

Oswego Town Volunteer Fire Department

Best Practices



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Response of Personnel

1. Alarms will be dispatched by the Oswego County 911 Center using the provided pager. All active members who will be responding on alarms will be issued a pager. Secondly to pagers the IamResponding system will be used to send a text message with alarm information to the member's phone.
2. Upon notification of an alarm, all members who are responding to the alarm will use the IamResponding system to notify the department of their response to the alarm. Members shall either call into the system or utilize the phone application prior to driving. No member should be utilizing their phone while responding in a personnel vehicle or district vehicle. Personnel authorized to use blue lights while responding shall observe all New York State Vehicle Laws. The Chiefs can revoke blue light authorization at any time.
3. All available personnel who are responding to the alarm will respond to the fire station upon notification of an alarm. The Chiefs, Fire Police Captain and medical personnel who have the approval of the line officers may respond directly to the scene. The Chiefs may respond to the scene of any alarm. The Fire Police Captain and medical providers may respond to the scene of an alarm if the alarm is of a type that requires an immediate response from them. For example medical providers who have approval may respond to the scene for EMS calls while the Fire Police Captain can respond to a scene that will need immediate traffic control.
4. The department base station radio should be manned during every alarm unless all personnel are required at the scene. If possible this radio should be manned to ensure the Officer in Charge can contact the remaining available manpower that is standing by at the station. This manpower may be needed at the scene or sent to another alarm.
5. All personnel will remain at the station until released by an officer. All equipment must be cleaned, maintained or restocked to return the vehicle to usable status, prior to any personnel leaving the station.

Apparatus Response

1. Apparatus will not leave the station until all personnel are secured with seat belts. The apparatus will be filled with trained and qualified personnel first. For example, if responding to a structure fire, SCBA personnel will fill the apparatus first. Non-SCBA and medical will be seated after all SCBA personnel. Apparatus seating occupancy unless otherwise directed by an officer will be as follows:
 - 3421- 7 personnel maximum, 4 minimum
 - 3412- 6 personnel maximum, 4 minimum
 - 3462- 5 personnel maximum, 2 minimum
 - 3471- 5 personnel maximum, 2 minimum

2. Apparatus should respond to alarms in the following order unless otherwise directed by an officer.

SUNY	3412	3421	3462	3471
Structure fire	3412	3421	3462	3471
Grass fire	3471	3421		
Vehicle fire	3412	3421	3471	
Motor Vehicle Accident	3421	3462	3471	
C.O. Investigations	3412			
E.M.S.	3462			
Rope Rescue	3471 w/ Special Ops trailer			3462
Ice Rescue	3471 w/ Special Ops trailer			3462
Water Rescue	3471 w/ Special Ops trailer			3462

Mutual aid:

- 3412 will be first due for mutual aid requests.
- A minimum of 4 SCBA qualified personnel will respond to all requests for manpower. A minimum of 6 RIT/SCBA personnel will respond to all RIT requests.
- 3421 will respond for any mutual aid requests that involve drafting.
- Other vehicles will respond as requested by mutual aid department.
- If multiple chiefs are available for a mutual aid call at least one chief should remain in Oswego Town territory to cover any alarms in our home area, unless needed for additional manpower to fulfill an assignment.

Personal Protective Equipment (PPE)

1. Personal Protective Equipment (PPE) is the protective garments that a firefighter or medical provider will wear to protect themselves. This may be to protect from thermal damage, damage from sharp objects or protection from blood borne pathogens. Some form of PPE will be necessary on almost all calls. Personnel will be trained on the proper use of PPE and will be regularly drilled on proper PPE utilization.

2. When utilizing PPE, personnel will properly wear all PPE that is required of the situation. For example, when responding to a structure fire, full structural PPE will be worn. Full PPE will include but is not limited to the following:
 - Structural firefighting boots
 - Structural firefighting pants
 - Structural firefighting coat
 - Structural firefighting gloves (gauntlet or wristlet depending on coat style)
 - Structural firefighting protective hood
 - Structural firefighting helmet
 - Self-Contained Breathing Apparatus (SCBA) with mask
 - Department issued accountability tags (2)

3. When responding on all calls members shall wear the provided traffic safety vest. This vest is used to improve the visibility of personnel and also to act as an identifier as a member of the fire department. Members may wear an approved traffic safety coat, approval must come from the Chief. Vests will not be worn when personnel are wearing SCBA.

4. All personnel will be supplied with full PPE at no cost to the member. The Oswego Town Volunteer Fire Department will supply all PPE to the members. If a member wishes to provide their own equipment, the equipment must be approved by the Chief.

5. Personnel are responsible for the maintenance and inspection of the gear assigned to them. Monthly gear checks and inspections will be done by personnel and noted on the inspection sheet provided. The inspection sheets will be checked at the first maintenance night of the month. Any member who did not sign off on the previous month will have their gear removed from their locker until the inspection is complete. Per the District gear policy there will be an annual gear check done by the officers of

the department. All members will go through an extensive gear check lead by the officers looking for defects or damage. This is a mandatory annual inspection. If any damage or defects are noted during any inspection it is the responsibility of the member to notify the Chief or Officer in Charge as soon as possible.

Self-Contained Breathing Apparatus (SCBA)

1. Self-Contained Breathing Apparatus (SCBA) shall be used in any situation in which there is a question to the purity of ambient air. SCBA will allow personnel to breathe a quality breathing air in an unstable environment. Any environment that is deemed Immediately Dangerous to Life and Health (IDLH) or that is an unknown environment will signify the use of SCBA by all personnel entering the area. While utilizing SCBA, full PPE will be worn and it will be worn properly by all personnel entering the environment in question.
2. Any personnel that wishes to become SCBA qualified will undergo a medical physical that is approved by the department physician. This physical will include but is not limited to a pulmonary function test, EKG, eye exam and blood testing. Other tests may be ordered by the department physician. If the department physician approves the results of the personnel's physical the member will now have an SCBA mask fit test.
3. All personnel who have approval from the department physician and a current mask fit test will be allowed to train with the SCBA. To become SCBA qualified personnel will complete the New York State Firefighter I course. Upon completion of the course personnel will then undergo SCBA training provided by the department. This training will allow personnel to further educate themselves and practice SCBA skills. Personnel will be asked to participate in multiple SCBA related drill nights prior to the Line Officers making a decision. If the majority of the Line Officers feel the member is competent in SCBA and firefighting skills the member will become SCBA qualified.
4. No personnel will be allowed to utilize SCBA if there is any doubt of their ability at the time. This is at the discretion of the Officer in Charge or Safety Officer. No personnel with any facial hair that interferes with the SCBA face mask seal will be allowed to utilize SCBA. Interference with the seal will be determined by the Officer in Charge or Safety Officer.
5. Personnel utilizing SCBA will work in minimum teams of two personnel. A minimum of two SCBA qualified personnel should remain out of the IDLH and act as the Rapid Intervention Team (RIT) until the assigned RIT has arrived on scene.
6. Upon expiration of the air in the SCBA cylinder all personnel should report to rehabilitation. Personnel should remove enough PPE to properly cool themselves down. Personnel should sip on water and have their vitals taken by EMS. EMS has the final say on fitness to continue. If personnel exhibits signs of fatigue, abnormal vital signs or incomplete/defective PPE the EMT shall report to either the Manpower Officer or Command and notify them of the firefighters change in status to unfit for duty.

Initial Fire Attack

1. Upon alarm of a structure fire all personnel will respond in accordance with the Response of Personnel Best Practice. Apparatus will respond to the scene in accordance with the Apparatus Response Best Practice.
2. Only SCBA qualified personnel will be involved with interior attack. SCBA personnel may also be needed for exterior attack depending on smoke conditions.
3. On arrival at the scene the first due engine should set priority on placing the first attack line in service. Attack line will be at minimum a 1 and $\frac{3}{4}$ inch handline. No forestry hose or "Booster reel" will be acceptable for attack line. A backup line of equal or greater diameter hose should be placed into service as soon as possible.
4. Prior to entering the structure all personnel will "tag in" using their assigned accountability tag. All personnel must ensure they have "tagged in" as this system may be needed to determine if personnel are missing. If personnel are not tagged in it may not be known they are missing during a fireground emergency. Personnel will leave one tag on the apparatus they responded on. The second tag will be left with the accountability officer or on the accountability post that will be placed near the entrance to the structure. Upon exiting the structure personnel must retrieve their tag and "tag out".
5. The initial attack crew should locate the seat of the fire and begin extinguishment. If possible the initial attack crew should close any doors that are open to uninvolved rooms to confine the fire to its current location.
6. Ventilation or search and rescue may have a higher priority if needed. The initial attack line should be placed into service while the remainder of the crew performs either ventilation or search and rescue. The fireground is a fluid and ever changing environment. All personnel must be ready to perform any task that is necessary.
7. Ventilation should be a coordinated effort with the initial attack line. Ventilation should not take place until the attack line is in place and ready to begin attack. Ventilation should be called for by the interior attack crew.
8. The second due apparatus should prepare to stretch a water supply to the attack engine. The second due crew should establish a hydrant connection in accordance with proper practice established by NYS OFPC training division. At the discretion of the Officer in Charge the first due engine may stretch a supply line.

9. No interior operations will be conducted during an exterior attack. The Officer in Charge should determine one mode of operation. Operations will be either interior or exterior only. A transitional attack can be utilized if it is determined to be the best tactic.

10. Upon determining that interior operations must cease and all personnel must evacuate the building the Incident Commander will call for an evacuation. Incident Command will call the evacuation order over "Talk 3" on the County radio system. Upon completion of the radio call continuous air horn blasts will be transmitted by the apparatus operators. Upon signal of evacuation all interior operations will cease and all personnel will exit the structure and report to manpower. Command should call for a Personnel Accountability Report (PAR) to ensure all manpower has exited the structure. Accountability tags that have not been collected need to be investigated immediately to determine if personnel are missing or not.

High Rise Fire Operations

Upon an alarm of fire at a high rise occupancy all personnel should ready themselves for a manpower intensive and complicated operation. High rise operations are extremely different from the normal residential structure fire we are used to. Many things need to be done differently keeping in mind that personnel operating on a high rise fire cannot simply walk out to the apparatus to retrieve the tools needed.

1. Upon confirmation of a working fire at a high rise location Incident Command should bring the alarm to at least a second alarm fire. A highrise fire will need as much manpower as possible. Start mutual aid early.
2. First arriving apparatus should immediately establish a water supply and connect to the buildings Fire Department Connection (FDC). The FDC will feed the standpipe system for firefighting operations. Ensuring the buildings fire systems have substantial water is paramount.
3. Personnel must bring all tools and supplies that may be necessary into the building with them. All personnel must bring an additional SCBA cylinder to the staging floor. Crews need to bring the highrise hose pack and highrise tool/door chock pack to the staging floor. Additional sets of tools including axes, halligans, hooks additional lengths of attack hose, etc should be brought to the staging floor.
4. Personnel will stage on the floor below the reported fire floor. Personnel will utilize the stairs and not the elevator to reach the staging floor. Elevators will not be utilized until it can be deemed safe to do so. On the staging floor personnel will leave all additional tools and SCBA cylinders. Personnel should scout the staging floor to learn the floor plan of the fire floor. Many times high rise buildings are built with identical floors from top to bottom.
5. EMS should be brought to the staging floor to man a rehabilitation and treatment sector. It will not be efficient to bring all firefighters down to the ground floor for rehab. Any patients resulting from the fire will need immediate treatment. EMS should stage on the staging floor to offer the quickest treatment time possible. EMS must bring all supplies necessary; airway bag, AED and rehab supplies. If ALS is available then all ALS equipment will be brought to staging floor
6. A manpower pool must be established as soon as possible. Incident Command should start a substantial amount of manpower to the scene. On the staging floor there should be a Manpower Officer. This officer should arrange and assign crews as necessary. If more manpower is necessary then the Manpower Officer should request additional resources from Incident Command.

7. Attack crews will connect to the buildings stand pipe system on the floor below the fire floor. The 2.5” hose will be stretched to the door of the fire floor. A “gated Y” will be placed with the attack line attached. A smoothbore nozzle will be utilized for highrise fires due to the lesser pressures needed to function properly.
8. Search and Rescue and Ventilation crews should scout the floor below the fire floor to learn the floor plan of the building. High rise buildings can have a confusing floor plan when in low visibility conditions. Search and Ventilation crews do not have a hoseline to guide them back out. Thermal Imaging Cameras (TICs) should be with each search or vent crew to guide them. TICs can make for a more complete and efficient search.

Vehicle Fires

1. Apparatus response will be in accordance with the Apparatus Response Best Practice. All personnel who are actively engaged in firefighting will wear full PPE in accordance with the Personal Protective Equipment Best Practice. Only SCBA qualified personnel wearing full PPE will engage in firefighting activities and overhaul of the vehicle.
2. Initial attack should be made with two pre-connected handlines. The first handline will be utilized as the attack line while the second line will be utilized as the backup line. If possible the attack line should be a foam capable line.
3. Fire attack should be from the corners of the vehicle. Personnel who attack the fire from the corners place themselves in the safer position than directly in front or along the side of the vehicle. Modern vehicles have many pressurized components that may explode and place personnel in danger if they are not at the corners of the vehicle.
4. All areas of the vehicle should be checked for fire. The vehicle should have all areas open that are applicable to the vehicle; trunk, engine compartment, passenger compartment, etc.
5. The second due apparatus should prepare to connect to a water supply and supplement the tank water of the first due apparatus. Any personnel not needed to connect to the water supply should report to manpower and await an assignment.
6. Special consideration should be given to the added difficulties encountered with hybrid and all electric vehicles. Hybrid vehicles could still be running without responders knowing. The motors can run so quietly there may be no sign that the vehicle is still under power. During fire attack there is no difference in the way hybrid vehicle fires are handled. During overhaul and investigation responders must use care not to come into contact with the high voltage cables. These cables are usually a bright orange color but could be discolored due to the fire. When in doubt check with a definitive source. Many specialized apps can be downloaded showing responders where dangerous components may be.

Rapid Intervention Team (RIT)

1. 3412 should respond to all requests for the Rapid Intervention Team (RIT) with a qualified crew. Seating assignments on 3412 should be first given to RIT qualified members and then by seniority to those who are SCBA qualified but not RIT qualified. 3412 Should not respond until a full qualified crew is onboard or all RIT qualified members on IamResponding are currently on the apparatus, whichever occurs first. A full qualified crew will consist of 6 RIT/SCBA personnel. 3412 will not respond without a 6 person RIT crew. On scene Oswego Town Chiefs may be used to fill the RIT/SCBA positions to achieve the 6 man minimum.
2. Crew members will be considered qualified after completing a minimum of:
 - Firefighter I or equivalent
 - Firefighter Survival or equivalent
 - Firefighter Assistance and Search Team (FAST) or approved equivalent
 - OTVFD “in-house” RIT training
 - Approval of Line Officers Committee
3. On arrival of the first Chief Officer (or highest ranking officer in absence of a Chief) they will assume RIT command and a face to face briefing and status report should be obtained from incident command.
4. After the briefing the RIT officer should do a 360 degree walk around of the structure and then report back to incident command with their own status report. Other RIT members are encouraged to do a walk around if time/conditions allow.
5. The RIT officer will then report to his crew all information obtained from the briefing and walk around. Information should include:
 - Location of fire (side of structure, floor level etc)
 - Number of firefighters currently interior and best known location
 - Special hazards noticed on structure (wires, compromised structure, etc
6. On arrival of RIT at the scene a staging area should be setup as close to incident command and the ‘A’ side of the structure as possible. A tarp should be placed on the ground to protect all tools. A suggested tool cache should include:
 - 2 sets of irons (halligan and flat head axe)
 - 1 short pike pole
 - Chain saw
 - Thermal Imaging Camera (TIC)
 - RIT rope bag
 - Portable lighting (box lights)

- RIT pack and/or Spare SCBA
 - Portable radio for each crew member (if possible)
 - Stokes basket (place all tools in while carrying)
7. After the staging area is setup RIT members should then place a ground ladder in at least one (1) window on each side of the structure on every floor above the ground floor. Ladders should be set with either a climbing or bailout angle. A mix of each is preferred. While laddering the structure the crews should be obtaining their own 360 degree size-up of the structure.
 8. The RIT team should be ready to respond to a call for service at all times. RIT can be used for any exterior assignment needed but must be able to immediately abandon that assignment for RIT operations. A state of readiness includes:
 - Full and proper PPE
 - SCBA cylinder full and turned on
 - A ready RIT firefighter should only have to “mask up”
 9. On notification of RIT operations, RIT command should request a second RIT be started to the scene, and additional EMS resources should also be started to the scene.
 10. RIT should attempt to obtain the following information before entering the structure
 - Reason for activation (Disoriented, collapse, man down, etc.)
 - Number of firefighters in trouble
 - Last known location of firefighter(s)
 - Current air supply left
 - Injuries to firefighter(s)
 - Are the firefighter(s) trapped or pinned?
 11. RIT should enter the structure with all tools deemed necessary to effect a rescue of the firefighter(s) in trouble. Do not under estimate what you may need, if possible bring everything.
 12. RIT should refer to their training in the Firefighter Assistance and Search Team (FAST) training for methods of rescuing a firefighter(s) in trouble.
 13. On completion of the RIT evolution all crew members that participate in the evolution WILL go to rehab to be evaluated by EMS. After all members have been cleared by EMS the incident should be turned over to a new standby RIT and the OTVFD RIT should be released from the scene and returned to quarters. All members that participated in the RIT evolution should report all injuries, physical or psychological, to the Officer in Charge prior to being released from the incident.

Automatic Alarms

1. First responding apparatus and Chiefs will respond Priority to automatic alarms. Subsequent apparatus will respond Non-Priority unless directed so by command or additional reports from dispatch.
2. All members will respond to the fire station, as per Response Best Practices. The Officer in Charge is responsible for determining the overall response to the alarm. The Officer In Charge can cancel units based on information given to them by dispatch. Requests to cancel from the homeowner or alarm company may be accepted for cancellation. If any doubt exists a unit should continue to the scene to investigate.
3. For alarms on the SUNY Oswego campus the Officer In Charge should monitor the Oswego Town Ops channel for an update from University Police. The OIC can cancel units based on reports from University Police. If any doubt exists a unit should continue to the scene to investigate.
4. If units are cancelled prior to responding all personnel should still report to the station. Only those personnel who arrive at the station and sign in will receive credit for the alarm.

Driver Policy

1. Any driver of an emergency vehicle involved in a motor vehicle accident will undergo mandatory drug/alcohol testing per the Oswego Town Fire District Alcohol/Drug Policy.
2. If any Department of Health certified vehicles are involved in a motor vehicle accident, the Department of Health must be notified verbally within one (1) day. Written notification must be made within five (5) days.
3. Driver training program should include, but not be limited to the following: Preventative maintenance, record keeping, legal requirements, defensive driving and unusual circumstances driving, specific training of vehicle functions, such as vehicle systems, pumps, tanks, aerial devices, hydraulics etc. should be included as determined by the emergency service organization. The candidate should also demonstrate their driving ability to the officers of the emergency service organization with the following conditions.
 - a) The trainee's driving of emergency vehicles shall be limited to training and non-emergency activities. Between the ages of eighteen (18) to twenty-one (21), any candidate who has demonstrated exceptional abilities with their personal driving, may become an emergency vehicle driver trainee. The individual shall remain on this trainee list until their twenty-first (21st) birthday. During this time candidates will meet the requirements of a training program established by the Oswego Town Fire District.
 - b) Detailed training records should be kept on all trainees during their training period. The training records should include, but not be limited to hands-on experience and classroom time on theory, (four (4) hours classroom, ten (10) hours "hands-on" minimum annually). The insurance company's Emergency Vehicle Driver Training Program can be used to complete both hands-on and classroom training. The insurance company's record keeping forms also can be used.
4. All drivers will participate in the NYS LENS program. The Board of Fire Commissioners and Chiefs will handle any notifications related to the LENS program

Emergency Vehicle Drivers

1. No personnel under the age of twenty one (21) will be allowed to operate an emergency vehicle while responding to an alarm. (See Driver Policy 3 a).
2. All personnel who operate emergency vehicles shall possess a valid New York State Driver's License.
3. No personnel will operate an emergency vehicle without approval by the line officers.
4. Personnel who are eligible drivers should notify the Chief of any license suspension or revocation. (See Driver Policy 4)
5. All personnel who drive and operate an Emergency Vehicle will do so with due regard for the safety of their crew and the general public. All emergency vehicle drivers will operate within the standards set forth by the New York State Office of Fire Prevention and Control, as taught in the Emergency Vehicle Operators Course (EVOC). All personnel will be held to the highest safety standard while operating an emergency vehicle.
6. Any personnel who witness an incident or driving behavior that they feel is unsafe will immediately report the incident to the Officer in Charge and the incident will be investigated.
7. Company officers are also responsible for the actions of their drivers. Any action that is unsafe will be handled by the company officer immediately. Example: if the emergency vehicle driver is driving at a speed that is inappropriate the officer will order the driver to correct their speed.
 - a. The line officers of the department should be qualified to drive all apparatus and operate all related equipment on the apparatus. Officers are also responsible for ensuring that emergency vehicle drivers are operating in a safe manner. Officers should be able to perform all functions that they may be responsible to oversee.

Radio Operations

1. All radio communications to fire dispatch should be on channel Fire 1 (A-1).
2. All single company operations (e.g. Oswego Town + ambulance) should take place on channel Fire 2 (34-OPS). Communication with the ambulance will be on EMS 3 (B-3)
3. All multiple company (departments) operations, requiring truck to truck conversations, should take place on the dispatch assigned fire ground channel. Fire 7 – Fire 13 (A-7 – A 13)
4. All fire ground operations should take place on a talk group channel Fire 3 – Fire 6 (A3-A6).
5. Upon dispatch, first responding chief needs to call “responding” to dispatch on Fire 1. Any other responding Chiefs will call “responding” on Ops Channel Fire 2(34-OPS). First arriving Chief shall call on scene, with a report, to dispatch on Fire 1. All other chiefs do not need to call on scene.
6. All apparatus responding should call responding on Fire 1 then switch to Fire 2 for instructions while responding. Once on scene switch to the assigned talk group. Only the first arriving apparatus should call arrived with dispatch on Fire 1.
7. All communication between the base station and command should be done on Fire 2(34-OPS).
8. Firefighter radios (charging in the rear of 3421, 3412), unless operated by an officer, should be left on assigned talk group with the scan option OFF. All radios that are not in use should be left in the charger in the off position to allow for complete charging.
9. Default Channels for Oswego Town operations.
 - a. Fire 1 communicate with dispatch
 - b. Fire 2 ops channel for communication between units prior to arrival on scene.
 - c. Fire 3 regular talk group used on scene unless directed otherwise by command to switch to Fire 4-6.

Public Information

1. All requests for information about an incident should be directed to the Officer in Charge or his/her designated Public Information Officer (PIO).
2. During mutual aid responses, all requests for information should be directed to the Officer in Charge of the home department.
3. Immediately notify the Officer in Charge if unauthorized personnel are releasing information.
4. Amateur photographers and news media may take photographs and video tape at a safe distance at the discretion of the Officer in Charge. They must remain a safe distance away from the incident and may not enter any involved structures. At no point will any unauthorized personnel (Non-first responder) be allowed into any area that will compromise patient confidentiality.
5. No information concerning incidents under investigation should be released. Questions and information concerning suspicious incidents should be directed to the appropriate law agency.

Accident Victim Extrication

1. Personnel are to respond to the station in accordance with the Response of Personnel Best Practice. Apparatus response and personal protective equipment are to be used in accordance with respective best practices.
2. First arriving personnel should do a scene size up and determine any hazards that must be mitigated immediately to secure the scene. First arriving EMS personnel should rapid triage all patients on the scene to determine order of extrication.
3. Vehicle stabilization should take place prior to entry. During all steps of the evolution personnel should take great care not to shake, rock or shock the vehicle in any significant manner. Any patient movement due to these actions could cause further injury.
4. All personnel entering the vehicle are required to wear proper P.P.E. for extrication evolutions. When possible an EMS provider should be placed into the vehicle to begin patient care and packaging. EMS personnel will determine the proper care to administer while extrication is taking place.
5. EMS Personnel should stabilize the victim(s) and coordinate extrication with the Officer in Charge. EMS personnel will determine the order of extrication and should work with the Officer in Charge to determine the safest and most efficient method of extrication.
6. One A-B-C extinguisher should be manned in close proximity to each vehicle in which extrication is performed. If possible a hose line should be deployed and ready to be charged in case of fire.
7. Haz-Mat Incident: A hose line should be placed into service with the Propack and/or foam. Emergency Response Guidebook should be referenced prior to entering any Haz-Mat scene for proper actions.
8. During an accident victim extrication all responders must give special consideration to the added difficulties of hybrid vehicles. Hybrid vehicles can have a motor that runs extremely quietly. There may not be any sign that the vehicle is running or under power. Remove all keys from the vehicle. If possible remove keys to another location, like the front bumper of the engine. Removing the keys will ensure the vehicle is not running.

- a. This should also be done for all vehicles that have a push button start. Keys may not need to be in the ignition for the vehicle to be running with a push button ignition. Removing the keys to a safe distance away will render the keys useless.
9. There are many free apps available for responders to download for use with hybrid vehicles. These apps will allow responders to have current information regarding specific vehicles and model types at their fingertips. It is recommended all members download some type of hybrid vehicle extrication app for use. There is a District owned iPad located on 3462 that can be utilized by responders to access the apps and other online information regarding hybrid vehicle extrication.
10. All hybrid vehicles have a high voltage cable running through the vehicle. This cable may not be in a standard location. This is why app usage is recommended. Cables should be colored a bright orange to indicate the high voltage line. These lines may be discolored. Lines should have some signage on them to indicate the high voltage. All personnel must stay away from the high voltage lines. Death or serious injury could occur if personnel come into contact with the high voltage line.
11. Extrication techniques should not change due to the vehicle being a hybrid. Responders must be vigilant of the placement of high voltage lines. Utilize standard extrication practices if high voltage lines are not present. If high voltage lines are present in the area where cutting or spreading are to occur, the responder must find a different method of extrication.

Water Rescue

1. All personnel will respond to the station in accordance with the Response of Personnel Best Practice. Apparatus will then respond in accordance with the Apparatus Response Best Practice.
2. All personnel entering the water will wear a personal flotation device. If possible personnel should wear an ice/cold water rescue suit (Mustang suit). The Mustang Suit will provide the rescuer with thermal protection and also acts as a flotation device. Cold water can create hypothermic conditions very quickly. Water temperatures can remain cold enough during the summer to quickly place the rescuer into hypothermia.
3. Any personnel within 10 feet of the water will wear a personal flotation device.
4. Before entering water, all methods to rescue victim from shore should be attempted. Reach, throw, row, go. Reach: use a pike pole or other long and sturdy item to bring the victim in. Throw: Use a throw bag or ring to bring the victim in. Row: use the Fortuna to access the victim. Go: enter the water and swim to the victim.
5. Coast Guard should be alerted for all applicable waters.

Ice Rescue

1. All personnel will respond to the station in accordance with the Response of Personnel Best Practice. Apparatus will then respond in accordance with the Apparatus Response Best Practice.
2. Only personnel on the posted "Ice Rescue Qualified List" should be involved with going onto the ice to rescue a victim.
3. All personnel going onto the ice will have an ice rescue suit (Mustang Suit) on.
4. Any personnel within 10 feet of the water / ice will wear a personal flotation device.
5. All personnel on the ice should be tethered if possible. Personnel should utilize a rescue ring while making a rescue. The ring, made of a pool noodle, will be tethered to the rescuer using a butterfly knot and carabiner to the ring on the rescuers Mustang Suit. When the rescuer reaches the victim, place the ring around the victim and prepare the victim for removal from the ice.
6. The rescuer should place themselves behind the victim to help lift/guide the victim up and over the ledge of the ice. When the rescuer is ready they will use one hand to tap the top of their head. This will be the hand signal used to indicate to personnel on shore to 'haul'. Personnel on shore will be ready to haul the rescuer and victim into shore. Using the tether line attached to the rescuer, the shore personnel will steadily and gently bring the victim and rescuer to shore.
7. If using the Fortuna for rescue the rescuer should place the rescue ring around the victim and pull the victim close to the boat. When ready to remove the victim, the rescuer will stand up in one motion, using their legs to lift and pull the victim into the boat. If possible utilize the opening in the front of the Fortuna to bring the victim into the boat.
8. Victims should be moved into a warm and climate controlled environment as soon as possible. All wet clothing should be removed and victim should be wrapped in a dry and warm blanket. EMS personnel should begin assessment and treatment.

Hose Loading Procedures

Hose loading operations shall be permitted to be performed on moving fire apparatus only when the following conditions are complied with:

1. All members involved have been properly trained in hose loading procedures and policies.
2. There should be personnel, other than those loading hose, assigned as a safety observer. The safety observer should have an unobstructed view of the hose loading operation and be in visual and voice contact with the apparatus operator.
3. Non-fire department vehicular traffic should be excluded from the area or should be under the control of authorized traffic control persons.
4. The fire apparatus should be driven only in a forward direction at a speed of 5 MPH or less.
5. Members will be permitted to be in the hose bed, but should not stand while the apparatus is in motion.
6. Prior to the beginning of each hose loading operation, the situation should be evaluated to ensure compliance with all provisions of this policy. If the policy procedure cannot be complied with, or if there is any question as to safety of the operation for the specific situation, then the hose should not be loaded on moving fire apparatus.

EMS Documentation

1. A PCR should be completed each time our agency is dispatched for any EMS response.
 - a. This includes (but is not limited to):
 - Patients treated by our agency and transported by another.
 - Patients who refuse care and/or treatment.
 - Calls where no patient contact is made, such as
 - Calls cancelled before reaching the scene
 - Calls where no patient is located
 - Standby events
2. PCRs are only to be completed by a New York State certified EMS provider. If no EMS providers respond on a call then NO PCR is necessary.
3. PCRs shall be generated using emsCharts.com
 - Login to emsCharts using the user name provided for the EMS provider
 - Complete the chart as necessary for the call.
 - Charts will be done on a computer located in the computer room at the fire station PRIOR to leaving the fire station after the call.
 - A "cheat sheet" will be provided in the clipboard on the rescue. These will be used to obtain the necessary patient information while on the scene.
 - The "cheat sheet" is to be shredded when the chart is completed.
 - All refusals or other necessary documents must be scanned and attached to the chart prior to "locking" the chart.
 - An emsCharts administrator (One of the Chiefs) shall be immediately notified of any issues with emsCharts or the actual chart itself for a call.
 - emsCharts will be effective at midnight January 1, 2014.
 -
4. All completed charts will include a run number. This number should correspond with the department run number assigned to the alarm. The run number will start with the two digit numeric for the year. 15 would be the numeric for 2015. The second portion of the run number will be the department number assigned to the alarm. The department number assigned for the alarm can be found on the sign-in sheet for the alarm. For example: 15-01 would be used for the year 2015, call #1.
 - a. Standby charts will also have a run number assigned. This number will be different then the normally used run number. The format for standbys will look like this:

SB0101150

- SB – Standby
 - Followed by 6 digit date 010115 (Jan. 1, 2015)
 - 0 – Standby only, no patients
- b. If there is a patient that is treated during the standby then another chart must be written. Utilize the same run number except for the final digit. Each patient encountered will receive the next number in line. 1 for first patient followed by 2 for the second, etc.
5. Guidance for this section was based in NYS DOH, EMS Policy Statement 02-05 and Oswego County SOG 5

Helicopter Landing Zones

1. Designate a Landing Officer on the ground (at the landing zone) as soon as possible. Fire Dispatch should provide an approximate Time of Arrival (E.T.A.) for the helicopter. All radio operations with the helicopter should be occurring on F-WIDE.
2. Choose an appropriate area for the landing zone. The area should be of solid ground with no obstructions in the immediate area. If possible the area should be paved. The Oswego Town Fire Department has a landing zone pad in the back parking lot. If possible utilize this area if EMS personnel agree that it is suitable to where the incident occurred. If the station landing zone is not suitable the helicopter can be landed at the scene.
3. The area around the LZ should be clear of all loose objects and debris. The LZ should be 100' X 100' (approximately 30 large steps) in size. Consider the wind direction. Helicopters land and take off into the wind. The wind direction can be identified by looking at a flag on a nearby building or other object.
4. Mark the LZ touchdown area with four (4) cones; one cone and portable light in each corner. Lay the cone down on its side with the pointed top of the cone pointing into the center of the landing zone. Place the portable light into the cone pointing upwards to illuminate the cone. This will give an illuminated 4 corner landing zone from the air. Traffic cones and portable lights are located on 3421.
5. Secure the LZ from pedestrian and vehicular traffic. Position the ambulance (with patient) at least 100' from the LZ.
6. The Helicopter is required to make radio contact with the Landing Zone Officer prior to attempting to touch ground. The pilot will contact the LZ Officer (via radio) as the aircraft approaches the LZ. Provide the Helicopter with a description of the landing zone, how it is marked, nearest utility wires, etc. Notify the pilot (via radio) when you hear/see the aircraft approaching the LZ.
7. All personnel at the LZ must wear eye and hearing protection as the aircraft approaches and lands. Never approach the aircraft unless directed by the pilot and/or medical crew. When directed only approach the aircraft from the 3 or 9 O'clock position. Air Medical Crew will accompany personnel when they approach the

aircraft. Stay clear of the tail rotor at all times. Never go behind the patient compartment doors.

8. No flash cameras or bright lights are allowed near the LZ.
9. Personnel at the LZ must wear eye and hearing protection during aircraft lift off.

NOTE: Informational purposes only the OTVFD LZ coordinates are:

Latitude – 43 Degrees 24' 50”

Longitude – 76 Degrees 33' 47”

School Bus Incidents

1. Incidents involving a school bus can be a difficult scene to manage. There could be a large number of patients and limited EMS providers. If necessary Incident Command should declare a Multiple Casualty Incident (MCI) using the Oswego County EMS MCI policy.
2. Triage all persons involved in the MVA. Properly treat and document all examinations, injuries and order appropriate transport. If possible, each patient's location should be noted on a diagram.
3. When all injured patients are treated and transported, any patient refusing or for which treatment or transportation is refused must have a proper patient refusal completed in accordance with the New York State and Central New York EMS patient refusal policy.
 - a. All adult patients (18yrs and older) must sign their own refusal, if alert, competent and with capacity to do so.
 - b. All student patients (<18yrs) must have a school district official sign their patient refusal, as well as any patient that refuses transportation or treatment that is not competent to do so (such as a mentally retarded individual).
 - c. The school district official will sign one patient refusal form for all uninjured/refusing students with a list of uninjured/refusing students attached per CNYEMS policy statement.
 - d. A PCR shall be completed for each patient treated and refusing care or treatment by the school district official. The EMT that does the patient assessments shall complete the PCR for those patients. Other personnel may assist with demographic information.
4. Should there not be ample time to complete a PCR at the scene due to the emergency situation, PCRs that accompany patient refusals may be completed at a later time. A responsible party should be left with the patients to obtain whatever information is possible. A contact person should be arranged so that the information could be completed at a later time.

Oswego Town Volunteer Fire Department
Best Practices
Acknowledgement and Understanding



I, _____ have read and fully understand the Best Practices of the Oswego Town Volunteer Fire Department. By signing this form I acknowledge that I have read and fully understand all of the Best Practices and I will abide by the rules and policies set forth in the Best Practices.

Signature: _____ Date: _____