



**Office of the Chief of the Department
Policy Memorandum**

Policy #: 2002-07 **Date Issued:** May 24, 2002 **Revised:**
Issued by: Dan Paolini, Chief _____ **Effective:** Immediately
Subject: Additional Standard Operating Guidelines

The following additions to the EFD standard operating guidelines shall take effect immediately:

#01 – General Fire Department Guidelines

01.01 Addition to definitions

CREW – The personnel on the apparatus, other than the driver/operator, available to perform the activities on a particular incident.

#04 – Apparatus Response Guidelines

- 04.07 For mutual aid Cover Assignments, only a Class-A Pumper with a minimum crew of four, with at least two interior firefighters, shall respond. **Monday through Friday, daytime (6 – 6), after waiting two minutes after the second dispatch, the cover engine may respond with a driver and two interior firefighters.**
- 04.11 When responding, the apparatus radio operator will indicate the number of interior firefighters responding with full turn-out gear (including the driver if appropriate), as in “3412 responding with three” or “3421 responding with five”.
- 04.12 All apparatus in the Station shall continue to respond even after a “Reduced Speed” order is given, until a “Recall” is transmitted. When dispatched as mutual aid to the fire ground, all properly crewed apparatus in the Station shall respond until recalled.
- 04.13 All but first arriving Engine shall report to Primary Staging at the closest hydrant or intersection to the incident, to insure that the apparatus can react to instructions from Command. This is particularly critical for incidents on dead-end streets or with limited driveway or parking capabilities, or when there is significant traffic blocking the scene. Only the first arriving apparatus shall approach the immediate scene unless instructed by Command. During working incidents, all manpower shall report to Division A with appropriate tools and equipment unless otherwise directed.
- 04.14 In accordance with Central Communications guidelines, only the first-arriving apparatus, regardless of Station, shall announce to Central arrival on location. The first arriving apparatus can request instructions from Command when approaching, but shall not announce “On Location” until at the incident scene. Subsequent arriving apparatus can advise Command when approaching their staging positions.

Station 341



Station 342

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- 04.15 It is the ultimate responsibility of the driver/operator to determine the correct location and best route of travel before responding to an incident. Once en route, the senior officer of the apparatus shares a responsibility to direct the apparatus to the correct location and to position the apparatus according to fire department guidelines. The driver/operator retains the responsibility to operate the apparatus safely and according to fire department guidelines. The radio operator shall request confirmation of exact location if there is any question or confusion.
 - 04.16 When the department's Fire Police have been dispatched for an assignment, the primary role of the department's Fire Police apparatus shall be to respond to that assignment.
 - 04.17 When Fire Police apparatus respond to working fires or rescue incidents with a crew of one or more qualified firefighters in addition to the driver/operator, the Fire Police apparatus shall respond to the scene to deliver the firefighters and pick up any fire police at the scene before handling fire police assignments, unless otherwise directed by the Incident Commander.
 - 04.18 Unless otherwise directed by the Incident Commander, when directed to send a crew forward, only the personnel available and qualified shall be sent forward. The driver/operator and any other personnel needed to assist the driver/operator or not qualified to enter a hot zone shall remain with the apparatus.
 - 04.19 Unless otherwise directed by the Incident Commander, driver/operators of any department apparatus shall remain with their vehicles at all times. No driver/operator shall abandon their post without first securing an authorized driver/operator as their replacement.

#7 - Personnel with Medical Restrictions

- 07.01** Any member that has been restricted from performing *any of* his or her regular fire department duties by a medical authority shall notify the Department Chief and the station Deputy Chief immediately. A copy of the medical restriction shall be made part of the member's personnel file.
- 07.02** Upon providing a notice *restricting the member from all regular fire department duties*, the member shall be removed from the riding list until written medical clearance has been provided to the Department Chief and the station Deputy Chief. A copy of the medical clearance shall be made part of the member's personnel file.



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#09 – Incident Command System

09.06 In accordance with N. J. A. C. 5:75-2, the Eastampton Fire-Rescue Department has adopted the New Jersey Incident Management System as its Incident Command System.

09.07 The following guidelines will be used to “Pass Command”, to reduce the number of times that Command will be changed. The hierarchy of command will be determined using the following chart, from lowest to highest. If a higher-ranking officer is first arriving, then the hierarchy of command will begin at that level.

- 09.07.01 The first-arriving unit without an EFD line officer
- 09.07.02 The first-arriving EFD company officer (Captain or Lieutenant)
- 09.07.03 The first-arriving EFD chief officer (Chief, Deputy, Assistant)
- 09.07.04 The senior EFD officer responding to the incident, upon his or her arrival

09.08 If mutual aid chief officers respond on an incident, the following guidelines shall be followed:

- 09.08.01 In the absence of any EFD line officer, when one of the following mutual aid chiefs has responded (1710, 1900, 5000, 2700, 1300), the driver of the first arriving apparatus shall assign command to that chief officer. The use of lower ranking mutual aid chief officers is discretionary.
- 09.08.02 In the absence of any EFD chief officer, when one of the following mutual aid chiefs has responded (1710, 1900, 5000, 2700, 1300), EFD company officers are encouraged to use the mutual aid chief officer where appropriate. The use of lower ranking mutual aid chief officers is discretionary.

09.09 Under all circumstances, it is the responsibility of the incident commander to staff the incident properly. Request and use mutual aid when insufficient personnel are present to fill all of the roles required by the incident.

#15 – Electrical Energy Guidelines

15.04 Personnel shall not handle downed utility lines of any type unless a electric utility representative as notified Command that the lines are not energized. Even telephone and cable lines can be energized, and commercial buildings can have more than one source of power. If a victim’s life is in danger, Command may authorize an attempt to remove utility lines using accepted practices, but shall not put personnel at risk without taking all appropriate precautions.