted for during an emergency incident.

Personnel Accountability Reports shall be requested by the IC approximately every 10 minutes after members enter a structure or an Immediately Dangerous to Life and Health atmosphere, until the incident is deemed under control.

PAR information will include full accountability and location of the crew to command on every request of PAR.

The following serve as triggers to call for a Personnel Accountability Report:

- o Timeline (10 min. intervals)
- o Operational Periods
- o Mayday Transmitted
- o Structural Collapse
- o Building Evacuation
- o Other significant event that could cause harm to personnel

The IC or the Safety Officer shall initiate a call for a PAR as necessary, then initiate a roll call by announcing the crew or geographic designation first and wait for a response from that unit. Units are expected to Identify themselves, their location and that they either have Personnel Accountability or not.

If the officer transmits that not all personnel are accounted for, they shall state who is missing and where they were last seen. If a member is deemed missing, the IC shall command radio silence and call for that specific person over the radio. If no answer, or if the member deems themselves in need of assistance, a FAST team with Pak Tracker shall be deployed for an immediate search and rescue operation to the last known location.

Procedure-Large Scale/Long Term Event Accountability

In the event of a large scale or long-term emergency event, the Incident Commander shall assign an Accountability Officer who shall remain at the Command Post and work directly for the IC.

The Accountability Officer shall utilize the host company's accountability equipment and documentation as required by the scope of the incident.

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SIGNED

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(Director of Fire Services)

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DATED



# WATERFORD FIRE SERVICES

POLICY: 2-17-002  
SUBJECT: Incident Management System

**PURPOSE:** To establish a procedure for an Incident Management System at emergency scene operations.

**DISCUSSION:** Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members and officers. This will facilitate an organized and orderly tactical operation and structure efforts to comply with the National Incident Management System (NIMS).

**PROCEDURE:** It shall be the policy of the Waterford Fire service that all members operate under the National Incident Management System at all emergency incidents.

The Incident Commander (IC) is responsible for managing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander.

The Incident Commander sets priorities and defines the ICS organization for the particular response. The Incident Commander shall staff the parts of the Incident Management System that are needed to effectively manage the incident resources.

The Incident Commander is responsible for all aspects for the response, including developing incident objectives and managing all incident operations to satisfy the following four strategic priorities:

- A. Life Safety (Rescue)
- B. Incident Stabilization (Fire Control)
- C. Property Preservation
- D. Environmental Conservation

The Incident Commander is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC.

The Incident Commander is responsible for all of the following basic functions:

- A. Establish Command
- B. Size up the incident
- C. Establish Communications
- D. Evaluate Conditions
- E. Develop an action plan
- F. Assign units
- G. Provide continuing command
- H. Request additional units
- I. Return units to service
- J. Terminate Command

The Incident Commander is responsible for the safety, accountability, and welfare of personnel at all times through an incident.

### **Incident Command System**

1. Establishing Command

The first officer or unit to arrive on the scene of an incident shall assume command of the incident.

The initial Incident Commander shall remain as the incident commander until command is transferred to higher ranking officer, or the incident/command is terminated.

2. Size Up/Initial Report

The member or unit establishing command initiates the command process with an initial radio report. The initial report shall contain the following:

- A. Identify unit arriving on the scene
- B. Give a brief description of the incident
  - o Speak clearly
  - o Use common language
  - o State any safety concerns
  - o Designate "Command" based on geographic location of the incident

3. Strategy & Tactics

The Incident Commander must initiate a strategic plan that stays ahead of the tactical deployment of personnel and resources.

The basic command organization includes three levels:

- o Strategic Level - Overall direction of the incident (Offensive or Defensive)
- o Tactical Level - Assigns operational objectives (Tactics or Tasks)
- o Task Level - Specific tasks assigned to companies, teams, or individuals.

4. Transfer of Command

The arrival of a higher ranking officer on the incident scene does not automatically transfer "command" authority. Command is only transferred at the discretion of a ranking officer. In cases where an individual is effectively commanding the incident and satisfactory progress is being made to bring the incident under control, it may be desirable for that person to continue an active command role.

The transfer of command shall be done by face to face interaction, and the officer command is being transferred to be willing to accept the responsibilities of command. Under NO circumstances shall command be transferred to an officer/unit that is not on scene.

Once the officer that command is being transferred to has been briefed, the transfer of command shall advise dispatch by a transmission over the designated radio channel.

5. Communications

Once Incident Command has been established, all communications will be directed through the appropriate line(s) of authority. Officers and units shall only communicate with Dispatch when reporting on the scene and/or making emergency radio transmissions.

When a request for additional resources is made through Dispatch, prior approval of the Incident Commander shall be obtained.

Any message deemed Urgent shall be considered as emergency communications and will receive the highest priority.

All non-emergency and non-essential conversations on the radio channel should be eliminated or delayed.

6. Command Staff

Command Staff assignments provide support at the organizational level with functional responsibilities, supporting the overall operation. The transition from initial response to major incident may become evolutionary and these positions shall be conducted by the IC unless they have assigned for the dedicated incident.

- a. Safety Officer - Monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
- b. Information Officer - Handles all media requests and coordinates the release of information to the media.
- c. Liaison Officer - On-scene contact for other agencies assigned to the incident.

7. General Staff

General Staff assignments provide support at the organizational level with functional responsibilities, supporting the overall operation. Sections are activated when corresponding functions are required by the incident. The IC will act as the Section Chief until ICS is expanded and sections are assigned to others as necessary.

- a. Operations Section - Responsible for directing and coordinating all operations, assisting the IC develop response goals and objectives, and implementing the incident action plan.
- b. Planning Section - Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. It may also be responsible for the development of incident action plans defining activities and resource utilization for specified time periods.

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- c. Logistics Section - Responsible for providing facilities, services and materials, including personnel to operate requested equipment.
  - d. Administration / Finance: Responsible for tracking incident costs and reimbursement accounting.
8. Sectoring  
Sectoring reduces the span-of-control to a more manageable number. Sector delegation allows the IC to communicate with these organizational levels rather than with multiple company officers.

The Incident Commander shall make sector assignments based on the following:

- o Incident involves a number of companies or crews.
- o Begin multiple company operations at the Division/Group level.
- o Performing a tactic in a geographic area is designated a Division, such as, Interior Division.
- o Performing a tactical function will be designated as a Group, such as, Vent Group.

When establishing a Division or Group, the IC shall indicate:

- o The tactical objective(s) to be accomplished.
- o The Division/Group radio designation.
- o The identity of the resources assigned to the Division/Group.

9. Staging  
Staging is where resources are temporarily placed and are available for immediate assignment into the operation. Staging reports to the Operations Chief when staffed.
- a. Level I Staging
    - o The first two arriving apparatus should go directly to the scene.
    - o All other first alarm units stop approximately one block from the incident and report their unit is in level one staging, and their location.
    - o This radio communication should take place on the assigned radio channel.
  - b. Level II Staging
    - o When units are requested for additional resources, a formal staging area location must be identified.
    - o The additional companies shall be dispatched to the formal staging area.
    - o Certain units may be given assignments while responding to the incident.
    - o Units not receiving assignments shall report to the staging area.

10. Unified Command  
Unified Command is a structure in which the role of incident commander is shared by two or more agencies; each incident commander has authority in their agency. This requires a Consolidated Action Plan to ensure all agencies work together towards a common emergency response goal. Unified Command is ideally assigned to senior representatives for each jurisdiction in the Emergency Operations Center.

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11. Incident Contraction/Termination

As the incident is stabilized the Incident Management System/ Incident Command System should be contracted down and units released. Once all objectives have been met Incident Command can be terminated.

12. Post Incident Critique

After any large or complex incident the Incident Commander shall hold a debriefing or post incident critique of emergency operations. For smaller incidents it shall be the Incident Commander's discretion as to holding a post-incident critique.

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SIGNED

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(Director of Fire Services)

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DATED





# WATERFORD FIRE SERVICES

POLICY 2-17-003

SUBJECT: Response to Potentially Violent Incidents

**PURPOSE:** To provide guidance in minimizing the risk to members and provide a standard to ensure the safety of members responding to a hostile or violent incident or a situation that may become hostile or violent.

**DISCUSSION:** Fire Service responses to hostile and violent situations are becoming more frequent. Such incidents include, but are not limited to, large scale complex incidents such as school shootings, workplace violence, and terrorist activities, as well as smaller scale/less complex incidents such as suicide attempts, single victim shootings and stabbings, domestic violence injuries, and assaults.

These situations require coordination between agencies resulting in scene control, patient treatment, and evidence preservation while maintaining the safety of all emergency personnel.

**PROCEDURE:** During a response to or arrival at a hostile/violent incident, the fire service shall maintain a safe work environment for its members and will provide essential emergency services, in coordination with law enforcement, to the public as long as the safety of our members is not unreasonably endangered by the incident.

Members responding to a potentially violent incident shall:

- Discontinue the use of sirens (when appropriate) while approaching the incident location.
- Stage at least one block from the Incident location in a position that does not place any members or units in direct sight of the Incident.
- Advise Dispatch of your staging location.
- Remain staged until it is confirmed by police on scene that the scene is secure and safe for the fire service members to approach.

Should an incident escalate into a violent or potentially violent situation, members shall retreat to a safe area, request immediate police assistance and remain in the safe area until the scene has been secured by the police.

If patient treatment is occurring when scene safety deteriorates, members shall attempt to relocate the patient to a safe area if reasonably possible. This may involve rapid evacuation of the victim away from the scene to a location that is deemed safe.

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The coordination between agencies, with consideration of scene control, patient treatment, and evidence preservation while continually maintaining the safety of all emergency personnel, will ultimately determine fire service actions toward extinguishment of active fires, regardless of size.

Incidents with an active fire situation should consider the following priorities:

- Active fires will be allowed to burn until confirmation of a secure scene has occurred.
- Additional resources should be pre-staged, with consideration of the worst case scenario.
- An Incident Action Plan shall be developed for fire attack.

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SIGNED

(Director of Fire Services)

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DATED



# WATERFORD FIRE SERVICES

POLICY 2-17-004

SUBJECT: Two-in/Two-out Regulation

**PURPOSE:** To establish a standard procedure that will serve to provide a safe working environment for all members and to reduce the risk of injury or death as a result of safe operations at emergency incidents.

**DISCUSSION:** All members shall comply with Occupational Safety and Health Administration, Respiratory Protection Standard (29 CFR Part 1910.134{g}(4)) Two In/Two Out provision. This standard addresses the use of respirators in immediately dangerous to life or health (IDLH) atmospheres, including interior structural fire fighting.

OSHA defines structures that are involved in fire beyond the initial stage as IDLH atmospheres, and requires that members utilize self-contained breathing apparatus (SCBA). In these atmospheres, a minimum of two qualified firefighters work in direct contact with one another inside the structure, and a minimum of two qualified firefighters are on standby outside the structure to provide assistance or perform rescue.

**PROCEDURE:** The first arriving units shall determine if the incident involves an IDLH atmosphere. A teams of at least two structurally qualified firefighters equipped with SCBA shall be required for entry into such an atmosphere at all times. At no time shall a member enter an IDLH atmosphere independently.

Two qualified firefighters may begin operating within the IDLH atmosphere as long as two additional qualified firefighters that are properly equipped are outside the IDLH atmosphere to serve as the initial FAST Team.

In fire situations, the incident commander shall determine if the fire is still within the initial stage. A team of at least two structurally qualified firefighters equipped with SCBA may take action to extinguish an incipient fire without the establishment of an initial Firefighter Assist Team. If the presence of an "IDLH atmosphere" has been determined, and there are less than four qualified firefighters on the scene, the companies shall wait until at least four qualified firefighters are assembled on the scene before initiating operations within the IDLH atmosphere.

One of the two initial FAST members must be responsible for tracking the initial interior firefighting team. The second FAST member may be permitted to take on other roles, such as incident Commander or equipment operator, must be such that work can be abandoned, without placing any personnel at additional risk, if rescue or assistance is needed.

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Members operating in IDLH atmospheres must use SCBA and work in teams of two or more. They must also maintain voice or visual contact with each other at all times. Portable radios and/or safety rope tethering are not acceptable as replacements for voice or visual contact.

Radios shall be used for fire ground communications, including communications between interior and exterior teams. They shall not utilize radios for accounting for one's partner during interior operations. Team members must be in close proximity to each other ready to provide assistance in case of an emergency.

Should less than four firefighters be on scene and an IDLH environment is present, members shall take action to prepare for more personnel to arrive by performing exterior functions:

- Establish water supply.
- Stretch hose lines to entry points.
- Protect exposures.
- Position ground ladders.
- Perform defensive fire attack.

Extinguishment of fires that are not in an IDLH atmosphere shall be permitted with less than four firefighters, even if SCBA are being utilized.

**POLICY EXEMPTION:** In the case of an imminent life-threatening situation or probable life threatening situation where immediate action may prevent imminent loss of life or serious injury, such action shall be permitted with less than four firefighters on the scene when the probability of a rescue is made in accordance with normal size-up indicators and fire ground evaluation factors. This exception shall only exist until the situation is remedied. Once the rescue attempt has been completed members must withdraw from the structure until the Two-in/ Two-out provisions can be established.

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SIGNED

(Director of Fire Services)

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DATED



# WATERFORD FIRE SERVICES

POLICY 2-17-005

SUBJECT: Firefighter Mayday Policy

**PURPOSE:** To establish a standard for the purpose of handling firefighter emergencies and that all members are aware that an emergency situation exists. These procedures apply to all members while operating at any emergency incident scene or training exercise.

**DISCUSSION:** The rescue of a firefighter in distress is extremely time sensitive. It is extremely important that a firefighter not delay in calling a Mayday when the circumstances dictate that such action is appropriate. The sooner Command is notified and a FAST team is activated, the greater the chances of the firefighter(s) being successfully rescued.

**DEFINITIONS:** Mayday  
The term Mayday shall be designated solely for when a firefighter is in immediate distress. Specific examples include when a firefighter(s) become trapped, lost, disoriented or experiences equipment malfunction.

Emergency Traffic  
The term Emergency Traffic shall be utilized when a priority radio communication is needed to address potentially dangerous circumstances.

Emergency Evacuation Signal  
The Emergency Evacuation Signal is an audible signal used on the fire ground to alert all present of the need or order to evacuate the structure and regroup outside for safety and accountability purposes. **The signal is three sequential sets of three long air horn blasts,**

**PROCEDURE:**

1. A firefighter shall declare a Mayday when confronted by, but not limited to, the following situations:
  - Immediately upon the firefighter believing he or she is disoriented or lost and unable to exit any existing IDLH environment.
  - Immediately upon the sounding or detection of one's low air alarm and the firefighter not able to promptly exit any existing IDLH environment.
  - Immediately upon the firefighter becoming trapped or entangled to the point of requiring assistance.
  - Immediately upon the firefighter sustaining any injury which impairs his or her ability to exit any existing IDLH environment.
  - Immediately upon discovery of a vital personal protective equipment problem which poses a substantial threat of harm and the firefighter is unable to immediately exit the IDLH environment.
  - Immediately upon discovery of another firefighter experiencing any of the above situations.

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2. Maydays may be transmitted by:
  - o Firefighter on his own behalf.
  - o Firefighter on his partner's behalf.
  - o Supervisor on behalf of a firefighter(s) in his crew.
  - o Incident Commander on a firefighter(s) behalf following no response from a Personnel Accountability Report.
3. If a Mayday is transmitted, all other radio traffic on that channel shall cease, until the Mayday operation is complete. The Incident Commander shall designate an alternate channel for all unaffected fire ground units to operate. The IC shall notify dispatch of the change in fire ground channels; and have dispatch announce this change. The only units that should remain on the channel the mayday was transmitted on is; the firefighter(s) transmitting the mayday, the Incident Commander, the Safety Officer, and all Firefighter Assist Teams on the fire ground.
4. The Incident Commander shall ask the firefighter(s) transmitting the mayday to provide the following information:
  - o Location (as much information as possible)
  - o Unit Identification
  - o Name or names of members involved
  - o Assignment
  - o Resources needed (Air supply remaining)
  - o Problems encountered
5. Instruct the firefighter to activate their Personal Alert Safety System alarm. This shall allow the FAST team to search for the member(s) in rapid manner.  
Note: The alarm shall also be activated during self rescue efforts.
6. The FAST team shall be deployed to conduct firefighter search and rescue operations.
7. Following the transmission of the Mayday to dispatch a Personnel Accountability Report should be conducted for all members.
8. Once the firefighter(s) has been located and removed from the IDLH atmosphere the Mayday shall be cancelled.

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SIGNED

(Director of Fire Services)

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DATED



# WATERFORD FIRE SERVICES

POLICY 2-18-006

SUBJECT: Rapid Intervention Teams (RIT)

**PURPOSE:** To establish a standard for the handling of firefighter emergencies and ensuring that all members are aware that an emergency situation exists. These procedures apply to all members operating at any emergency incident scene or training exercise.

**DISCUSSION:** To establish a procedure for providing rapid intervention in situations that pose danger to Fire Department members from entrapment or becoming lost. This procedure identifies the requirements for the operation of Rapid Intervention Teams (RIT).

Prior to initiating interior fire suppression operations, a minimum of four qualified firefighters shall be on scene. They shall work in compliance with RIT guidelines requiring a minimum of a two person entry team and the minimum of a two person RIT outside the structure.

### Known Life Hazard

If a "Known Life Hazard" exists, or a reasonable expectation that a person is currently inside the structure and in immediate danger of injury or death and immediate action could prevent the loss of life or serious injury, deviation from this procedure is permitted within the following parameters:

- A. The Incident Commander / Initial Officer shall notify by radio that a rescue is being attempted without a RIT on scene.
- B. Dispatch shall notify all other responding units that entry is being made without a complete RIT on scene.
- C. After completing a search of the structure or rescue of the occupants, firefighters are to withdraw from the structure until typical RIT procedures can be implemented with the arrival of additional personnel.
- D. All deviations of the RIT policy shall be documented with rationale for the deviation and a written report submitted by the company officer through the chain of command to the Director of Fire Services.

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DEFINITIONS:

Interior Structural Firefighting

The physical activity of fire suppression and or rescue, operations inside buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.

Incipient Stage Fires

A fire in the initial or beginning stage which can be controlled or extinguished by use of a portable fire extinguisher.

Interior Team

An entry team consisting of a minimum of two firefighters in full protective clothing and SCBAs working together as a team, maintaining voice, touch, or visual contact at all times.

Stand By Team

A minimum of two firefighters, in full protective gear including SCBA standing by outside. It is a priority of Command to upgrade the Stand by Team to a full RIT as soon as practically possible.

Rapid Intervention Team (RIT)

A team consisting of a minimum of three firefighters, one of which shall be an officer or acting officer, standing by outside the structure to provide assistance or perform rapid rescue if needed.

PROCEDURE:

This procedure shall be implemented at all "working" structure fires beyond the incipient stage and other incidents where Fire Department members are subject to special hazards that would be immediately dangerous to life and health in the event of equipment failure, sudden change of conditions, or mishap.

Examples of special hazards include, but are not limited to:

- Offensive Fire Operations (assumed to be IDLH)
- Hazardous Materials Incidents (IDLH, potential or unknown)
- Trench Rescue
- Confined Space Rescue (assumed to be IDLH)
- Any other incident having significant risk

Rapid Intervention Team (RIT)

- The RIT is a team of firefighters consisting of a minimum of three operations personnel. Additional personnel may be assigned if available and deemed necessary by Incident Commander. This team shall include one officer or acting officer and two firefighters.



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- RIT shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA and any specialized equipment that might be needed given the specifics of the operation underway.
- A. The Incident Commander shall designate a RIT as soon as sufficient personnel are on the scene to provide an initial attack and it is determined a potential hazard exists for Fire Department members operating on the scene.
- B. The IC shall continue to evaluate the situation and the risk to personnel and shall provide for one or more RITs as dictated by the incident or situation.
- C. The Incident Commander shall maintain a minimum of one RIT in position at designated area until Command determines the situation has been stabilized and the need for rapid intervention no longer exists. Should the need arise, Command may reassign RITs to other duties on the fire-ground, but reassignment shall not occur unless Command has provided for another non-fatigued company to replace the original RIT.
- D. The IC shall designate multiple RITs for incidents that cover large geographic areas.
- E. Whenever RIT is deployed it should be replaced as soon as possible to back up the crews involved in a rescue operation.
- F. RITs may be used for other assignments after all crews are out of danger, PARs have been obtained, and an IDLH atmosphere no longer exists. Command may assign this company as a relief unit and rotate them with interior companies.

Rapid Intervention Teams shall:

- A. Be designated by Command and shall assemble with full protective gear, including SCBA, rescue equipment (axe, RIT bag, haligan tool, hand lights, Thermal Imager, lifeline, extra air bottles and equalization hose, etc.), and other related equipment at a position in the immediate proximity of the fire personnel entry point. RIT shall remain in visual or verbal contact (via radio) with Command at all times while awaiting assignment.

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- B. Upon assignment of RIT responsibilities, the RIT leader should obtain a detailed briefing from the Incident Commander or the RIT they are relieving on the status and location of all assigned companies.
- C. The RIT leader shall monitor and maintain radio communications with the IC and/or fire crews as needed.
- D. Begin a visual size-up of the building and any endangered exposures and available escape routes. In some situations hose-lines may need to be pre-deployed. RIT companies should assess the need for other access points to provide for egress, rescue, and ventilation. Forcible entry may be necessary. When companies are operating on floors above ground, the RIT should consider pre-positioning ground ladders to allow for emergency egress and rescue.
- E. In some cases the RIT may need to conduct a re-con to maintain awareness of working companies and conditions. The team must be able to react immediately to sudden emergency events at the incident site. In all cases, the RIT must have the ability to rapidly deploy.

Commitment to Rescue of a Lost or Trapped Firefighter

- A. Upon a report of a lost or trapped or incapacitated firefighter, Command shall deploy the RIT to the last reported location of the lost/trapped firefighter(s).
- B. The RIT leader will be assigned a Rescue Sector designation of RIT Team 1.
- C. If a RIT is deployed for rescue another RIT must be established to maintain a deployable RIT.
- D. The second RIT will have the radio designation of RIT Team 2.
- E. Command shall request an additional assignment once the RIT team is deployed.

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SIGNED

(Director of Fire Services)

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DATED



# WATERFORD FIRE SERVICES

POLICY 2-18-010

SUBJECT: Daily Activity Log

**PURPOSE:** To establish guidelines for providing documentation, sharing of information and improving communication of Company level activities. This shall apply to all members and company officers.

**DISCUSSION:**

**PROCEDURE:** Each fire company shall maintain a Daily Activity Log by utilizing the journal entry portion of FIREHOUSE Software.

The following Guidelines shall be followed.

1. The member assigned to shift hours shall be log their assigned hours in the Daily Activity Log.
2. On-Duty members are responsible for completion of their log entries for any assigned duties or other events that occur during their assigned shift.
3. Company Officers are responsible for log entries for any unusual event or other activities that occur outside of their company's duty hours.
4. Member injuries shall be entered in the Daily Activity Log.
5. Vehicle Accidents shall be entered in the Daily Activity Log.
6. The information drop-downs in the journal entry should be entirely completed.
7. The following log entries shall be filled out on a daily basis:
  - On-Duty staffing
  - Assigned daily activity status
  - Apparatus in or out of service
  - Equipment damaged or broken
  - Equipment in or out of service
  - Training/Drills
  - Injuries/Accidents
  - Station tours/ Fire Safety demonstrations
  - Special information deemed relevant to company operations
8. If an entry is missed being added to the log book, it may be added out of chronological order. Add the entry as would normally be logged and place in parenthesis (late entry) with the writer's initials.

SIGNED

(Director of Fire Services)

DATED