

# Commack Fire Department

## CFD Probationary Firefighter Basic Lesson Plan

### Topic: Standard Operating Guidelines

#### Class # 12

- **Level of Instruction**
  - Probationary Firefighter
- **Equipment Needed**
  - Smartboard
  - Computer/ Laptop
- **Resources Needed**
  - CFD Probationary manual
  - CFD SOG's hard copy
  - CFD SOG's Power Point on thumb drive (may be preloaded on Smartboard Computer)
- **Terminal Objective**
  - Firefighter's will demonstrate understanding of all Standard Operating Guidelines of the Commack Fire Department.
- **Enabling Objectives**
  - Firefighter will explain the difference between an SOG and Chiefs order
  - Firefighter will explain the chain of command
  - Firefighter will explain the responsibilities of members at all alarms
- **Lesson Outline:**
  - What's an SOG
    - Who makes them?
    - When are they followed?
  - What's a Chiefs order
    - What weight do they hold?
  - Go through all SOG's in order using smartboard SOG Powerpoint
    - Spend extra time explaining
      - Op #1 Chain of Command
      - Op #5 Personal Protection
      - Op #7/8 Accountability Tags / Accountability
      - Op #12 MAYDAY URGENT
      - Op #14 Response to Signal 13's (Residential)
        - Responsibilities of 1<sup>st</sup> and 2<sup>nd</sup> due Engines
        - Responsibilities of 1<sup>st</sup> and 2<sup>nd</sup> due Trucks
      - Op #15 Response to Signal 13's (Commercial or Industrial)
        - Responsibilities of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> due Engines
        - Responsibilities of 1<sup>st</sup> and 2<sup>nd</sup> due Trucks
        - Responsibilities of additional Engines/Trucks/RIT
      - Op #16 RIT
        - Commack vs Mutual Aid

- Ops involving Gas, CO, Hazmat and unknown
  - Utilize SCBA and PPE
  - Multiple meters
  - Uphill, upwind, upstream
  - Isolate and contain
- **Summary**
  - Every SOG has its importance, on the day of class we will go through each one in more depth. The above guidelines are just to give you a head start in understanding some of the more critical ones. A lot of these will be tough to commit to memory just from reading them, just like anything else it will come together once you see/hear it on a regular basis from responding to alarms. Other than that, remember to always follow the chain of command and wear all your PPE.



# COMMAK FIRE DEPARTMENT TRAINING DIVISION

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## Standard Operating Guidelines

The Standard Operating Guideline's (SOG's) are basically the playbooks for any fire department. You might also hear them referred to as the Standard Operating Procedure's (SOP's). In Commack we decided to start referring to them as "Guidelines" rather than "Procedures" due to the fact that firefighting is dynamic in the sense that many things happen on the fireground that require us to adapt and overcome. If we were to make a playbook that encompassed every single "what if?" scenario it would be thousands of pages long and impossible for anyone to operate from memory.

The biggest question around our SOG's is the "G", what does "guidelines" mean? Is it just a suggestion or recommendation? Don't read too much into this. **You need to have the understanding that whatever is written on those pages are the baseline rules, BUT things might change depending on circumstances.** This might be confusing right now but will make more sense once we get into each individual guideline. You'll see that not every incident we have is nice and neat and comes out of a textbook. Certain jobs will require the Incident Commander to make decisions outside of what is written in that particular Guideline and that's OK. The basic rule here is prepare and follow the SOG's unless told otherwise. The SOG's are in place so the Incident Commander doesn't need to hold our hand with every step of the way. If we do what is expected from us, depending on our assignment in accordance with the SOG's then incidents have a tendency to go smoothly. Once we start to deviate from the SOG's on our own or without Incident Commanders knowing, that's when things fall apart. Always be prepared for things to change, you can't get rattled if a Chief or Officer tells you to do something different than what's written on paper. An order from a Chief, Officer or acting officer always supersedes an SOG unless it is safety related.

## Where do our SOG's come from?

It is the responsibility of each new Chief's administration to modify, add or delete any operating guideline as they see fit. The review of said guidelines will be done by each new administration prior to the end of the calendar year in which the election has occurred. (ex. Election in December 2020, SOG's will be updated with new chief's administration approval by end of 2020 calendar year). At this time the updated version with any current Chiefs orders will be made available to the membership.

## Chiefs Orders

Sometimes the Chief's office will put out an order that might replace, enhance or supplement any standing operating guideline, these are called "Chief's Orders". If applicable the appropriate SOG will be referenced in the Chief's written order. Chief's orders could be temporary or permanent depending on the circumstances. It will be the responsibility of the Chief's office to inform all members of which past Chief's orders are still in effect. A binder with all standing Chiefs orders and updated Standard Operating Guidelines shall be made available in all stations, radio room and in the Chiefs Office.

## Important Guidelines

While all of the Guidelines are important to the operations of the Commack Fire Department both on and off the fireground some need special attention. During the hands-on portion, each and every SOG will be discussed in depth but the following will give you a head start on some of the more essential ones.

- **Operating Guideline #1- Chain of Command**

- The Commack Fire Department is a ***paramilitary*** organization. This means that we follow a rank structure similar to that of the military with a Chief as the head of our organization. When it comes to operations the highest-ranking member on scene will assume to position of what's called the Incident Commander, meaning they are in charge of that particular incident. If there is no one on scene that currently holds a position of rank then it flows down to former Chiefs, former officers and then finally members based off of seniority.
- On the other side of chain of command is how we deal with issues off outside of operations. If you have a question, gripe, inquiry etc. you follow the chain of command from the bottom up. Meaning you first go to a senior member, then your lieutenant and up the chain of command. ***Do not get this confused with fireground progress reports. EX. If you have the OV position and need to inform command of something your transmission is directly to command.***

- **Operating Guideline #5- Personal Protection**

- Members shall only use those tools, equipment and protective clothing that's has been issued by the Commack Fire Department unless alternate equipment is approved by the Chief of Department (remember to utilize the chain of command in order to get said items approved)
- Self-contained breathing apparatus shall be worn at all times while operating at fires and both suspected and confirmed hazardous materials incidents (this includes CO and gas leaks) and when so ordered.

- **Operating guideline # 7/8 Accountability Tags/Accountability**

- Passport tags are meant to account for all firefighters during and after alarms
- Each firefighter will have 2 tags, 1 will be placed on the apparatus they responded on in the designated area within said apparatus and the second will be brought to the accountability officer on scene.
- Rules of thumb
  - Passports should never enter the hazard zone
  - Passports should be maintained at the entry point
  - Passports must only be used by those whose name is on the tag
  - If not accountability officer is present upon entry, leave your tage at the point of entry where it will be clearly seen and let someone know you are entering the site
- P.A.R. - Personnel Accountability Report is called by the incident commander to verify accountability of all by members on scene by taking a roll call. ***An unaccounted member will automatically be assumed to be lost or missing.***
- An emergency evacuation will be signaled by long blasts on the truck horns

- **Operating Guideline #12- MAYDAY----URGENT**

- These communications are intended for use in situations where immediate communication is necessary to protect life or prevent injury.
- Whenever either one of these communications are transmitted all other communications will

cease except those between the member initiating the emergency and the incident commander.

- Transmitting the MAYDAY or URGENT
  - Make your transmission one continuous message, do not call command and wait for acknowledgement. ***Your message is the most important message at that time, once you have air space on the radio take it and hold onto it*** because if you don't I guarantee there will be some member on scene who just needs to constantly talk over the radio and will step on you about some useless information like to "caution members because there is a built-in pool in the backyard". TRUST ME! WE HAVE THEM.
  - Both messages are the same. Either repeat MAYDAY or URGENT 3 times then give you WHO, WHAT, WHERE and THE SITUATION in one continuous message.
    - MAYDAY-MAYDAY-MAYDAY  
Firefighter Smith to command  
I was doing a search on the second floor  
I am disoriented
    - URGENT-URGENT-URGENT  
Firefighter Smith to command  
I was operating a handline on the second floor  
We just lost water
  - Be sure that the incident commander acknowledges your transmission, continue to give it if they don't but do sit and wait if there are things that you can be doing in order to correct the situation or get out of the situation you are in.

- **Operating Guideline #14- Response to Signal 13's (residential Fires)**

- Like mentioned at the beginning, every SOG is important towards the success of our department but this is certainly one that ranks a little bit higher and needs some extra attention and understanding. This is one of those SOG's that involve a lot of moving parts, people and companies so as mentioned in the beginning if one company does something different without being told specifically to do that or fails to disseminate that they are doing something different then everyone else is going to assume they are fulfilling their normal responsibilities. This becomes a problem on so many levels because each arriving unit/company has a specific purpose and if things are changed without that information being broadcasted then certain fireground responsibilities will not get filled and the success of the operation will be in jeopardy.
- All assignments are subject to change at the Incident Commanders discretion
  - 1<sup>st</sup> Engine
    - Proceed to the scene and be the working engine (allowing access for the ladder).
    - *If possible will pick up a water supply on the way in*
      - *Will radio to command/2<sup>nd</sup> due engine if they DO NOT have a water supply*
    - Stretch and operate initial attack line to the seat of the fire
  - 2<sup>nd</sup> Engine
    - Proceed to supply the 1<sup>st</sup> due engine with a supply line if 1<sup>st</sup> due didn't obtain one on their own
    - *Primary goal of the 2<sup>nd</sup> due engine is to get the 1<sup>st</sup> engines initial attack line into operation*

- Once initial attack line is in operation, the crew will stretch a back-up line
  - 1<sup>st</sup> due Ladder
    - Position as per the IC.
    - Provide forcible entry, primary search to the seat of the fire and complete search of the fire floor, ventilation, ground ladders as needed and directed
  - 2<sup>nd</sup> due Ladder
    - Position as per the IC
    - Provide forcible entry, primary search of the floor above
    - OV and roof will meet up with 1<sup>st</sup> due OV and roof respectively to complete necessary tasks
- Operating Guideline #15- Response to signal 13's (Commercial or industrial)
  - Just like the above-mentioned guideline, this is not too much different. All operations are dependent on the other companies doing what is expected of them, if they don't we end up with a problem
  - All assignments are subject to change at the Incident Commanders discretion
    - 1<sup>st</sup> Engine
      - Proceed to the scene and be the working engine (allowing access for the ladder).
      - If possible will pick up a water supply on the way in
        - Will radio to command/2<sup>nd</sup> due engine if they DO NOT have a water supply
      - Stretch and operate initial attack line to the seat of the fire
        - Primary attack line will be a 2-1/2 unless otherwise directed by the IC
    - 2<sup>nd</sup> Engine
      - Proceed to supply the 1<sup>st</sup> due engine with a supply line if 1<sup>st</sup> due didn't obtain one on their own
      - Primary goal of the 2<sup>nd</sup> due engine is to get the 1<sup>st</sup> engines initial attack line into operation
      - Once initial attack line is in operation, the crew will stretch a back-up line
    - 3<sup>rd</sup> Engine
      - Secure additional hydrant
      - Supply sprinkler/standpipe as required
    - 1<sup>st</sup> due Ladder
      - Position in the front as per the IC.
      - Provide forcible entry, primary search to the seat of the fire and complete search of the fire floor, ventilation, ground ladders as needed and directed
    - 2<sup>nd</sup> due Ladder
      - Position in the rear or as per the IC
      - Provide forcible entry, primary search of the floor above
      - OV and roof will meet up with 1<sup>st</sup> due OV and roof respectively to complete necessary tasks
    - Additional Engines
      - Pickup additional hydrants as needed
    - Additional Ladders
      - Stage as to be placed if needed

- **Operating Guideline #16- Rapid Intervention Teams (R.I.T.) and response**
  - The sole purpose of the Rapid Intervention Team is to locate and rescue trapped or missing firefighters. It has not other purpose and shall only be used in that manner. They will stage by command and monitor all necessary radio frequencies. *It will be the responsibility of the RIT officer to assign someone to do a quick 360 of the building and brief the rest of the crew of some basic building features for tactical consideration.*
  - Typically at a Commack Fire command will request a mutual aid to cover the RIT responsibilities, but sometimes, depending on response, command might assign a crew RIT. In this situation crew members should bring the necessary tools/equipment and stage by command
  - Our RIT response and responsibilities will more likely be used at neighboring departments. Once on scene, crew will report to command post with necessary tools/equipment.
  - Tools/Equipment (typically carried in a stokes basket)
    - Radios, flashlights for each member
    - TIC
    - Irons
    - RIT Pack
    - Search rope
    - saws
    - any other equipment deemed necessary.
  
- **Operating Guidelines involving Gas, Carbon monoxide, Hazardous Materials or unknown odors**
  - Always wear your SCBA
  - If utilizing a meter, always use 2 multi-gas meters, never just rely on 1 meter
    - TIFF is a detector for explosive gases, not a meter
  - Position and approach Uphill, upwind and upstream
  - Isolate, confine and shut down if possible
  - Only intervene to your level of training

**Summary:** Every SOG has its importance, on the day of class we will go through each one in more depth. The above guidelines are just to give you a head start in understanding some of the more critical ones. A lot of these will be tough to commit to memory just from reading them, just like anything else it will come together once you see/hear it on a regular basis from responding to alarms. Other than that, remember to always follow the chain of command and wear all your PPE.





**Commack fire Department**

Standard Operating Guidelines

SOG's





# Commack Fire Department

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STANDARD OPERATING  
GUIDELINES

SOG'S



# Standard Operating Guidelines

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Standard Operating Guidelines (SOG's) are important for many reasons

1. Having the incident commander (IC) knowing that his/her companies know what their responsibilities are when they arrive is one less thing the IC's have to worry about
2. Knowing what YOU'RE responsibilities are when you arrive is one less thing you have to be concerned with
3. They keep everyone on the same page
4. The jobs that need to get done, get done without anyone telling someone to get them done
5. The incident goes smoother for everyone
6. It creates a safer operating environment with accountability and knowing where everyone is

# Standard Operating Guidelines

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It can be said that Standard operating Guidelines are written in blood. The reason for this is most of them, especially the ones that refer to structure fires have come from a line of duty death somewhere in the country

**This is the NUMBER 1 reason why they are in place...**

# Standard Operating Guidelines

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# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

### OPERATING GUIDELINE #1

#### CHAIN OF COMMAND

The following is the *Chain of Command*:

1. Chief of the Department
2. 1<sup>st</sup> Assistant Chief
3. 2<sup>nd</sup> Assistant Chief
4. 3<sup>rd</sup> Assistant Chief
5. Captains
6. 1<sup>st</sup> Lieutenants
7. 2<sup>nd</sup> Lieutenants
8. Ex-Chiefs according to the seniority
9. Ex-Officers according to rank and seniority
10. Firemen according to seniority

The senior ranking officer arriving at the scene will be in charge until an officer of higher rank arrives. A progress report will be provided verbally to the officer taking command. In the event that two officers of equal rank on scene, the first officer to arrive will assume command.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #2**

**GENERAL RULES**

**All Officers are to enforce all rules and operating guidelines**

1. Be advised that the officers and firefighters of the Commack Fire Department shall under no circumstances confer with any member of the Board of Fire Commissioners of the Commack Fire District concerning firematic obligations, operating guidelines of the Commack Fire Department, or any other matters concerning firematic procedures without notifying the Chief of the Department.
2. No member under any circumstances will release any news stories of the workings, operations or internal affairs of the Commack Fire Department without consent of the Chief's office.
3. The Company Captains will keep available to all members, a folder concerning guideline and orders sent down by the Chief of the Department and the Commack Fire District.
4. No probationary fireman will ride the front seat and use the radio of any apparatus unless he is ordered by the O.I.C. of that piece of equipment or no regular fireman is available.
5. The firefighter riding next to the driver will be in charge of the workings of a fire when there is no Officer present at an alarm. He/she will become the acting O.I.C.
6. On signals 13, 14, 23-Co, 23-dumpster, Haz-mat, 26 and 27, SCBA packs should be put on by the Officer in the front seat and by the firefighters riding in the jump seats.
7. All firefighters should fully don appropriate turnout gear at all alarms and training sessions.
8. No member should respond to a fire scene in his/her personal car. If the Company has already left their quarters they will notify the dispatcher and Await further orders or until a Signal 25 is given.



# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

(GENERAL RULES CONTINUED)

9. When a unit gives a Signal 2, the radio operator will use their ranks (*i.e.*, 2-11-1 Signal 2 – Fireman, Lieutenant, Captain).
10. Manning for response shall be a minimum of 4 men, 1<sup>st</sup> piece and 3 men light crew. 2 firefighters or any deviation ask permission of the O.I.C.
11. Signal 4 will be transmitted as per highest-ranking Officer responding to call.
12. Radio Room will be off limits at all times to firefighters.
13. All Signal 15's will be logged in dispatch with officers and chauffeurs badge numbers.
14. Online work orders are to be filled out for all repairs (buildings and equipment).
15. Accountability tags are to be clipped to hook on apparatus you are riding on. It is to be put back on your gear when returning.
16. You are to return with the same apparatus that you responded on unless you notify O.I.C. and driver.
17. Computer printouts should be taken on all calls and driver should look at maps before responding.
18. Firefighters should stay with apparatus until O.I.C. tells you your orders.
19. For working Signal 13 alarms – the initial attack line should be backed up by a second line.
20. For involved vehicles, a 1 ¾" hand line to be used unless otherwise directed by the O.I.C.
21. All accidents and injuries, no matter how minor, shall be reported to the Chief or O.I.C. (The Chiefs shall be notified A.S.A.P.). All accidents and injuries should also be added to the fire report by dispatcher or O.I.C.
22. Before master stream operations, all personnel are to leave the structure and be out of collapse zone.
23. No one under 21 years of age is permitted to drink alcoholic beverages on District or Department property or at Department functions.

# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

(GENERAL RULES CONTINUED)

24. No alcoholic beverages will be consumed while an alarm or training is in progress, until a Signal 25 is given.
25. During a general alarm or during company response of those companies that respond, all recreational activities such as pool games, card playing, T.V., etc., will cease until such alarm is satisfied. Also, you will be expected to be within the firehouse and Signal 9 until a Signal 25 is given.
26. Children or guests should not be left alone in any firehouse at any time.
27. Any Company Officer is in charge and responsible for any member of the Commack Fire Department.
28. When responding to alarms, all apparatus are to stop at all red traffic lights, then proceed with caution through light when safe.
29. At all intersections and approaching any Commack Fire Department house, apparatus is to slow down and make appropriate radio transmissions if possible.
30. To receive a drill credit, a member must have turnout gear and participate. To receive fire credit, member must have turnout gear and be prepared to respond.
31. No one is to wear another member's gear without permission.
32. Any requests for leaves of absence will be considered by first submitting a request for leave form to the Chief. If the leave is for 6 months or more, all Department issued equipment must be returned before the leave will be granted. A return from leave form must be filed with the Chief's Office prior to return from leave. If a medical leave was requested, member must see contracted medical doctor for clearance in order to qualify the firefighter for duty.
33. District equipment being borrowed from the firehouse must be approved by a Company Officer and logged out by the dispatcher. The dispatcher must log back in all equipment. A log entry will also be made in the Company log and a Company Officer should notify a Chief Officer.
34. No member shall leave a scene or the firehouse until a Signal 25 is given or permission is granted.
35. All firehouses will be off limits during any department training or off-site department function.

# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

### OPERATING GUIDELINE #3

#### SAFETY PROGRAM

##### THE DEPARTMENT SAFETY OFFICER

The Department Safety Officer is to be recommended by the Chief of the Department and appointed by the Board of Fire Commissioners. This individual must have thorough knowledge of firefighting techniques and strategies, department operations, occupational safety and health, public safety and health, and the Incident Command System. Additionally, this individual must be fully acquainted with OSHA and NFPA regulations as they relate to the fire service.

The Department Safety Officer shall have the authority given by the Chief of the Department to immediately correct any situation that is deemed unsafe to the point of imminent danger or injury. All non-threatening situations will be directed to the appropriate person or persons (*i.e.*, District Supervisor, Commissioner, etc.).

The Department Safety Officer will have monthly reports at the Department Executive Board Meeting when necessary.

- Standard Operating Guidelines
- all formal training lessons and drill outlines
- apparatus operations and chauffeur training
- fireground operations
- all incidents resulting in firefighter injuries
- equipment, protective clothing and apparatus
- physical plant
- infection control policies and procedures
- membership health and wellness

This committee will maintain accurate minutes and will make all recommendations in writing.

##### CHAUFFEURS

In the event of a motor vehicle accident involving fire district apparatus, the chauffeur will be required to **IMMEDIATELY** complete a MV-104F accident form and a Commack Fire Department Accident report.

# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

(SAFETY COMMITTEE CONTINUED)

The Safety Officers if available will review the circumstances of the accident immediately. The Safety Officers will give a written opinion to the Chief of the Department.

All Department members will have their driver's license screened through the District LENS (License Event Notification System) program.

### INCIDENT SAFETY OFFICER

The Department Safety Officer should take an active roll on the fireground as Incident Safety Officer to insure the safety and well being of those operating. This will be The Incident Safety Officers **ONLY** responsibility. The Incident Safety Officer shall be staff of the Incident Commander and fulfill his obligations as prescribed by the Chief of the Department. He shall have the authority to alter any operation if it is in conflict with standard safety practices and/or is deemed unsafe. This authority is vested during an emergency as well as non-emergency circumstances.

The Incident Safety Officer shall be visibly identifiable and be given the 2-11-41 through 2-11-44 radio designation. He is to be equipped to simultaneously monitor tactical and command radio frequencies.

Specific fireground tasks of the Incident Safety Officer include, but are not limited to:

- continually observe and insure safe fireground operations
- monitor structural integrity of the fire building and/or area of operation
- be aware of and act on potential dangers to fireground personnel
- continually monitor tactical and command radio frequencies
- track firefighter injuries
- monitor firefighters for fatigue
- evaluate accommodations made for firefighter rehabilitation

The Incident Safety Officer is to frequently report findings to the Incident Commander and be readily able to offer recommendations for improvement, if so asked.

There is to be an Incident Safety Officer at all Department and Company drills where live burns are conducted or are dynamic in nature.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #4**

**GENERAL SAFETY RULES**

All members answering alarms must wear at least a tee shirt and shorts. Socks are strongly recommended.

All firefighters responding to alarms on Department apparatus, with the exception of the driver, will be dressed in full turnout gear.

All turnout gear is to be fully and properly secured with all closures secure, and flaps in place to provide proper protection.

At no time will a member step off the apparatus while it is in motion. The Officer will exit the vehicle only after it is brought to a complete stop. The crew will stay on board until ordered off by the Officer.

At all times after returning from an alarm, firefighting gear will be placed in its designated spot in the correct manner.

At no time during an alarm shall a member excuse themselves from a fire station without the permission of the ranking Officer present or until a Signal 25 is transmitted by the O.I.C. of the alarm.

Only the driver and officer are to ride in the front portion of the cab when responding to or returning from alarms. The only exception is for 2-11-10 when a three-man crew may respond in the cab.

When responding to any fire station in your private vehicle, members are reminded the blue light extends no privilege beyond normal traffic laws.

Members donning SCBA are required to properly secure all straps in such a manner that there are no loose hanging straps.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #5**

**PERSONAL PROTECTION**

Members of the Department shall use only those tools, equipment and protective clothing that has been issued by the Commack Fire Department, unless alternate equipment is approved by the Chief of the Department.

Such equipment includes, but is not limited to:

- Helmets
- Gloves
- Turnout Coats
- Bunker Pants
- Boots
- Protective Hoods
- Accountability Tags
- Face Piece
- Escape Belt

Self contained breathing apparatus shall be worn at all times while operating at fires, both suspected and confirmed Hazardous Material incidents, and when so ordered.

All members responding to rescue calls shall implement universal precautions and personal protection from blood borne and airborne disease. This may include gloves, facemasks or shields and goggles or safety glasses.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #6**

**BUNKER GEAR/SCBA'S**

1. All members will wear full turnout gear when operating at alarms.
2. Drivers can gear up when they arrive at the scene.
3. SCBA packs are to be worn and used at all Signal 13's, 14's, 23 C.O./Gas and dumpsters, and any other situations that warrant.
4. All interior firefighters will requalify on SCBA once a year by completing the COMMACK FIRE DEPARTMENT mask confidence refresher.
5. All interior firefighters must be fit tested at yearly medical at contracted medical center. This appointment will be made by the firefighter during a period of 30 days prior to 30 days after your birthday.



# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #7**

**ACCOUNTABILITY TAGS**

1. The reason for the passport tags is to account for all firefighters during and after alarms.
2. All members riding on or in Fire apparatus during alarms will place one of their passport tags in the designated place on that apparatus.
3. When the passport tags are not in use, they will be placed on your turnout coat.
4. All passport tags must have the firefighter's name on it.
5. During all alarms the second passport tag will be brought to the accountability officer for notification of task assignment.



# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #8**

**ACCOUNTABILITY**

**PURPOSE**

THIS PROCEDURE IDENTIFIES A SYSTEM OF INCIDENT-SITE FIREFIGHTER ACCOUNTABILITY. THE PURPOSE IS TO ACCOUNT FOR ALL FIREFIGHTERS AT ANY GIVEN TIME DURING AN OPERATION. USE OF THIS SYSTEM WILL PROVIDE ENHANCED PERSONNEL SAFETY FOR THE INDIVIDUAL FIREFIGHTER AND WILL PROVIDE THE INCIDENT COMMANDER WITH A QUICK OVERVIEW OF PLACEMENT OF PERSONNEL AS WELL AS A TRACKING SYSTEM. ALL THOSE ENTERING THE "HAZARD ZONE" SHOULD PLACE THEIR 2<sup>ND</sup> PASSPORT WITH THE ACCOUNTABILITY OFFICER UPON ASSIGNMENT AT A SCENE. THE HAZARD ZONE WILL BE DEFINED AS ANY AREA WHICH REQUIRES AN S.C.B.A. BE WORN OR WHERE A FIREFIGHTER WILL BE AT RISK.

**PROCEDURE**

THE FIRST IN PIECE OF APPARATUS TO EACH GEOGRAPHIC SIDE OF THE SITE SHOULD PROVIDE AN ACCOUNTABILITY BOARD AND OFFICER. ALL CREWS ENTERING THE "HAZARD ZONE" WILL PLACE THEIR PASSPORTS WITH THE OFFICER AT THE BOARD. AS AN INCIDENT ESCALATES, ACCOUNTABILITY SECTORS MAY BE DEVELOPED AND MULTIPLE BOARDS MAY BE REQUIRED. IF THIS HAPPENS, AN ACCOUNTABILITY O.I.C. WILL BE AT THE COMMAND POST AND WILL BE IN RADIO CONTACT WITH ALL SECTOR OFFICERS.

**PASSPORT IMPLEMENTATION**

THE FIRST PASSPORT WILL REMAIN WITH THE ARRIVING APPARATUS ON THE DESIGNATED RING. THIS WILL BEGIN AS THE APPARATUS LEAVES THE STATION.

**POINT OF ENTRY CONTROL**

PASSPORTS WILL REMAIN WITH THE ASSIGNED ACCOUNTABILITY OFFICER NEAR THE POINT OF ENTRY TO THE HAZARD ZONE. UPON ENTRY, CREWS WILL TURN IN THEIR PASSPORT. THE ACCOUNTABILITY OFFICER WILL KEEP ONLY PASSPORTS OF THOSE CREWS ENTERING THE HAZARD ZONE. UPON EXITING FROM THE HAZARD ZONE, THE FIREFIGHTER MUST RECLAIM THEIR PASSPORT, OR REPORT THEY ARE BEING REASSIGNED TO ANOTHER AREA. IF IN THE SAME SECTOR THE PASSPORT WILL REMAIN, IF NOT, THEY ARE GIVEN BACK TO THE FIREFIGHTER TO BE GIVEN TO

# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

(ACCOUNTABILITY CONTINUED)

THE APPROPRIATE ACCOUNTABILITY OFFICER. IF EXITING FROM AN AREA OTHER THAN THE ONE YOU ENTERED, THE FIREFIGHTER MUST NOTIFY THE ORIGINAL ACCOUNTABILITY OFFICER IMMEDIATELY. THEY MUST RETRIEVE THEIR TAG.

### **RULES OF THUMB**

- PASSPORTS SHOULD NEVER ENTER THE HAZARD ZONE.
- PASSPORTS SHOULD BE MAINTAINED AT THE ENTRY POINT.
- PASSPORTS MUST ONLY BE USED BY THOSE WHOSE NAME IS ON THE TAG  
***\*\*IF NO ACCOUNTABILITY OFFICER IS PRESENT UPON ENTRY TO THE HAZARD ZONE, LEAVE YOUR TAG AT THE POINT OF ENTRY WHERE IT WILL BE CLEARLY SEEN BY THE OFFICER. LET SOMEONE KNOW YOU ARE ENTERING THE SITE.***

### **PERSONNEL ACCOUNTABILITY REPORT (P.A.R.)**

TO VERIFY ACCOUNTABILITY ON THE FIREGROUND, THE INCIDENT COMMANDER CAN CALL FOR A **P.A.R.** A ROLL CALL WILL TAKE PLACE IN WHICH EVERY COMPANY MEMBER WILL BE ACCOUNTED FOR. THIS MUST BE A VISUAL OR VERBAL ACCOUNTING OF ALL MEMBERS. THIS COULD BE REQUESTED UNDER THE FOLLOWING CIRCUMSTANCES:

- A REPORT OF A MISSING FIREFIGHTER
- A CHANGE FROM OFFENSIVE TO DEFENSIVE ATTACK
- ANY SUDDEN HAZARDOUS EVENT (FLASHOVER, BACKDRAFT, COLLAPSE, ETC.)
- AT 30 MINUTE INTERVALS DURING AN EXTENDED OPERATION.

**\*\*ANY EMERGENCY EVACUATION WILL BE SIGNALLED BY THE LONG BLASTS ON TRUCK HORNS AND HAND HELD AIR HORNS\*\*\***

### **LOST/MISSING FIREFIGHTER – MAYDAY**

AN UNACCOUNTED MEMBER OF ANY CREW WILL AUTOMATICALLY BE ASSUMED TO BE LOST OR MISSING IN THE HAZARD ZONE UNTIL DETERMINED TO BE SAFE. ANY MISSING MEMBER MUST BE REPORTED TO THE O.I.C IMMEDIATELY. A ROLL CALL (P.A.R.) WILL BE TAKEN AND DETERMINE IF IN FACT THEY ARE MISSING. IF CONFIRMED, THE R.I.C. WILL BE SENT TO THE LAST KNOWN WORKING AREA OF THAT FIREFIGHTER AND BEGIN A SEARCH. AT THIS TIME, THE I.C. MUST COMMUNICATE TO ALL UNITS OPERATING AT THE SCENE OF THE MISSING FIREFIGHTER AND SWITCH TACTICS TO A PRIORITY SEARCH AND RESCUE EFFORT.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

(ACCOUNTABILITY CONTINUED)

ANY MISSING FIREFIGHTER WILL HAVE THEIR NAME ANNOUNCED OVER THE AIR BY STATING "**HAVE (FIREFIGHTER'S NAME) REPORT TO THE I.C. IMMEDIATELY**".

**TERMINATING THE PASSPORT SYSTEM**

UPON TERMINATION OR RELEASE FROM THE INCIDENT, FIREFIGHTERS WILL RECLAIM THEIR TAGS AND SEE THAT ALL PASSPORTS ARE RETURNED TO THE PROPER PLACEMENT ON THEIR COATS.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #9**

**CHAUFFEURS RULES**

1. The chauffeur must know the type, location and route of an alarm before leaving the ramp and also must take the computer printout.
2. Apparatus will stop on the ramp before responding to alarms and then proceed slowly off the ramp.
3. The chauffeur shall operate vehicles under emergency conditions only when **AUDIBLE** and **VISUAL** warning devices are operating during emergency operations.
4. When proceeding to the alarm, the driver will proceed in a manner that doesn't jeopardize the safety of the crew or the control of the apparatus.
5. The chauffeur should be aware of the running routines of other companies and alert of other responding apparatus. The **RIGHT-OF-WAY** for two responding vehicles is – Apparatus arriving first in an intersection and then apparatus traveling through an intersection without negotiating any turns and then apparatus making right turn before apparatus turning left.
6. The chauffeur shall stop for all school buses displaying flashing lights and shall proceed only after the driver of the school bus signals that it is safe. When approaching a school zone, chauffeur must use extreme caution.
7. The chauffeur shall back up vehicles only after a member has dismounted and gone to the rear of the truck to provide backing directions. The members must maintain visual contact with the driver. The person acting as the back-up man must ALWAYS be a member of this department.
8. Do not drive any department vehicle while under the influence of alcohol or after taking any medications or drugs that impairs the senses.
9. Keep the middle of the road clear at the scene of a fire if at all possible.
10. The chauffeur is to stay with the apparatus at all calls, unless directed by the officer in charge of said apparatus.
11. Chauffeurs are responsible for apparatus and equipment at all times.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

(CHAUFFEUR RULES CONTINUED)

12. Apparatus should be rinsed off after all alarms and any signal 15's.
13. The chauffeur of all apparatus shall have a portable radio with them at all times.
14. Chauffeur shall wear the high visibility vest when they are not wearing turnout gear.
15. Chauffeurs must stay on turntable when aerial apparatus is being operated.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #10**

**SIGNAL 19'S/ TEXT PAGES**

All messages Must be approved by any Chief or Company Captain.

Can be used for any of the following:

- 1). Equipment or Apparatus in/out of service. Including relocations
- 2). Funeral announcements
- 3). Short notices
- 4). Meeting or Drill reminders
- 5). Other important Department/Company messages for membership

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #11**

**RESPONSIBILITIES OF THE FIRST ARRIVING OFFICER  
(or acting Officer)**

The responsibilities of the first arriving Officer are as follows:

- Assume an effective command position.
- Size up the incident situation and relay on "Initial Report" to the dispatcher.
- Establish objectives and determine the plan of attack. The strategy should be selected and tactics assigned.
- Assign units as required to the tactics assignment to fulfill the strategy and mode of operation selected.
- Activate additional sectors or positions within I.C.S. as the Incident Commander span of control becomes saturated.
- Track the location and condition of all companies responding to the incident with safety of all members a major concern.
- Provide continuing command and progress reports until relieved by a ranking officer.
- Review and evaluate the plan of attack and revise the plan as needed. \*Request and assign additional resources as necessary.
- Return companies to service and terminate command.

Key considerations when sizing up an incident are:

- What is the problem?
- Where is the problem?
- If a fire, where was it? Where is it? And where is it going?
- Who or what is in danger?

Based upon the initial size-up, the Incident Commander should set objectives for controlling the incident within the following areas:

- Rescue
- Confinement
- Overhaul
- Exposures
- Extinguishment
- Ventilation

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

(FIRST ARRIVING OFFICER CONTINUED)

In conducting the initial size-up and setting operational objectives, the Incident Commander must be concerned with the possibility of incident acceleration and formulate a plan to meet this potential. When acceleration occurs, the I.C. shall activate additional components of I.C.S. This system will allow Incident Commanders to use available resources most effectively to accomplish goals.



# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #12**

**MAYDAY ----- URGENT**

THE ABOVE TRANSMISSIONS ARE TO BE USED WITH DISCRETION. THEY ARE INTENDED FOR USE IN SITUATIONS WHERE IMMEDIATE COMMUNICATION IS NECESSARY TO PROTECT LIFE OR PREVENT INJURY. WHENEVER "MAYDAY" OR "URGENT" ARE TRANSMITTED, ALL COMMUNICATIONS ARE TO CEASE EXCEPT THOSE BETWEEN THE MEMBER INITIATING THE EMERGENCY AND THE INCIDENT COMMANDER.

**MAYDAY**

- IMMINENT COLLAPSE FEARED
- STRUCTURAL COLLAPSE HAS OCCURRED
- FIREFIGHTER IS UNCONSCIOUS OR SUFFERS AN INJURY REQUIRING ASSISTANCE
- MEMBER MISSING OR TRAPPED
- YOU BECAME LOST OR TRAPPED

**RESPONSIBILITIES OF THE MEMBER TRANSMITTING THE MAYDAY:**

ALL MAYDAY MESSAGES WILL BE TRANSMITTED BY REPEATING MAYDAY 3 TIMES AND THE MEMBER SHALL PROVIDE THE FOLLOWING INFORMATION TO THE I.C.

- WHO ARE YOU? (NAME, IDENTIFIER OR ASSIGNMENT)
- WHAT WERE YOU DOING? (SEARCH, HOSELINE, ROOF, ETC.)
- WHERE ARE YOU (LOCATION IF KNOWN)
- THE SITUATION

\*\*\*\*\*

**MAYDAY \* MAYDAY \* MAYDAY  
FIREFIGHTER SMITH TO COMMAND  
I WAS DOING A SEARCH ON THE SECOND FLOOR  
I AM DISORIENTED**

\*\*\*\*\*

- AT THIS POINT THE FIREFIGHTER SHOULD BE SURE THAT THE I.C. HAS ACKNOWLEDGED THE MAYDAY ***IF NOT*** REPEAT THE MAYDAY
- ACTIVATE THEIR PASS ALARM
- CONTINUE TO ATTEMPT SELF RESCUE
- KEEP CONSTANT COMMUNICATION WITH I.C. AND/OR R.I.T.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**RESPONSIBILITIES OF THE INCIDENT COMMANDER RECEIVING THE MAYDAY:**

- ACTIVATE THE R.I.T.
- DESIGNATE A SECOND R.I.T. TO STAND FAST
- KEEP CONSTANT COMMUNICATIONS WITH ALL PARTIES FOR UPDATES ON CONDITION AND PROGRESS

MAYDAY TRANSMISSIONS HAVE PRIORITY OVER URGENT TRANSMISSIONS. IF YOU HEAR A MAYDAY AND YOU ***DO NOT*** HEAR AN ACKNOWLEDGEMENT FROM THE I.C. REPEAT TO THE I.C. THAT YOU ***HEARD*** A MAYDAY AND REPEAT THE CONTENT OF THE MAYDAY MESSAGE TO INCIDENT COMMANDER.

**URGENT-** THE NEED TO NOTIFY OF A SITUATION THAT REQUIRES IMMEDIATE ATTENTION, *I.E.*, APPARATUS INVOLVED IN AN MVA WHILE RESPONDING TO CALL TRANSMITTING A SERIOUS MESSAGE (SIG. 35) DURING HEAVY RADIO TRAFFIC.

- MEMBER INJURED, NOT LIFE THREATENING, NEEDS MEDICAL ASSISTANCE
- INTERIOR ATTACK BEING DISCONTINUED
- STRUCTURE PROBLEM INDICATING POSSIBLE COLLAPSE
- FIRE ENTERING EXPOSURE OR ELSEWHERE IN STRUCTURE THAT MAY SIGNIFICANTLY INCREASE THE FIRE
- LOSS OF WATER

**RESPONSIBILITIES OF THE MEMBER TRANSMITTING THE URGENT:**

ALL URGENT MESSAGES WILL BE TRANSMITTED BY REPEATING URGENT 3 TIMES AND THE MEMBER SHALL PROVIDE THE FOLLOWING INFORMATION TO THE I.C.

- WHO ARE YOU? (NAME, IDENTIFIER OR ASSIGNMENT)
- WHAT WERE YOU DOING? (SEARCH, HOSELINE, ROOF, ETC.)
- WHERE ARE YOU (LOCATION IF KNOWN)
- THE SITUATION

\*\*\*\*\*

**URGENT \* URGENT \* URGENT  
FIREFIGHTER SMITH TO COMMAND  
I WAS OPERATING A HANDLINE ON THE SECOND FLOOR  
WE JUST LOST WATER**

\*\*\*\*\*

**\*\*ALL OTHER RADIO COMMUNICATIONS ARE TO CEASE UNLESS ABSOLUTELY  
NECESSARY WHENEVER A MAYDAY OR AN URGENT HAS BEEN  
TRANSMITTED\*\***

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #13**

**SIGNAL 4 RESPONSE**

In an effort to reduce the chance of injuries to firefighters and the general public, the following driving rules are now in effect:

- When the Officer in Charge has transmitted a Signal "4" all responding apparatus will proceed with due caution.
- The officer of the truck will have full responsibility to the way apparatus is being driven.
- Disciplinary action should be taken by officer if chauffer is found to be not driving safely.

# Standard Operating Guidelines

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COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)

**OPERATING GUIDELINE #14**

**RESPONSE TO SIGNAL 13's (RESIDENTIAL FIRES)**

**SIGNAL 13 – RESIDENTIAL**

First due unit will advise conditions upon arrival

- 1). Nothing showing?
- 2). Smoke showing?
- 3). Signal 35?

**SMOKE SHOWING OR WORKING FIRE**

All Class "A" firefighters will don S.C.B.A.

**Initial attack line will be backed up by a second line.**

***IF ARRIVAL OF TRUCK CO. IS IMMINENT, FIRST DUE ENGINE CO. WILL ASSUME ENGINE COMPANY RESPONSIBILITIES.***

1<sup>st</sup> Engine – will proceed into scene and will be the working engine (allowing access for ladder). If possible, will pick up a water supply on way in.

2<sup>nd</sup> Engine – will proceed in to supply 1<sup>st</sup> due engine with a supply line if 1<sup>st</sup> due didn't. Primary goal of the 2<sup>nd</sup> Engine is to get the 1<sup>st</sup> Engines initial attack line into operation. Upon assuring that an initial attack line is operation they will stretch back-up handline to follow the primary handline.

1<sup>st</sup> Due Ladder – position as per O.I.C. depending on crew size will provide forcible entry, primary search to seat of the fire and complete search of the fire floor, ventilation, ground ladders as needed and directed.

2<sup>nd</sup> Due Ladder – position as per O.I.C. depending on crew size will provide forcible entry, primary search of the floor above. O.V. and roof man should meet up with 1<sup>st</sup> due ladders O.V. and roof man respectively to complete necessary tasks.

RAPID INTERVENTION TEAM will be assigned by the O.I.C. (see r.i.t. procedure).

**\*All assignments are subject to change at the I.C.'s discretion.**

# Standard Operating Guidelines

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COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)

**OPERATING GUIDELINE #15**

**RESPONSE TO SIGNAL 13**  
**(SIGNAL 13 – COMMERCIAL OR INDUSTRIAL)**

**SIGNAL 13 – COMMERCIAL OR INDUSTRIAL**

First due unit will advise conditions upon arrival.

**"2 1/2" will be the primary attack line unless otherwise directed by the I.C.**

**COMMERCIAL OR INDUSTRIAL**

All Class "A" firefighters will don S.C.B.A.

*IF ARRIVAL OF TRUCK CO. IS IMMINENT. FIRST DUE ENGINE CO.  
WILL ASSUME ENGINE COMPANY RESPONSIBILITIES*

1<sup>st</sup> Engine – will proceed into scene and will be the working engine (allowing access for ladder). If possible will pick up a water supply on way in.

2<sup>nd</sup> Engine – will proceed in to supply 1<sup>st</sup> due engine with a supply line if 1<sup>st</sup> due didn't. Primary goal of the 2<sup>nd</sup> Engine is to get the 1<sup>st</sup> Engines initial attack line into operation. Upon assuring that an initial attack line is operation they will stretch back-up handline to follow the primary handline.

3<sup>rd</sup> due engine – secure additional hydrant, will supply sprinkler or standpipe as required.

1<sup>st</sup> Due Ladder – position in front unless otherwise directed by the I.C depending on crew size will provide forcible entry, primary search to seat of the fire and complete search of the fire floor, ventilation, ground ladders as needed and directed.

2<sup>nd</sup> Due Ladder – position in the rear unless otherwise directed by the I.C. depending on crew size will provide forcible entry, horizontal ventilation and roof operations as needed.

Additional Engines – additional hydrants as needed, stage as to be placed.

Additional Ladder – Stage as to be placed if needed.

RAPID INTERVENTION TEAM will be assigned by the O.I.C.

**\*All assignments are subject to change at the I.C.'s discretion.**

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #16**

**RAPID INTERVENTION TEAMS (R.I.T.) AND RESPONSE**

THE SOLE PURPOSE OF A RAPID INTERVENTION CREW IS TO LOCATE AND RESCUE TRAPPED OR MISSING FIREFIGHTERS. IT HAS NO OTHER PURPOSE AND MUST NOT GET INVOLVED WITH BASIC FIREFIGHTERS PROCEDURES WHEN DESIGNATED AS THE RAPID INTERVENTION TEAM (R.I.T.). NOTHING WILL DETER THESE MEMBERS FROM THEIR MISSION UNLESS REASSIGNED BY THE O.I.C.

THE R.I.T. OFFICER IN CHARGE WILL REPORT TO THE I.C. AND HAVE ALL MEMBERS STANDBY IN THE VICINITY OF THE COMMAND POST, WITHIN VERBAL CONTACT DISTANCE. THEIR R.I.T. OFFICER WILL VERIFY THAT THE I.C. IS AWARE OF THEIR PRESENCE.

IF THE I.C. CHOOSES TO USE THE R.I.T. FOR DUTIES OTHER THAN THEIR TASK, ANOTHER TEAM WILL BE ASSIGNED.

EMS WILL TREAT ANY MEMBERS RESCUED OR ASSISTED BY THE R.I.T. EMS WILL BE STAGED AT A LOCATION NEAR THE COMMAND POST FOR IMMEDIATE RESPONSE.

WHILE THE R.I.T. IS STANDING BY, THEY WILL BE SIZING UP THE BUILDING, NOTING LOCATION AND NUMBER OF EXITS, WINDOW, ETC. ALL R.I.T. MEMBERS THAT HAVE PORTABLE RADIOS SHOULD BE MONITORING FOR CONDITION AND MORE IMPORTANTLY, FOR MESSAGES OF DISTRESS. IF THIS IS ENCOUNTERED, THE I.C. MUST BE NOTIFIED IMMEDIATELY SO HE/SHE CAN TAKE CONTROL OF THE SITUATION. OTHER THINGS FOR THE R.I.T. TO CONSIDER WHILE STANDING BY IS THE LOCATION OF AVAILABLE LADDERS AND SPECIAL TOOLS NEEDED TO POSSIBLY PERFORM THEIR TASK.

MEMBERS OF THE R.I.T. TEAM WILL HAVE A MINIMUM OF THE FOLLOWING TRAINING:

- S.C.B.A. QUALIFIED
- BASIC SEARCH TECHNIQUES AND TEAM SEARCH
- FORCIBLE ENTRY TECHNIQUES
- USE OF SPECIAL TOOLS (*I.E.*, HURST EQUIPMENT, AIR BAGS, POWER TOOLS).



# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

(RAPID INTERVENTION CONTINUED)

IF A MEMBER IS TRAPPED OR REPORTED MISSING, THE FOLLOWING SHOULD BE KNOWN:

- MEMBER'S NAME
- WHAT FUNCTION WERE THEY PERFORMING
- LAST KNOWN LOCATION
- UNIT MEMBER WORKING WITH
- DID THEY HAVE A PORTABLE RADIO

THE R.I.T. SHOULD OPERATE ON A SEPARATE RADIO FREQUENCY. THEY SHOULD HAVE IMMEDIATE CONTACT WITH THE I.C. AVAILABLE. IF AVAILABLE, A CHIEF OFFICER SHOULD BE IN CHARGE OF THE RESCUE OPERATION THUS CUTTING DOWN ON FREELANCING AND MAINTAINING CONTROL.

### **COMMACK FIRE DEPARTMENT RESPONSE TO ANOTHER DEPARTMENT**

**NO PROBATIONARY MEMBERS ARE PERMITTED TO RIDE AS A MEMBER OF THE R.I.T.** THE OFFICER IN CHARGE OF THE UNIT WILL DETERMINE WHO RIDES AND WHO STAYS BEHIND. MAJOR CONSIDERATIONS WILL BE GIVEN TO EXPERIENCE, NOT SENIORITY, ONE ADDITIONAL MEMBER MAY BE REQUESTED TO RIDE UPON THE OFFICERS DISCRETION.

### **ASSIGNMENTS:**

- 1). OFFICER – RADIO, FLASHLIGHT, T.I.C, SEARCH ROPE.
- 2). SEARCH MAN 1 – RADIO, FLASHLIGHT, AXE
- 3). SEARCH MAN 2 – RADIO, FLASHLIGHT, HALLIGAN
- 4). AIR MANAGEMENT – RADIO, FLASHLIGHT, RIT PACK.
- 5). EQUIPMENT MAN – RADIO, FLASHLIGHT, SUPPLIES ADDITIONAL EQUIPMENT AS NEEDED.
- 6). CHAUFFEUR – RADIO, FLASHLIGHT, ACTS AS COMMAND POST LIASION WITH CHIEF IF PRESENT.

THE RESPONSE FOR A REQUESTED R.I.T. TEAM WILL BE COMPANY #1 AND ONE ENGINE FROM THE CORRESPONDING MUTUAL AID RESPONSE AREA.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #17**

**HELICOPTER LANDINGS (SIGNAL 23)**

1. All units are to stand-by no hand lines are to be pulled unless needed.
2. All warning lights and headlights are to be kept on at the landing zone when the helicopter approaches unless otherwise directed.
3. All firefighters are to stay on trucks unless otherwise directed.



# Standard Operating Guidelines

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COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)

**OPERATING GUIDELINE #18**

**GAS EMERGENCIES (SIGNAL 23)**

*Natural gas and propane gas leaks:*

1. Arriving unit should position upwind if possible at least 20 feet from leak. If propane involved, stay uphill of leak if possible.
2. Water supply shall be located.
3. Full gear and S.C.B.A. shall be worn.
4. National Grid (or appropriate gas supplier) and S.C.P.D. are to be notified.
5. Evacuate as needed.
6. Keep radio transmissions to a minimum radios should not be used in the danger zone. Radios can be an ignition source.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #19**

**FUEL SPILL (SIGNAL 23)**

- 1). If any true hazard is determined by the first arriving officer, this response can be upgraded at his/her discretion.
- 2). Apparatus will be placed in such a manner to protect personnel operating at the scene.
- 3). Members will wear yellow traffic safety vests when not involved with direct operation or not wearing S.C.B.A.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #20**

**HEAVY RESCUE (SIGNAL 23)**

GENERAL ALARM

THOSE RESPONDING ON 2-11-9 SHOULD BE QUALIFIED IN EXTRICATION EMERGENCIES. FIREFIGHTERS FROM OTHER UNITS THAT ARE QUALIFIED IN EXTRICATION WILL BE USED IF THE SITUATION REQUIRES ADDITIONAL HELP.

AT THE SCENE OF AN M.V.A. THE FIRST ARRIVING ENGINE WILL STAND-BY WITH AN 1 3/4" CHARGED LINE TO BACK UP THE UNITS OPERATING AT THE SCENE UNLESS OTHERWISE DIRECTED BY O.I.C.

ADDITIONAL UNITS MAY BE CALLED UPON FOR TRAFFIC CONTROL.

BATTERY CABLES SHOULD BE DISCONNECTED ON INVOLVED AUTOMOBILES TO ELIMINATE THE POSSIBILITY OF A SPARK CAUSING A FIRE DUE TO SPILLED AND LEAKING FLUID.

MEMBERS WILL WEAR YELLOW TRAFFIC VESTS WHEN NOT INVOLVED WITH DIRECT OPERATION OR NOT WEARING S.C.B.A.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #21**

**CARBON MONOXIDE DETECTOR ACTIVATION**

**FIRST ARRIVING APPARATUS PRIMARY OBJECTIVES:**

Upon arrival the O.I.C. will evacuate and then interview the occupants outside the home.

The O.I.C. will gather the following information:

- Are any occupants suffering from carbon monoxide related symptoms?
- Location of carbon monoxide detector?
- Location of oil, gas, wood or coal burning stove or fireplace?

If occupants have any related symptoms, S.C.B.A.'s will be worn before entry is made into alarm location. C.V.A.C. will be requested and the ambulance crew will provide care.

Crews will enter the location with a MULTI-gas meters and take readings within. A minimum of 2 meters shall be used at any incident where metering is necessary.

If no reading is found, the crews will check possible sources including but not limited to:

- Any gas or oil fed appliance
- Fireplaces- gas, wood or coal
- Portable fuel fired heaters
- Running equipment or vehicle adjacent to or within the structure
- any source of combustion

If a level of carbon monoxide is found, isolate the source and vent the building.

Notify proper utility companies if necessary.

A Carbon Monoxide Emergency worksheet will be completed on all CO alarm calls and the homeowner will be advised as per the worksheet. Worksheets will be submitted to the dispatcher to be filed in the system.

# Standard Operating Guidelines

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COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)

**OPERATING GUIDELINE #22**

**SIGNAL 23 (MISCELLANEOUS ALARM)**

**Wires down or arcing**

Contact P.S.E.G. and S.C.P.D.

Evacuate or notify the necessary occupancies

**Dumpsters:**

Appropriate hose line as needed along with S.C.B.A.

**Smell of smoke or odors:**

Contact appropriate agency depending on situation found.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #23**

**SIGNAL 23 – ECHO RESPONSE**

The Fire Department will respond to the following ECHO calls: GENERAL ALARMS

1. Cardiac Arrests
2. Drowning's
3. Chokings
4. Hangings

The primary responses for these types of calls are for any members that are in the near vicinity of the alarm. A reasonable distance to the alarm is within a half mile to a mile of the location. The purpose of the response is to get there quickly and safely.

**Once on the Scene:**

1. Scene Safety is number one priority
2. Remember Body Substance Isolation (gloves, mask, eye protection, etc.)
3. Treat patient if applicable.
4. Notify dispatch of circumstances (make sure CVAC is notified).
5. Return to quarters if no services are needed.

# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

### OPERATING GUIDELINE #24 **MUTUAL AID CALLS (SIGNAL 24)**

#### **Response Area:**

**Company #1** will respond on a request for a Ladder Truck (2<sup>nd</sup> & 3<sup>rd</sup> divisions and West), Heavy Rescue or Brush Truck. Will respond to ALL RIT activations as primary team.

**Company #2** will respond to Dix Hills, Greenlawn and East Northport Fire Department's and West upon request for an Engine. Secondary RIT team in corresponding areas

**Company #3** will respond to Hauppauge, Deer Park and Brentwood Fire Department's and South upon request for an Engine. Secondary RIT team in corresponding areas

**Company #4** will respond to Smithtown and Kings Park Fire Department's request for an Engine or will respond to 4<sup>th</sup> Division and East for a request of a Ladder. Secondary RIT team in corresponding areas

Any other mutual aid will be decided by the O.I.C.

When the Brush Truck responds so will the corresponding engine from the company area for manpower and water.

Minimum manning for all mutual aid calls is 5 members including a chauffeur. Probies do not count on mutual aids unless pack qualified ***AND*** have a FF1 certificate. Class B members will ***only*** count towards the crew if they are the Chauffeur.

R.I.T. response will be company #1 and engine company for corresponding mutual aid area unless specific equipment is requested or decide by O.I.C.

#### **Important items to remember:**

1. The Commack Fire District is to be protected ***at all times***.
2. If responding to the scene of a mutual aid call, try and let the Department you are responding to know your status as soon as possible via Commack dispatch.
3. Limit radio transmissions as much as possible.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #25**

**DRILLS/TRAINING (SIGNAL 15)**

- Notify dispatcher of the following:
  - Apparatus on Signal 15
  - Purpose
  - Officer and Chauffeur badge numbers
  - Estimated duration if applicable
  - Destination or location of Signal 15
- Must give Signal 15 and Signal 28 (if returning to a station) over the air.
- Must make an entry into the log book and complete a training sheet if applicable.
- Must monitor fire radio at all times.
- Must drive with headlights on.
- Do not leave unit unattended.
- If an alarm comes in while on a Signal 15, notify dispatcher that you are returning to station for manpower if you do not have a full crew.



# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #26**

**SIGNAL 12 (BRUSH FIRE)**

1. Engine 2-11-10 is the **only off road truck**.
2. 2-11-17 can be utilized as rehab vehicle.

**SIGNAL 14 (VEHICLE FIRE)**

1. First Due Engine will stop about 100 feet from vehicle, preferably on the opposite side of fuel tank and upwind.
2. The 1 ¾" attack line will approach from the side of the vehicle.
3. S.C.B.A.'s will be worn and used for all involved vehicles.
4. 2<sup>nd</sup> Due Engine will respond to the scene and Signal 9 at a position to supply water, block traffic and be ready for the next alarm.
5. The Truck Company will assist the Engine if needed as well as open the hood and trunk of the vehicle and search for victims throughout.
6. High visibility safety vests should be worn if on a roadway and not involved with direct firefighting.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #27**

**SIGNAL 26 (BOAT FIRE)**

1. Response will be that of a Signal 14 (car fire).

**SIGNAL 27 (PLANE FIRE)**

1. Response will be that of a Signal 13 (structure fire) with reported *Haz-mat*.  
*Make proper notifications to county.*
2. Operate as per the Officer in Charge.

# Standard Operating Guidelines

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COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)

OPERATING GUIDELINE #28

**HAZARDOUS MATERIALS INCIDENTS**

Upon Arrival – ISOLATE SITUATION

- Position apparatus upwind, far enough away from incident as not to introduce an ignition source.
- Assess situation at a distance – use binoculars if available.
- Look for placard or other identifying labels.
- Don't be lured into the hot zone.

Obtain and relay information

Notify the dispatcher of the situation – include the following:

- Incident type (Fire, Spill, Explosion, etc.).
- Best route for response.
- Location of staging area.
- Material involved.
- Number of casualties.
- Request additional resources (County Haz-Mat Coordinator).
- Utilize the available Hazardous Materials reference information about the substance.

Rescue

Decide if rescue operation can take place with available resources. Don't become a victim.

Isolate

Establish a perimeter and isolate the Hazardous area. Use S.C.P.D. for isolation and evacuation.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

(HAZARDOUS MATERIALS INCIDENTS CONTINUED)

General Safety

Do not drive, walk into or touch any spilled materials.

Avoid inhalation of all gases, fumes and smoke even if no hazardous material is apparently involved.

Never eat, drink or smoke in the area of a possible hazardous material release.

Do not use Flares to establish perimeter.

Wear full protective gear including SCBA.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #29**

**AUTOMATIC ALARMS**

**OCCUPIED BUILDINGS WITHOUT FIRE**

- Check for probable cause of alarm.
- Reset alarm system if possible
- Advise owner to have alarm system serviced if probable cause for alarm is not evident.
- Notify Fire Marshal if need be.

**UNOCCUPIED – BUILDINGS WITHOUT FIRE**

- Request Police to the scene.
- Check with adjacent buildings and CFD dispatcher for information on keys or utilize knox box if available
- O.I.C. to determine if and when to make entry.
- Upon entry:
  1. Check for probable cause of alarm
  2. Reset alarm if possible
  3. Fill out Automatic Alarm Incident Sheet
  4. Secure building if possible
  5. Turn building over to Police Department – note car number and obtain C.C. number.
- Notify Fire Marshal if need be.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #30**

**ON-SCENE REHABILITATION**

**PURPOSE:**

- TO ESTABLISH A COMPREHENSIVE AND STANDARDIZED METHOD TO PROVIDE REST, REHYDRATION AND EVALUATION OF PHYSICAL STRESS OF FIREFIGHTERS DURING AN EXTENDED OPERATION OR EXTREME ATMOSPHERE.
- TO PROVIDE THE INCIDENT COMMANDER AND/OR HIS DESIGNEE WITH FIREFIGHTERS THAT ARE NOT OVER FATIGUED AND ARE NOT IN IMMINENT DANGER FOR THE PERFORMANCE OF NECESSARY FIREGROUND ACTIVITIES.

**PROCEDURE:**

AT THE DISCRETION OF THE INCIDENT COMMANDER, A FORMAL REHABILITATION SECTOR IS TO BE IMPLEMENTED AS FOLLOWS:

AN AREA OF THE FIREGROUND WILL BE DESIGNATED FOR THE REHAB SECTOR. A REHAB OFFICER WILL BE ASSIGNED TO WORK WITH THE REHAB UNIT ON SCENE (EMS). THE REHAB PERSONNEL WILL ONLY WORK IN THIS UNIT AND WILL NOT HAVE OTHER FUNCTIONS.

FIREFIGHTERS WILL BE DIRECTED TO THE REHAB UNIT WHERE THEY WILL REMOVE THEIR GLOVES, HELMET AND COAT (AS WEATHER ALLOWS). THE REHAB OFFICER WILL RECORD THE F/F NAME AND THE TIME HE/SHE ENTERED THE SECTOR. EMS PERSONNEL WILL OBTAIN VITAL SIGNS WHICH WILL BE CONVEYED TO THE REHAB OFFICER. A CHART OF NORMAL VITAL SIGNS WILL BE AVAILABLE FOR COMPARISON.

**A MEMBER WILL GO TO THE REHAB UNIT UPON FINISHING ONE BOTTLE, OR AT THE DISCRETION OF AN OFFICER, OR IF THEY FEEL THE NEED FOR MEDICAL AID.**

WHILE IN REHAB, FIREFIGHTERS WILL BE GIVEN WATER TO DRINK PLUS ANY MEDICAL REQUIRED. ALL TREATMENT MUST BE ENTERED AND LOGGED BY THE REHAB OFFICER.

A FIREFIGHTER MAY LEAVE THE SECTOR AFTER PROPER REST AND REHYDRATION PROVIDED ALL VITAL SIGNS ARE WITHIN ACCEPTABLE RANGE. THE

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

(REHABILITATION CONTINUED)

EXIT TIME SHOULD BE RECORDED. THE FIREFIGHTER SHOULD THEN REPORT BACK TO STAGING FOR REASSIGNMENT.

IF A FIREFIGHTER IS DETERMINED TO BE UNFIT TO RETURN FOR REASSIGNMENT, HE WILL REMAIN IN THE REHAB SECTOR FOR FURTHER EVALUATION OR BE TRANSPORTED TO THE HOSPITAL. THE I.C. SHOULD BE NOTIFIED IMMEDIATELY.

UPON SECURING THE REHAB SECTOR, COPIES OF ALL RELATED MEDICAL SHEETS MUST GO TO THE INCIDENT COMMANDER FOR FILING WITH THE FIRE REPORT.

# Standard Operating Guidelines

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COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)

**OPERATING GUIDELINE #31**

**EQUIPMENT CLEAN-UP AFTER ALARMS**

UNLESS SPECIFICALLY ASSIGNED BY AN OFFICER, IT IS THE RESPONSIBILITY OF ALL MEMBERS TO INSPECT AND IF NEEDED, CLEAN, REFILL AND GENERALLY SQUARE AWAY ALL EQUIPMENT USED BY THAT INDIVIDUAL DURING AN ALARM IN ORDER TO BE PUT BACK INTO SERVICE.



# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

### OPERATING GUIDELINE #32

#### **WEATHER RELATED STANDBY EMERGENCIES**

The purpose of this operating guideline is to guide the Chiefs and Company Officers in the event that a standby emergency is declared. The Chief of the Department or his designate will declare a standby. In order for this standby to run smoothly, the following actions must take place:

1. Dispatcher will activate over the general tone. 2-11-0 on the air with a Signal 9, all members report to your respective stations, use extreme caution while responding due to hazardous road conditions if applicable.
2. Company Officers or senior member in the stations or headquarters will notify O.I.C. who will be assigned at headquarters, of all manpower status. This will be done on an hourly basis. The purpose of this will be to necessitate procurement of a Signal 8. The O.I.C. of the standby will be in charge of ordering all food and the distribution of the Signal 8 to all stations.
3. While a Signal 9 is in effect, there will be no Signal 15's unless cleared through the O.I.C. at headquarters.
4. All members MUST do the following once you reach your station:
  - The Company chauffeurs will check fuel on all vehicles.
  - All portable radios/batteries to be fully charged and checked.
  - If standby is declared during the nighttime, members should think about bringing with themselves blankets, pillows, sleeping bags, etc.
  - Officers to constantly monitor conditions in or around station and report to O.I.C. or dispatcher.
  - Dispatcher will monitor weather conditions on scanner and receive weather faxes. These will be provided to the O.I.C.
  - If District Mechanic is working and out plowing and you feel you might need a plow to the area you are responding to, do not hesitate to call him.

# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

(EMERGENCIES CONTINUED)

In the event that headquarters is used for an evacuation site, the upstairs hall will be utilized. We will try to make their stay as comfortable as possible.

*\*\*Normal Response policies will remain the same, but 2-11-10 will be set up to respond if Chief or Company Officer feels it would benefit the Department.*

Members in headquarters CAN utilize 2-11-10 during an emergency due to the fact that it has four wheel drive capabilities. This unit will respond with a three-member crew. The following should be added to the vehicle:

- a. At least one pre-connect 1  $\frac{3}{4}$  200' with TFT nozzle.
- b. Full booster tank 500 gallons.
- c. Portable radio.
- d. 2 S.C.B.A.'s.
- e. 3" hose.
- f. K-12 saw/gas
- g. Set of irons.
- h. Hydrant wrench and single gate.

When responding to alarms, first arriving unit will report conditions immediately and be the only vehicle to enter the block, all other vehicles will remain at the corner or intersection on a Signal 9, so as not to commit themselves. All units will return to respective stations as soon as possible if not needed.

All alarm information will be relayed to dispatcher on duty upon return to any station. The O.I.C. will fill out any necessary paperwork.

No one will be permitted in the radio room unless conducting official business (*i.e.*, necessary telephone calls, procuring Signal 8, weather updates).

Members will be excused from standing by only after notifying Officers in charge. This is necessary for an accurate account of manpower in all stations.

Members responding to stations will be asked to park in designated areas so district employees who are doing plowing can keep areas clean of snow/ice to facilitate the response to alarms. From time to time members will be asked to move their cars.

It might be in the best interest of the Department, if no chauffeurs are available

# Standard Operating Guidelines

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## COMMACK FIRE DEPARTMENT OPERATING GUIDELINES (Revised 04/2019)

(EMERGENCIES CONTINUED)

in a station, to take the manpower and move it to a station that has a chauffeur and needs manpower. This will be the duty of the senior ranking officer to see that this is done.

All vehicles will be rinsed off immediately after all responses to rid vehicles of any salt/grime.

All apparatus will respond with at least a 4 person crew, unless ordered to do otherwise by the O.I.C.

Officers in charge at respective stations should have set crews (chauffeur, nozzle man, forcible entry team, etc.) remembering responses from other stations could be greatly delayed due to the weather.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

(EMERGENCIES CONTINUED)

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All vehicles will be rinsed off immediately after all responses to rid vehicles of any salt/grime.

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Officers in charge at respective stations should have set crews (chauffeur, nozzle man, forcible entry team, etc.) remembering responses from other stations could be greatly delayed due to the weather.

# Standard Operating Guidelines

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**COMMACK FIRE DEPARTMENT  
OPERATING GUIDELINES  
(Revised 04/2019)**

**OPERATING GUIDELINE #33**

**TRAINING CENTER  
RULES AND REGULATIONS**

- FACILITY NEEDS TO BE RESERVED IN ADVANCE WITH TRAINING CHIEF TO MAKE SURE OF NO OTHER CONFLICTS
- AN OFFICER OR LEAD TRAINING COMMITTEE MEMBER MUST BE PRESENT AT THE DRILL.
- ANY DEBRIS AS A RESULT OF THE DRILL NEEDS TO BE CLEANED UP IMMEDIATELY.
- NO LIVE BURNING IN THE TRAINING BUILDING WITHOUT AUTHORIZATION FROM THE CHIEFS OFFICE AND FIRE MARSHAL. BOTH MUST BE PRESENT IN ORDER FOR SUCH TRAINING TO OCCUR.
- ALL DOORS MUST BE LOCKED PRIOR TO LEAVING.
- AN ATTENDANCE ROSTER (AS USUAL) MUST BE FILLED OUT FOR EACH DRILL.
- TRAINING WITH OTHER DEPARTMENT'S MUST BE APPROVED BY THE CHIEF'S OFFICE.
- THE TRAINING FACILITY WILL ONLY BE USED FOR FIRE DEPARTMENT TRAINING.





# Commack Fire Department

## Training Division



<b>Badge#</b>	<b>Name:</b>
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<b>Date</b> _ / _ / _
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### Standard Operating Guidelines

TASK	Pass	Fail	COMMENTS
Understands the difference between an SOG and Chiefs order			
Understands chain of command			
Understands general safety rules and PPE			
Identifies how to properly utilize accountability system			
Properly demonstrates how to make emergency transmissions			
Verbalizes the responsibilities of 1 <sup>st</sup> and 2 <sup>nd</sup> due engines and ladders at residential fires			
Verbalizes the responsibilities of the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> due engines and ladders at commercial/industrial fires			
Understands the most important part of Hazmat alarms			
Understands probationary member rules			

**PASSED ALL SKILLS**

<b>Evaluator:</b>	<b>Signature</b>
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## OPERATING GUIDELINE #36

### PAK-TRACKER

#### PURPOSE:

- To ensure that the Pak-Tracker is readily available at the command post during all working fires and or when the O.I.C. deems it necessary.

#### RESPONSIBILITIES:

- Upon the activation of a working fire it will be the responsibility of the chauffeurs of **2-11-1** and the **3<sup>rd</sup> due Engine** to deliver their respective Pak-Trackers to the command post after completing all of their primary duties within the scope of the fire ground operations. *(NOTE: chauffeurs will at NO point leave their apparatus unattended if in fact their apparatus is directly involved with operations such as pumping/flowing water or the operation of the ladder)*

#### ASSIGNMENTS:

- The O.I.C. will assign one (1) Pak-Tracker to a safety officer.
- The second Pak-Tracker will remain at the command post reserved for the Rapid Intervention Team. The O.I.C. will designate one (1) C.F.D. member to be assigned to the incoming Rapid Intervention Team. This member will accompany the Rapid Intervention Team if deployed and monitor the Pak-Tracker at all times. *(NOTE: The member who is designated as the Pak-Tracker monitor assigned to the Rapid Intervention Team will remain at the command post at all times unless relieved by and only by the O.I.C.)*

**ALL PAK-TRACKERS THAT ARE BROUGHT TO THE COMMAND POST MUST REMAIN IN THE MONITORING MODE. THIS WILL ALLOW THE PAK-TRACKER TO CAPTURE BOTH INITIAL AND SUBSEQUENT PASS ALARM ACTIVATIONS AND ENSURES CONTINUOUS MONITORING FOR DISTRESS SIGNALS.**



**Standard Operating Guidelines SOG's**

Written: 9/2022

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